



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
January 2, 2019

**PRESENT:** JON OSBORNE, SELECTMAN; JAN SNYDER, SELECTMAN; FREDERICK W HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN.

**RECORDING SECRETARY:** Hannah Smith  
**TOWN ADMINISTRATOR:** Naomi L Bolton

**GUESTS:** Richard Butt, Frank Campana, Steve Roberts, Greg McDowell, Bob Vezina, Beth Rouse, Benji Knapp, Tom Clow, Donna Osborne, Sean Kelly, Justin Douglas

Chairman Hippler called the meeting to order at 6:30 and asked those present to join the Board in the Pledge of Allegiance.

**PUBLIC COMMENT:** Richard Butt of the Cable TV Committee was present to update the Board on the technology discussed at the last meeting – it has been installed and is functioning appropriately. Mr. Butt also expressed concern with the Board’s decision to spend monies on nonemergency pre-planned purchases rather than building up the unreserved fund, which could later be used to offset taxes. Mr. Butt expressed concern with the diminished unreserved fund and requested an explanation from the Board. Chairman Hippler replied that he did not have one at this time. Mr. Butt also inquired regarding the Fire Department wage increase of \$1/hour and requested clarification regarding authority over Fire Department budget. Chairman Hippler clarified RSA 154. Mr. Butt commented regarding inconsistencies from department to department, and requested the legal opinion in writing. Town Administrator Bolton will follow up.

Frank Campana was present to follow up regarding a comment Chairman Hippler had made at the previous meeting regarding “viability” of offsetting funding for police car and Fire Chief’s car. Mr. Campana also commented regarding the tax rate and expressed concern with the Board’s decision. Mr. Campana also expressed concern with the scheduling of the public hearing on January 14<sup>th</sup> and commented that he wished there was a prior public hearing to explain the budget and warrant articles in more detail to taxpayers. Mr. Campana also inquired regarding Town employee contributions to health care, as an article in *Business NH Magazine* had cited the average NH employee at 18% and the average New England employee at 24%.

Justin Douglas was present to follow up on his request at the Board meeting November 19<sup>th</sup>. Mr. Douglas had previously requested the Board consider disbanding the Weare Police Department for failing to act appropriately. Mr. Douglas acknowledged disbanding the Weare Police Department would be a large project and might not address this issue appropriately. Mr. Douglas expressed concern with the Town’s usage of Municipal Resources Inc. – failure to meet minimum bid requirement, potential conflicts of interest, and previous examples of

underperformance. Mr. Douglas inquired if MRI was used in hiring the current Police Chief Sean Kelly; the Board confirmed not. Mr. Douglas requested the Board consider investigating Police Chief Kelly by a company similar to MRI, and insuring appropriate guidelines are followed. Mr. Douglas also commented regarding the possibility of following up on RSA 91:A regarding communication between the Board and MRI.

Tom Clow of the Finance Committee was present to comment regarding the tax rate, as the Town had previously been the lowest of many (if not all) surrounding Towns, and the tax rate had been reduced by 2¢ in 2018.

**DEPARTMENT HEAD/ COMMITTEE ITEMS:** Chairman Hippler recognized Board of Firewards Chairman Steve Roberts to respond to public comment. Board of Firewards Chairman Roberts reminded those present that the Board of Firewards is an elected Board and consistent with other elected boards in Town (such as Library Trustees) (unlike PARC or DPW). The Board of Firewards' financial authority is per RSA 154. Board of Firewards Chairman Roberts expressed an interest in increased communication with the Board, as ambulance rate discussion highlighted inconsistencies. Selectman Snyder expressed concern with not receiving minutes or any formal update regarding what happened in September when the \$1 per hour wage increase was approved. Town Administrator clarified those specific Board of Firewards minutes were made available electronically but did not get put onto the website. Selectman Snyder expressed concern with Board's ability to be responsible and informative to taxpayers. Chairman Hippler expressed concern with fair treatment towards all Boards (Planning, Zoning, etc.). Selectman Snyder commented on the manifest impact of Board of Firewards decision regarding payroll, which the Board of Selectmen approves. Board of Firewards Chairman Roberts reminded the Board of Selectmen of the Board of Firewards monthly meeting schedule (as opposed to Board of Selectmen weekly) and suggested a work session.

**REVIEW DRAFT WARRANT ARTICLES DISCUSSION:** Town Administrator Bolton requested the Board review items pertaining to DPW Director Benji Knapp first, as there is a snow forecast for this evening. Town Administrator Bolton also reminded the Board that the State sets the deadline for public hearing, which will take place on January 14<sup>th</sup> per their guidelines. Chairman Hippler directed the Board to review the draft warrant articles and requested questions and concerns from those present.

Road Construction Bond: Town Administrator Bolton reminded the Board all the warrant articles has not yet been reviewed by Town Counsel Laura Spector-Morgan or the Department of Revenue Administration, although this wording is similar to DPW Garage bond. Chairman Hippler requested confirmation regarding order of warrant articles. Town Administrator Bolton confirmed bond before operating budget.

Operating Budget: Town Administrator Bolton reminded the Board this warrant article still needs some updates from Finance Administrator Beth Rouse and directed those present to refer to the 2019 proposed and default budgets handout.

Non-Union Personnel: Town Administrator Bolton reminded the Board there is no tax impact listed on any of the warrant articles. Chairman Hippler inquired if this warrant article is reflective on actions taken by the Board of Fire wards in the last month; Finance Administrator Beth Rouse confirmed. Selectman Burdick inquired regarding "double dipping;" Town Administrator Bolton commented regarding similar practice by DPW. Selectman Osborne expressed concern with guarantee regarding Fire Department and not a guarantee regarding DPW. Tom Clow of the Finance Committee requested clarification regarding warrant article for

\$1 raises for DPW but Board of Firewards action for \$1 raises for Fire Department - in addition to 3% raise for non-union personnel. Chairman Hippler commented regarding flexible call schedule for EMS will be reflected in payroll. Chairman Hippler requested confirmation regarding 3% off current rate; Finance Administrator Rouse confirmed. Selectman Burdick commented due to timeline, Fire Department will receive 3% raise based on current salary (which has already begun to take into account the \$1 raise). Fire Chief Bob Vezina commented regarding guesstimation of payroll based on historical hours and personnel response.

DPW – Increase Wages \$1/hour: There were no questions or comments regarding this warrant article.

Fire Department – Standby Pay: There were no questions or comments regarding this warrant article.

Fire Department – 2 Full-Time Employees: Finance Administrator Beth Rouse noted warrant article would have 6-month impact in 2019 and will follow up regarding annual cost.

Police Department – ACO: Town Administrator Bolton noted warrant article would have 9-month impact in 2019.

Police Department – SRO: Town Administrator Bolton will follow up with Town Counsel Laura Spector-Morgan and both John Stark and Weare School Boards. Police Chief Sean Kelly informed the Board that per his conversation with the Superintendent, both John Stark and the Weare School Board have agreed to include this warrant. Donna Osborne of the Finance Committee regarding intent to pass all three or to not take place at all.

Police Department – 1 Full-Time Officer: Town Administrator Bolton noted warrant article would have 9-month impact in 2019.

Library – Extending Hours: Town Administrator Bolton noted warrant article would have 8-month impact in 2019 and will create an additional full-time employee.

Police Department – Purchase 1 Cruiser: Chairman Hippler commented that in previous years, similar purchases had come from unexpended fund but reiterated intent for this year's purchase to come from taxation.

Fire Department – Purchase Chief's Car: Selectman Osborne and Selectman Snyder expressed concern with this warrant article, per unreserved fund and tax rate. Selectman Burdick requested clarification regarding \$40,000 from unexpended fund and \$8,000 from Fire Department Replacement Vehicle & Equipment Special Revenue Fund. Board of Firewards Chair Steve Roberts commented regarding original truck purchase in 2006 (75% from general fund, 25% from unexpended fund balance) and intention of taxpayers to maintain fleet value. Chairman Hippler commented that he would abstain from vote but followed up on Mr. Campana's public comment regarding "viability" of year-end expenditure. Selectman Snyder expressed support for 75% of purchase coming from Fire Department Replacement Vehicle & Equipment Special Revenue Fund, as there are many warrant articles. Selectman Snyder also commented regarding update to Fire Department Replacement Vehicle Special Revenue Fund since 2006 (to include Equipment); and expressed concern with other Departments without similar funds – only avenue for purchasing is warrant article. Board of Firewards Chair Roberts commented regarding taxpayer intent and clarified regarding involvement of general fund, as Board of Firewards didn't accept insurance check directly. Chairman Hippler reminded the

Board that the ultimate decision is up to taxpayers, and the Board's duty is to determine the most appropriate funding method. Selectman Snyder inquired regarding this warrant article's impact on tax rate. Selectman Burdick inquired regarding beginning of Fire Department Replacement Vehicle Special Revenue Fund; Fire Chief Bob Vezina confirmed approximately 1996, the same year as the EMS revenue is his understanding. Fire Chief Vezina also reminded the Board of original 2006 purchase, the truck failure, the Primex reimbursement check for liquidating the asset (rather than fix or replace, as vehicle/ equipment conditions of surrounding Towns had changed), and hope for funding to be returned to Fire Department Replacement Vehicle Special Revenue Fund – however, this would require voter approval and Fire Department has similar capital request that mirrors original deposit. Fire Chief Vezina also reminded the Board of intent of funding for Fire Department vehicles, and purchase request consistent with that intent. Chairman Hippler suggested that possibly a separate warrant article for the \$40,000 (representing the 75% of the insurance money) and then a separate article to purchase 100% from the special revenue fund. Selectman Osborne expressed concern with failure of warrant article. Board of Firewards Chair Steve Roberts inquired regarding normal practice for insurance reimbursements; Chairman Hippler clarified and noted that FEMA checks get dispersed through general fund as well other insurance checks. Chairman Hippler suggested the Board make a decision with regard to the warrant articles at the next meeting when Vice Chair Meaney present; the Board agreed. Town Administrator Bolton will prepare alternate warrant article wording.

Fire Department – Purchase Boat: There were no questions or comments regarding this warrant article.

Fire Department - Thermal Imaging Cameras: There were no questions or comments regarding this warrant article.

DPW – 10-Wheeler: There were no questions or comments regarding this warrant article.

DPW - Skid Steer: Chairman Hippler inquired regarding used options for skid steer; DPW Director Benji Knapp clarified regarding shorter lifespan of used vehicles as well as 3-4 specialty equipment attachments. Chairman Hippler suggested warrant article be modified to include “skid steer and related equipment”. Selectman Osborne inquired regarding a recent incident in which current skid steer stopped functioning, trapping operator inside due to side doors not being able to be opened as the bucket failed while in the air. DPW Director Knapp confirmed DPW is currently renting a skid steer. Chairman Hippler commented regarding intent to purchase skid steer with side access for safety.

DPW - Road Reconstruction: Town Administrator Bolton reminded the Board of update in warrant article which is to establish a Capital Reserve Fund with the Road Reconstruction money received State Highway Block Grant with balance raised by taxation. Selectman Burdick requested confirmation regarding 3/5<sup>th</sup> majority vote required. Town Administrator Bolton confirmed. DPW Director Benji Knapp commented regarding fiscal year spending (good practice to leave \$20,000 or \$30,000 at the end of year for emergencies) and confirmed it would all be eventually used for intended purpose. Tom Clow of the Finance Committee requested clarification regarding 3/5<sup>th</sup> majority vote; Chairman Hippler confirmed, as warrant article would be creating fund. Tom Clow expressed his concern of establishing the fund and putting the money into it in the same article. Selectman Burdick inquired regarding additional warrant article; Town Administrator Bolton expressed concern with length of draft.

Bridge Improvement: There were no questions or comments regarding this warrant article.

PARC Field Survey: There were no questions or comments regarding this warrant article.

Government Building & Maintenance: There were no questions or comments regarding this warrant article.

Cemetery Cy Pres: There were no questions or comments regarding this warrant article.

Fireworks: There were no questions or comments regarding this warrant article, although Town Administrator Bolton corrected an error in the draft.

Conservation Commission (Licensed Forester): Town Administrator Bolton informed the Board of a contract signed for a licensed forester on December 29<sup>th</sup>. Selectman Osborne requested clarification of authority to sign on behalf of the Town. Chairman Hippler reminded the Board they will be meeting with the Conservation Commission this week and can discuss then, as this is not what was previously decided upon.

Conservation Commission (New Town Forest Land): There were no questions or comments regarding this warrant article.

Tax Deeded Property - Dustin Tavern Road: Town Administrator Bolton commented regarding additional tax-deeded properties, which will be discussed at the following meeting. Selectman Burdick inquired regarding occupation of Dustin Tavern Road property; Town Administrator Bolton confirmed.

Selectman Osborne inquired regarding the timeline of finalized budget and warrant articles; Town Administrator Bolton confirmed next meeting (1/7) and reminded the Board of the need for review by Town Counsel Laura Spector-Morgan and DRA.

Selectman Osborne requested clarification regarding Board of Firewards vote for \$1 increase? Board of Firewards Chair Steve Roberts apologized for error, as an additional member should have abstained due to conflict; however, even with abstention the vote is still valid. Selectman Osborne inquired regarding update in minutes (to reflect 3-1-2); Board of Firewards Chair Roberts confirmed. Fire Chief Bob Vezina commented regarding majority in non-land use Boards. Town Administrator Bolton reminded Board of legal opinion of Town Counsel Laura Spector-Morgan – abstention not necessary because vote impacts entire department, not just specific conflict of interest party (such as family member). Donna Osborne of the Finance Committee requested clarification; Town Administrator Bolton commented regarding nature of small-town volunteer Boards. Town Administrator Bolton requested amended minutes; Board of Firewards Chair Roberts agreed.

Town Administrator Bolton reminded the Board that Fire Chief Bob Vezina will be meeting with Finance Committee tomorrow (1/3) with draft budget and warrant articles. Chairman Hippler commented regarding potential change in funding. Town Administrator Bolton reminded the Board of meeting with Finance Committee on Tuesday (1/8).

Fire Chief Bob Vezina inquired regarding Accounts Payable; Chairman Hippler commented that repair on Engine 2 unacceptable and requested follow-up with vendor. Chairman Hippler will bring this matter before the Board of Firewards and intends to vote no on the manifest tonight.



Chairman Hippler inquired regarding Payroll – Police Department overtime during the holiday. Finance Administrator Beth Rouse clarified lieutenant and sergeant both on vacation. Selectman Osborne inquired regarding distribution on overtime pay, as one employee shows 90 hours. Police Chief Sean Kelly commented regarding postings per collective bargaining agreement and small staffing due to vacations and employees in probationary/ training period. Police Chief Kelly also commented regarding holiday overtime - 90 hours is reflective of salary not hours worked, and thus falls within appropriate collective bargaining agreement levels. Selectman Burdick requested clarification regarding an employee working 30 hours of overtime including a double shift; Police Chief Kelly clarified a technical error in payroll. Chairman Hippler inquired regarding Fire Chief's salary increase reflected in gross pay vs net pay; Finance Administrator Beth Rouse will follow up.

**MANIFEST:** Chairman Hippler will follow up regarding Accounts Payable with the Board of Firewards. 2 members of the Board expressed concern with approving Accounts Payable as-is; Finance Administrator Beth Rouse suggested separating Payroll and Accounts Payable. Chairman Hippler commented regarding lack of precedence and 1 member of the Board expressed concern with Payroll. **Chairman Hippler moved to approve the Payroll manifest, Selectman Burdick seconded:**

Payroll Manifest                      \$    65,418.17 (Weekly, FD monthly & comp payout payroll checks dated 01/03/2019)

**Passed 3-1-0 (Selectman Snyder opposed)**

**Chairman Hippler moved to approve the Accounts Payable manifests, Selectman Burdick seconded:**

*To order the Treasurer to sign the accounts payable checks dated January 3, 2019 included in the following manifests:*

<i>2018 Accounts Payable Manifest</i>	<i>\$    22,360.60</i>
<i>2018 Supplemental Accounts Payable Manifest</i>	<i>\$    21,669.01</i>
<i>John Stark Coop Accounts Payable Manifest</i>	<i>\$    250,000.00</i>
<i>Total</i>	<i>\$    294,029.61</i>

**Passed 3-1-0 (Chairman Hippler opposed)**

Chairman Hippler inquired regarding Selectman Snyder's refusal on vote for Payroll. Selectman Snyder expressed concern with transparency and management. Town Administrator Bolton clarified previously multiple raises without Board knowledge. Chairman Hippler commented regarding RSA 154 and expressed concern with overriding or taking away agency from Board of Firewards. Town Administrator Bolton clarified regarding financial authority of Board of Firewards. Selectman Burdick and Chairman Hippler inquired regarding financial authority Library Board of Trustees. Town Administrator Bolton clarified Library practices of budget and payroll. Chairman Hippler suggested a meeting with Board of Firewards to determine legal guidelines. Selectman Snyder suggested reaching out to other 3 Towns with Boards of Firewards; Chairman Hippler confirmed New Boston, Barnstead, and another. Town Administrator Bolton commented regarding intent of Town of Sunapee to create Board of Firewards. Chairman Hippler expressed concern with Board of Firewards volunteer positions

without staffing for finances. Selectman Snyder expressed concern with potential conflicts of interest within Board of Firewards.

**APPROVAL OF MINUTES:** Selectman Burdick informed the Board of an anonymous call she had received regarding the minutes from December 10<sup>th</sup>, as they were not available at the Town Clerk's office on Monday. Town Administrator Bolton acknowledged a delay in the minutes' availability but confirmed they should have been available on Monday.

Minutes of 12/10/2018: **Chairman Hippler moved to approve the minutes of December 10<sup>th</sup> as written, Selectman Burdick seconded; passed 4-0-0.**

Minutes of 12/18/2018: **Chairman Hippler moved to approve the minutes of December 18<sup>th</sup> as amended, Selectman Burdick seconded; passed 4-0-0.**

Minutes of 12/26/2018: **Chairman Hippler moved to approve the minutes of December 26<sup>th</sup> as amended, Selectman Snyder seconded; passed 3-0-1 with Selectman Burdick abstaining.**

**GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:** Chairman Hippler inquired regarding Clinton Grover underpinning; Selectman Burdick had followed up but has not yet been able to coordinate with Historical Society volunteers to provide work.

Security Camera Project: Town Administrator Bolton has reached out to Town Counsel Laura Spector-Morgan and is waiting to hear back. Due to budget concerns, this will need to be resolved before the next Board meeting on January 7<sup>th</sup>.

**ADMINISTRATIVE REPORT:** Selectman Osborne inquired regarding the harassment policy and Selectman Burdick inquired regarding the policy binder; Town Administrator Bolton replied these have been on hold due to budget discussions.

Finance Committee Meetings: The Finance Committee is meeting with the Fire Department on January 3<sup>rd</sup> at 6:00PM, meeting with the Board on January 8<sup>th</sup> at 6:30PM, and meeting with the Police Department and DPW on January 10<sup>th</sup> at 6:30PM.

Public Hearing: The public hearing for budget, warrant articles, and DPW bond is at 6:45PM on January 14<sup>th</sup>.

Food Pantry: The food pantry opened today and has already received new applications. Selectman Snyder commented regarding signage. Town Administrator Bolton commented regarding residents getting used to new schedule (Monday and Wednesday, 7:30AM-10:30AM and 4:30PM-7:00PM). Chairman Hippler inquired regarding scheduling of volunteers; Town Administrator Bolton clarified cycling volunteers once amount of applicants is more known. Town Administrator Bolton has purchased a door and two locks and reached out to Dave Hewey to install them.

## **CORRESPONDENCE & OTHER BUSINESS**

Chairman Hippler commented regarding additional development on Cortland Avenue, and inquired regarding easement. Town Administrator Bolton will follow up.

Town Administrator Bolton reminded the Board of the package she had distributed regarding assessed evaluation.

#### **NONPUBLIC**

**Chairman Hippler moved, Selectman Burdick seconded to enter into nonpublic session @ 8:54 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. Passed 4-0-0**

**Chairman Hippler moved, Selectman Burdick seconded to exit this nonpublic session @ 9:00 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0**

The Board discussed a taxpayer repayment.

**Chairman Hippler moved, Selectman Osborne seconded to enter into nonpublic session @ 9:00 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. Passed 4-0-0**

**Chairman Hippler moved, Selectman Burdick seconded to exit this nonpublic session @ 9:15 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0**

**Chairman Hippler moved, Selectman Burdick seconded to seal and restrict the minutes of this nonpublic session. Passed 4-0-0**

**Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 9:16 PM, Selectman Osborne seconded. Passed 4-0-0.**

#### **ADJOURNMENT**

A True Record.



Hannah Smith  
Recording Secretary