

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 29, 2018

**BOS PRESENT:** JANET SNYDER, SELECTMAN; FREDERICK W. HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN

**RECORDING SECRETARY:** Hannah Smith

**TOWN ADMINISTRATOR:** Naomi L Bolton

**GUESTS:** Jim Drury; Tom Clow; Frank Campana

Chairman Hippler called the meeting to order at 6:30 PM

Chairman Hippler asked for those present to join the Board for the Pledge of Allegiance.

**PUBLIC COMMENT:**

Tom Clow stated that it was good to see the gazebo braced up. He asked if the Bell Tower was going to be able to be completed this fall. Chairman Hippler replied that yes that is the plan. Walker Roofing is just waiting to have the 80' lift moved to Weare. Mr. Clow asked if there was a chance that while they were here, could the bell tower of the Clinton Grove Academy could be painted as well. The Board would have to check into it. It may be too late to paint this fall.

**APPROVAL OF MEETING MINUTES:** These will be tabled until next Monday, November 5<sup>th</sup>.

**MANIFEST:** Chairman Hippler moved to approve the manifest as follows, Selectman Snyder seconded; passed 3-0-0.

*To order the Treasurer to sign the payroll and accounts payables checks dated November 1, 2018 as included in the following manifests:*

|                         |                               |
|-------------------------|-------------------------------|
| <i>Payroll Manifest</i> | \$ 58,009.18 (Weekly payroll) |
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| <i>Fire Department Payroll Manifest</i> | \$ 3,316.56 (October payroll) |
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| <i>Accounts Payable Manifest</i> | \$ 147,791.59 |
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|              |                      |
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| <i>Total</i> | <b>\$ 209,117.33</b> |
|--------------|----------------------|

**Discussion:** Chairman Hippler stated that he had a conversation with Selectman Osborne and there are two concerns, one in payables and one in payroll. There was a check for a body on the Chief's truck which had three quotes attached to the invoice. In the future the Board would like to see it on letterhead versus an email; they feel the letterhead is more formal. The payroll concern was the

overtime of the police department. Chairman Hippler asked Finance Administrator Beth Rouse to supply everyone with the amount of overtime paid for each week. The last item was to do with the electrical bill for the voter sites. There was concern as to why the Town selected electrician was not used. Town Administrator Bolton stated that this is the final completion of electrifying the voter sites which began prior to the Town selecting an electrician.

**ADMINISTRATOR'S REPORT:** Town Administrator Bolton informed the Board that the Town received a check for \$360.00 for the sale of Police Car 7 at the State Auction in Concord on October 20, 2018.

Custodian Position: The Board reviewed 2 sample job descriptions provided by the Town of Stratham; to be discussed at a future meeting.

Tax-Deeded Property Auction: There has been a lot of interest in auction; brochure dispensers have been refilled. Auction is scheduled for Saturday November 17<sup>th</sup> at 10:00 AM (registration at 9:00 AM) at the Weare Middle School.

Hazard Mitigation Plan: The SNHPC is ready to attend a Board meeting to discuss the Hazard Mitigation Plan – Town Administrator Bolton will schedule for November 5<sup>th</sup>.

Master Plan Update Committee: The Town's submission for the Age-Friendly Grant was selected in round 2. Mike Sullivan has been working with subcommittees in moving forward.

ACO Position: The ACO position has been posted for a third time.

Lawn Care Contract: RFP was due today at 4:00 PM; 2 bids received. Per the RFP, both are for 3 years. First bid is Bigg Dawg Landscaping & Services for cemeteries (current vendor for cemeteries) - 2019 at \$33,000, 2020 and 2021 at \$34,000 each. Second bid is Stockhaus Enterprises for cisterns and hydrants – all three years at \$7,225 each. Second bid also is for municipal buildings - all three years at \$59,260 each. The Board received a letter of recommendation from the president of the John Stark Generals Football & Cheer Association regarding Stockhaus Enterprises' work done for the Weare Athletic Club. Selectman Snyder inquired regarding these bids compared to last years'; Town Administrator Bolton will follow up. Town Administrator Bolton reminded the Board the contracts wouldn't begin until April 2019.

2019 Budget Schedule: The Fire Department will be discussed November 5<sup>th</sup> (rescheduled from tonight). The Library and smaller budgets will be discussed November 19<sup>th</sup>. CIP will be discussed November 26<sup>th</sup> (will go to Finance later that week on November 28<sup>th</sup>).

Holiday Schedule: The Board will not meet November 12<sup>th</sup> in honor of Veteran's Day. As Christmas Eve and New Year's Eve both falls on Mondays, the Board has agreed to meet on Wednesday for those two weeks.

**GOVERNMENT BUILDING & MAINTENANCE PROJECTS:** Currently waiting on Walker Roofing to move in the 80' lift for the Bell Tower at the Town Hall and painting the roof at the Gordon Brown Buildings.

Gazebo: The gazebo has been braced for winter and the Weare Historical Society has been given a deadline of April 1, 2019.

Oil Tank at Town Offices: The Board has decided to address this next year.

Security Camera Project: Town Administrator Bolton will follow up regarding deadline.

Food Pantry: Town Administrator Bolton received an email from Bob Boucher regarding 1 freezer, 1 fridge, food, and wooden shelves (purchased by Trustees) at current location. DPW will be assisting with moving furniture and Town Office basement will need some organizing. People have been calling requesting updates - Town Administrator Bolton hasn't been accepting donations due to relocation of Food Pantry but want to make it clear that no one is being ignored. Representatives from John Stark HS and Weare MS have offered to help with holiday baskets. Town Administrator Bolton will reach out to Henniker for guidance. Town Office is an ideal location due to flexible timing.

**CORRESPONDENCE:** Town Administrator Bolton received a request for an appeal for an administrative decision for a resident of a neighbor on Quaker St. Code Enforcement Officer had made a determination regarding a nonconforming lot on October 12<sup>th</sup> and building permit has been issued. However, request for appeal is incomplete, so resident has been directed to fill out appropriate forms, with highlighted instructions and requirements. The Board will discuss once complete appeal has been received.

**ADJOURNMENT:** As there was no further business to come before the board, **Chairman Hippler moved to adjourn at 7:00, Selectman Burdick seconded; passed 3-0-0.**

#### **ADJOURNMENT**

A True Record.

*Hannah Smith*

Hannah Smith  
Recording Secretary