

Final



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 26, 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: DPW Director Benjamin Knapp, Frank & Mary Jo Campana, Denise Purington, JaNeen Lentsch, Vanessa Hippler, Tom Flaherty

Chairman Hippler called the meeting to order at 6:31 pm., welcomed those via zoom to the April 26, 2021 Weare Board of Selectmen Meeting. Chairman Hippler roll called the Board members, all present.

PUBLIC COMMENT:

Selectman Burdick commented on the success of the blue bag trash pickup along town roads. Town Clerk Maureen Billodeau still has blue bags available, filled bags need to be brought to the Transfer Station. Chairman Hippler thanked all those who contributed to the cleanup.

Tom Flaherty, Vice President Weare Historical Society, asked if the damage to the East Road Barn roof from the windstorm would be covered by insurance. Chairman Hippler responded no insurance claim has been discussed by the Board. It can be posed to the insurance company.

Selectman Van is not opposed, though; the lease agreement states under Section 9 *the Society will be responsible for maintaining the premises in good repair and shall be responsible for repairing or paying for the repair of all damages. Normal wear and tear excluded.* He asked would there be deductibles involved if an insurance claim is sought. Will rates increase?

Chairman Hippler responded yes, there would be a deductible and Town Administrator Bolton would know more about rates increasing.

Town Administrator Bolton explained it is an umbrella policy, with a \$1000.00 deductible. An inquiry could be made to the insurance company to discuss the likelihood of a rate increase.

Selectman Burdick replied the Weare Historical Society could pay the deductible.

Chairman Hippler stated the town's insurance company Primex could be notified to see what the options are. He asked if other Board members wanted to respond. There were no comments. Chairman Hippler stated the Weare Historical Society will be advised.

DEPARTMENT HEAD/COMMITTEE ITEMS:

1. DPW Director Benjamin Knapp began with the 2021 Paving/Reclaiming/Chip Coating Bid Results:

| PAVING | TOP | BASE | HANDWORK |
|---------------|-------------|-------------|-----------------|
| R&D | \$64.95/ton | \$61.95/ton | \$130.00/ton |
| GMI | \$69.00/ton | \$65.50/ton | None provided |
| Brox | \$75.50/ton | \$66.50/ton | \$150.00/ton |
| Advanced | \$73.80/ton | \$69.00/ton | None provided |
| All States | No bid | | |

| RECLAIMING | |
|-------------------|-----------|
| R&D | \$0.55/sy |
| Advanced | \$0.74/sy |
| GMI | \$0.75/sy |
| All States | \$1.48/sy |

| RECLAIMING with ASPHALT injection/River Road | |
|---|-----------|
| All States | \$6.25/sy |

| ASPHALT RUBBER CHIP SEAL/Mountain Road | |
|---|-----------|
| All States | \$4.99/sy |

| TRADITIONAL CHIP SEAL/Francetown Road | | |
|--|-----------|------------------------------|
| All States | \$2.55/sy | \$4.95/sy (double chip seal) |

It was confirmed that Pike Industries and Continental Paving received the bids, no bid submitted. All States put in for chip seal, not paving.

DPW Director Knapp recommends awarding to R&D, surprised their bid is cheaper than last year.

a.) **Chairman Hippler moved, Vice Chairman Meaney seconded to award the Paving Bid to R&D Paving at a rate of \$64.95/ton/top coat, \$61.95/ton/base and \$130.00/ton/handwork. Passed 4-0-1 Selectman Van abstained**

b.) **Chairman Hippler moved, Vice Chairman Meaney seconded to use R&D Paving for Reclaiming work at a rate of \$0.55/sy. Passed 4-0-1 Selectman Van abstained**

c.) Reclaiming with asphalt injection process involves reclaiming the road twice, the first time it grinds to a nice material, then it is ground up a second time pumping liquefied asphalt into it. This bid is all-inclusive, fine grading, flagging, etc. Warrantied, perfect for the hill on River Road with heavy truck traffic.

Chairman Hippler moved, Vice Chairman Meaney seconded to use All States for Reclaim injections on River Road at a rate of \$6.25/sy. Passed 4-0-1 Selectman Van abstained

d.) Asphalt rubber chip seal, tiered 3 version, top notch, used by the State, this product rejuvenates the road with a rubberized asphalt binding membrane. On Mountain School Road and Mountain Road, the material underneath is good, no need to rebuild, top coated, so this product will seal cracks and can be swept up right away. No loose stone left for a couple days. Price is all-inclusive with flaggers, etc.

Chairman Hippler moved, Vice Chairman Meaney seconded to use All States for the Asphalt Rubber Chip Seal for Mountain Road at a rate of \$4.99/sy. Passed 4-0-1 Selectman Van abstained

e.) Traditional chip seal is a pavement preservation used nationwide. Coating of liquefied asphalt covered in a layer of crushed rock for a road that is not in a terrible disarray. Francestown Road will benefit from this treatment; double seal is for specific trouble spots, all-inclusive, traffic control, crack sealing, cleanup, etc.

Chairman Hippler moved, Vice Chairman Meaney seconded to use All States for the Traditional Chip Seal for Francestown Road at a rate of \$2.55/sy, \$4.95/sy for double chip seal in some parts. Passed 5-0-0

f.) Still actively looking for Transfer Station help and a Truck Driver. Trees were felled at Chase Park and chipped, ones they were comfortable doing without causing damage. The rest need a professional tree service. Mowing has started. Processed stone was put in areas where the wet season had caused problems, this will mix in with the roadbed, covered in crushed stone.

g.) Chairman Hippler asked about the status/ideas with the Mack truck frame rails. DPW Director Knapp responded yes frame rails were received last November, not yet installed because the truck was needed over the winter. Grader, 4000-hour service and the Loader, 4000-hour service, getting dirt equipment ready for the summer. Excavator, water trucks, etc. ready for service, taking plow gear off. Soon as the shop is empty, the rail job for the Mack will begin.

h.) Chairman Hippler asked about the Dodge truck. It will be sent back to Tenco for bodywork once things slow down.

i.) Trash Trailer bids next.

Chairman Hippler asked the Board if they had any questions for DPW Director Knapp. There were none.

2. JaNeen Lentsch, PARC Chairman, had two items:

a.) She asked Town Administrator Bolton how the Chase Park boat ramp was proceeding. Town Administrator Bolton explained DPW Director Knapp has pictures showing the area that needs to be fixed is now completely covered in water. Once the water is up, no construction vehicles can enter the water to make any type of repair or move existing material. Two boards were put in the damn early because in a drought year they try to capture all rainwater.

Chairman Hippler requested Town Administrator Bolton inquire with Town Counsel about drafting a letter to hand out to people when they check in their boat. Acknowledging the boat ramp is compromised, use at your own risk.

DPW Director Knapp added he fixed the hole 15 years ago, same spot, end of pavement, plenty of room to maneuver a boat.

b.) She asked the Board if the Chase Park interviews went well, no conflicts, ready for the go ahead to hire. Chairman Hippler replied everyone was ok at that time. Town Administrator Bolton stated JaNeen can coordinate with the staff to meet with Finance Administrator Rouse for their packets/paperwork.

Discuss condition of tennis courts

Chairman Hippler clarified the Board had checked out the condition of the tennis courts prior to tonight's meeting.

JaNeen Lentsch stated she noted there was not much of unevenness, except for around the poles that hang the net. Proper footwear would not be bothered by the gaps. If the tennis nets are up, there is no danger, can be used in its condition. She asked what is the time line for repair.

Town Administrator Bolton explained RFPs went out, requesting previous bids be refreshed. Vermont Recreational, Barnet, VT was the only refreshed bid response. Lineberry Brothers, Henniker, NH. did not and no response from Advantage Tennis, Inc., St. Johnsbury, VT. Vermont Recreational's timeline was they could not start until at least three nights/days are above 55°, mid-July. Their bid was \$17,800.00 unchanged from 12/20. Emma Sawyer Trust will cover up to \$18,000.00, a trust fund for the benefit of all of Weare.

Chairman Hippler asked what is the scope of work to be performed.

Town Administrator Bolton reiterated as her email stated they are to:

- clean the surface
- fill all the cracks with acrylic crack repair
- supply and install 558LF of Riteway crack repair system to structural cracks
- total area to receive one coat of acrylic resurfacer
- total area to receive two coats of color Plexipave material (manufactured by California Products Corp., Cambridge, MA.)
- textured coat to contain the proper amount of sand to provide a tough wearing base
- top coat to contain proper amount of pigment to provide a long lasting attractive surface
- supply and install two complete sets of textured tennis court lines

Selectman Van has a slight concern. Hairline cracks are not a half-inch wide. Chairman Hippler commented this company have visited the tennis courts.

Denise Purington, 268 Thorndike Road, stated VT Recreational has come and looked at it. She also sent them 25 photos, every angle. She explained the heaving around the posts have been there for the last two years the pickle ball club have used it. They play around the cracks. Others play tennis around the cracks. She prefers the courts are not closed prior to the start of the repair. They use the courts five days a week

and would hate to lose their ability to use this facility. Denise Purington requested pickle ball lines also be placed on the court when it is resurfaced. If the cost is not covered in the bid, her club would pay the fee.

Town Administrator Bolton explained this was not mentioned in the scope, but she will reach out to them and see if it can be done.

Denise Purington stated she and her husband often clean the tennis courts. They find dog excrement on the courts and alcohol bottles in the trash can. She mentioned a sign to deter dog owners and if the police could patrol the area. There are trees that need to be removed, they are too close to the fence and leave debris on the court. Long term this will protect the investment once it is repaired with the new surface. The pickle ball club members have removed brush around the fencing that impedes the area.

Chairman Hippler is fine with keeping the tennis courts open to the public while waiting for the repairs. Exposed electrical wires near the entrance need attention. The Board has concerns about the stairs leading up to the courts from the parking lot; they also need attention, trip hazard.

Vice Chairman Meaney stated there is a tree root that sticks up that is cause for concern that needs to be removed.

Selectman Osborne mentioned there might be an issue now that the town has acknowledged the surface cracks. What is our liability if people still use the courts and get hurt?

Chairman Hippler responded same as it was before, town property. Liability is the same.

Town Administrator Bolton stated our liability would remain the same, with the Board members having walked the area, there does not appear to be a major change in the courts surface, holes not that big. If it is not in that bad a shape they should be able to continue to use it.

Denise Purington stated they have been working with the PARC educating as to the condition of the tennis courts and in securing funding. Cracks in the surface have been there for at least two years, steps are now being taken to repair it.

Selectman Burdick commented the wires need attention and maybe the entrance path can be tarred. Perhaps DPW could do some handwork and make a ramp.

Vice Chairman Meaney stated handwork would be a big job involving prep work, digging out the roots, applying a base like you would a road. The town electrician could look at the exposed wire. New signage is needed, use at own risk.

Selectman Van is not a big fan of keeping the courts open, but majority rules. Worried about the others who are not cognizant of the conditions.

JaNeen Lentsch stated new signage is on the PARC agenda. Chairman Hippler added with the \$17,800.00 bid there is enough in the balance to cover a new sign.

The consensus of the Board is to leave the tennis courts open until repairs are scheduled. Selectman Osborne is not in favor.

Vice Chairman Meaney moved, Selectman Van seconded to award the bid to Vermont Recreational for rehab at \$17,800.00 to come from the Emma Sawyer Fund. Passed 5-0-0

PARC Skate Park

Selectman Van stated PARC has been discussing removing the damaged chain link fence pieces around the skate park. Who is responsible for the fence repair/maintenance? The three-foot tall fence is owned by the town. He observed Hopkinton's skate park has no fence. Some in Concord do not have fencing. Could the fence be removed all together? This would eliminate maintenance and the leaves it collects. If taken down, is this a job for DPW?

Chairman Hippler is not sure why it was put in place.

Vice Chairman Meaney stated it delineates the property, keeps students at bay when school is in session. This was discussed at a joint meeting with the School Board, an MOU. It is the town's responsibility.

Selectman Burdick asked if the baseball field was fenced. Selectman Van answered there is a temporary fence.

Chairman Hippler stated based on Vice Chairman Meaney's statement quotes need to be pursued to repair the fencing surrounding the skate park.

Selectman Burdick and Vice Chairman Meaney replied it should be repaired. Selectman Osborne also remembers context involving the school, it should be fixed. Selectman Van agrees and asked Town Administrator Bolton to reach out to three companies.

Town Administrator Bolton will review the MOU, the fencing gathers trash and adults can step over the three foot height. She stated if it is decided the fence is to be removed there is a Memorial Sign in place that was dedicated to a young boy that would need to be re-posted. She will begin the process of three RFPs.

MANIFEST: approved April 19, 2021

MINUTES:

April 19, 2021 Minutes: Chairman Hippler moved, Selectman Van seconded to accept the minutes of April 19th as written, passed 5-0-0.

ADMINISTRATOR'S REPORT:

General Items:

1. Radio Communications, still open, plan in place, to reach out to Motorola, confirm with WFD, review in June.
2. Forestry Contract, CC reviewed, Forester Jeremy Turner to review, next reviewed by Town Attorney.
3. Zoom meeting schedule:
Monday, April 26, BOS @ 6:30pm

4. Building Inspector – received one application, gentlemen has worked as a Code Enforcement Officer/Building Inspector since 2014, retired, interested in part-time. Interview current applicant this week or proceed with Indeed, NH Works, etc. Interim Building Inspector is not looking to continue through this summer. Applicant would need to give a two weeks' notice, train two weeks with current Interim Building Inspector, leaves both gentlemen on staff until Memorial Day.

Chairman Hippler is in favor of moving forward with an in-person interview.

Selectman Van asked how many part-time hours is the applicant available for. Town Administrator Bolton responded 20 to 25 hours/week. Budgeted for 25 hours.

The Board concludes to hold the interview Wednesday, April 28, 2021. Along with the Police Swear-In Ceremony for the new Police Officer.

5. Tennis Courts - discussed previously

6. Chase Park, boat ramp, - discussed previously

7. Arbor Day – Maple tree planting at Bolton and Chase Park, 2:00pm Friday, April 30th

Building & Maintenance Projects:

- Town Hall List of Projects: Walker Roofing changed their timeline to May 10th. Vice Chairman Meaney and Chairman Hippler agree to allow extending their start date to May 10th, if not, then never. The Board in consensus to start RFPs on May 11th if necessary.
- Town Hall Sign & Repair, Clark Roberge, installation set for June 1st, DPW to dig 48" hole end of May, need landscaping decision
- Reservoir Drive – *No Parking Signs* up by May 29th, DPW onboard, WPD to provide detail
- East Road Barn roof – to contact insurance company
- May Zoom platforms – Chairman Hippler responded to stay status quo, Vice Chairman Meaney agrees, revisit end of May, Selectman Van agrees, looking for downward trends.

CORRESPONDENCE & OTHER BUSINESS

1. Chairman Hippler referenced a letter from a citizen regarding the tax collection process.

Town Administrator Bolton explained following protocol, lien letters were sent out in April. The previous Tax Collector left in February 2020 and a new Tax person started in March 2020. It was recently noted the prior Tax Collector sent out reminder notices before she departed, stating balances need to be paid before impending lien letters. The impending lien letters incur fees as they have to be sent certified. Subsequently, the lien fee for each parcel is \$19.50.

There were a lot of letters sent out for various reasons. Firstly, the tax rate was set late. Typically, bills go out late October and are due December 1st. This year, amongst the changing of personnel and Covid CDC protocols, the tax bills were sent out late November making the due date December 23rd. Escrow companies/banks were paying an estimated amount.

Secondly, refinancing was big this year because of the lower rates. Some taxes were paid, some did not get paid, and some were partially paid, many contributing factors. However, many residents came in today and

paid their bill alleviating the need for a lien. Though many moving parts, residents should be cognizant ensuring their tax bills are in fact paid.

Thirdly, Town Administrator Bolton can abate this citizen \$19.50.

Selectman Van is in favor of abating this citizen's fee. Chairman Hippler agrees.

Selectman Burdick asked if this was the only citizen who incurred the \$19.50 fee. Town Administrator Bolton stated no, others have paid it. This citizen is the only boisterous one.

Selectman Burdick and Chairman Hippler suggested abating all citizens that incurred the \$19.50 lien fee. Selectman Van commented if the mistake is on the side of the tax collector's office, then we should refund on behalf of the town. Let the minutes reflect our apologies.

Town Administrator Bolton inquired does the Board imply 320 letters are to be reimbursed \$19.50, though most citizens realized they had a balance left.

Selectman Van stated yes, if we did not send out a warning letter. Completely unintentional on the part of the town, but not the townspeople's fault. The Board agrees.

Selectman Van asked should the Board make a motion because this entails a large amount of money. Chairman Hippler looks for Town Administrator Bolton for the answer.

Town Administrator Bolton suggests a blanket motion as the Board would have to sign the individual abatements. One letter with a list of abatements to be provided negates the need for a motion.

2. Chairman Hippler mentioned a different communication method is needed with the townspeople. Perhaps a limited capacity social media outlet. A page that can be liked, no comments. Post links to the website, ie. DPW job posting for a truck driver position. Our Police Department FB page has 6500 likes providing vision on their activities. Exposure only for information conveyance. Used in the right way it is a good platform, no debating. A municipality page setup by IT without the ability to make comments. Sharing PD's page, etc. utilized correctly it can be a great tool for the town.

Selectman Van suggested only two people with access, Town Administrator and her Assistant. No commenting, not a discussion forum, just notification. Directing questions to an email address. A shared media platform to distribute information.

Being there was no further business to come before the Board, Vice Chairman Meaney made a motion, Selectman Van seconded to adjourn at 8:01 pm. Passed 5-0-0

ADJOURNMENT

A True Record.

Karen Nelson

Karen Nelson transcribed from

TA Bolton notes & You Tube recording