



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
JANUARY 6, 2020**

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

**TOWN ADMINISTRATOR:** Naomi L Bolton

**GUESTS:** Police Chief, Chris Moore; Finance Administrator, Beth Rouse; Finance Committee Member, Tom Clow; Library Trustees Chairman, Brenda Cannon; Leigh Bosse

Chairman Hippler opened the meeting at 6 PM

**NONPUBLIC SESSION:**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:00 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; Vice Chairman Meaney - yes. Passed 5-0-0**

**Chairman Hippler moved, Selectman Burdick seconded to exit this nonpublic session @ 6:30 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**

**Selectman Burdick moved, Vice Chairman Meaney seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0**

Chairman Hippler opened the meeting at 6:34pm., welcomed those present to the January 6, 2020 meeting of the Weare Board of Selectmen and proceeded with the pledge of allegiance.

**PUBLIC COMMENT:** NONE

**DEPARTMENT HEAD/COMMITTEE ITEMS:**

Library Trustees Chairman, Brenda Cannon stated that Thelma Tracy is our Interim Library Director while a search for a new director is ongoing. Brenda presented a new warrant article to include a second fulltime employee as the only fulltime person now is the director position. She also thanked our Town Administrator, Naomi Bolton and our Finance Administrator, Beth Rouse for their tremendous guidance in moving forward in the daily operations through this difficult development. Brenda went on to explain, she would like to keep the operating budget as is to attract a great candidate for a new director. She will start her search with

the NH Library Association as they have five websites to advertise within. It is where Bob Pare, previous Library Trustee Chairman, found Mike Sullivan. The expected time frame to find a suitable replacement is 15 – 24 weeks.

Police Chief, Chris Moore went next mentioning the purchase order up fit for the new police cruisers totaling \$37,500.00 referenced at the 12/16/19 meeting. Through a continued discussion, it was concluded that one warrant article for two cruisers should be presented instead of two separate articles with one cruiser each. Thus changing the current warrant article of \$97,200.00 for two cruisers, with the offset cost, using the unreserved fund balance for \$37,500.00 (up fitting), plus \$9000.00 (radios) results in \$68,700.00 through taxation.

Tom Clow asked the Board of Selectmen, Police Chief Moore and Town Administrator, Naomi Bolton for further clarity with regard to the cruiser costs in order to present properly to the Finance committee.

Town Administrator, Naomi Bolton discussed the government building and radio communication articles. She provided prices for Air-conditioning/Heating units at \$65,500.00 and a Propane Boiler cost of \$33,000.00. Further discussion resulted in the Board of Selectmen agreeing to \$80,500.00 (\$65,500.00 ac/heating units, plus \$15,000.00 for repairs) minus \$30,500.00 from the tax deeded auction's net proceeds equates to \$50,000.00 from taxation.

Town Administrator, Naomi Bolton, inquired as to how much or if any monies for Radio Communication to cover emergency services for the town, Board concluded to establishing a new Radio Communication Capital Reserve fund in the amount of \$50,000.00.

The town office doors are in desperate need of new locks and key access. Town Administrator, Naomi Bolton, presented two quotes: Goffstown Lock & Key came in at \$5780.00 and Access Lock & Key came in at \$4290.00. **Chairman Hippler moved, Vice Chairman Meaney seconded to award Access Lock and Key \$4290.00 from the 2019 budget to install new door locks with key fobs and keys for the Town Office building. Passed 4-0-1 (Chairman Hippler)**

#### **MINUTES:**

**November 25, 2019 Minutes: Chairman Hippler moved to accept the minutes of November 25th as written, Vice Chairman Meaney seconded. Passed 5-0-0**

**December 2, 2019 Minutes: Chairman Hippler moved to accept the minutes of December 2<sup>th</sup> as written, Vice Chairman Meaney seconded. Passed 5-0-0**

**December 16, 2019 Minutes: Chairman Hippler moved to accept the minutes of December 16<sup>th</sup> as written, Vice Chairman Meaney seconded. Passed 5-0-0**

#### **MANIFEST:**

Chairman Hippler and Vice Chairman Meaney, moved to accept the manifest as follows which passed 5-0-0.  
***To order the Treasurer to sign the payroll and accounts payables checks dated January 9, 2020, as included in the following manifests:***

<b><i>Payroll Manifest</i></b>	<b>\$</b>	<b><i>75,115.59</i></b> (Weekly payroll)
<b><i>2019 Accounts Payable Manifest</i></b>	<b>\$</b>	<b><i>80,283.21</i></b>
<b><i>2020 Accounts Payable Manifest</i></b>	<b>\$</b>	<b><i>505,203.00</i></b>

*Supplemental Payroll Manifest* \$ 3,586.80

*Total* \$ **664,188.60**

**The following manifests were previously ordered to sign at the December 16, 2019 Board of Selectmen meeting as well as by approved signatures on December 30, 2019:**

**Checks dated 12/26/19**

Payroll Manifest \$ 66,685.03

Accounts Payable Manifest \$ 63,030.18

Fire Department Accounts Payable Manifest \$ 12,815.10

**Checks dated 01/02/2020**

Payroll Manifest \$ 63,459.73

2019 Accounts Payable Manifest \$ 18,654.17

2020 Accounts Payable Manifest \$ 127,604.13

Weare School District Manifest \$ 300,000.00

John Stark Regional Manifest \$ 250,000.00

**ADMINISTRATOR'S REPORT:**

An email from Laura Spector-Morgan, town attorney, with regards to the 2019 auction sale that did not go through because of the court ordered injunction on the Dustin Tavern Road property. She recommends we return the cashier's check/security deposit. The auctioneer waived their fee. **Chairman Hippler moved, Vice Chairman Meaney seconded to return the security deposit. Passed 5-0-0**

IT contract: A request for proposal went out for computer service with three quotes as follows:

Umbral Technologies, Merrimack, NH \$1374.90 per month for two years

RTM Communications, Bedford, NH \$2400.00 per month for two years

Granite State Communications, Weare, NH \$3100.00 per month for two years

Town Administrator, Naomi Bolton requests Umbral Technologies as this is the same price we have been paying for the past two years. **Chairman Hippler moved, Vice Chairman Meaney seconded to accept the IT services of Umbral Technologies. Passed 5-0-0 Vice Chairman Meaney made a motion to authorize Chairman Hippler to sign the contract with Umbral Technologies. Passed 5-0-0**

Prosecutor agreement: This is the same price for this service as it was in 2019. The Board signed the agreement with Attorney Lisa Rick for prosecutorial services through 12/31/2020.

South Weare Fire Station furnace warranty: AJ LeBlanc installed a new furnace at the South Weare Fire Station, **Vice Chairman Meaney moved, Selectman Snyder seconded to authorize Chairman Hippler to sign the extended warranty. Passed 4-0-1 (Chairman Hippler)**

Town Website: Civic Plus is our vendor for the town website. Police Chief Moore would like a sub site, separate from ours. **Vice Chairman Meaney made a motion, seconded by Selectman Burdick to authorize Chairman Hippler to accept two contracts from Civic Plus for the town website and a sub site for the Weare Police Department. Passed 4-1 (Chairman Hippler)**

Government Building & Maintenance Projects:

Town Hall List of Projects- a list of projects and estimates included for warrant articles was received from WCRC, LLC (Walker Roofing, Tim Miller). The board increased the total by 5% for the warrant article for the ballot.

Town Office- ceiling and walls need work, waiting on a re-glazing windows and painting quote from Tim Maskiell.

Town Office- Propane Tank Conversion/Installation, quote from Irving, to hold off for a year.

Town Sign- ground is too slippery, wait till spring.

East Road Property- gate installed without permission, Town Counsel reviewed subdivision plan and deed, consequently sending a letter to the owner to take down gate or the town will.

Town Office- Air Conditioners, a gentleman from AIA was here and provided quotes to be used as a warrant number.

**ADMINISTRATOR'S REPORT: Administrative Topics**

Master Plan Update Committee (Article 27) - on going, no new updates provided.

Harassment Policy & Personnel Policy – open – suggested changes have been made, other town's personnel policies have been received, comparison of all is still outstanding before the Board can review, plus until the CBA has been tentatively agreed to.

Class VI Road Policy – Vice Chairman Meaney liked the Class VI highway town policy of Canaan, NH, depicting how the town does not maintain Class VI roads, building permit checklist, any private road issues and clearly defines all statutes in their regard. This policy was shared with the Planning Board. Land Use Coordinator, Kelly Dearborn-Luce revised it and presented this new policy. Town Administrator, Naomi Bolton, would like the Board to read through it and perhaps adopt.

2020 Proposed Budget, Warrant Articles, Default Budget Public Hearing – January 20, 2020, Monday, at 7 PM.

2020 Deliberative Session – scheduled for February 8, 2020, Saturday, at Weare Middle School Cafetorium at 9 AM.

Police Department Negotiations- completed on Friday, January 3<sup>rd</sup>.

Town Hall Rental/Facilities Use Form/Town Hall Sign Use Form to be further reviewed, compared to other towns and revised.

**CORRESPONDENCE & OTHER BUSINESS:**

Selectman Burdick received a call regarding construction on the land abutting the South Weare Fire Station. The person that called used to own the property and were told they were denied building there because of wetlands.

Vice Chariman Meaney explained the current owner has been approved by the Planning Board as his structure does not encroach on the wetlands. The Board concluded this caller needs to get in touch with the Planning Board.

**Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 8:09pm, Vice Chairman Meaney seconded. Passed 5-0-0.**

#### **ADJOURNMENT**

A True Record.

*Karen Nelson*

Karen Nelson transcribed from  
TA Bolton notes & YouTube recording