

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 13, 2017**

PRESENT: TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JON OSBORNE, SELECTMAN; JOHN (JACK) MENAHEY, SELECTMAN; AND JAN SNYDER, SELECTMAN.

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Jack Dearborn; Gary Shelto; Richard Butt; Gregg McDowell; Lori Davis

Chairman Clow called the meeting to order at 6:30 PM. He welcomed everyone present and watching, followed by the Pledge of Allegiance.

2018 CIP (Capital Improvement Program) PRESENTATION:

Jack Dearborn, CIP Subcommittee Chairman was present to go through the 2018 CIP requests that were received by all the Town departments. He took a moment to thank the members for volunteering their time. The CIP Subcommittee members were Jack Dearborn, Chairman; Stu Richmond; Steve Roberts; Gary Shelto; Sherry Burdick; Jan Snyder, Exofficio; and Bruce Fillmore, Planning Board member. Mr. Dearborn took each department individually and went through their requests. The following are the requests by department and item:

Public Works Department	New 10-Wheel Plow Truck (replacement)	\$ 215,000
	Road Reconstruction	\$ 480,000
	Bridge Reconstruction	\$ 105,000
	New Backhoe	\$ 95,320
Police Department	Cruisers Replacement (2 cruisers)	\$ 85,182
Parks & Recreation	Pavilion @ Bolton Park	\$ 60,000
Library	Planning & Engineering	\$ 25,000
Board of Selectmen	Bell Tower @ Town Hall	\$ 49,600
	Fire Suppression @ DPW Garage	\$ 262,000

DEPARTMENT HEAD/COMMITTEE ITEMS:

None

ACO POSITION DISCUSSION: Chairman Clow stated that he would like to move this to the end, because he feels it would be better discussed in nonpublic session. The Board agreed.

CEDS PROJECT DISCUSSION:

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Town Administrator Bolton distributed two revised drafts of the CEDS applications after the Board reviewed last week's first draft. Chairman Clow stated that the reason for submitting projects is to give the Town some leverage in the event some grant application was applicable that we could apply for. This application is not a grant application, but having these projects on the list it would give the Town a little advantage. The application deadline is November 20, 2017. The Board members were going to review the goals and let Town Administrator Bolton know if they need to be revised before submittal. **Vice Chairman Hippler moved, Selectman Snyder seconded to submit the River Road Reconstruction Project and the Communication Improvement/Enhancement Project to Southern NH Planning Commission as CEDS Projects. Passed 5-0-0**

MEETING MINUTES:

November 6, 2017 Minutes: Chairman Clow moved, Selectman Snyder seconded to approve the November 6, 2017 minutes as amended. Passed 4-0-1 (Meaney)

MANIFESTS

Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated November 16, 2017 as included in the following manifests:

Payrolls Manifest	\$ 51,871.36 (weekly payroll)
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Accounts Payable Manifest	\$ 47,592.76
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Supplemental Accounts Payable Manifest	\$ 210,078.80
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TOTAL	\$ 309,542.92
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**Passed 5-0-0**

### ADMINISTRATIVE REPORT:

Sugar and Spice Lease: **Vice Chairman Hippler moved, Selectman Meaney seconded to approve the three (3) year lease with Sugar and Spice Preschool effective November 13, 2017 and expiring November 13, 2020 at the cost of \$125.00 per month. Passed 5-0-0**

Purchasing Policy: Chairman Clow stated that he would like to have some further discussion before it is signed. Chairman Clow stated that he still has concerns with the changes to the policy regarding the vehicle repairs particularly on the larger items needed to get a vehicle back on the road. There are lots of vendors that the departments have been using for several years as an established vendor. Vice Chairman Hippler disagrees with letting a department head consistently just go to one established vendor. He feels that it this Board's responsibility to control expenditures and asking department heads to get three written quotes should be fairly easy. DPW Director Benji Knapp agreed with Chairman Clow. He stated that for example he needs cutting edges and he can go and get three quotes but they have used other vendors and the holes are punched in the wrong place and they don't last, so over the years he has established a vendor for quality blades. Tires were another large expense and he has always used the State bid list and Mr. Gee's delivers them, which is extremely helpful as well. He stated that he will follow the rules, but he wanted the Board to know that there may be situation when they are broken down where taking the time to get three quotes just is not feasible. DPW Director Knapp stated that he has always tried to stretch the dollar as far as possible.

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Town Office Insulation: Town Administrator Bolton report that there will be a contractor coming to check out the attic and try to determine where the roof is leaking. He is coming on Wednesday, November 15, 2017.

RFP for Assessing: Town Administrator Bolton reported that this is not ready to be forwarded to the Board at this time.

Joint Loss Management Committee: Town Administrator Bolton reported that she is working on getting an agreeable time and date for all 8 members to be able to attend.

### **PUBLIC COMMENT:**

Richard Butt stated he has a couple of comments regarding the CIP presentation. He felt that the Parks and Recreation requests over the past couple of years seem to be very inconsistent. A couple of years ago it was \$85,000 for Bolton Field parking. Last year was \$36,000 for the boat ramp at Chase Park. This year there is a request for \$60,000 for pavilionø at Bolton Park. He is not being critical of volunteers but it appears to him that if something doesnø pass they try something different. He was wondering if they need some guidance. Mr. Butt stated that this year the police department is looking for two more cruisers. He has been looking at the budget and felt that there appears that there may be enough money left so that the two cruisers might be able to be bought out of the remaining money. He would like to urge the Board to keep that in the back of their minds if there is surplus left as there have been vacancies.

Mr. Butt asked if there will be a separate article for the Town Hall repairs or will it be included in the Government Building and Maintenance Fund. He pointed out that there is approximately \$56,000 left in that fund now and he asked what the Boardø plans were for that money. Chairman Clow explained that the bell tower would be a separate warrant article.

Mr. Butt stated that a few weeks ago Chief Kelly mentioned adding two men into next yearø budget. The DPW director has also asked for one part time employee. He felt that these have always been separate articles and it should be for the coming year. It gives the people a chance to vote on how big they want government to be.

Mr. Butt discussed the transfer station fees. He wishes that only the items that have a disposal cost should have a fee. Currently there are fees for bulky items and its pure revenue. There is no cost to dispose of those items as they are being put in with the regular trash. The cost is already put into the operating budget. It goes into the trash and we pay for it with the trash costs. Itø like a penalty to those that dispose of those items. He would like the Board to reconsider this. He stated that earlier in the year the Board increased the fees at Chase Park and he asked what that was for. It should be used to pay for wages of staff at the park. He is concerned and has expressed the desire for the Board to get rid of it. Itø an unfair tax, not directly reducing the cost.

### **CORRESPONDENCE:**

None

### **OTHER BUSINESS:**

None

### **ACO POSITION DISCUSSION:**

Chairman Clow stated that if there was no further discussion he would like to go into nonpublic session.

### **NONPUBLIC SESSION:**

## **FINAL**

**Chairman Clow moved, Selectman Snyder seconded to enter into nonpublic session @ 8:19 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; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 8:35 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

The Board discussed the memo from Chief Kelly regarding the ACO position and made changes to be sent back to Chief Kelly.

### **NONPUBLIC SESSION:**

**Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 9:01 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 9:13 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Vice Chairman Hippler moved, Selectman Osborne seconded to seal and restrict these minutes of this nonpublic session. Passed 5-0-0**

### **NONPUBLIC SESSION:**

**Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 9:14 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; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Hippler seconded to exit from the nonpublic session @ 9:21 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

The Board discussed possible junk yard violations.

**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