



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 26, 2018

PRESENT: JON OSBORNE, SELECTMAN; JAN SNYDER, SELECTMAN; FREDERICK W HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN; JACK MEANEY, VICE CHAIR.

RECORDING SECRETARY: Hannah Smith

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Greg McDowell, Lori Davis, Jack Dearborn, Mike Camache, Stephen Najjar, Tom Clow, James Drury, Andrew Fulton

Chairman Hippler called the meeting to order and requested those present to stand for the Pledge of Allegiance. There was no public comment.

DEPARTMENT HEAD & COMMITTEE ITEMS:

DPW: DPW Director Benji Knapp was present to explain a delay in roadwork due to weather and to request patience from Town until springtime.

2019 CIP PRESENTATION: CIP Chairman Jack Dearborn was present to review the 2019 CIP budget. Town Administer Bolton handed out spreadsheets for members of the public to follow along. CIP Chairman Dearborn thanked Town Administrator Bolton, Finance Administrator Beth Rouse, and Building/ Code Enforcement Officer Chip Meany. CIP Chairman Dearborn reminded the Board that the CIP subcommittee reported to the Planning Board on November 8th, and was accepted, and will present to the Finance Committee on November 28th. CIP Chairman Dearborn reminded also the Board of the CIP guidelines – capital purchases over \$15,000 with a useful life of 3+ years. CIP Chairman Dearborn has used special revenue fund as placeholder throughout the Fire Department CIP presentation – final decision is up to the Board. Selectman Burdick inquired regarding new car purchase for Fire Department; CIP Chairman Dearborn clarified regarding municipal lease options to spread cost over 3 years. CIP Chairman Dearborn stressed the importance of taking into consideration the hidden costs and service disruptions of long-term maintenance vs short-term acquisition. DPW Director Knapp commented regarding truck repairs and issues with Volvo maintenance. Highway block grant aid will provide around \$278,320 for road reconstruction and preservation. Total cost of road reconstruction at current levels would be around \$7.6m. CIP recommends \$750,000 appropriation for 2019 (per year for 11.22 years). CIP recommends moving crushing and calcium chloride to operating budget. CIP recommends another option of raising \$500k per year plus \$2.5m bond over 10 years (but will include 229k\$ interest at 1.87%). CIP Chairman Dearborn inquired regarding

the delay between passage of bond and receiving funds to start laying work; Selectman Snyder clarified NH bond bank issues in June as well as bond anticipation note – can assume May. Selectman Snyder will follow up, and suggested CIP prepare paperwork ahead of time. CIP Chairman Dearborn thanked the CIP committee members and department heads. Chairman Hippler called on members of the financial committee to comment; Lori Davis clarified that they will wait until the financial committee meeting on November 28th.

Chairman Hippler asked DPW Director Benji Knapp to comment regarding staffing; Director Knapp confirmed full staff except one PT. Chairman Hippler inquired regarding hiring out for winter plowing (alleviate truck replacement costs?); Director Knapp has not explored this option as the DPW is at full staff and expressed concern with reliability of hired trucks.

JOINT DISCUSSION WITH CONSERVATION COMMISSION: Conservation Commission Chair Andy Fulton and Vice Chair Steve Najjar were present to review the Town's purchasing policy and relationship with professional forester. Conservation Commission Chair Fulton followed up on Selectman Osborne's previous comments regarding high cost of gate purchase due to previous circumstances and services, and expressed an interest in clearing up misunderstandings and miscommunications. Conservation Commission Chair Fulton expressed a willingness to approach one-off capital expenses differently, per Town purchasing policies. Original confusion regarding Town purchasing policies stemmed from inaccurate or misunderstood comment made by previous Town Administrator Fred Ventresco. Selectman Snyder inquired regarding multi-year bid of forester; Conservation Commission Vice Chair Najjar clarified regarding 2007 RFP with 4 or 5 similarly priced bids (\$65/hour). Meadowsend Timberland was chosen due to responsiveness, proactiveness with public, and involvement with Piscataquog Water Conservancy. Unfortunately, no copy of signed contract has been found; Conservation Commission vice Chair Najjar still reviewing emails with previous Town Administrator Fred Ventresco. Vice Chair Meaney expressed concern with a contract longer than 5 years (atypical for Town) and expressed concern with lack of signed contract; Town Administrator Bolton will follow up. Vice Chair Meaney expressed concern with Conservation Commission bypassing normal procedure of going through Town Administrator Bolton to access the Town Counsel. Chairman Hippler inquired regarding service Meadowsend provides; Conservation Commission Vice Chair Najjar clarified general advisor, implements and manages specific projects such as harvests, invasive species, etc. Chairman Hippler inquired regarding payment method; Conservation Commission Vice Chair Najjar confirmed check and Town Administrator Bolton confirmed around \$25,000 from Town account. Chairman Hippler suggested benefit of RFP process to educate Board and assess competitiveness of current forester. Conservation Commission Vice Chair Najjar commented regarding long-term relationship pairing with long-term life cycle and expressed concern with potential annual contracting attorney fees. Conservation Commission Vice Chair Najjar suggested a 10-year agreement and requested assistance of Town Counsel Spector-Morgan; Chairman Hippler confirmed. Conservation Commission Chair Fulton commented regarding 10 years of flat line costs (\$65/hour and \$25,000/year) for professional service that very constantly returns funds to forestry account. Conservation Commission Chair Fulton also commented regarding option of no management whatsoever; Chairman Hippler confirmed 5-7 year history of

no management. Vice Chair Meaney commented regarding inaccurate guidance by Fred Ventresco and clarified regarding need to bid for individual projects. Conservation Commission Vice Chair Najjar commented regarding forest service agreement by acre, not by hour. Chairman Hippler commented regarding a misunderstanding by the Board that gate considered maintenance. Conservation Commission Chair Fulton agreed to appropriate compliance from now on, but expressed concern with retaining professional service under contract at hourly rate. Lori Davis commented regarding disconnects and misunderstanding between Board and Conservation Commission – both might benefit from some background research and education. Selectman Snyder agreed, and will follow up by calling neighboring Towns regarding best practices. Chairman Hippler suggested a work session to clarify capital expenditures purchasing policy, and also expressed concern with lack of signed contract document. Conservation Commission Chair Fulton welcomed an opportunity for competition and an opportunity to clear up any lingering doubts. Conservation Commission Vice Chair Najjar requested status quo until work session.

Land Acquisition: Conservation Commission Vice Chair Najjar inquired regarding Town Forest account and capital improvements; Town administrator Bolton clarified warrant article if over \$15,000 and for land acquisition (despite zero-tax impact), per CIP presentation earlier in the meeting. Conservation Commission Vice Chair Najjar requested an exemption for 2018 due to short timeline; Chairman Hippler confirmed. Conservation Commission vice Chair Najjar inquired regarding the volunteer form; Town Administrator Bolton confirmed form updated for ease of use by Finance Administrator Beth Rouse. Conservation Commission Fulton requested support from Town Administrator Bolton, as land acquisition happens as available and not pre-scheduled.

Gates and Houle Easement: Conservation Commission Vice Chair Najjar commented regarding easement of Gates and Houle – police resolved trailer park and tent, but lot and driveway cleared (potentially illegally) and trees stacked on Town property. Terms and conditions of Piscataquog Land Conservancy need to be enforced; Conservation Commission will follow up with Code Enforcement Officer Chip Meaney.

Cortland Avenue: Conservation Commission Vice Chair Najjar expressed concern with Cortland Ave easement being accepted before pins set. Meadowsend Timberland had perambulated but half of monuments are gone and will need to be resurveyed. Per a resource professional/ Forest Society, the easement has been violated, and Conservation Commission expressed concern with burden of fees & enforcement. Selectman Burdick expressed concern with Planning Board checklist; Town Administrator Bolton clarified road involvement –front pins vs back pins. Town Administrator Bolton suggested Conservation Commission propose amendment to Planning Board to require more thorough standards for monumenting. Conservation Commission Chair Fulton expressed concern with sustainability of responsibility falling on Conservation Commission rather than developers. Town Administrator Bolton inquired regarding Cortland Avenue easement accepted without appropriate monumentation; Conservation Commission vice Chair Najjar confirmed. Conservation Commission Vice Chair Najjar requested assistance from Board/ Code Enforcement Officer Meaney in determining extent of easement pertaining to construction drainage and assessing damage. Chairman Hippler suggested Planning Board be required to

check for easements; Conservation Commission Vice Chair Najjar clarified concern with pins yet to be set. Chairman Hippler expressed concern with enforcement. Selectman Burdick commented regarding loam covering stone wall (violation of State and Town law) and requested Code Enforcement Officer Meany check.

Collins Ledge: Conservation Commission Vice Chair Najjar inquired regarding surveying to put pins in for Collins Ledge easement. It is unlawful to blaze/ sign without landowner agreement unless in deed. Chairman Hippler clarified regarding bidding if expected cost of survey under \$5,000 and RFP process if expected cost of survey over \$5,000. Chairman Hippler inquired regarding funding; Conservation Commission vice Chair Najjar confirmed Conservation Commission fund. Conservation Commission Vice Chair Najjar expressed concern with Town holding easements (rather than Piscataquog Land Conservancy or Forest Society) due to requirement for yearly monitoring, staffing, and legal fees.

Work Session Schedule: Conservation Commission Vice Chair Najjar suggested a joint work session in January 2019, with Board attending Conservation Commission meeting. Town Administrator Bolton suggested January 9th; Board agreed.

Legal Fees: Town Administrator Bolton explained precedent to go through her for permission to contact Town Counsel Spector-Morgan. Conservation Commission Vice Chair Najjar inquired regarding payment of legal fees; Town Administrator Bolton clarified through Selectmen's Office budget, not Conservation Commission budget. Conservation Commission Vice Chair Najjar apologized for the misunderstanding. Conservation Commission Chair Fulton agreed to compliance form now on. Conservation Commission Vice Chair Najjar suggested separate bill or separate line in legal budget to refund Selectmen's Office; Town Administrator Commented regarding Planning Board and Zoning Board.

APPROVAL OF MINUTES: The Board tabled the minutes of November 5th and November 17th until the next meeting.

Selectman Snyder inquired regarding the Board having a representative on the Conservation Commission member; Town Administrator Bolton confirmed they are largely determined by State law.

Selectman Burdick suggested surveying/ pinning be on Planning Board checklist with a specific timeline (such as 90 days or before construction). Vice Chair Meaney reminded the Board of obligation only for back pins. Town Administrator Bolton expressed concern with lack of forethought in future development/ connecting dead-end roads – cluster development falls under the purview of the Zoning Board. Chairman Hippler commented regarding scheduled joint meeting.

Selectman Burdick expressed concern with public hearing posting regarding road widths. Town Administrator Bolton will follow up.

MANIFEST: Chairman Hippler moved to approve the manifest as follows, Vice Chair Meaney seconded; passed 5-0-0.

To order the Treasurer to sign the payroll and accounts payables checks dated November 29, 2018 as included in the following manifests:

Payroll Manifest **\$ 65,033.75** (Weekly payroll)

Accounts Payable Manifest **\$ 45,615.69**

Total **\$ 110,649.44**

GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:

Bell Tower/ Gordon Brown Buildings: Town Administrator Bolton recently tried to contact Walker Roofing but their voicemail was full and emails have not been returned. Town Administrator Bolton reminded the Board of the \$17,000 deposit (1/3 of payment) and written contract guaranteeing work will be done this year. Chairman Hippler inquired regarding the specific completion date; Town Administrator Bolton will check the contract and confirm. Chairman Hippler commented regarding the possibility of legal action; Selectman Burdick suggested a certified letter with a 30-day deadline to reply or refund the deposit.

Security Camera Project: Pasek has still not begun installation, as they are waiting on one part of equipment. Town Administrator Bolton contacted Pasek to remind them of December 31st deadline.

Town Office: The Town Office ran out of oil this past weekend, as their last delivery was April. Town Administrator Bolton had reported the issue to Irving yesterday at 4:00PM but Town Offices were still cold at 7:00AM today. The DPW assisted with starting the heating system, as Irving had delivered 680 gallons but hadn't started the heating system. Town Administrator Bolton expressed concern with discrepancy of tank size, as Irving reported a stick measurement of 1000 gallons. Irving has requested the Town install a whistle before the next delivery; Town Administrator Bolton expressed concern, as previously Irving had refused to install whistle, due to tank being underground (would require DES & other logistics). Chairman Hippler suggested a propane heating system; Town Administrator Bolton expressed concern with an entirely new heating system but will follow up with Irving tomorrow.

ADMINISTRATOR'S REPORT:

Deliberative Session: February 9th at 9:00AM at the WMS Cafeteria.

2019 Budget Schedule: Smaller budgets will be discussed December 3rd, with Finance Administrator Beth Rouse following up December 10th. The Board will need to decide which budgets require additional review. The budget review process is currently ahead of schedule.

CEDS Adoption Process: The revisited document is available to review and comment on the SNHPC website until December 7th.

BOS Schedule for December: The Board will be meeting on December 3rd, 10th, 17th, and 26th.

Road Maintenance Informational Forum: At the New Hampshire Municipal Association conference, Town Administrator Bolton and Vice Chair Meaney spoke with All States Asphalt and UNH's T2 Center regarding hosting an informational forum on road maintenance. All States and the T2 Center will be holding a public presentation on Thursday, December 13th at 6:00PM at Weare Middle School. DPW Director Benji Knapp will be speaking, as well as another DPW Director, possibly Peterborough.

Food Pantry: Terry Knowles is back to work. Town Administrator Bolton has not yet received a response regarding the computer, metal racks, freezer, and refrigerator but will continue to follow up.

Perambulation of Town lines with New Boston: There has not yet been an update from New Boston.

Tax-Deeded Property Auction: St Jean Auctioneers and the property at 206/208 Mountain Road are ready to close this week – the Board will need to sign the deed and Town Administrator Bolton will notarize.

Dispatch Services for the Fire Department: The Goffstown Dispatch Service has provided Town Administrator Bolton and the Board with a lease to sign for the Fire Department.

Building Inspection Mutual Aid: The Town has a mutual aid agreement with Goffstown regarding building inspection. Goffstown has provided Town Administrator Bolton and the Board with a copy of the agreement to sign.

CORRESPONDENCE & OTHER BUSINESS:

Town Administrator Bolton has provided the Board with copies of the 1990 recommendation dispatch study.

Per the request of Fire Chief Bob Vezina, the Board has also been provided with a FAQ on ambulance billing fees. Chairman Hippler requested an alteration on line 1, as incorrect regarding operating costs (vs equipment and vehicles).

Town Administrator Bolton has written a thank you note for John van Loendersloot, who is resigning from his position as a Planning Board alternate due to health concerns. The Board thanks Mr. van Loendersloot as well.

Chairman Hippler received correspondence from Jack Dearborn regarding the classification of roads update discussion (road standards vs driveway standards). Town Administrator Bolton requested clarification on the flow of the process, which is; the issue will be brought before the Planning Board; from there it will be passed onto the DPW and the Fire Department, who will then return their comments back to the Planning Board. The Planning Board will then pass on their comments to the Board of Selectmen.

Selectman Snyder requested a copy of the Department of Labor report from Town Administrator Bolton.

Selectman Snyder requested a follow-up regarding tax-deeded properties that were not auctioned off. Town Administrator Bolton reminded the Board of the property that received no bids and clarified that she has cleared up 1 of the 3 additional properties.

Selectman Snyder requested a copy of the employer contract that will be discussed at the public hearing for the Fire Chief position on December 10th at 5:30 at the Safety Complex. Town Counsel Laura Spector-Morgan and Primex are currently reviewing the employer contract, and Town Administrator Bolton will provide it to the Board before the public hearing.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 9:51 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, Vice Chairman Meaney seconded to exit this nonpublic session @ 10:10 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

The Board discussed a tax payment situation of a taxpayer.

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 10:10 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

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 10:20 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

The Board discussed requests for rollovers of accrued time.

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 10:21 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.



Hannah Smith
Recording Secretary