

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 5, 2020

**PRESENT:** JOHN (JACK) MEANEY, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JONATHAN H. OSBORNE, SELECTMAN; SHERRY M. BURDICK, SELECTMAN; JOHN VAN LOENDERSLOOT, SELECTMAN via phone

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Police Chief Chris Moore, Fire Chief Robert Vezina, Building/Code Enforcement Inspector Kyle Parker, Building/Code Enforcement Administrative Assistant & Land Use Coordinator Kelly Dearborn-Luce, Town Moderator Eileen Meaney, Interim Library Director Thelma Tracy, Library Trustees Chairman Brenda Cannon, Tom Clow, Frank Campana, Neal Kurk, John Hardy, Avril Hardy, Rick Geddes

Chairman Meaney called the meeting to order at 6:15 pm.

**NONPUBLIC SESSION:**

**Chairman Meaney moved, Selectman Burdick seconded to enter into nonpublic session @ 6:15 p.m. pursuant to the authority granted in RSA 91-A: 3II (a&c). A roll call vote was taken, Selectman Van – yes, via cell phone; Chairman Meaney – yes; Selectman Burdick – yes; Selectman Osborne - yes. Passed 4-0-0 Vice Chairman Hippler – arrived after the motion was made.**

**Chairman Meaney moved, Vice Chairman Hippler seconded to exit this nonpublic session @ 6:43 p.m. A roll call vote was taken, Selectman Van – yes, via cell phone; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - yes. Passed 5-0-0**

The Board met with Chief Moore to discuss personnel matters.

Chairman Meaney opened the meeting at 6:45 pm., welcomed those present to the October 5, 2020 meeting of the Weare Board of Selectmen and proceeded with the pledge of allegiance.

Chairman Meaney led a moment of silence for Paul Morin who passed away recently. He served our community as the head of our Planning Board from 2001 through 2009. Chairman Meaney also sent out condolences to his family.

**PUBLIC COMMENT:**

Tom Clow Concord Stage Road, spoke of an online publication, *Weare in the World*, which can be found on the Town's website under the Library page. This publication covers news about the schools, SAU and



the Town. It is published twice a month, the second and fourth Wednesday, and will soon have a Facebook account.

**Building Department Discussion:** John Hardy, John Hardy & Sons Construction, 35 Hejo Road, Weare, NH, discussed rebar inspections for a 17 ft. cement wall he is building for a project on Lake Horace, 21 Craig Road. Our Building Enforcement Officers visited the property twice, neither time were the rebar placed in the forms ready for onsite inspection. Due to miss communications with the cement company, the footings were poured without proper approval. As a result, they failed for lack of inspection. The Board will continue this conversation when Rick Geddes arrives later on in this meeting.

**DEPARTMENT HEAD/COMMITTEE ITEMS:**

**Library Maintenance/AC units** - Library Trustees Chairman Brenda Cannon discussed grass cutting, snow shoveling and AC units. Though the Library uses the same lawn care company, Stockhaus Enterprises, LLC, now, at the time the Town put their contracts out to bid, the Library was using a separate contractor. Therefore, the Library was not included in the current contract that is in effect until November of 2021. At that time, lawn care contract bids to include the Library. As for snow removal, the Library had used a separate person. However, they are looking for the Town to add the Library to their snow shovel contract as well. Dave Hewey provides snow shoveling for the Town, now, to include the Library. The Library had previously hired Bow Plumbing & Heating to service their AC units. These units are very old and may be in need of replacement. The Board to discuss with the Library AC repairs/purchases during the budget season.

**Police Department Update w/ Chief Moore –**

1. Presented the Board with a proposal for an updated ACO Ordinance. Chief Moore explained this new ordinance would have the Town more in line with the State.
2. Chief Moore's vehicle, car #8, a 2008 Ford Taurus with 178,000 miles has failed inspection for a rear bumper, reinforcement price of \$440.00 and body rust, with a repair quote of \$1200 min. - \$2000.00 max., totaling \$1640.00 - \$2440.00 to pass inspection.

With two safety issues such as a gas tank leak, a \$1000.00 repair was done already for a gas tank seal by DPW and the front brakes need replacing soon at \$300.00. Summer tires adds another \$400.00 and on the watch list is a transmission as this one is jumping, at roughly \$4130.00, if one can be found. This rounds out the total repair to be \$7470.00 - \$8270.00 with Marc Phillips Auto, Weare, NH. Chief Moore would like to send this car to auction.

3. Chief Moore suggested car #6 would roll down to him.

4. Chief Moore found a 2011 Ford Transit Connect XLT Van with 57,500 miles he would like to purchase. This automatic vehicle has front wheel drive, professionally installed cargo security cage, shelving units and roof rack. Original priced at \$10,000.00, currently \$8950.00 with Kelly Blue Book at \$8938.00 without the shelving/rack. Marc Phillips Auto went through it, recommended the purchase, addressing \$467.00 tires, \$570.00 brakes, \$38.00 valve gasket, \$52.00 serpentine belt, \$29.00 rear tail light and optional antenna at \$230.00. Upfitting costs would be \$4600.00 Motorola Radio and \$450.00 - \$595.00 for graphics. Chief Moore suggested this vehicle would be ideal for our ACO Officer as we currently pay her \$0.58 cents/mile with her own personal vehicle. He estimates we have paid her approximately \$500.00 - \$600.00 this year so far just in gas.



Town Administrator Bolton asked Chief Moore if his budget could pick this up. He answered in the affirmative.

Selectman Osborne asked what type of flooring was in the back. Chief Moore was not sure exactly, perhaps, some kind of black liner covering the metal.

Selectman Burdick asked if there was any rust. Chief Moore stated he saw two minor spots of rust, one around the tail pipe and one on the passenger side bottom rail. He continued, Marc Phillips Auto stated if it was undercoated, which the Chief stated he would, then it would not be an issue.

Chairman Meaney confirms with the Chief that there is enough money in his budget. Vice Chairman Hippler clarifies his budget can cover the purchase, repairs, new radio and graphics. Chief Moore responded yes, the last time he spoke with Finance Administrator Rouse he had \$84,000.00 surplus currently.

Selectman Van asked why the radio could not be transferred from car #8. Chief Moore answered it is three generations past obsolete.

Chairman Meaney asked if car #8 could be serviceable enough for the ACO Officer to use. Chief Moore stated possibly, but it still involves a cost of \$900.00.

Selectman Van asked for the price of a new radio installed. Chief Moore responded \$4600.00 by State contract.

Chairman Meaney asked Selectman Burdick what she thought. Selectman Burdick replied that at some point the ACO Officer needs to have a vehicle.

Selectman Osborne added he would not put \$8000.00 into a twelve year old car.

Chairman Meaney stated he does not think the ACO Officer should be using her personal vehicle to pick up stray dogs, for liability if nothing else. A dog inflicted with rabies or distemper could transfer into her personal car, exposing her family.

Selectman Van asked if a vehicle had been purchased previously outside of a Town vote. Town Administrator Bolton replied yes, an ACO truck on the "No means No," years ago.

Selectman Van declared he is not comfortable making this purchase without it going before the Town voters, but he agrees one is needed.

Chief Moore stated it is under \$15,000.00.

Selectman Van replied, understood.

Chairman Meaney added it is within his budget.

Vice Chairman Hippler asked Chief Moore where he came up with this vehicle. Chief Moore responded just online, he saw it advertised. Vice Chairman Hippler asked if it was a dealer or private sale. Chief



Moore stated it is a private sale; the owner had a cleaning company they sold so she no longer needs the vehicle.

Town Administrator Bolton stated DPW has in the past, also, bought a vehicle for \$4000.00 outside of a Town vote. She feels as long as it has not been asked for, like the cruiser he asked for this year. This purchase would not be increasing the fleet. Chief Moore stated he is currently down three cars.

Town Administrator Bolton asked if car #8 would come out of service. Chief Moore answered yes, strip it and send it to auction as Marc Phillips Auto would not recommend putting any money into it.

Selectman Van asked what is the all-inclusive total, to include stripping car #8 of its equipment, stripping car #6 turning it into Chief Moore's take home vehicle and the purchase of the proposed, upfitted ACO van.

Chief Moore responded he has not done an estimate on car #6 yet.

Vice Chairman Hippler asked what would the plan be with car #6.

Chief Moore replied it would be my take home.

Vice Chairman Hippler asked if there would be any decommissioning of it such as removing the light bar...

Chief Moore answered yes, the light bar, internal lights, and front bumper would have to come off, as it is very important to have an unmarked car at your residence. People do target Officers. Chief Moore explained he would not want to draw attention having a Police vehicle in his driveway.

Vice Chairman Hippler then asked if the graphics would stay on it. Chief Moore answered no.

Selectman Van asked about the cage and other accessories in the back. Chief Moore replied they would all stay in along with the computer. However, once a new fleet vehicle was purchase that computer would then be moved to the new car.

Selectman Van asked, with the removal of the exterior light bar would a new interior light be added. Chief Moore responded correct and there might be one in the shed.

Town Administrator Bolton reiterated, \$8950.00 purchase price, \$1200.00 for assessed work, \$4600.00 Motorola Radio and \$595.00 for new graphics comes to \$15,345.00 total for the ACO van.

Selectman Van asked if that included the upfitting and the light package for car #6.

Chief Moore replied no because he doesn't have an updated cost, though he doesn't think it would be more than \$1000.00. He stated they will take off the bumper, but the sirens will need to be moved, grill lights added, along with a back single light.

Selectman Van inquired about previously salvaged used lights.

Chief Moore responded yes, they would have to look in the shed to see what they have. He continued, car #6 has 125,000 miles on it, so he would not put a lot of money into it.



Selectman Van thanked the Chief stating that answered his questions.

Chairman Meaney asked Selectman Osborne what he thought. He replied I think it is a “Win, win.” He would not put money into car #8, the Chief’s old car. Which means he needs a vehicle along with the ACO Officer.

Vice Chairman Hippler stated he agrees with Selectman Van and Selectman Osborne. His concern is \$15,000.00 with the upfit of car #6 is CIP territory and it is still a ten year old vehicle that we are buying.

Selectman Burdick asked Chief Moore if he has looked at anything else, does the ACO Officer need a van.

Chief Moore replied it fits our needs pretty well. It can hold equipment such as a kennel and additional storage with the shelves. They are a “home run” stated Chief Moore.

Vice Chairman Hippler stated he thinks the vehicle size and everything is perfect for the needs of the department.

Selectman Burdick added without the radio, it could be used in another vehicle if the van were to die in four or five years.

Chairman Meaney stated the radio out of car #8, even somewhat obsolete, it is not a front line radio so it could be put in the ACO van and used for the time being.

Selectman Burdick agreed it does not need a new radio.

Chief Moore responded it would only be \$450.00 for labor.

Chairman Meaney concluded there is \$4000.00 right there.

Chairman Meaney continued, most towns use vans for their ACO Officers. Something similar or bigger, full size vans, even pickups. He feels this purchase would be ideal, as he is not in favor of having our ACO Officer putting potentially diseased dogs and cats in her personal vehicle. It is a liability, possibly endangering her family. If we are paying somebody to do the job then we should be giving them the tools to do it. He does not want to spend any more than they have to, but he feels for what we are going to spend and what the return is going to be, we will probably have it a long, long time. As it will not be putting on a lot of mileage.

Selectman Burdick thinks if the old radio is put into the van the total price drops down to 11,000.00.

Chairman Meaney adds there are orange roof lights that could be used as well.

Chief Moore said that is fine, but if anything breaks on it R & R Communications says it is done.

Chairman Meaney replied if that happens, we will figure something else out. There is always a portable radio and a cell phone.

Chairman Meaney stipulated that is a \$4600.00 savings and he is in favor of it.



Selectman Burdick replied she is too.

Selectman Osborne stated if you take the new radio out, yes, definitely.

**Chairman Meaney made a motion, Selectman Osborne seconded to allow Chief Moore to buy the proposed ACO vehicle, a 2011 Ford Transit XLT van with 57,500 miles for \$8950.00.** Selectman Burdick stated he is going to have to pay for the work that needs to be done. Chairman Meaney replied this is just for the van. Vice Chairman Hippler asked Chief Moore if he looked up any other vans that were comparable in price. Chief Moore answered yes, not comparable, as Sergeant Montplaisir found one that had significantly more miles and three thousand dollars higher and he thinks the same year. It was in Vermont, the one in question is in Concord, NH. Selectman Van asked if a professional had looked at this vehicle. Vice Chairman Hippler reiterated yes, Marc Phillips Auto did a work up and gave a quote.

Chairman Meaney continued, this vehicle is front wheel drive, rated at 26 miles on the highway, 21 in the city with a Kelly Blue Book of \$8938.00 without the professionally installed shelving and roof rack. The proposed vehicle has professionally installed accessories such as a cargo security cage, shelving units, a roof rack and lined flooring. **Passed 3-1-1 Selectman Van – no; Vice Chairman Hippler – abstained.**

Building Department Discussion Cont.: Rick Geddes, Geddes Building Movers, Bow, NH, explained he is working with John Hardy on the Lake Horace project, 21 Craig Road. Mr. Geddes stated when Mr. Hardy told him about the foundation not being inspected; he called several other contractors in town and asked what the process is. Mr. Geddes continued, he has built many houses here over the last three or four years with John Hardy without foundation inspections. If there were questions, pictures were fine. Mr. Geddes stated he, and others, have never done a wall inspection before. So he was, “Under the assumption that we were doing business as it had always been done. We did send something to the Building Inspector, several days in advance, saying if there were any questions on the plan that we had to do the project out there, with my phone number on it.” His Engineer called him today at four o’clock supplied a stamped engineer statement saying the plans were reviewed with pictures of steel in the footings. Mr. Geddes went on to say Building/Code Enforcement Administrative Assistant and Land Use Coordinator Kelly Dearborn-Luce called the Engineer inquiring if an onsite inspection had been done. Mr. Geddes also stated she contacted the homeowner, but never him, with his number on the building permit. He feels this was a “low blow when you contact a customer... out of New York... sowing seeds... we are not doing something properly.” Mr. Geddes stated he has done thousands and thousands of these jobs; he has been at it for forty years with a clean reputation.

He continued to restate he has talked to other builders; they never get a wall inspection prior to pour, here, in Weare. With limited Building Inspector time lines of availability, he stated, standard practice is to use pictures. He stated cameras are often used to do Zoom or FaceTime when an onsite inspection is not feasible. Mr. Geddes again reiterates his opinion, going to the customer and Engineer without getting in touch with him is a low blow. He expounds further.

Part-Time Weare Building Inspector Kyle Parker responds. He has been doing steel inspections on foundations inside the wall since he has been with the town. He cannot attest to how things were done prior. He is reluctant to accept pictures as they could be from anywhere.

Chairman Meaney asked Mr. Parker if he had been in contact with Mr. Geddes at all during this process with his name on the permit.



Mr. Parker replied that he did not receive a request to give him a call; also, the permits do not come directly to him.

Chairman Meaney asked Mr. Parker for his opinion as far as that project goes.

Mr. Parker replied, he went out to do the footing inspection and it was not ready. He let Ms. Dearborn-Luce know. It is his understanding; she and Fire Chief Robert Vezina went back out a couple hours later as they were requested for that day. Yet, it still was not ready. Then it was poured. The foundation inspection would have been the same, looking for steel inside the forms he stated.

Chairman Meaney asked when you were there for the inspection, was there any steel in the footing.

Mr. Parker replied no, forms and steel were there, but no one onsite.

Chairman Meaney asked were there rebar in the footing forms.

Mr. Parker replied no.

Next, Building/Code Enforcement Administrative Assistant and Land Use Coordinator Kelly Dearborn-Luce spoke. She explained the stamped Engineer letter Mr. Geddes mentioned was actually an approval for design. She was looking for somebody to actually see the rebar in the footing, not just the design. Ms. Luce explained she did contact SWC Engineering via email. Their Engineer replied that he was requested to “review the footing designed by others and pictures showing the footing reinforcement. No site inspection was requested.” She still does not know if the rebar was actually there.

Chairman Meaney asked when she and the Fire Chief went back to the build site later that day was there any rebar in the footing forms.

Ms. Luce explained she and the Fire Chief were there at noon. Mr. Parker went out to the site at 10:30 am. At his visit and hers, there was no rebar in the footing forms. The forms were up; rebar was laying on the site, but not in the footings.

Chairman Meaney asked if she had contacted Mr. Geddes where his named appeared on the permit.

Ms. Luce stated not at that point because she was out of the office on Friday and she needed to discuss a legal opinion with Town Administrator Bolton. Ms. Luce continued she had just received the legal opinion today, Monday, and notice, that this will be discussed at tonight’s Board of Selectmen meeting.

Ms. Luce addressed Mr. Geddes’s complaint about her contacting the homeowners. She explained they are the applicants. It is the Building/Code Department’s obligation for their safety as well as code compliance. If a CO, Certificate of Occupancy, is needed and if, the Building Department is going to issue a CO, then the inspections have to have a process she stated. This is why homeowners are notified. She has not talked to them yet.

Chairman Meaney asked where this project is now.



Ms. Luce replied if Mr. Parker wants structural on the foundation we have to have another Engineer do the foundation because we did not see any rebar in the wall. Ms. Luce then handed the Board a copy of the inspection form with the homeowner's name.

Chairman Meaney asked if the form had changed since she started as Mr. Geddes stated the footing inspection had never taken place before.

Ms. Luce referred to the application noting wall foundation inspection prior to pours has always been there since our current Building Inspector, Mr. Parker, has been inspecting.

Selectman Osborne asked why the Building Department does not accept pictures.

Ms. Luce answered we do, we haven't denied pictures yet on this project. We haven't moved forward until we got the legal opinion about the structural...

Chairman Meaney asked about the pictures Mr. Hardy presented earlier.

Ms. Luce displayed a copy of the emailed pictures Mr. Hardy sent. She explained you could not tell. She continued there needs to be proof of that project. There needs to be proof the pictures are from this location. That is why she accepts pictures.

Fire Chief Vezina addressed the Board. In his opinion, though he has not been doing building inspections for very long, this project is not a regular foundation. This 17-foot tall foundation is designed because of a slope. It is not typical, definitely different things to it.

He proceeded to explain when Mr. Parker was there earlier in the day for the footing foundation, the forms were up, and there was no metal in the hole. Chief Vezina placed a call to Avril Hardy, John Hardy's wife and construction coordinator, to see if it had been finished. He got the answering machine and left a message. By the time Mrs. Hardy returned the Chief's call, he and Ms. Luce were on the jobsite. Mrs. Hardy told the Chief there was a mix up with the footing guy. He was not going to be able to get there until later. Chief Vezina understood. She asked if there would be anyone available for inspection at three in the afternoon. He explained to her that no one would be available at that time.

Footings were poured later that day. Chief Vezina stated, as long as he has been helping out, they have been doing wall inspections. Showing up and looking at steel. Not only in the footings, but also the next day in the walls.

Mr. Geddes stated because the footings are 7 feet wide you could not mistake it for any other wall. He continued to describe the uniqueness of the walls, etc.

Chief Vezina responded saying this is why it "causes me less likely to say... Oh, sure, go ahead just pour vs. we want to go out and look. If you go out, it catches your eye, because the house is in the air twenty feet off the ground."

Chairman Meaney asked Mr. Geddes if the design was engineered.

Mr. Geddes said he spoke to an Engineer.



He went on to describe the type of rebar he was going to use, 7/8ths rebar. These details he sent to the Building Department with his phone number on it. He never heard anything back. He is "not looking to cheat," and feels this "has gotten blown out." He can submit colored pictures. He would like, "Everyone, shake hands in this whole thing and say... Okay, it got messed up. This is how it used to be done. Let's get this straightened out." His explanations continued.

Vice Chairman Hippler stated that after hearing from both sides it sounds like there was a huge miscommunication. He continued, Mr. Geddes stated earlier that he would get a letter from an Engineer, stating he certifies it via the pictures received with Mr. Geddes and Mr. Hardy's word. Would this satisfy the Building Department at this time? Ms. Luce responded, "Correct, not just the design because we already did the plan..."

Chairman Meaney asked if upon finishing would they be able to get their CO if they meet all the rest of the requirements.

Vice Chairman Hippler asked Mr. Geddes and Mr. Hardy if that was attainable.

Ms. Luce stated, "It is still noted on the CO. It is really up to Kyle if he is comfortable going back out without seeing footings and foundation."

Mr. Parker replied, "We've done that multiple times... over the past two years something like this."

Avril Hardy addressed the Board. She wants clarification on inspections for foundations. She does all the requesting for all inspections, she has been doing it for years. Mrs. Hardy stated, she has never once had an inspection request that she had to do to have the inspection foundation inspected prior to pour. This was back when Chip and Wendy were in charge, stated Mrs. Hardy. It was always after the wall was poured.

Chairman Meaney reminded Mrs. Hardy, we have a new sheriff in town.

Mrs. Hardy claimed even with Kyle and Kelly, the inspection was always after the walls were poured. The footings before, the walls after. She restated she needs clarification.

Chairman Meaney responded as Ms. Luce has already stated for the record. Inspections prior to pour.

Mr. Hardy stepped back up to the podium to talk about the hardship of scheduling inspections around concrete deliveries.

Chairman Meaney sympathized. This is something they are working on, inspection convenience.

The Building Department and the Builders started a conversation inside the Board of Selectmen's conference room. Chairman Meaney asked them to move outside as the Board meeting business needed to move forward.

#### Building Inspector Update w/ Chief Vezina -

Chief Vezina explained the Building Department is busy and the demand is high. It was previously considered to bring building inspections under the guise of the Fire Chief. He stated, the biggest hurdle in the transition from one department to the next, if this is something that we want to continue down the road in, is finding qualified people or person. He feels we have a very qualified person in that function currently.



Chief Vezina reiterated a point Selectman Burdick made in a previous discussion; why not just make the position full time. Hiring our current part-time employee. It is his opinion this would be a turnkey solution.

Chief Vezina stated this fulltime position is budgeted for \$33,000.00. He continued, if it was a Group 1 fulltime slot it is about \$15,000.00 more. Additionally, a Group 2 slot, under the Fire Department as a multirole position, would be \$20,000.00 more. These amounts reflect budget year 2021. Chief Vezina asked the Board how we start looking at that transition.

Chairman Meaney stated the risk is if we do not do something to be proactive, we are going to lose revenue. As with the glitch mentioned tonight, we need someone available to do inspections. Our inspector now is only part-time and the building department is getting busy.

Chief Vezina stated building and mechanical permits combined is about \$74,000.00 a year. He believes even at a Group 2 slot, it is revenue neutral with more money coming out of the taxpayers' pockets. The revenue stream matches the cost.

Chairman Meaney explained using our current part-time Building Inspector, Mr. Parker, for an example. If he takes this as a Group 2 then he is gone to the Fire Academy for a period of time. Taking him out of the loop again.

Chief Vezina replied if the Group 2 cannot be waived, through the retirement system, he thinks the Firefighter CPAT, Candidate Physical Ability Test, is a "pretty formidable obstacle."

Chairman Meaney responded to save any problem would be to leave it as a Group 1 retirement...

Chief Vezina replied I think if he or she works under the fire umbrella, or the building department, the cost is the same. He is fine either way.

Chairman Meaney stated I think we need to do something sooner rather than later.

Chief Vezina stated there is definitely a demand for those numbers of hours per week. It all comes down to money.

Chairman Meaney agreed and added it all comes down to the Deliberative Session and Town vote.

Town Administrator Bolton stated the path we started on was with a different insight. Over time, we found that it makes sense to keep him here. Many winters we needed someone on staff for maintenance issues. This would be a proactive solution vs. our Town Administrator running around to all our buildings. She believes it is a fit for the Town. Not cleaning, but things on our list that could be done by "someone with that knack."

Town Administrator Bolton continued, our current Building Inspector has the ability to fill this gap. Back in 2009, she was fulltime Land Use Coordinator, Chip Meany was fulltime as our Building Inspector, Judy Rogers was fulltime in our Assessing Department and Wendy Rice was thirty hours a week in our Building Department. When Town Administrator Bolton was appointed as the Town Administrator, the Land Use position was left empty; taxes and staff were reduced, and Chip Meany was given two jobs.

In January 2011, Judy Rogers retired, Wendy took on 70 hours of work and Chip got 80 hours of work.



Times have changed, stated Town Administrator Bolton. When Chip gave his notice, we revisited the fact that at that time, we had a lot of land use, zoning and planning going on. The Board and she decided to let Wendy go back to assessing and hire someone to do land use, along with a part-time inspector. They believed this was the best fit for the Town.

Now, developments are building out and we have reached our breaking point with a part-time inspector, advised Town Administrator Bolton. She believes it is time the community went back to a fulltime Building Inspector. This still provides a reduction of thirty hours a week from where the Town was in 2009.

Chairman Meaney commented when Chip retired in May of 2019, and since the first of the year, coupled with the pandemic, it seems like the building trade has been on a real, big uptake. To the point where, you cannot go to the lumberyard and buy lumber with all the projects going on.

Building/Code Enforcement Administrative Assistant, Land Use Coordinator and Health Officer Kelly Dearborn-Luce affirmed, code enforcement and health cases have risen because people are at home.

Chairman Meaney agreed, more things getting done, more permits being pulled, retro fits or new buildings. Things have changed a lot quicker than we ever anticipated. It boils down to the fact if our current part-time Building Inspector, Kyle Parker, is interested in this position.

Town Administrator Bolton asserted this is a conversation to have with him later, not on TV.

Chairman Meaney concurred and stated we are at a crossroads and have to start making some type of transition. If the money is there to warrant it, we should present it to the voters. They can decide.

Chairman Meaney asked Selectman Osborne what he thought. He agreed, cutting positions constantly when the work does not get any less, overloads people.

Vice Chairman Hippler indicated the Town is still growing and he agrees with Town Administrator Bolton. The conversation of a maintenance person has been discussed as long as he has been on the Board. It would be good to fill that spot, also, could fill in for other uses around Town buildings. He thinks it is warranted to have a fulltime position. People have floated and condensed where needed, as time has allowed, but as times grow and change, we need to change as well noted Vice Chairman Hippler.

Chairman Meaney concluded, in filling a fulltime maintenance person, not custodial, would be proactive instead of reactive. When something is rotted, it will not have to sit for six months, something small that can be done.

Chairman Meaney asked Selectman Van what he thought. He agreed with what everybody else has said. With regards to fulltime inspection work, there is plenty of work to be done, especially, being proactive at repairs and maintenance.

Selectman Burdick maintained, she has said this right along, fulltime is needed. She is happy to hear it.

Vice Chairman Hippler put forth we did our due diligence. Explored the Fire Department option and other towns. We have circled back to what we need to do for the Town.



Chief Vezina finished with I think this sets that road map of how do we get from where we are today to March. This gives us some guidance we can work on with discussion with the current employee.

Part-time Building Inspector, Kyle Parker, remarked in his experience he has plowed state roads in New Jersey. He is not afraid to do any work, snow blow the Library paths or work as a flagger for DPW.

Building/Code Enforcement Administrative Assistant, Land Use Coordinator and Health Officer Kelly Dearborn-Luce confirmed we are just looking for a pathway to see that it was going to be feasible. She knew there was a light at the end of the tunnel from any situations that arise.

#### Finance Committee Update w/ Town Moderator Eileen Meaney –

1. Clarification for Zoom access for upcoming Finance Committee use. Town Administrator Bolton explained a laptop, camera and tripod was ordered. Our IT Tech will be here Tuesday, 10/6, to order Zoom and download. It is YouTube friendly, able to record and upload. Discussion with the Chair and Cable TV Tech forth coming. This laptop and camera allows participation, via Zoom, to meetings for those not comfortable entering the conference room.

Town Moderator Meaney inquired about a tentative schedule for meeting times. Town Administrator Bolton replied yes, Wednesdays, their prior meeting day, will not be available the second of every month as this is the regular 7:00 pm scheduled time the Conservation Commission meets.

Town Moderator Meaney thanked Town Administrator Bolton for taking care of everything. She thinks it is a great way to meet with all the constraints that we currently have.

2. Town Moderator Meaney stated in 2016 she had the honor and distinction of co-moderating with Jerry Little, NH Bank Commissioner, when voter turnout was pretty significant, roughly 5000 of our registered voters voted in that election. She anticipates the voter turnout and absentee ballots for November 3<sup>rd</sup> to exceed that level. The public will be notified on the absentee process outlined by the State before the actual vote.

3. RSA 658:21a read by Town Moderator Meaney insures the attendance of Selectmen at State Elections, if unable, a Selectmen Pro Tem must be appointed. Because of the anticipated turnout, she needs the Board of Selectmen to perform their duties or find someone to be there in their stead, authorized to do so.

Dates to be set in conjunction with our Town Clerk for going through the absentee ballots, Town Moderator Meaney expressed she needs the Boards help.

Selectman Burdick declared she would be happy to count absentee ballots a day or two before the vote, but unable to participate on Election Day as she is at high risk. Town Moderator Meaney understood, and wants to make it clear; she would not make anyone feel unsafe.

Town Administrator Bolton explained there is no school on Election Day. She spoke to the Superintendent who obliged to hold their workshop at one of the other schools. Town Moderator Meaney thanked Town Administrator Bolton for handling that.

#### Re-appointment to Conservation Commission –

Andy Fulton's term expired in March. He filled out a form to be re-appointed, electronically signed, along with the Boards required Ethics Form.







Wednesday to enter cars into the auction, she will do her best to try a late entry. If not, this vehicle will sit at DPW until the spring auction. Car #8 still needs to be stripped. Chairman Meaney stated it probably will not make it. Town Administrator Bolton explains the auction is scheduled for October 22<sup>nd</sup>, but she is not sure of how this online one will work. Selectman Van asked about decommissioning the vehicle. **Motion is amended to decommission and strip car 8, the blue, unmarked Taurus from the Police Department, to the State auction. If it cannot make it into this sale, then it will be sent to the spring auction and rest at the DPW yard. Passed 5-0-0**

Board of Selectmen to sign on this 5<sup>th</sup> day of October 2020:

1. Forest Fire Warden re-appointment for Robert Richards
2. Warrant for Election – Weare Middle School Gym, 16 East Street on Tuesday, November 3, 2020 from 7:00 am to 7:00 pm *To bring in your votes for President and Vice President of the United States, Governor, United States Senator, United States Representative, Executive Councilor, State Senator, State Representatives and County Officers.*
3. Part-time Weare Police Officer Ashley Pepelis Swearing In form

### **ADMINISTRATOR’S REPORT:**

#### *General Items:*

1. Master Plan Update Committee (Article 27) – “Weare Community Age Friendly Survey” prepared by the Southern NH Planning Commission is completed.
2. Police CBA – status known
3. E-Subscriber to Town Website – TBD
4. Radio Communications – online form request to Derry, NH for a demonstration appointment with Firstnet.NH
5. Furnace Cleanings- all buildings have scheduled service appointments in preparation for the upcoming heating season. A.J. LeBlanc Heating, Inc., Bedford, NH, for our South Weare Fire Station will be done Wednesday, November 4, 2020 and Morrill Heating & Cooling, Weare, NH, will do the Safety Complex, Transfer Station, East Weare Fire Station, Town Office, Town Hall, and the Stone Building on Friday, October 30, 2020.

Vice Chairman Hippler mentioned having the Library AC units looked at. Chairman Meaney concurred to have a second opinion on the Library AC units. An appointment will be scheduled with Morrill Heating & Cooling.

6. Bids/Quotes – locked in Irving at \$1.596 for heating oil and \$1.279 for propane, compared to last year at \$2.305 for heating oil and \$1.107 for propane.
7. Board Schedule – returning to weekly meetings, November 2, 2020
8. Forestry Contract – to be ready October 19<sup>th</sup>
9. PARC – non-resident fees, waiting on season numbers, to be ready October 19<sup>th</sup>

#### *Building & Maintenance Items:*

1. Town Hall List of Projects –
  - a.) Walker Roofing, looking to schedule for 2021, call not returned
  - b.) ceilings and walls, maybe a proactive maintenance solution
  - c.) sign replacement, Roberge Signs emailed, sign ready, but maybe 4 to 6 weeks for granite posts.

Chairman Meaney suggested calling Swenson Granite Works, if posts are ready and paid for, have DPW pick them up. Town Administrator Bolton advises once they leave their yard, the posts are our responsibility.



Discard the old sign. New sign in storage at Tom Clow's residence. To advertise for Town events we will be using DPW's electronic sign. Selectmen Osborne points out in six weeks the ground will be frozen. Invoiced for just the sign, minus the granite.

Tom Clow stated the problem has been with coordinating schedules. Having removed the old sign, the depth for the new sign was revealed. He thinks it would be a mistake for the Town to retrieve the granite posts, risking damage, as Roberge Signs will be setting them. He commented the sign is beautiful.

Vice Chairman Hippler stated to pay Roberge Signs for services rendered.

2. Gazebo – new sign

a.) verbiage to include: THIS GAZEBO WAS MADE FOR ALL TO ENJOY THROUGH A GENEROUS DONATION FROM THE **CHARLES & ETHEL EASTMAN FAMILY**

**RULES:**

1. USE AT OWN RISK
  2. THIS IS NOT A PLAYGROUND
  3. SKATEBOARDS, BIKES, SCOOTERS, ETC. ARE NOT ALLOWED IN THE GAZEBO
  4. THE BENCHES AND RAILS ARE NOT TO BE WALKED ON
- POLICE WILL BE PUT ON NOTICE. ANYONE VIOLATING THE RULES WILL FACE FINES AND PENALTIES ACCORDINGLY.

PER ORDER: BOARD OF SELECTMEN

- b.) Vice Chairman Hippler suggested the sign to include the Town Seal with a phone number.
3. Stone Memorial Building- ESP, Inc. rescheduled for Tuesday, October 6, 2020 for freeze and fire alarm quotes
  4. Shmid/Banks Property – verbiage decided, to include Town seal and phone number
  5. Town Office Employee Ladies Room – proactive maintenance suggestion
  6. Transfer Station Open Tuesdays till 7:00 pm in Summer – numbers dictate it was very successful, perhaps start a month earlier next year, lighting discussion ensues, DPW Director Knapp via phone advised looking into indoor recycling facility as 12 hours outside in the winter is too long. The Board concurs, the discussion continues, Transfer Station, outdated and undersized.

Selectman Van, the Board and Town Administrator Bolton sent a shout out to Transfer Foreman Matt McLain for volunteering and instituting the summer Tuesday late hours.

**CORRESPONDENCE & OTHER BUSINESS:**

Southern NH Planning Commission needs representatives to volunteer. Town Administrator Bolton explained Tom Clow has been gracious enough to perform double duty, as the SNHPC representative and member of the Finance Committee. But, it is too much. Town Administrator Bolton recommends appointing her as the Town Representative to keep the Town in touch with what is going on.

**Vice Chairman Hippler moved, Chairman Meaney seconded to appoint Town Administrator Naomi Bolton as the Town of Weare SHPC Representative. Passed 5-0-0**

Chairman Meaney stated if Town Administrator Bolton is unable to attend a meeting, he will go in her place.

The Board signed the intent to cut for the former Mark Reade property off of Quaker Street.



The Town of Weare received a Certificate of Appreciation from the U.S. Census on the 20<sup>th</sup> day of September for outstanding work and providing non-response follow-up enumerator training in NH during the course of the 2020 National Census. They utilized a room in the Town office building.

**NONPUBLIC SESSION:**

**Chairman Meaney moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 8:59 p.m. pursuant to the authority granted in RSA 91-A: 3II (a&c). A roll call vote was taken, Selectman Van – yes, via phone; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - yes. Passed 5-0-0**

**Vice Chairman Hippler moved, Chairman Meaney seconded to exit this nonpublic session @ 9:18 p.m. A roll call vote was taken, Selectman Van – yes, via phone; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - yes. Passed 5-0-0**

**Chairman Meaney moved, Vice Chairman Hippler 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 Meaney made a motion, Vice Chairman Hippler seconded to adjourn at 9:19 pm. Passed 5-0-0**

**ADJOURNMENT**

A True Record.

*Karen Nelson*

Karen Nelson transcribed from  
TA Bolton notes & YouTube recording