



WEARE BOARD OF SELECTMEN
MEETING MINUTES
FEBRUARY 24, 2020

PRESENT: JON OSBORNE, SELECTMEN: FREDERICK W. HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN; JOHN (JACK) MEANEY, VICE CHAIRMAN (Absent: Selectman Snyder)

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Police Chief, Chris Moore; Town Treasurer, Tina Connor; Kelly Hebert

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

NONPUBLIC SESSION:

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:30p.m. pursuant to the authority granted in RSA 91-A: 3II (a & c). A roll call vote was taken, Selectman Osborne - yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes Passed 4-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:50 p.m. A roll call vote was taken, Selectman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 4-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to seal and restrict these nonpublic session minutes. Passed 4-0-0

Vice Chairman Meaney opened the meeting at 6:47pm., welcomed those present to the February 24, 2020 meeting of the Weare Board of Selectmen and proceeded with the pledge of allegiance.

PUBLIC COMMENT: none

DEPARTMENT HEAD/COMMITTEE ITEMS:

Tina Connor spoke to the Board in reference to appointing Kelly Hebert as her Deputy Treasurer. Chairman Hippler asked if there were any questions. The Board responded no. Chairman Hippler asked to entertain a motion. **Vice Chairman Meaney moved, Chairman Hippler seconded to appoint Kelly Hebert as the Deputy Treasurer for the Town of Weare on the recommendation of Tina Connor, Town Treasurer.** Selectman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 4-0-0

Ms. Hebert will go to the Town Clerk to be sworn in.

Police Chief Moore addressed the Board in reference to document storage facilities. He has 3 quotes, 75 boxes ready to go now and soon he will have approx. 125 boxes in total inventory for record retention. One vendor had prices of \$0.45 per box, New England Document Systems in Hooksett, NH with additional, various fees.

Vice Chairman Meaney asked about security and liability, for example, if they have a fire.

Police Chief Moore responded they are all approved document storage facilities.

Town Administrator Bolton asked the Chief for a copy of the quotes for her files.

Chairman Hippler asked the Chief what his standards were to hold these records.

Police Chief Moore explained they created a numbered file system in each box. This system allows him to send an email requesting a particular file from a particular sealed box. He would then arrange a date and time to meet up with them, sign the box out and take it to a room. Chief would then retrieve the document he needed. Once he was done with it, he would check the box back in. It would be resealed and returned to evidence storage.

Chairman Hippler asked, "What is their security like on this facility?"

Police Chief Moore responded, "I haven't personally been there." He went on to explain everything is evidence sealed, he would know if the seal had been broken for integrity, and noted, the company has a reputation to uphold that standard.

Chairman Hippler then inquired about insurance, for example, "What if the building burned to the ground?"

Police Chief Moore responded he wasn't sure of the value you could place on it.

Vice Chairman Meaney asked if they have a big safe.

Police Chief Moore suggested they must have a very good fire suppression system. He pointed out it is records retention and if they were destroyed they'd be gone forever, his intention is to keep them.

Vice Chairman Meaney asked if the Chief had any computerized backup of these records anywhere.

Police Chief Moore answered most of them have electronic copies, but per NH RSA, they have to have written copies.

Vice Chairman Meaney agreed, but asked about electronic copies.

Police Chief Moore answered, he does have a lot of electronic copies with the exception of really old ones.

Selectman Burdick asked how many years do you have to hold on to these records.

Police Chief Moore answered, arrest records have to be held forever, depending on the category.

Chairman Hippler asked (once the records are moved to a facility), how much room does this create.

Police Chief Moore responded a 12 x 12 foot room which will be used as a Corporal's Office.

Police Chief Moore then addressed the Board in reference to our current ACO. The program they use now on dog tracking, BMSI, is out of date, lacking real time information. In an effort to be more efficient, there is a portal called "Inner Wave" that costs \$300.00 a year that would allow them to have real time information which would greatly improve their chances of tracking down the right owner on any missing dogs. The Chief believes this software upgrade is a "no brainer" and with the Board's approval he will add this to the ACO's budget.

Town Administrator Bolton asked if it would be able to integrate with their current system.

Police Chief Moore answered yes, and all officers can log in having access to the information.

Selectman Burdick asked if they charge the owners for stray dogs picked up.

Police Chief Moore answered, no, they hold the dogs for a couple hours, trying to contact the owners. If they can't locate the owner they transport the dog to Concord to the SPCA shelter facility.

Chairman Hippler inquired as to the running contract the town still has with the shelter as it is working out well.

Police Chief Moore expressed since he has been with the town, they haven't had to place a dog at the shelter, as all owners have been contacted.

MINUTES:

February 3, 2020 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to accept the minutes of February 3rd, as amended, passed 4-0-0.

February 5, 2020 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to accept the minutes of February 5th, as written, passed 4-0-0.

February 10, 2020 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to accept the minutes of February 10th, as amended, passed 2-0-2 (Chairman Hippler, Selectman Osborne – abstained).

MANIFEST:

To order the Treasurer to sign the payroll and accounts payables checks dated February 27, 2020 as included in the following manifests:

	\$	60,513.33	(Weekly & monthly payroll)
--	----	-----------	----------------------------

<i>Accounts Payable Manifest</i>	\$	46,002.90	
---	----	-----------	--

Fire Department Accounts Payable Manifest \$ 7,878.89 (Pending BOFW approval)

John Stark Regional Manifest \$ 250,000.00

Weare School District Manifest \$ 300,000.00

Total \$ 664,395.12

The following manifests were previously ordered to sign at the February 10, 2020 Board of Selectmen meeting:

Payroll Manifest \$ 62,741.95 (Weekly & Election payroll checks dated 02/20/2020)

Accounts Payable Manifest \$ 47,700.14 (Checks dated 02/20/2020)

As there is no Selectmen's Meetings scheduled for Monday, March 2, 2020

To order the Treasurer to sign payroll checks dated March 5, 2020 estimated to be about \$65,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$50,000.00 for accounts payables that cannot wait until the next scheduled meeting. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.

Chairman Hippler moved, Vice Chairman Meaney seconded to accept the manifest as follows, which passed 4-0-0.

ADMINISTRATOR'S REPORT:

- Tax Map maintenance proposal, CAI has always done the tax map. It is from April 1st through March 31st along with the building permit agreement of \$2400.00, Board of Selectman to sign.
- Updated Welfare application presented to the Board of Selectmen to be adopted, they would like to wait until 3-9-20 in order to review.

ADMINISTRATOR'S REPORT: Administrative Topics:

- Tax Collector, advertisement and job description was approved by the Board with a minor change. Position to be posted 2/26/2020, with a deadline of March 5th @ 1:00pm; applications that are received will be evaluated and the top 3 will be asked to interview Monday, March 9th at the Selectman's meeting. Once a decision has been made, the new employee can be registered for the New Tax Collector's training by March 13th.
- The Mailer's for voting should be ready on Wednesday, February 26, 2020. Town Administrator Bolton to pick up and mail.
- Gordon Brown building site walk slated for March 1, 2020 at 11:00am.

- There will be no Board of Selectman's meeting next week, Monday, March 2, 2020.

Government Building-

Selectman Osborne asked about Clinton Grove under pinning.

Selectman Burdick stated Dale Chase is ready and has supplies to start work in the spring. His services are volunteered.

Vice Chairman Meaney asked, "What are we looking for on the Gordon Brown site walk, possible water damage and the basement?" He spoke of the granite foundation and dirt floor, he asked what is stored down there.

Selectman Burdick said, "...few pieces of odds and ends that were left there from when (Mr.) Brown owned it." She stated she has cleaned out a lot of junk and brought it to the dump. She also stated, water was pouring in after the last heavy rain storm.

Vice Chairman Meaney asked about what's going on with the Stone Building with regards to a fire suppression system and security cameras. He asked who is involved with this.

Selectman Burdick stated as a town owned building it has to be approved by the town. She was looking for the town to cover the fire and freeze alarms and the Historical Society would cover the cameras.

Vice Chairman Meaney stated everything would need approval and asked who would monitor the cameras.

Chairman Hippler stated everything has to be approved by the Board and nothing is going to happen until after the town vote.

CORRESPONDENCE & OTHER BUSINESS:

Chairman Hippler gave a shout out to our DPW Department. He travels a lot of back roads and Weare roads are "...always top notch." He appreciated the long hours they work.

Selectman Burdick asked if the town could buy them lunch.

Chairman Hippler asked if it had done in the past.

Selectman Osborne said \$25.00 at Christmas.

Chairman Hippler suggested a "spring bash."

Town Administrator Bolton suggested an "employee appreciation day."

Vice Chairman Meaney suggested including fire, police departments and all employees as well.

Being there was no further business to come before the Board, Chairman Hippler moved, Vice Chairman Meaney seconded to adjourn at 7:28pm. Passed 4-0-0.

ADJOURNMENT

A True Record.

Karen Nelson

Karen Nelson transcribed from

TA Bolton notes & YouTube recording