

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 6, 2017**

PRESENT: TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JON OSBORNE, SELECTMAN; AND JAN SNYDER, SELECTMAN.

ABSENT: Selectman John (Jack) Meaney

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: John Vanloendersloot; Beth Rouse, Finance Administrator; Frank Campana; Shawn Shaw; Gregg McDowell; Dennis Hebert; Benji Knapp, DPW Director; Eldon Townes; Police Chief Sean Kelly

Chairman Clow called the meeting to order at 6:02 PM before entering into nonpublic session.

NONPUBLIC SESSION:

Chairman Clow moved, Selectman Osborne seconded to enter into nonpublic session @ 6:02 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Vice Chairman Hippler – yes. Passed 4-0-0

Chairman Clow moved, Selectman Osborne seconded to exit from the nonpublic session @ 7:02 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Vice Chairman Hippler – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Hippler seconded to seal and restrict these minutes of this nonpublic session. Passed 4-0-0

Vice Chairman Hippler excused himself from the remainder of the meeting for a personal reason. Chairman Clow welcomed everyone present and watching, followed by the Pledge of Allegiance.

JEWETT ROAD IMPROVEMENT DISCUSSION:

Town Administrator Bolton gave the Board some history on this topic. She stated that Dennis Hebert and his wife Kelly bought property at 97 Jewett Road. At the time of the sale the Heberts were presented with a private road maintenance agreement for Jewett Road as a private way. The Heberts began upgrading the roadway not realizing that Jewett Road was not a private way it was a Class VI Town Road and that the document he received was not factual. DPW Director Knapp went out and met with the Heberts to explain they need to get Board of Selectmen approval before any further work is done on the road because the Town owns the road. Mr. Hebert was present and explained that he was just trying to get the road in better shape for this winter and to find a place to put the snow. He thought he had permission to work on the road from the paperwork he was given. Chairman Clow stated that he has been out there checking out the stone culvert for a logging operation and he has a concern with the amount of material that has been pushed up onto the stonewall on the left hand side of the

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road heading to Mr. Hebertø. He would like to see it reclaimed so it looks like a stone wall again. DPW Director Knapp stated that he didn't have an issue with them improving and widening, but cautioned that the work that gets done cannot divert any water onto other properties. In the recent storm the stone culvert was flooding and the roadway was under water. Director Knapp suggested that the Town allow him to install a culvert across the road, above the existing stone culvert which would take care of any overflow. Mr. Hebert stated that he did not intend to do anything maliciously he was just misinformed. Chairman Clow stated that the main goal is to make it passable and didn't have an issue with Mr. Hebert working with Director Knapp. **Chairman Clow moved, Selectman Osborne seconded to allow improvements to Jewett Road under the guidance of DPW Director Benji Knapp. Passed 3-0-0**

DEPARTMENT HEAD/COMMITTEE ITEMS:

Chief Sean Kelly provided the Board an update on the recruitment process that has been underway to fill the two vacancies that have existed for a while. For some time now they have made a significant push to fill the vacancies by the end of 2017. They have used Facebook; local churches; woman's gyms; the Messenger; Goffstown Today newspaper; and the library newsletter and have received no responses. They have been working with the Great Bay Community College testing center who administers the testing for officers. They have had several applicants come through but the majority of them haven't made it to the end for one reason or another. We have recently had one successful candidate hired through the process and that is Officer John Blake. Currently we have one potential candidate going through the hiring process now which is almost complete and one potential candidate that will be starting the hiring process this week. Chief Kelly is hopeful that both candidates will be on board by the end of the year.

2018 DPW BUDGET PRESENTATION-HIGHWAY, TRANSFER STATION, SEWER & WATER

Benji Knapp, DPW Director was present for his budget presentations but before getting into that he wanted to provide the Board with a couple of other updates/questions. Mountain Road was paved on Friday October 27th after two days of heavy rains. The original plan was to pave on Wednesday but the heavy rains changed the plans. Three bad spots have surfaced now that the paving has settled a bit. Because there was a tremendous amount of water in the gravel from the heavy rains, when the loaded trucks drove up the road it pumped the water up through the gravel causing the bad spots. The paving company has been notified of the three spots and they will be coming back to fix and shim the areas and it will be fine. Next year they will be putting 1½" top on the entire road which will give it a stronger structure; usually they use 1" top but with higher traffic counts the 1½" will hold better and give more longevity.

Director Knapp stated that he was not available last week when the purchasing policy was discussed. He expressed that if the three written quotes are enforced it is going to take a lot more work and time when a breakdown occurs in the winter. It will stretch any breakdown out because now you have to get three quotes and come back on Monday night to get approval prior to being able to make the repair, which will just put added stress on the other employees to chip in and keep up during a storm. Chairman Clow stated that he would like Director Knapp to sit down with Town Administrator Bolton to discuss some exceptions that could be brought back to the Board for consideration. Selectman Osborne stated that if it is an emergency that needs to be fixed, Director Knapp can get three quotes, go with the appropriate quote and later return to the Board to explain the rationale of what transpired.

Director Knapp then started to go over the 2018 budgets for the highway department, transfer station, sewer and water. Director Knapp started with the highway department proposed budget. He addressed any line items that increased or decreased. The majority of the numbers are staying the same as 2017. The overall proposed increase at this time is \$71,238.13. The majority of the increase is due to changes in staff and their health

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insurance. Previous employees that left had either single or two person plans and the new employees are taking family plans. There also used to be a couple employees taking the insurance buyout and now everyone is taking the insurance plans. There is an increase requested for desks, tables and chairs for the new DPW garage, which will be removed if it can be purchased in 2017. The transfer station budget was very straightforward. The proposed budget shows an increase of \$9,465.93 and the majority of the increases are the contractual increases for the solid waste hauling that the Board approved a few weeks ago. The sewer department and the water department both have small proposed decreases.

Director Knapp asked to talk about the Thanksgiving and Christmas holidays for the transfer station. Christmas falls on a Monday this year, so that means the employees only have 2 days use the holiday or lose it. The employees would like to swap and take the Saturday after Thanksgiving off as their Christmas holiday. The Thanksgiving weekend tends to be slower because a lot of residents are out of town with family. He felt it was much more critical to have all employees available the week after Christmas because it is very, very busy. If the Board approved it they would start advertising right away. **Chairman Clow moved, Selectman Snyder seconded to close the Transfer Station on Saturday, November 25th. Passed 3-0-0**

CEDS PROJECT DISCUSSION:

Town Administrator Bolton distributed two draft CEDS applications based on last week's discussion. The first would be the River Road Reconstruction Project and the second would be the Communications Improvement/Enhancement Project. Chairman Clow stated that he did get confirmation from Central NH Planning and all they would need by the deadline today are the projects identified. The completed applications need to be submitted by November 20th. The Board will review the draft applications and finalize the projects next week. Copies of the draft applications will be shared with the two missing members in preparation of next week's approval for submittal.

MEETING MINUTES:

October 30, 2017 Minutes: Chairman Clow moved, Selectman Snyder seconded to approve the October 30, 2017 minutes as amended. Passed 3-0-0

MANIFESTS

Chairman Clow moved, Selectman Snyder seconded to order the Treasurer to sign accounts payable and payroll checks dated November 9, 2017 as included in the following manifests:

Payrolls Manifest	\$ 56,491.78 (weekly payroll)
Accounts Payable Manifest	\$ 49,435.66
Supplemental Accounts Payable Manifest	\$ 36,158.80
John Stark Regional Accounts Payable	\$ 250,000.00
TOTAL	\$ 392,086.24

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**Discussion:** Selectman Osborne stated that he has an issue with some of the payables not following the purchasing policy. There are several expenditures over the \$1,000 amount without getting three quotes. Due to the shortage of members present tonight, Selectman Osborne stated that he will sign the manifests so that the

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bills can be paid, but wanted the record to show that he is signing them under protest due to the purchasing policy not being followed. **Passed 2-1-0**

### ADMINISTRATIVE REPORT:

Sugar and Spice Lease: Due to the shortage of Board members this item will be handled next week when the full Board is expected to be present.

Purchasing Policy: Due to the shortage of Board members this item will be handled next week when the full Board is expected to be present.

Tax Deed 6 206 Oak Hill Road: Town Administrator Bolton informed the Board that the Town received a check for all the back taxes owed to date for 206 Oak Hill Road so Town Counsel prepared a deed to transfer the property back to the owners. The Board signed the deed and Town Administrator Bolton will send it to the registry of deeds to be recorded.

Thibeault Excavation Permit: The Board approved the renewal of the Thibeault Excavation Permit on October 23, 2017. Town Administrator Bolton prepared the renewal permit for the board to sign. The renewal permit is for the 29 acre tract located on Tax Map 409 Lot 107 off of Clough Park Road with an expiration of March 31, 2018. The Board signed the renewal.

Town Office Insulation: Town Administrator Bolton forwarded the report from Team Engineering regarding the inspection that was done on Tuesday, October 24<sup>th</sup>. The Board felt they would like time to read it and possibly discuss our options next week with a full Board.

RFP for Assessing: Town Administrator Bolton has received the responses back from the vendors. The answers will be compiled in a spread sheet and returned to the Board next week for a discussion.

Joint Loss Management Committee: Town Administrator Bolton reported that she does now have a group of three department heads and three employees that have stepped up and volunteered to get this back on track. The next step is to select a meeting date and time, select a chairman and future meeting date schedule.

Veteran's Day Holiday: Town Administrator Bolton wanted to remind the Board and those present and watching that the Town Offices are closed Friday, November 10<sup>th</sup> in observance of Veteran's Day, just like the schools. The Transfer Station will be open Friday and closed on Saturday, November 11<sup>th</sup>.

### PUBLIC COMMENT:

None

### CORRESPONDENCE:

Town Administrator Bolton forwarded a letter received from a resident questioning his assessment and comparing it to his neighbors. The resident did receive an abatement from the Town, but he still has questions. The Board asked to forward the letter and attachments to Avitar for their input.

### OTHER BUSINESS:

Selectman Snyder asked the status of the East Shore Drive letter regarding removal of stones in the right of way that are blocking the neighboring property. Town Administrator Bolton stated that the pictures taken by Code Enforcement Officer Chip Meany and a copy of the right of way plan was sent to Attorney Bill Drescher to issue

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a letter to the owner to remove the stones within a certain short time frame or face further fines. The expectation is that the letter will go out at the end of this week or beginning of next week because of the holiday weekend.

Selectman Snyder asked about the generator for the DPW garage. Chairman Clow explained that the 50KW generator has been delivered and it is down on site. Now that it is here on our site, the only way to return it would be to pay a restocking fee, plus an additional cost for the upgrade. There is a possibility of purchasing a separate 30KW generator strictly for the fire suppression system.

**Being there was no further business to come before the Board, Selectman Snyder moved, Chairman Clow seconded to adjourn at 9:07 PM. Passed 3-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary