

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 9, 2020

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

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Finance Administrator Beth Rouse, Police Chief Chris Moore, Town Moderator Eileen Meaney, Finance Committee Member Tom Clow, Finance Committee Member Rachel Cisto, Frank Campana

Chairman Meaney opened the meeting at 6:30 pm., welcomed those present to the November 9, 2020 meeting of the Weare Board of Selectmen and proceeded with the pledge of allegiance.

A moment of silence was observed for Bonnie Wolfe, who passed away this past weekend at 57 years old. She is the sister-in-law of Selectman Jon Osborne and sister to former Selectperson Donna Osborne. Chairman Meaney wanted to pass along condolences to all of the family.

PUBLIC COMMENT:

Tom Clow mentioned new information that the Board should take into account to hold back and flatten out the tax rate. He learned after reading an article, in *Weare in the World* newspaper, with Jacqueline Coe, SAU #24, Superintendent of Schools. Mr. Clow stated the total between the Weare School District's money to be turned back is 800,000.00 to \$900,000.00 to offset taxes. Mr. Clow suggested the Board hold something back as the Coronavirus is not going away overnight, it could affect 2021. Anything they can do to balance and stabilize the tax rates.

Chairman Meaney has an answer to a comment that was made last week in regards to two Police cruisers. They were sold at the State Auction. The blue, unmarked, Chief's car brought \$1000.00 and the black, Ford Crown Victoria brought \$700.00.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Town Moderator Eileen Meaney was succinct in addressing the Board. She thanked them for their support with the elections. She also thanked the Police Department for providing detail at both the Primary Election and the National Election, the DPW Department for providing all the support in setting up and breaking down at Weare Middle School, the Town Administrator and the Finance Administrator for volunteering

that day. Overall, she felt the election went very well. She continued, “It takes a village and our village certainly showed up, Thank you.”

2021 Police Department Budget Presentation – Chief Moore presented handouts. He began by stating the new Police website will be going live very shortly. Once it is up and running he will have all his printouts posted there.

The main focus this year was budget restructuring. By eliminating a contracted prosecutor, whose salary was \$78,000.00, he hired and promoted experienced personnel to fulfill those duties at \$26,360.00. \$44,221.00 was used for vendor contracts for tasers and body worn cameras. Along with equipment transitions for firearms, tasers, and body worn cameras. Included was an increase in Officer safety ballistic gear, and vehicle equipment such as mobile data terminals and radios. With the remainder, \$7419.00 he reduced the proposed budget expenses.

Chief Moore’s Budget Category Overview: total proposed budget is \$1,749, 550.00. Salary accounts for \$1,386,228.00, overtime at \$100,000.00, contracts at \$95,122.00, building expenses at \$28,000.00, department expenses at 51,361.00 vehicle expenses at \$43,700.00 and personnel expenses at \$45,639.00.

Chief Moore stated his budget changes line by line. On the overtime line, the majority is spent because of a vacancy, they are not fully staffed. Also, Officer Lewis is still out on modified duty and Sergeant Montplaisir in on administrative duty.

Chief Moore explained the overwhelming majority is trying to keep his shifts full. Coverage year to date as of October 22, 2020, 872 hours for coverage, 63 hours for arrests, 13 hours for accidents and 142.5 hours for calls related to service. Once he has a full department his overtime will reduce substantially. The last vacancy position may soon be filled by another certified Officer.

Chairman Meaney asked how many hours a day per week is there coverage for each shift. Chief Moore responded they start at 7:00am. to 3:00am., with four hours uncovered, seven days a week, 365 days a year.

Vice Chairman Hippler stipulated the 872 hours of coverage is for shifts not filled, for example, vacations. Chief Moore expounded, he has a two officer minimum per shift. If there is a shift with only one officer scheduled because, for example, someone is on vacation/injury/leave, this accounts for the 872 hours’ worth of time that an additional officer had to cover and fill a shift. Vice Chairman Hippler then asked, how many times do shifts need to be covered a week. Chief Moore answered a lot more than they actually cover, a quarter to a third of what is actually available with two officers out, and a vacancy. He is 75% staffed for officers who can actually man the street. Selectman Van added, 10 hour shifts is, basically, 87 days, and 1460 hours a year without Police coverage.

Chief Moore breaks down each line item to the Board for his 2021 Proposed Budget. The Board made suggestions for line item adjustments for fiscal accountability and easier tracking. Chief Moore stated he will make the changes.

2021 Estimated Revenues – Finance Administrator Beth Rouse reviewed the estimated 2021 revenues with the Board of Selectmen. With 2020 being an anomaly, estimating what the amount of revenues the town will receive in 2021 was set conservatively. The estimated revenues for 2020 were set at \$3,385,094 which includes over \$250,000 from FEMA and/or State reimbursement funds for COVID-19 and an allocation

from the State in the amount of \$106,773 which will not be distributed next year. The estimated revenues for 2021 was set at \$3,028,868, which will be reviewed again immediately following year end.

MANIFEST:

To order the Treasurer to sign the payroll and accounts payables checks dated November 12, 2020 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 62,543.12 (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$ 112,068.15
<i>Total</i>	<div style="border: 1px solid black; padding: 2px;">\$ 174,611.27</div>

Chairman Meaney moved, Selectman Van seconded to accept the manifest as follows, which passed. Passed 4-0-0

MINUTES:

November 2, 2020 Minutes: Vice Chairman Hippler moved, Selectman Van seconded to accept the minutes of November 2nd, as written, passed 4-0-0.

ADMINISTRATOR’S REPORT:

On this Monday, November 9th, the Board signed:

- a. 2020 Equalization Municipal Assessment Data Certificate, Avitar of NE Inc.
- b. Tax deeds
- c. N.H.D.E.S. – **Vice Chairman Hippler moved, Selectman Van seconded to authorize the Chairman to sign the Trails Notification Statutory Permit-By-Notification for the Weare Winter Wanderers. Passed 4-0-0**

General Items:

- 1. R & R Communications, Swanzey, N.H., requested to reschedule to November 16th
- 2. PARC – to be discussed further, Public Hearing scheduled
- 3. Town Offices & Transfer Station Closed Wednesday, November 11th for Veteran’s Day
- 4. Tax Rate Setting –should be later this week, Thursday or Friday
- 5. Budget Presentations: Fire (11/16), DPW (11/23), PARC, Library, etc (11/30)
- 6. CIP Presentation Schedule: Planning Board (11/12), BOS (11/16), Finance (11/18)

Building & Maintenance Items:

- 1. Gazebo & Shmid/Banks Property – signs to be put up as soon as they arrive
- 2. Stone Memorial Building- ESP, Inc. quote \$5997.00 for both, freeze and fire, with a \$480.00/yearly fee for monitoring. Board of Selectmen has put on hold until end of the year.
- 3. Town Hall – TBD
- 4. Clinton Grove – under pinning in progress, Dale Chase has jacked it up

CORRESPONDENCE & OTHER BUSINESS:

With respect to Veteran’s Day coming, Chairman Meaney thanked all the Veterans for their service to this country and to the citizens of this town.

Town Administrator Bolton explained on review of Article 17, Holidays, of the Weare Police Department Collective Bargaining Agreement, it was observed an error was made in the verbiage of items 17.1 and 17.2. Specifically, item 17.1 provides for a full day's pay for all non-probationary employees and item 17.2 provides 2.5 times pay for all hours worked on those holidays.

The Union drafted an MOU (Memorandum Of Understanding) to correct the error, however, the drafted MOU has the word "Probationary Employee" removed and it states "All Employees." The Board discussed that it was not their intention nor the intention of the Union at the time of the negotiations to have the Holiday Pay available to employees during their probationary period. It was determined that the MOU will go to Town Council for review.

NONPUBLIC SESSION:

Chairman Meaney moved, Selectman Van seconded to enter into nonpublic session @ 8:02 p.m. pursuant to the authority granted in RSA 91-A: 3II (a&c). A roll call vote was taken, Selectman Van – yes; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - absent. Passed 4-0-0

Selectman Van moved, Chairman Meaney seconded to exit this nonpublic session @ 8:35 p.m. A roll call vote was taken, Selectman Van – yes; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - absent. Passed 4-0-0

The Board discussed employee reimbursement requests that were returned to Chief Moore to handle.

NONPUBLIC SESSION:

Chairman Meaney moved, Selectman Van seconded to enter into nonpublic session @ 8:36 p.m. pursuant to the authority granted in RSA 91-A: 3II (a&c). A roll call vote was taken, Selectman Van – yes; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - absent. Passed 4-0-0

Selectman Van moved, Chairman Meaney seconded to exit this nonpublic session @ 8:45 p.m. A roll call vote was taken, Selectman Van – yes; Chairman Meaney – yes; Vice Chairman Hippler – yes; Selectman Burdick – yes; Selectman Osborne - absent. Passed 4-0-0

Chairman Meaney moved, Selectman Van seconded to seal and restrict these nonpublic session minutes. Passed 4-0-0

Being there was no further business to come before the Board, Selectman Van made a motion, Chairman Meaney seconded to adjourn at 8:46 pm. Passed 4-0-0

ADJOURNMENT

A True Record.

Karen Nelson

Karen Nelson transcribed from

TA Bolton notes & YouTube recording