

Final



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 22, 2021**

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

TOWN ADMINISTRATOR/ZOOM HOST: Naomi L. Bolton

GUESTS VIA ZOOM: Finance Administrator Beth Rouse; PARC Chairman JaNeen Lentsch; PARC Director Lisa Purington-Grolljahn; Kristen Lundeen; NH Department of Revenue, Real Estate Appraiser Supervisor/Certified Property Assessor Lisa Mudge; NH Department of Revenue Real Estate Appraiser Supervisor/Certified Property Assessor Assistant Brenda Pabon; Avitar Associates of NE, Assessing Supervisor Chad Roberge; Land Use Coordinator, Building Administrative Assistant, Health Officer Kelly Dearborn-Luce; Town Moderator Eileen Meaney; Vanessa Hippler

Chairman Hippler called the meeting to order at 6:30 pm., welcomed those via zoom to the March 22, 2021 Weare Board of Selectmen Meeting.

PUBLIC COMMENT: none

DEPARTMENT HEAD/COMMITTEE ITEMS:

Re-evaluation Discussion: Weare Avitar Assessor Chad Roberge stated he is doing a cyclical re-evaluation for the Town, bringing all assessments to 100% of their market value. Assessments will be raised 30 to 40%, water front property even higher. The fall tax rate will be adjusted accordingly. Over 100+ Real Estate sold starting from October 1, 2020 will be used to model the assessment. Viewing to begin April 26th with *Avitar Municipal Services* marked on the side of a white Highlander car. Preliminary new assessment notices to be sent out around June 11th including an Avitar link and phone number. The notice will also include land value, improvements, and total values. Residents are encouraged to use the online link to compare their values with their neighbors' values, scheduling hearing appointments for themselves. Phone calls, no face-to face contact, hearings to begin June 28th.

Chairman Hippler requested the new assessment notice include a note explaining the tax rate adjustment.

NH DRA West District Supervisor/Weare Real Estate Appraiser Lisa Mudge asked if Avitar would be doing a sales review.

Chad Roberge replied yes, started early, took waterfront pictures end of summer.

Lisa Mudge asked does the municipality have a data collection manual available to the public.

Chad Roberge responded yes, Assessing Assistant Wendy Rice has one in her office.

Lisa Mudge continued the department oversees the re-evaluations, responsible for monitoring the data verification, 5 year cyclical general assessing, sales inspections data and the hearings. A sample of property sales will be offered by mail an opportunity to be visited by the DRA. Inspections will take place generating an inspection report that will then be sent to Avitar and then the Town. This is done every year for the cyclical and for this re-evaluation year for the sales. DRA will be visiting, randomly picked properties, notifying the police first. Communications, abatement information to be shared on the Town website.

Chad Roberge is at the Weare Town Office two days a week. He will produce an Appraisal Report for the Town to which the DRA will investigate.

Selectman Burdick suggested having this information on Weare Channel 6 TV.

In conclusion, Lisa Mudge restated as an assessing review year, re-evaluation year, there is an RSA requirement to review all Town assessing practices. This involves ratios, physical property inspections, a random sampling Town wide. First, monitoring of the data verification properties, of the sales properties and then one of the whole Town, roughly 4900 parcels. Processing, 36 properties will be visited, 55 properties will be mailed. Taking measurements, noting data elements and excessive material errors. Initiating a report to the Assessing Standards Board.

Current Use requires filing of proper A10 forms, following standard rules, the quality and access of the land using various rates. Administering of proper Land Use change tax, permit samplings taken and visited.

Chad Roberge checks permits pulled throughout the year.

In the end, a file review check will be done to see that credit and exemptions, religious and charitable forms are administered properly.

Parks & Recreation

Hiring Discussion:

JaNeen Lentsch read a statement regarding the personnel policy; she is looking for a special exemption. The Chase Park division of the PARC would like to forgo not permitting employees to work in the area of responsibility of a Supervisor to whom they are related.

Chairman Hippler is concerned about other employees commenting on special treatment because of relations.

Selectman Burdick asked how many family members in question.

JaNeen Lentsch replied currently, the only adult supervisor has three children applying, two of which are returning staff. In addition, the Director of PARC has a child reapplying as they also worked last year. Also, another board member has a child applying. Five children in total. This has been Chase Park's history norm, a dozen last year.

Chairman Hippler asked if all positions will be filled this year.

JaNeen Lentsch answered they received twenty applications, some weeded out, others never returned phone calls. Out of 15 interviews to hire 12.

Lisa Purington-Grolljahn stated if an issue were to arise, their system assures other adults could intervene. They have a great group that shares responsibility.

Selectman Van moved, Selectman Burdick seconded to exempt PARC/Chase Park from the IV(C) personnel policy for a period of one year with the Board of Selectmen discretion. Passed 5-0-0

Boat Ramp Discussion:

Town Administrator Bolton explained the emails concerning the condition of the current boat ramp. She questioned a local, who works closely with septic approvals/DES, about the repair and cost. NH DES provided a link for Permit by Notification, boat launch repair or replacement, pre-existing approved boat ramp. A Plan in place with a \$400.00 fee. Once DES receives the permit, the plan, and fee they have 10 days to notify the Town.

PARC is on board with moving forward, filing with DES.

Chairman Hippler question what necessitated a boat ramp repair, ok with a permit, but reminded this is a Default Budget year.

JaNeen Lentsch responded they have received complaints from residents, the drought exposed the asphalt boat ramp is missing a half a car size chunk of asphalt. This is damaging vehicles and boat trailers. Precast boat ramps can be put in place instead of pouring concrete.

Chairman Hippler would be in favor of beginning the DES process if the permit is good for two+ years. He asked if DPW Director Knapp has inspected the area yet.

Town Administrator Bolton answered she was not sure, but there is no need for him to start digging prematurely, without the DES process established. There is a narrow window of opportunity with the water drawn down now.

Chairman Hippler understands, but he is concerned with the cost.

Town Administrator Bolton suggested getting started with the first step, DES permit, then solicit prices. The pictures of the severity of the damaged ramp speak for themselves. Many residents have emailed for a long time about this situation.

Lisa Purington-Grolljahn added there is a risk of losing a vehicle or trailer at this point.

Chairman Hippler asked where would the \$400.00 come from.

Town Administrator Bolton replied within the PARC budget.

Vice Chairman Meaney moved, to start the permitting process with DES for the repair of the boat ramp, \$400.00 to come from PARC.

Selectman Van seconded for discussion. He wants to make sure this will not be expended carelessly. He proposes this motion wait until Town Administrator Bolton verifies how long the DES permit is actually good for. Selectman Burdick stated how long the permit is good for could be checked before the \$400.00 fee is paid. Chairman Hippler suggested a special BOS meeting for Wednesday. Town Administrator Bolton stated this would have to wait until Monday to satisfy the manifest, table until next week. Vice Chairman Meaney agrees, but emphasizes this needs to happen sooner rather than later. Ramp has deteriorated to a point of closing it. Residents need to use the ramp without damage to their vehicles. Selectman Van suggests Vice Chairman Meaney modify his motion to include **permit to be good for multiple years**. Vice Chairman Meaney explains that is up to DES, wetlands and water have extensions. He agrees to modify his motion. **Selectman Van seconds the modified motion to include permit to be valid for more than one year. If not, to be revisited at a later date.** Selectman Burdick stated DPW Director Knapp should investigate the ramp, cost of pavement/concrete. Vice Chairman Meaney stated asphalt should not be used it deteriorates. The right way is cement or solid gravel. Chairman Hippler commented DPW Director Knapp would formulate a plan. **Passed 5-0-0**

Reappointments of committee members

Chairman Hippler asked the Board if they want to proceed individually per committee or by Boards. Vice Chairman Meaney suggested expeditiously by Boards. Selectman Osborne concurs. Chairman Hippler responded he prefers individually. Selectman Van is good either way. Town Administrator Bolton stated names need to be read individually.

Chairman Hippler begins:

Doug Alwine, Cable TV Committee full member, 3 years

Vice Chairman Meaney moved, Selectman Burdick seconded to reappoint Doug Alwine for Cable TV Committee full member for 3 years. Passed 5-0-0

William (Bill) Bolton, Conservation Commission full member, 3 years

Vice Chairman Meaney moved, Selectman Van seconded to reappoint William (Bill) Bolton for the Conservation Commission full member for 3 years. Passed 5-0-0

Michael Camacho, Conservation Commission full member, 3 years

Chairman Hippler moved, Vice Chairman Meaney seconded to reappoint Michael Camacho for Conservation Commission full member for 3 years. Passed 5-0-0

Sherry Burdick, Conservation Commission full member, 3 years

Chairman Hippler moved, Vice Chairman Meaney seconded to reappoint Sherry Burdick for Conservation Commission full member for 3 years. Passed 4-0-1 Selectman Burdick abstained

Lori Davis, Conservation Commission full member, 3 years

No motion made.

JaNeen Lentsch, Parks and Recreation Committee full member, 3 years

Vice Chairman Meaney moved, Selectman Van seconded to reappoint JaNeen Lentsch for Parks and Recreation Committee full member for 3 years. Passed 5-0-0

David Lundeen, Parks and Recreation Committee full member, 3 years

Chairman Hippler moved, Vice Chairman Meaney seconded to reappoint David Lundeen for Parks and Recreation Committee full member for 3 years. Passed 5-0-0

Frank (Chuck) Bolton, Planning Board full member, 3 years

Chairman Hippler moved, Vice Chairman Meaney seconded to reappoint Frank (Chuck) Bolton for Planning Board full member for 3 years. Passed 5-0-0

Neal Kurk, Planning Board full member, 3 years

No motion made.

William Stockhaus, Planning Board full member, expires 2023

Vice Chairman Meaney moved, Selectman Van seconded to elevate William Stockhaus from alternate to full member for Planning Board until his post expires in 2023. Passed 5-0-0

Raymond (Ray) Menard, Planning Board alternate member, 3 years

Chairman Hippler moved, Vice Chairman Meaney seconded to appoint Raymond (Ray) Menard as new alternate member for Planning Board for 3 years. Passed 5-0-0

Jack Dearborn, Zoning Board full member, 3 years

Chairman Hippler Moved, Selectman Van seconded to reappoint Jack Dearborn for Zoning Board full member for 3 years. Passed 5-0-0

Bobbi-Jo Plamondon, Zoning Board full member, expires 2022

Vice Chairman Meaney moved, Selectman Van seconded to elevate Bobbi-Jo Plamondon from alternate to full member for Planning Board until her post expires in 2022. Passed 5-0-0

Gary Shelto, Zoning Board alternate member, 3 years

Chairman Hippler moved, Vice Chairman Meaney seconded to reappoint Gary Shelto for Zoning Board alternate member for 3 years. Passed 5-0-0

Marc Morette, Zoning Board full member, 3 years

Vice Chairman Meaney moved, Selectman Van seconded to reappoint Marc Morette for Zoning Board full member for 3 years. Passed 5-0-0

Health Officer

Kelly Dearborn-Luce, Health Officer, stated she wanted to be a part of the discussion for the recent letter to the editor. She sent the Board/Town Administrator background information that confirms local health officers are responsible to investigate complaints and violations providing guidance and resources. She also provided the Board a list of inspections for the restaurants she entered, Dunkin Donuts was not one. There are template letters provided by the State Health and Attorney General's office that she uses. Kelly Dearborn-Luce asked the Board if they had any questions as the letter to the editor slandered her reputation. The letter had no justification, false information.

Town Administration Bolton stated this false information originated as a Facebook post, Weare News Outlet. The letter to the editor accused the Health Officer of sniffing out businesses. This is false. Typically, calls go to the AG's office not the Town when a person is dismayed by something happening in one of our local restaurants. This complaint generates a visit by our Health Officer to the restaurant in question

dictated by the AG's office. Health Officer visits are not instigated through the Town Office. Complaints formulate at the AG's office stipulating our Health Officer investigate. Kelly Dearborn-Luce arduously follows all rules and regulations set forth by the Governor's Office, the NH Municipal Association, etc. It would have been prudent for the person making Facebook posts and sending letters to the editor to multiple newspapers to call the Town Office and get their facts first. No business or person has been fined. No business has been closed. Dunkin Donuts nor Subway seating has been shut down by the Town. Either restaurant will explain they have closed their inside seating due to staffing issues. Their decision to do so has no relevance to anything to do with our Health Officer. The Town will not reply to the *Concord Monitor* or *The Messenger* as they have access to BOS minutes. Information should be sourced.

Vice Chairman Meaney added he personally used to enter the Dunkin Donuts lobby on his way to work and was told they had to close it because they had no help.

Selectman Van clarified that the author who sent the letter to the editors never approached our Town Administrator or anyone in the Town Office building.

Town Administrator Bolton verified she has never spoken to her, the author. Kelly Dearborn-Luce has, tried to explain the same points that were made here tonight. Kelly addressed two people right after Town Meeting of accusations and threats that she, Kelly, fined and shut down restaurants. Kelly explained these accusations and threats are false. Instead, guidance, education, and resources are provided followed-up with the template letter.

Selectman Van asked if this transpired before the letter to the editor was published.

Kelly Dearborn-Luce answered one phone call took place two weeks ago.

Chairman Hippler stated Health Officer Kelly Dearborn-Luce conducts the investigation handed down to her by the State. He commented she does her job with dignity and respect. Information should have been sourced; social media is both a tool and an enemy.

Moreover, Kelly Dearborn-Luce stated it is disconcerting the author generalized all local health officers. This is unfair; she, the author, had something against a local health officer, but instead included all state local health officers as well. There have been no complaints from business/restaurant owners.

The Chairman asked for any comments from the Board. There was none.

Review RFP for Cemetery Lawn Care Services

Original three-year contract changed to one year, with new dates. Everything remains the same, cemeteries, expectations, terms April to November 2021, payments end of month, vendor must supply insurance, always a right to terminate. RFP to newspapers/websites, posted in Town Office/Post Office lobby, three references needed.

Selectman Osborne stated for this one year contract wave the fall cleanup for the last 18 cemeteries because of their neglected current conditions.

Chairman Hippler, Vice Chairman Meaney, Selectman Van and Selectman Burdick disagreed; leave it in there, as it was the basis why the previous contract was terminated.

Selectman Van suggested designating a Selectman to inspect the cemeteries to ensure they are being maintained.

Chairman Hippler responded it does not need to be weekly, a couple times during the season and end of year.

Selectman Burdick pointed out the inspections could be divided amongst the Selectmen, every six weeks or once a month.

Selectman Van commented it needs to be policed in order to prevent what happened this year.

Town Administrator Bolton to Advertise for a lawn care contractor on Weare Cable, Newspapers: *The Messenger* and *Stone Bridge Post*, Post Office, NH Municipals, etc.

Selectman Van stated the money should be spent to pay the fee for Advertising in the *Union Leader* and *Concord Monitor*. Chairman Hippler agrees.

Town Administrator Bolton suggested reaching out to lawn care vendors she has business cards from the previous interest acquired with the old RFP, in lieu of spending the \$400.00+ in the larger newspaper Ads.

The Board agreed to reaching out to lawn care contractors via the internet.

MANIFEST:

To order the Treasurer to sign the payroll and accounts payables checks dated March 25, 2021 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 82,576.87 (Weekly, monthly and quarterly payroll)
<i>Accounts Payable Manifest</i>	\$ 82,583.12
<i>Weare School Accounts Payable Manifest</i>	\$ 300,000.00
<i>John Stark Regional Accounts Payable Manifest</i>	\$ 250,000.00
<i>Total</i>	\$ 715,159.99

Chairman Hippler moved, Selectman Van seconded to accept the manifest as follows, which passed. Passed 5-0-0

MINUTES:

March 15, 2021 Minutes: Vice Chairman Meaney moved, Chairman Hippler seconded to accept the minutes of March 15th as written, passed 5-0-0.

ADMINISTRATOR’S REPORT:

General Items:

1. Forestry Contract – forth coming.
2. Zoom meetings:

BOS – Monday, March 22nd @ 6:30 pm

PB – Thursday, March 25th @ 7:00 pm

3. Building Inspector – Board in receipt of a draft Ad. Schedule: Monday & Wednesday 7 am to 5 pm, Friday 7 am to noon, inspections only as needed. Job description for next meeting. BOS Non-Public Work session, upstairs Conference Room, Wednesday, March 24th 6:15 pm.

Building & Maintenance Projects:

1. Town Hall list of Projects - Walker Roofing sent a quote Friday for fixing all four corner returns, \$5200.00, materials and lift included, structural damage notification provided at the time work is performed. Balance in Mildred Hall, Town Hall Fund, \$19,505.31.

Chairman Hippler moved, Vice Chairman Meaney seconded to have W. C. R. C., LLC. to perform Town Hall repairs for a total estimate of \$5200.00 to come from Mildred Hall, Town Hall Fund. Passed 4-0-1 Selectman Van abstained

2. Town Hall Sign – Clark Roberge and DPW Director Knapp were emailed to schedule the install.
3. Gazebo, Shmid and Reservoir Drive signs – DPW to install as schedules allow.
4. Asplundh Tree Service – to tree trim 80 or 90 miles along roads, no scenic roads w/o public hearing.
5. Weare Patriotic Committee Celebration - spearheaded by some private resident group, individual funded. Selectman Osborne stated Laura Buono reached out, to meet up with their committee. Chairman Hippler is ok with a meeting, but it is hard to predict how things will play out, pandemic wise, hosting events on Town property may not be a good idea. Vice Chairman Meaney agreed, do not need a super spreader headline. Not comfortable with funding by a private group. Selectman Osborne, a Patriotic Committee member, is not in favor of this private group funded celebration. Selectman Burdick stated it would be impossible to police having attendees wear a mask, crucial.

CORRESPONDENCE & OTHER BUSINESS

- Town Report copies were sent to the In Memoriam person's family, we received a thank you note from Judy Foss.
- Town Moderator Eileen Meaney read the election inspector report letter from the AG's office sent to Election Officials, Town of Weare.

Highlighting two points from the checklist:

1. The polling location did not consistently repeat voter's names out loud per RSA 659:13.
2. The polling location did not have a Selectman present when inspected.

Chairman Hippler asked what the consequences would be. Eileen Meaney stated she is not sure of the penalty. Expectation is ALL Selectmen at elections or a designee. A selectman was present at all times, may have been on a break at time of inspection. Vice Chairman Meaney stated he was the Selectman present, he was working in the non-masked area to give that person a bathroom break.

- Protest Petition for Warrant Articles #8, required a 2/3rds vote of yes to pass.

Town Counsel Walter Mitchell's response:

Good Morning, Naomi – As you realize, Laura is out of the office this week on vacation. Therefore, I am responding to your protest petition inquiry below:

- 1. Property owners have submitted a protest petition under RSA 675:5, addressing Article 8 on the warrant.*
- 2. Article 8 was approved by the voters by a vote greater than a simple majority, but not greater than 2/3 which would be what is required if the protest petition was validly submitted.*
- 3. The protest petition was filed with the Town on February 26, 2021.*
- 4. RSA 675:5, II(b) requires that the petition "...shall be submitted...at least 7 days prior to the town meeting." Note: unlike other acts of the legislature, this does not say "prior to the vote".*
- 5. Weare has adopted the SB2 form of conducting its town meeting.*
- 6. RSA 40:13,II refers to the SB2 town meeting having "2 separate sessions".*
- 7. Therefore, Weare's 2021 Town Meeting started with the first session, which was the Deliberative Session held on February 6, 2021.*
- 8. The protest petition, filed 20 days after that first session, was not timely filed, and its 2/3 voting requirement does not apply.*

Please let us know if there are any further questions.

Walter

Sent: Thursday, March 18, 2021 11:34 AM

Eileen Meaney summarized the Protest Petition was invalidated by its late file, does not apply. Vote on Article #8 stands as voted, yes.

March 22, 2021 Article #8 Protest Petition Invalid, YES vote stands.

- Selectman Burdick stated the Historical Society sponsors a litter pickup last Saturday in April or May. Blue bags to be pickup at the Town Office. Sign Up sheets in Town Clerk's office.

- Selectman Osborne wants the removal of the stop sign in Clinton Grove to be added to DPW Director Knapp's list.
- Selectman Osborne would also like the Code Enforcement vehicle looked at. Rear wheels, driver's door and rocker panels are rusting through. Repair work needed.
- Selectman Van received an email from an upcoming vendor with regards to the police department.

Being there was no further business to come before the Board, Vice Chairman Meaney made a motion, Selectman Van seconded to adjourn at 8:30 pm. Passed 5-0-0

ADJOURNMENT

A True Record.

Karen Nelson

Karen Nelson transcribed from

TA Bolton notes & You Tube recording