



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 10, 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: Police Chief Sean Kelly, Donna Osborne, Tom Clow, Greg McDowell, Dennis Aubin, James Drury, Lori Davis, Neal Kurk, DPW Director Benji Knapp, Finance Director Beth Rouse, Fire Chief Bob Vezina, Steve Roberts

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

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:30 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 @ 7:03 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 personnel issue with Chief Kelly.

Chairman Hippler called the meeting to order at 7:04 PM and lead those present in the Pledge of Allegiance. There was no public comment.

DEPARTMENT HEAD & COMMITTEE ITEMS: DPW Director Benji Knapp was present to request a change in vendor and amount in previously awarded RFP for a plow. Bid was previously awarded to Tenco for \$7436 on November 20, 2017. Director Knapp requested a change to DL Boisvert Unlimited for \$7300, as had previously outfitted and built up truck to be compatible. Town Administrator Bolton confirmed that purchase within spending limit and would require a new motion from the Board. **Selectman Osborne moved, Vice Chairman Meaney seconded to rescind the original motion from November 20, 2017 and to award DL Boisvert the bid for a new plow for the price of \$7,300 per new information provided from DPW Director Benji Knapp. Passed 5-0-0.**

2019 ENTIRE BUDGET DISCUSSION: Finance Administrator Beth Rouse passed out a copy of the 2019 proposed budget to those present. Town Administrator Bolton began by directing attention to

the final page (16) and reminding those present this was a discussion of the operating budget. Finance Administrator Rouse reminded those present of a 4.42% increase from previous year. Chairman Hippler suggested the discussion start on the first page and called for questions from the Board and Finance Committee for each budget.

Town Officers Salaries: No questions or comments from the Board or Finance Committee.

Town Officers: No questions or comments from the Board or Finance Committee.

Elections: Chairman Hippler reminded the Board of normal annual fluctuations in Elections budget; no questions or comments from the Board or Finance Committee. This is decreased due to the number of elections has decreased for the 2019 year.

Tax Collector: No questions or comments from the Board or Finance Committee.

Assessing: Town Administrator Bolton reminded the Board of 5-year contract with Avitar. Selectman Burdick and Selectman Snyder inquired regarding reduction of Assessing office to 1 employee.

Legal Expenses: No questions or comments from the Board or Finance Committee.

Finance Administrator: No questions or comments from the Board or Finance Committee.

Town Clerk: No questions or comments from the Board or Finance Committee.

Selectmen's Office: Town Administrator Bolton clarified regarding Town Administrator and Secretary position; no questions or comments from the Board or Finance Committee.

Cable Committee: No questions or comments from the Board or Finance Committee.

Trustees of Trust Funds: Town Administrator Bolton clarified shift of costs (such as NHMA conference) from AG; no questions or comments from the Board or Finance Committee.

Land Use: No questions or comments from the Board or Finance Committee.

Government Buildings: Town Administrator Bolton reminded the Board of increased costs of fuel and lawn contract, as well as addition of radio voter sites; no questions or comments from the Board or Finance Committee.

Cemeteries: Chairman Hippler reminded the Board of increased cost of lawn contract; no questions or comments from the Board or Finance Committee.

Insurances: Town Administrator Bolton reminded the Board the rates are provided by Primex. Neal Kurk inquired regarding General Liability/ Property Insurance – year-to-year or long-term. Town Administrator Bolton confirmed contract is based on previous 5 years' experience/claims. Mr. Kurk inquired regarding legal commitment of contract. Town Administrator Bolton clarified current contract is cheapest option. Mr. Kurk inquired regarding decrease recorded in default budget. Chairman Hippler commented regarding this conversation last year and it was stated by Mr. Kurk at that meeting that the prior year's amount (the larger amount) would be the one for the default.

Advertising and Regional Association: No questions or comments from the Board or Finance Committee.

Police Department: Finance Committee Chair Lori Davis inquired regarding the 4% increase in salary for the part time secretary position; Police Chief Sean Kelly clarified this is position is in the collective bargaining agreement guidelines. Vice Chair Meaney inquired regarding increase in overtime due to military, call backs, training, and court appearances. Chairman Hippler clarified this covers officers while gone. Selectman Osborne inquired regarding training for two mid-manager positions with RWU. Chief Kelly clarified Roger Williams University is preferred vendor for management training and mid-manager is next step for Sergeant Frisbie and Sergeant Maguire. Chairman Hippler commented regarding building maintenance for gutters and locks on booking room doors – should be shifted to government buildings as it will be a one-time purchase. Finance Administrator Beth Rouse requested clarification regarding government buildings. Chairman Hippler confirmed capital reserve. Selectman Osborne inquired regarding defensive force equipment and training (purchase of ammo, shotguns, and Taser). Chief Kelly confirmed firearms for full time employee and Taser for part time employee due to concern of current equipment failure or disrepair as well as need for replacement/ spare. Vice Chair Meaney inquired regarding shotguns vs handguns. Chief Kelly clarified lesser lethality. Donna Osborne of the Finance Committee inquired regarding SRO position. Chief Kelly confirmed no budget certainty yet and position is dependent on conversations with John Stark School Board and Weare School Board. Chairman Hippler inquired defensive force equipment and training (purchase of ammo, shotguns, and Taser) – possible move to one-time purchase line. Finance Administrator Rouse confirmed, per pervious discussion. Neal Kurk of the Finance Committee inquired regarding training for two mid-manager positions with RWU – possibility of succession planning or internal promotion. Chief Kelly clarified training is a building block for first-line supervisors (continuation from previous training and fulfilling current needs) with possibility but not necessarily intention to rank up. Finance Committee Chair Davis inquired regarding training for two mid-manager positions with RWU – who is being sent and what level of training are they achieving. Chief Kelly clarified regarding “mid-manager” – title of class and not necessarily middle manager. Chief Kelly also clarified staffing is determined by Board. Town Administrator Bolton commented regarding additional funding left over after training for Frisbie and Maguire. Chairman Hippler commented regarding the investment in current employees benefits Town. Selectman Osborne inquired regarding addition of cruiser to operating budget – should be warrant article. Chief Kelly confirmed he suggests addition of cruiser to operating budget every year to spark conversation on critical need for investing. Chairman Hippler commented that other Towns do have similar purchases in operating budget. Selectman Osborne commented regarding an addition of truck to DPW’s operating budget. The Board agreed to remove the line item.

Emergency Management: No questions or comments from the Board or Finance Committee.

Fire Department: Selectman Osborne inquired regarding earmarking of \$30,000 for standby pay – needs to be warrant article in first year. Vice Chair Meaney had concerns regarding warrant article rejection and the “no means no rule”. Town Administrator Bolton requested clarification regarding the position. Fire Chief Vezina clarified 10:00PM to 7:00AM shift and insufficiency of per diem model – better compensation for on-call employees, similar to DPW. Chief Vezina reminded the Board of proposed plan to shift staffing to full-time employees over next 5 years. Chairman Hippler inquired regarding wages for part-time EMTs and firefighters. Chief Vezina clarified regarding advanced care available at least 90% of the time. Chief Vezina also commented regarding the difference in salary schedule for full-time employees. Neal Kurk of the Finance Committee inquired regarding Board of Fire Wards vote to increase wages \$1/ hour. Chief Vezina clarified this is reflected in wages for call

force. Mr. Kurk inquired regarding budgeting for potential increase in Fire Chief's contract. Chief Vezina clarified that the \$499 increase does not include Chief or secretary. Mr. Kurk requested a breakdown. Chief Vezina confirmed he would bring one to Finance Committee meeting. Tom Clow of the Finance Committee inquired regarding payment schedule for dispatch. Chief Vezina clarified billing is normally every other month but this year error in billing schedule and will all be paid at end of year. Finance Committee Chair Lori Davis inquired regarding contract increase for dispatch. Chairman Hippler confirmed – Board signed contract 2 weeks ago. Finance Committee Chair Davis inquired regarding rejection of budget. Town Administrator Bolton clarified the new dispatch contract will go into the proposed and the old contract amounts will be in the default. Chief Vezina commented regarding warrant article. Selectman Osborne inquired regarding increase in training fee expenses given previous year lack of fulfillment. Chief Vezina clarified sponsorship of current employees to improve skills, irregular from year to year due to outside factors but wants to have funding available for those interested. Chairman Hippler reminded the Board of overspending of this line for training fee expenses in 2016 and 2017. Selectman Snyder inquired regarding cost of training. Chief Vezina clarified if the Fire Department fronts the cost of training, the employee is required to participate in 10 hours/ week as tuition reimbursement. Finance Committee Chair Davis inquired regarding fuel rate for diesel and unleaded. Town Administrator Bolton clarified regarding difficulty of getting a set rate. Finance Committee Chair Davis followed up stating that she was unsure why Weare has not got a price because Henniker and Goffstown got fixed prices a while ago. Town Administrator Bolton inquired if it was for heating fuel or diesel and gasoline. Finance Chairman Davis responded diesel and gasoline. Town Administrator Bolton stated that she will follow up on that.

Forest Fires: No questions or comments from the Board or Finance Committee.

Animal Control: Selectman Osborne inquired regarding an update with Animal Control Officer position. Police Chief Sean Kelly confirmed position has been advertised 3 times without any applicants. Chief Kelly commented regarding average ACO wages in the area. Chairman Hippler clarified a wage increase would go to warrant. Vice Chair Meaney commented regarding Fire Department and DPW wages. Board agreed to \$15/ hour rate. Selectman Osborne inquired regarding split/joint position with surrounding Towns. Town Administrator Bolton inquired regarding rejection of warrant and the no means no rule. Chairman Hippler clarified if Town votes to reject \$15/hour warrant article, \$15/hour can't be used as salary, but position could still be filled with previous salary. Donna Osborne of the Finance Committee inquired regarding 30-hour benchmark. Chief Kelly clarified 30 hours comes from part-time employee position but is not performance-based, especially after 15 months of position vacancy. Chairman Hippler inquired regarding percentage of police calls currently for animal control. Chief Kelly will get back to the Board on this. Fire Chief Vezina inquired regarding interest in compensation study town wide for ACO position, DPW, Police department, etc. Chairman Hippler expressed concern with burden on taxpayers for costs of study as well as positions and wage increases. Selectman Snyder inquired regarding NHMA wage survey. Town Administrator Bolton clarified wage survey no longer available on NHMA website. Chairman Hippler inquired regarding statewide comparison of percentage of vacancies across departments. Chief Vezina commented that vacancies are issue for many departments in the Town. Neal Kurk of the Finance Committee commented regarding presumption of market rates and expressed concern for long-term burden on taxpayers. Mr. Kurk also commented regarding factors outside of salary/ duties/ benefits such as child care, commute, reputation of employer, etc, and inquired if department heads think vacancies due to current wage offering. Chairman Hippler commented regarding inadequate service due to understaffing and vacancies. Tom Clow of the Finance Committee agreed and commented regarding limited comparison of similar sized Towns.

Code Enforcement: No questions or comments from the Board or Finance Committee.

Highway Department: Selectman Osborne inquired regarding gravel and calcium chloride for road maintenance – should it be a warrant article? DPW Director Benji Knapp clarified road reconstruction is warrant article. Chairman Hippler inquired regarding road reconstruction coming from capital reserve. Town Administrator Bolton clarified road reconstruction is warrant article that lapses from fiscal year to fiscal year. Selectman Snyder inquired regarding additional \$42,000. Finance Administrator Beth Rouse clarified regarding line for gravel and calcium chloride for road maintenance. DPW Director Knapp expressed concern with possibility of warrant article being voted down. Selectman Osborne inquired regarding cost of roadside mowing and the possibility of Town buying a tractor for year-round mowing. DPW Director Knapp agreed. Selectman Burdick inquired regarding 50 hp tractor. DPW Director Knapp confirmed, will also look for used. Vice Chair Meaney inquired regarding cyclical blade. DPW Director Knapp clarified rotary blade for brush. Finance Administrator Rouse inquired regarding usage of CIP funds. Town Administrator Bolton confirmed, although additional research necessary at this stage. Selectman Osborne commented regarding fiscal responsibility of purchasing tractor rather than expensive and limited roadside mowing. DPW Director Knapp expressed surprise over high support and will research this. Chairman Hippler inquired regarding cleaning services. DPW Director Knapp clarified had previously been every two weeks but cleaning service had requested more frequency. Chairman Hippler inquired regarding building repairs/ maintenance. DPW Director clarified guestimated costs due to new building. Chairman Hippler commented regarding vehicle/ equipment maintenance/ repair costs, similar to Police department. Donna Osborne of the Finance Committee inquired regarding the breakdown of vehicle/ equipment maintenance/ repair costs and bidding process. Tom Clow of the Finance Committee inquired regarding gravel and calcium chloride for road maintenance – previous DPW Directors had made requests for road maintenance not reconstruction, and expressed concern with bond and CIP. Finance Committee Chair Lori Davis inquired regarding gravel and calcium chloride for road maintenance – how much has been expended to-date? Finance Committee Chair Davis also inquired regarding warrant article including road reconstruction, as 1/3 of the Town's roads are gravel and 1/3 of voters are thus more invested in road reconstruction warrant. Chairman Hippler clarified \$42,000 comes from road reconstruction, as normal practice. DPW Director Knapp confirmed \$12,000 spent on calcium for dirt roads (at least twice per road). Town Administrator Bolton confirmed \$42,000 to purchase product, operating budget covers manpower to and truck operational costs.

Street Lighting: No questions or comments from the Board or Finance Committee.

Transfer Station: Town Administrator Bolton commented regarding increase in trash hauling contract and glass crushing bid estimate. Selectman Osborne commented on glass mandate. DPW Director Benji Knapp clarified regarding escalation clause in trash hauling contract. Selectman Burdick inquired regarding recyclables. DPW Director Knapp commented regarding aluminum revenues, glass and paper cheaper to recycle than throw away. Selectman Burdick inquired regarding recycling revenues directed to general fund. Selectman Snyder confirmed. Neal Kurk of the Finance Committee inquired if \$15,000 (glass crushing) and \$42,000 (gravel and calcium chloride for road maintenance) in addition to \$480,000 (road reconstruction). Chairman Hippler confirmed.

Sewer: Town Administrator Bolton commented regarding equipment line for spare pump. Chairman Hippler reminded the Board the Sewer department has always had a spare pump. DPW Director Benji Knapp confirmed and commented regarding pump failure in 2013. Chairman Hippler suggested moving funding to one-time purchase line. DPW Director Knapp commented regarding anticipated

timeline of purchase. The Board agreed to move funding to one-time purchase line. Neal Kurk of the Finance Committee inquired regarding shift. Chairman Hippler clarified a permanent change to equipment line so as to not reflect in future default budgets.

Water Dist. & Treatment: Selectman Osborne inquired regarding increase in water testing. DPW Director Benji Knapp clarified state mandated and comes up every couple of years.

Health: No questions or comments from the Board or Finance Committee.

Welfare: Chairman Hippler reminded the Board of employee split with Selectmen's Office; no questions or comments from the Board or Finance Committee.

Parks & Recreation: Selectman Osborne inquired regarding 3% hourly wages increase, as has not been discussed by Board. Finance Administrator Beth Rouse clarified regarding merit for returning staff and adult supervisor position. Selectman Osborne commented that no other departments have 3% increases. Chairman Hippler inquired about budgeting for 3% increase when unsure who might return. Town Administrator Bolton clarified budgeting for 3% overall. Chairman Hippler commented that this could lead to unfair practices. Selectman Snyder suggested budgeting using average number of returning employees over past 3 years. Finance Administrator Rouse inquired about adult supervision position. Chairman Hippler commented that PARC is not covered by the raise pool and suggested the wage increase be removed and include the PARC employees in the pool with all other employees in a separate warrant article. The Board was in consensus, and this should be reflected in the Medicare line and Fica line. Tom Clow of the Finance Committee inquired regarding the line item for senior citizen activities and commented on a Library meeting regarding fees for White Birch Community Center. Town Administrator Bolton clarified the White Birch program had been cut years ago and had been a membership fee of \$2000.

Library: No questions or comments from the Board or Finance Committee.

Patriotic Purposes: No questions or comments from the Board or Finance Committee.

Conservation: No questions or comments from the Board or Finance Committee.

Economic Development: Chairman Hippler inquired regarding the purpose of \$1 placeholder; Town Administrator Bolton clarified previously active group working to attract business development in Town.

Ambulance: Chairman Hippler reminded the Board the budget reflects an increase in income, which offsets revenue. Finance Administrator Rouse confirmed. No questions or comments from the Board or Finance Committee.

Debt Service: Chairman Hippler reminded the Board of principal reduction on DPW bond. No questions or comments from the Board or Finance Committee.

Capital Outlay: Chairman Hippler reminded Board of satisfied lease on ambulance – anticipate decrease next year. No questions or comments from the Board or Finance Committee.

Town Administrator Bolton asked to correct the comment earlier in the evening made by Finance Chairman Davis concern regarding neighboring Towns of Henniker and Goffstown getting fixed fuel

and gasoline costs. It was verified with Henniker that they have had similar problem getting a fixed rate for gas and diesel. They have a fixed price for heating oil and propane but not gas and diesel. Finance Administrator Rouse handed out a spreadsheet of costs from previous year for diesel and gasoline. Town Administrator Bolton explained normal projection process of splitting in half and adding average (would result in budget of \$2.19/gal for unleaded and \$2.47/gal for diesel) - not appropriate for current energy cost climate, despite knowing usage of each department from 2015, 2016, 2017, 2018, and proposed usage for 2019. Chairman Hippler inquired regarding Police Department increase of 22% for 2019 usage. Chief Kelly confirmed full time staff. Vice Chairman Meaney reminded the Board of municipal exemption from federal and state gas tax. Chairman Hippler inquired regarding line item for John Stark. Town Administrator Bolton confirmed usage at Town pump with follow-up billing. Dennis Aubin commented regarding EIA projected retail rates for 2019 (\$2.75/gal for unleaded and \$3.21/gal for diesel). **Selectman Osborne moved to approve budget of \$2.35/per gallon for unleaded and \$2.80/ per gallon for diesel; Selectman Snyder seconded; passed 4-0-1 with Chairman Hippler opposing.** Selectman Osborne proposed a Board work session. Board consensus, as fuel prices are out of Board's control. Town Administrator Bolton inquired regarding schedule for work session and reminded the Board of Finance Committee meeting on December 18th and public hearing on January 14th (will be running publicity shortly after Christmas). Selectman Burdick inquired regarding Board meeting on December 17th; Town Administrator Bolton reminded the Board of warrant article discussion and review with Finance Committee. Chairman Hippler suggested Tuesday December 18th; the Board was in consensus. Neal Kurk of the Finance Committee inquired regarding the time. Town Administrator Bolton confirmed 7:00 PM.

Finance Committee Chair Lori Davis commented regarding 4.4% increase for Weare School Board, unsure of John Stark School Board, and about 4.2 or 4.3% increase for budgets discussed tonight by the Board (not including warrant articles).

Neal Kurk of the Finance Committee commented regarding reductions beyond the control of the Board (such as liability insurance, various departments' health insurance, and a capital expense line). Town Administrator Bolton commented regarding net perspective of budget.

Finance Administrator Beth Rouse inquired regarding warrant article discussion at next Board meeting. Chairman Hippler commented regarding roof warrant article. Town Administrator Bolton requested the Board finalize road warrant article per CIP presentation on November 26th - option 1 or option 2 (CIP recommended, \$2,500,000 bond over 10 years and \$500,000 per year for reconstruction). DPW Director Benji Knapp summarized road maintenance discussion the previous Thursday and reminded the Board of bond options - \$2,500,000 for preservation with \$480,000 annually for reconstruction. Chairman Hippler expressed support for option 1, due to 3/5 majority requirement for bond. Town Administrator Bolton reminded the Board of the intent to introduce reconstruction budget if bond does not pass. Selectman Snyder inquired regarding timeline of bond financing. DPW Director Knapp confirmed a couple years. Selectman Osborne expressed support for option 1, due to 3/5 majority requirement for bond. Tom Clow of the Finance Committee expressed support for bond because of upfront financial guarantee for ten years. Chairman Hippler suggested breaking down maintenance and reconstruction into 2 warrant articles. Vice Chair Meaney expressed concern with overwhelming taxpayers. Vice Chair Meaney suggested both option 1 and option 2. Selectman Snyder expressed support for option 2. **Vice Chair Meaney moved to approve option 2, Selectman Snyder seconded; passed 4-0-1 with Chairman Hippler voting against.** Selectman Burdick inquired if road maintenance discussion the previous Thursday had been televised on Channel 6; Town Administrator Bolton confirmed, in addition to emails, social media, flyers, etc.

APPROVAL OF MINUTES: The Board agreed to table the minutes until the next meeting.

ADMINISTRATOR'S REPORT: Town Administrator Bolton had no Administrator's Report to present, although Selectman Snyder inquired regarding the Food Pantry. The Food Pantry will be up and running as of January 2, 2019. A fridge and freezer were procured for free, and Melissa Boudreau (and family) helped set up shelves and stock food. Christmas baskets are currently being worked on, and with the help of the school, Country 3 Corners, the social worker, and the school nurses, the Christmas baskets should be distributed on Thursday, December 20. People have been calling and asking. Selectman Snyder also inquired regarding the tax-deeded property auction. Town Administrator Bolton confirmed an additional closing, to be discussed in a nonpublic session following this meeting.

MANIFEST: As Chairman Hippler had stepped out of the room for a moment, Vice Chair Meaney moved to approve the manifest as follows, Selectman Snyder seconded; passed 4-0-0.

To order the Treasurer to sign the payroll and accounts payables checks dated December 13, 2018 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 57,422.86 (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$ 77,276.54
<i>Total</i>	<u>\$ 134,699.40</u>

CORRESPONDENCE & OTHER BUSINESS:

Chairman Hippler inquired regarding a correspondence from FEMA regarding the Contoocook watershed; Town Administrator Bolton clarified the correspondence was a mass mailer from the vendor to all departments.

Chairman Hippler and Selectman Burdick commented regarding the concern previously raised by a resident on Riverdale Rd regarding road conditions. There was follow up with the DPW, which installed a blind spot mirror and patched the road. There was follow up with the Police Department, which has increased police presence.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 10:03 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 @ 10:19 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 one of the tax deeded properties that was sold at the auction.

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 10:20 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Hannah Smith

Hannah Smith
Recording Secretary