

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 16, 2018

**PRESENT:** JON OSBORNE, SELECTMAN; JAN SNYDER, SELECTMAN; FREDERICK W. HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN; JOHN (JACK) MEANEY, VICE CHAIRMAN.

**RECORDING SECRETARY:** Naomi L. Bolton

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Chief Sean Kelly; Paul Lewis; Benji Knapp, DPW Director; Leigh Bosse, Messenger; Tom Clow; Sharon DeStefano, Peter Flynn

Chairman Hippler called the meeting to order at 6:30 PM before the Board entered into nonpublic session.

**NONPUBLIC SESSION:**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:18 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 Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

This nonpublic session was to meet with a tax payer to discuss a payment arrangement for their outstanding taxes.

**Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:35 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:35 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

This nonpublic session was to interview a potential candidate for the minute taker position.

**Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:45 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:45 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 Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

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This nonpublic session was to discuss promotions for equipment operator and a personnel matter with the DPW Director.

**Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 7:01 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

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

At 7:02 PM Chairman Hippler welcomed everyone present and watching. Chairman Hippler stated that we are getting a late start tonight as the Board had a couple of nonpublic session matters. He then asked for those present to join the Board for the Pledge of Allegiance.

**SWEARING IN OF NEW POLICE OFFICER:** Chief Kelly stated that this evening marks the end of several months of work to introduce a Police Officer candidate to the Board of Selectmen. This journey started in early February after multiple interviews, an extensive background investigation, fitness testing, medical testing, psychological testing and a comprehensive polygraph examination Chief Kelly introduced Mr. Paul Lewis. Mr. Lewis will turn 27 early next month. He was born in Weymouth, but currently lives in Hull, Massachusetts where he will remain until he successfully completes the police academy. He's the youngest of four siblings. Mr. Lewis graduated from Whitman-Hanson High School in 2009. He then attended Massasoit Community College then transferred and graduated from Bridgewater State University with a bachelor's degree in social work in 2015. He went on to earn a Master's Degree in social work from Boston College in May of this year. Mr. Lewis has been accepted to attend the 176<sup>th</sup> session of the New Hampshire Police Academy and he will begin there on Monday, August 27<sup>th</sup> with graduation in December of 2018. Upon graduation in December, Mr. Lewis will begin the Weare Police Department Field Training Program where it is anticipated that he will complete his pre-service training in late March of 2019. Consistent with the terms of the collective bargaining agreement Mr. Lewis will start at the probationary office step of \$21.50 per hour including an education enhancement for his Master's Degree. Chief Kelly recommended that the Board hire Mr. Paul Lewis and swear him in as a full time Police Officer for the Town of Weare. **Vice Chairman Meaney moved, Selectman Snyder seconded to hire Paul Lewis as a Full Time Police Officer starting at \$21.50 per hour. Passed 5-0-0**

Chairman Hippler administered the Oath of Office to Paul Lewis and his mom presented him his badge.

**PUBLIC COMMENT:** Tom Clow, 125 Concord Stage Road was present to nudge the Board along with the Town Hall process. Mr. Clow has a list of items that need to be done at the Town Hall which was dated May 4, 2015. Chairman Hippler was a new member at this time and is now the senior member. There are things that haven't been addressed that are just getting worse. All of the spires have either fallen off or have been taken off for safety reasons. Mr. Clow asked the Board to consider waiving certain aspects of the purchasing policy so that something can be done over there. The new boiler was the only major project done since 2015. There have been some smaller items addressed as well. In the fall Mr. Clow and Selectman Burdick met with Walker Roofing at the Town Hall to look at the Bell Tower for an estimate. An estimate was received. Knowing that it couldn't be done last year Walker Roofing was contacted to provide an inflationary number that would take into account if it was done in 2018. An article was placed on the 2018 warrant specifically for the Bell Tower for a price of around \$49,000 which passed. A second article was also put on the warrant to add money to the regular building and maintenance fund of about \$15,000 which also passed. Mr. Clow stated that the purchasing policy means a lot but the purpose of it is to keep everybody honest, not show favoritism and to see that we get the best deal, but it shouldn't be a roadblock. Walker Roofing has proved itself to the Town on two instances, installing

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the copper roof on the Stone Building and the tower on the Clinton Grove Academy. We have a company that has proven they are a respectable company. If the Town is not able to get other bids, you've got a proven company and he encouraged the Board to reach out to Walker Roofing to see if they would come out and do the job.

Mr. Clow informed the Board that the CEDS (Comprehensive Economic Development Strategy) committee, which is the committee he stayed on with Southern NH Planning Commission (SNHPC) has completed the draft of their updated report. It will be posted for public comment on both the SNHPC and the Central Planning Commission. Mr. Clow stated that he will send Town Administrator Bolton a couple of sentences that could be put on the website along with the link once it is available. The public comment period will be open for 30 days and it will be started once SNHPC puts up the link.

### **DEPARTMENT HEAD/COMMITTEE ITEMS:**

Award Chip Coat Bids: Director Knapp stated that he has done the majority of the large projects that would come from his Road Reconstruction, so he has had the time to analyze what is left. He has wanted to try chip coating to see how it would take. He felt that he would like to try it on Hodgdon Road. Director Knapp took the representative out to Hodgdon Road and he suggested that a fiber mat chip coat would be best. The idea of chip coating is to extend the life of a road that has a good base. The company gave the director a quote and he then put it out to bid. Only one company bid which is All States Asphalt. Hodgdon Road is about 7,000 SF which would give the road an extension of 8-10 years. Lots of other towns have tried it and Director Knapp felt he would like to try it as well. The 7,000 SF costs approximately \$52,800. **Vice Chairman Meaney moved, Chairman Hippler seconded to award the bid to All States Asphalt for 7,000 SF of Hodgdon Road at a cost of \$52,800 to come out of the Road Reconstruction money. Passed 5-0-0**

Hourly Rates for Employees at the Public Works Department: Director Knapp shared with the Board a copy of the advertisement he recently put in the Messenger looking for help to fill a vacant position. The ad was placed next to a help wanted ad for the Town of New Boston. The starting wage difference is \$2.30 more per hour to start in New Boston versus the Town of Weare. He is going to try to put something together for a warrant article to increase all the wages across the Board.

Two (2) Vacant Operator Positions: Director Knapp stated that he has two vacant operator positions. One has been vacant since Tim Redmond was present. Two truck drivers put in for it and he would like to recommend that Hobart Kiblin and Tony Tavares be promoted to Equipment Operators. **Vice Chairman Meaney moved, Selectman Burdick to promote Tony Tavares and Hobart Kiblin to operator positions starting July 20, 2018 at \$18.21/hour during the 6 month probation period and then moving them to \$18.76. Passed 5-0-0**

**DISCUSS HAWKERS & PEDDLERS ORDINANCE:** Chief Sean Kelly was present to discuss the Hawkers & Peddlers Ordinance. Town Administrator Bolton reviewed the outstanding items from the prior meeting with Town Counsel. **Chairman Hippler moved, Selectman Burdick seconded to approve the amended Hawkers and Peddlers Ordinance. Passed 5-0-0** The Board signed the final copy of the Hawkers and Peddlers Ordinance.

Clough Park Agreement with the State of NH: Police Chief Sean Kelly stated that the folks that manage Clough Park have asked the Weare Police to come down on several occasions to provide limited coverage. This has not been done a lot recently due to the staffing shortage. The State provided the Town with an Agreement for details with an expiration of June 30, 2019. Legal review has been done on this agreement. **Vice Chairman Meaney moved, Selectman Burdick seconded to authorize the Chairman and the Police Chief to sign an**

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**agreement between the Town of Weare and the State of NH Department of Economic and Natural Resources for details and limited coverage. Passed 5-0-0**

**TAX DEEDING DISCUSSION:** Sharon DeStefano, Tax Collector was present to go over the outstanding properties that did not come in prior to July 9<sup>th</sup>. Ms. DeStefano provided the Board an updated printout with the properties broken down by campgrounds, mobile homes, land and land/buildings. The board discussed the list. After some discussion the Board stated that they are going to stand by the original order from July 2<sup>nd</sup>, which was if the taxpayers did not come in to set up a payment arrangement the property would be deeded. Ms. DeStefano stated that she would go back to her office and print the tax deeds for Board signature tonight.

### **MEETING MINUTES:**

July 2, 2018 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the July 2, 2018 minutes as written. Passed 5-0-0

### **MANIFESTS:**

**Chairman Hippler moved, Vice Chairman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated July 19, 2018 as included in the following manifests:**

<b>Payroll Manifest</b>	<b>\$ 55,412.16</b> (Weekly payroll)
<b>Accounts Payable Manifest</b>	<b>\$ 106,685.42</b>
<b>John Stark Regional School District Manifest</b>	<b>\$ 450,000.00</b>
<b>TOTAL</b>	<b>\$ 612,097.58</b>

*The following manifests were previously ordered to sign at the June 2, 2018 Board of Selectmen meeting:*

*Payroll Manifest \$ 59,179.42 (weekly checks dated 07/12/18)*

*Accounts Payable Manifest \$ 38,929.02 (checks dated 07/12/18)*

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**As there is no Selectmen's Meeting scheduled for Monday, July 23, 2018,**

**Please vote:**

**To order the Treasurer to sign payroll checks dated July 26, 2018 estimated to be about \$70,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$60,000.00 for accounts payables that cannot wait until the next scheduled meeting of July 30, 2018 without incurring late charges or interest. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting. Passed 5-0-0**

### **ADMINISTRATIVE REPORT:**

Financial Printouts: Finance Administrator Beth Rouse has provided the Board with second quarter printouts both electronically and hard copies.

Tax Deeded Property for Auction: Town Administrator Bolton explained that the fall auction for the tax deeded properties has been set for October 27, 2018.

Hazard Mitigation Plan 6 Contact was made with the Director and she was going to check on the status with the planner that was handling it. A follow up will be made once again.

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Master Plan Update Committee (Article 27): Town Administrator Bolton stated that the kick off meetings have been scheduled for July 30<sup>th</sup> and July 31<sup>st</sup>. There are 12 volunteers interested in being on this committee. This is an advisory committee that will be delivering some information to the Board of Selectman and the Planning Board. A chairperson and minute taker will need to be appointed, so that a meeting notice will be posted for each meeting and minutes are to be taken and given to the Town Clerk like other committees. Mike Sullivan, Librarian has volunteered for the committee, but whereas he is not a resident he would not be an official member. He is welcome to participate as he has spent a great amount of time prior to the article coming to the deliberative session. **Selectman Burdick moved, Vice Chairman Meaney seconded to appoint the following residents to the Master Plan Update Committee: Heleen Kurk; Katie Cyr; Courtney Bogaert; Sandy Pierre; Katie Sizemore; Rick Farr; Debbie Farr; Denise Purington; Susan Morin; Jan Snyder and Kristina Houde. Passed 5-0-0**

Part Time Minute Taker for Planning Board, Zoning Board and Conservation Commission: Earlier this evening the Board interviewed a candidate for the part time minute taker for Planning Board, Zoning Board and Conservation Commission. **Chairman Hippler moved, Vice Chairman Meaney seconded to hire Courtney Provencher as a part time minute taker for the Planning Board, Zoning Board and Conservation Commission for \$15.00 per hour effective immediately. Passed 5-0-0**

ACO Position: The recruiting is currently underway and there is an application deadline of July 22, 2018.

Harassment Policy: Town Administrator Bolton will follow back up with Primex as a result of the harassment training.

### **GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:**

Bell Tower & rot at Town Hall: The Board asked Town Administrator Bolton to reach out to Walker Roofing to see about getting on the schedule per the earlier discussion with Tom Clow during public comment.

Gordon Brown Buildings: Selectman Burdick asked Town Administrator Bolton to ask Walker Roofing if they might be interested in doing this work. Selectman Burdick has in her possession the paint that was donated from Country 3 Corners.

Town office roof, TA roof and walls & bulkhead at Town Office: quotes were solicited, one bid received

Plumbing & Electrical Bids: One plumbing and three electrical bids were received

Safety Complex Replacement Roof: Town Administrator Bolton provided the Board with a draft RFP for reroofing the Safety Complex. After reviewing the draft, the Board felt it was good to be advertised.

Apple Tree @ Town Office: The DPW employees trimmed the tree last week, so that the lawn care contractor will be able to care for the lawn better.

### **CORRESPONDENCE/OTHER BUSINESS:**

Selectman Osborne informed the Board that on Tuesday, July 17<sup>th</sup> at 6:30 PM Parks and Recreation will be meeting on the property on East Road to view the property and to discuss a multi-year proposal to build 1-2 ballfields. DPW Director Knapp has briefly discussed it with Selectman Osborne. The estimate being looked at is roughly 2 ½ acres per field and parking. Any Board members interested in attending are welcome.

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Selectman Osborne stated that the next item was the gazebo. He feels that it should be demolished. The kids are wrecking it and sooner or later someone is going to get hurt. Selectman Burdick asked why it couldn't be fenced off in an effort to keep the kids from playing on it/destroying it. Selectman Osborne suggested that we ask the DPW employees to remove it for safety reasons. Selectman Burdick then added if it is removed do we really want to replace it due to the vandalism. Chairman Hippler stated that maybe we look at replacing it with a pavilion type structure and not a gazebo. **Selectman Osborne moved, Selectman Burdick seconded to ask the DPW to demolish the gazebo due to safety reasons before winter. Passed 5-0-0**

Selectman Snyder asked about the July 4<sup>th</sup> issue at Chase Park regarding drinking and smoking marijuana at the beach. Selectman Osborne stated that the staff got involved and contacted the police. Everything was handled in a very professional manner and it is being looked into further.

Selectman Osborne stated that there were 8-9 residents at the Parks and Recreation meeting last week. They are interested in making Chase Park a residents only park. This group has asked to come to see the Board in August. Some research was done prior to the Parks and Recreation meeting and a memo was prepared. Town Administrator Bolton will provide the entire Board with copies of the memo. Selectman Osborne stated that he would like to see Town counsel review the deeds and will to see if an opinion can be received regarding the intent of the public as it appears in the deed and will.

Town Administrator Bolton provided the Board all the tax deeds from the earlier discussion for the Board's signatures. The Board signed all the tax deeds before entering nonpublic session. The Board will be adjourning directly after the nonpublic session.

### NONPUBLIC SESSION:

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:34 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 Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

**Chairman Hippler moved, Selectman Osborne seconded to exit this nonpublic session @ 9:17 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0**

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

**Being there was no further business to come before the Board, Selectman Osborne moved, Vice Chairman Meaney seconded to adjourn at 9:18 PM. Passed 5-0-0**

### ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary