

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
OCTOBER 28, 2019**

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

**RECORDING SECRETARY:** Naomi L. Bolton

**TOWN ADMINISTRATOR:** Naomi L Bolton

**GUESTS:** Benji Knapp, DPW Director; Jason Fiske; Police Chief Chris Moore; Tom Downing; Jack Dearborn; Tom Clown; Heleen Kurk; Neal Kurk; Beth Rouse, Finance Administrator; Jim Drury; Frank Campano.

At 6:00 PM, Chairman Hippler called the meeting to order before entering nonpublic session.

**NONPUBLIC**

**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 (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 @ 6:50 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**

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

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:51 p.m. pursuant to the authority granted in RSA 91-A:3II (b). 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 @ 7:26 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 interviewed a potential candidate for the Public Works Department.**

At 7:30 PM, Chairman Hippler opened the public meeting and explained the late start to the meeting due to an exit interview for an employee that left as well as an interview for a potential hire for the Public Works Department. Chairman Hippler then asked those present to join in the Pledge of Allegiance.

**PUBLIC COMMENT:** Frank Campano was present. Mr. Campano noted that later tonight the Board is scheduled to set the tax rate. He has a two-part comment with regard to that. First, last year the Board did not return any money to reduce taxes. The town portion of the tax rate went up \$0.39, which according to the tax calculation sheet it was a 10% increase over 2017. Mr. Campano stated that it will be interesting to see if you consider the taxpayers this year an integral part of paying the bill. He stated it will be even more interesting come time when you develop a budget/warrant for next March if surplus funds are used from the unreserved fund balance to offset an article, which could have been used now to reduce or offset taxes. Mr. Campano stated to his concern is a two-parter, what are you going to do tonight for the taxpayers and are you still going to hold back some funds to offset an article come March.

**DEPARTMENT HEAD/COMMITTEE ITEMS:**

Public Works Department: DPW Director Benji Knapp stated that he is here tonight to hire a new employee, but he has a brief comment regarding the knotweed spraying. The knotweed spraying was done by a licensed sprayer and the product was approved by the State. Director Knapp was actually contacted by the State about knotweed infestation somewhere else in Town to see what we were going to be doing about it. He told them we are spraying. The gentleman from DES said that was great. Director Knapp provided the Board with the MSDS sheet that contains all the information about the product that was used to spray the knotweed.

Director Knapp stated that the reason he is here tonight is to fill the vacant highway mechanic position. He has found a gentleman that fits the bill pretty well. He is asking the Board to hire Jason Fiske for a starting rate of \$21/hour. He needs to finish his CDL testing. After obtaining his CDL his rate will go to \$21.50 and then after his 6-months' probation he would go to \$22/hour. Mr. Fiske is available to start November 12, 2019. Chairman Hippler explained that the Board met with Jason Fiske prior to tonight's meeting. **Vice Chairman Meaney moved, Selectman Burdick seconded, to hire Jason Fiske as the highway department mechanic starting at \$21/hour, going to \$21.50 after he obtains his CDL, and then going to \$22/hour after successful 6-month probation period. Passed 5-0-0**

Police Department: Police Chief Moore stated that he has the sole source letter for the computers if the Board would like to see it. He informed the Board that the other computer went down. He gave it to the IT gentleman and he agreed that it was done, so he will be ordering another one for the cost of \$5,852. Chief Moore stated that because of the life cycle the other three probably won't be too far behind. The plan is to use them as long as they can. These are the computers in the cruisers. Chief Moore stated that he rolled out the public information campaign today and he has already got 1,500 hits on Facebook. They are coming up with some really good ideas. The plan is to put it out for a vote in about two weeks, finalize the results and then Officer Lewis will be taking on this project with hopes of rolling it out in January. In January/February they are planning an open house so that people can come and see what they actually do and what capabilities that the police have. Chief Moore stated that he saw Officer Lewis about two weeks ago and he is still recovering. He's about two months into his recovery after surgery and hopefully he gets tingling back sometime in the near future.

**TAX RATE SETTING DISCUSSION:** Beth Rouse, Finance Administrator provided the Board with handouts. The first page shows all of the all the warrant articles from the 2019 warrant, with columns showing the vote, purpose, 2019 proposed amount, 2019 voter approved amount, less revenues if there were

any; needed to raise from taxation, voter expectation and tax impact. The good news is that the voter expectation was \$0.20 more than the tax impact, which is a 7% increase from last year. The second page shows that even though we did good the tax rate is going up anyway. Another sheet was provided with columns A-F. Column A is the rate without using any fund balance the rate is \$23.76, which is up \$0.73. This leaves the fund balance retainage at 4.88%, which is below the recommended retainage of 5%. The sheet had other columns that provided a variety of rates using different amounts of from the fund balance. The last column shows that the Town would have to use \$252,000 of the fund balance, only leaving 3.84% to keep the "Town" rate the same. The tax rate is going to go up anyway from the school rates, as we can't change those. Selectman Snyder stated that her first instinct was going to take the money that we took in from the tax deeded auction. All of the tax deeded properties were received and recorded by 12-31-18. We did get an additional \$116,953 from the state, which we will get again next year, which is unanticipated. Chairman Hippler stated that in the last 5 years we have never been below the 5%, but none of the options keeps us at or above 5%. **Selectman Osborne moved to use \$50,000, column C to offset the tax rate; Vice Chairman Meaney seconded. Passed 3-2 (Hippler, Snyder opposed).** Chairman Hippler stated so that means the tax rate is set at \$23.71 per thousand, which is a 6% increase on the town's portion.

**2020 DEFAULT AND REVENUE PRESENTATION:** Beth Rouse, Finance Administrator handed around printouts for both the 2020 default and revenues. The default budget was discussed first. The majority of the changes have to do with wages, largely due to the approved warrant article gets added to the budget but there are 53 pay weeks in the 2020 year. Another change has to do on page 5, which is the radio maintenance contract, it has now been split and invoiced separately by each department, Police, Fire and Highway. The debt service includes the new road bond payment of \$332,000. The good news is that we no longer have a lease payment on the grader. Being there were no questions from the Board or the Finance Committee, the Board moved onto reviewing the 2020 revenues. The revenues are estimated conservatively. This year we had excellent income on the timber tax due to one very large cut. The shared revenue is where the additional funds from the State in the amount of \$116,953, which we will receive again in 2020 but not in 2021. The Board did not have any questions. Neal Kurk, Finance Committee member the \$116,953 is a one-time revenue if you then look at line 98 which an anticipation to decrease of about \$88,000, so overall we will be looking at a total of about \$200,000 for 2021.

**2020 CIP PRESENTATION:** Jack Dearborn, CIP Subcommittee Chairman presented the 2020 capital reserve requests for the upcoming year. Mr. Dearborn stated that he made the presentation to the Planning Board on October 24<sup>th</sup>. He is also scheduled to make the presentation to the Finance Committee on November 6<sup>th</sup>. Mr. Dearborn explained that the Fire Department has no requests for 2020; the Police Department is requesting two police SUV's; the DPW has a request for adding money to the bridge capital reserve fund; the road reconstruction; a new 10-wheeler and a new one-ton chassis; and lastly the Parks and Recreation has a request for \$19,000 for an engineer study. The Board thanked Mr. Dearborn for all the work.

**MINUTES:** September 23, 2019 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the September 23, 2019 as amended. Passed 5-0-0

#### **MANIFEST:**

**Chairman Hippler moved to order the Treasurer to sign the accounts payable check dated October 31, 2019 as included in the following manifest:**

<b>Payroll Manifest</b>	\$	<b>55,744.03</b> (Weekly payroll)
<b>Accounts Payable Manifest</b>	\$	<b>67,616.16</b>

<b>Fire Department Accounts Payable Manifest</b>	\$	<b>6,147.82</b>
(Up to the following amount, pending approval by the BOFW)		
<b>Supplemental Accounts Payable Manifest</b>	\$	<b>156,754.76</b> (Escrow account withdrawal)

  

<b>Total</b>	\$	<b>286,262.77</b>
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**The following manifests were previously ordered to sign at the October 17, 2019 Board of Selectmen meeting:**

Payroll Manifest	\$	54,736.67 (Weekly & monthly payroll checks dated 10/24/19)
Accounts Payable Manifest	\$	48,434.05 (Checks dated 10/24/19)
John Stark Regional Manifest	\$	250,000.00 (Check dated 10/24/19)

### **Passed 5-0-0**

Service Agreement with Granite State Communications: Town Administrator Bolton presented the Board with a service agreement from Granite State Communications for the newly installed phone system for the Fire Department. **Vice Chairman Meaney moved, Selectman Burdick seconded to authorize Chairman Hippler to sign the 60-month service agreement with Granite State Communications for the Fire Department phone system.** Passed 5-0-0

Request from Resident to Meet with the Board: Town Administrator Bolton provided the Board a package of information from a resident. The resident has asked to meet with the Board in nonpublic session, next week. This package provides the Board the information to be discussed.

### **ADMINISTRATOR'S REPORT: Government Building & Maintenance Projects**

Town Hall Sign Replacement: This project is still underway the vendor reached out to let the Town know that there is a minor setback. The vendor used a new supplier he was not happy with the product, so he will be making another sign with different supplies. So there has been a minor setback, but the anticipation is to have it installed before winter.

Gazebo: Town Administrator Bolton stated that there is no “warranty card” there is an online application, which has been done. An email was received after the application which indicated “your RF number is what identifies it, so you will be in our system. You filling this out gets us feedback but your warranty was active the day of installation.” Town Administrator Bolton stated she would give the Town Clerk and Finance Administrator a copy for safe keeping, as it is the only record we will have for the 30-year warranty.

Sign at the Gazebo: The present sign is going to be removed. Town Administrator Bolton stated that she is going to reach out to vendors to have a new sign designed to keep bikes, scooters, skateboards, etc. out of the gazebo. The sign design will be brought to the Board for approval prior to ordering it.

### **ADMINISTRATOR'S REPORT: Administrative Topics**

Tax Deeded Property Auction: The auction has been scheduled for Saturday, November 16, 2019 at 9 AM at Weare Middle School Cafetorium just like last year. St. Jean has provided brochures advertising the auction, which each Board was given a brochure. Registration starts at 9 AM and the actual auction will start at 10 AM.

Tax Rate Setting: The tax rate was set earlier this evening.

2020 Budgets: The anticipated schedule as of tonight will be: 11/4 – Police & Library; 11/18 – Fire Department; 11/25 – DPW (Highway, T/S, Water & Sewer); 12/2 – all the smaller budgets & wages/benefits.

Radio Communications: As of tonight there is no more information to be shared. Assistant Chief Richards has reached out requesting a copy of the map that the State provided in an email. It can be printed down in the Assessing Department.

Town Administrator Bolton asked to speak about the Boston Post Cane Award and the package of information from the resident that was shared with the Board in a nonpublic session at the end of the evening.

## **CORRESPONDENCE & OTHER BUSINESS**

Selectman Burdick stated that she had two messages left on her machine at home last week when she was not home. The messages had to do with employees of the Town being talked about by Selectmen outside of this room in a negative light. She did not talk to anyone, it was messages that were left without names, but felt that the Board should know about it.

## **NONPUBLIC**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 9:07 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 @ 9:28 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**

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

**Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 9:30 PM, Vice Chairman Meaney seconded; passed 5-0-0.**

## **ADJOURNMENT**

A True Record.

*Naomi L Bolton*

Naomi L. Bolton  
Recording Secretary