

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 1, 2019

PRESENT: JON OSBORNE, SELECTMAN; JAN SNYDER, SELECTMAN; FREDERICK W HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN

RECORDING SECRETARY: Hannah Smith

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Neal Kurk, Michael Lansford, DPW Director Benji Knapp, Jason Burdick, Tara J Mann, Betty Straw, Rad Betts, Donna Osborne, Lori Davis, Ronda Gregg, Tim Matheson

At 6:17 PM, Chairman Hippler opened the meeting.

NONPUBLIC

Chairman Hippler moved, Selectman Osborne seconded to enter into nonpublic session @ 6:18 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0

Chairman Hippler moved, Selectman Osborne seconded to exit this nonpublic session @ 6:28 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0

The Board interviewed a potential hire for the part time truck driver position at the DPW.

At 6:30, Chairman Hippler welcomed everyone and explained that the Board met in nonpublic session to interview a candidate for the part time truck driver position for the DPW; then he requested those present join the Board in the Pledge of Allegiance.

PUBLIC COMMENT: Neal Kurk was present to inquire regarding the upcoming Code Enforcement Officer position restructuring – specifically, what aspects of the position involve the Fire Department vs the Board of Selectmen. Neal Kurk also requested the public be allowed to comment regarding any new positions.

Ed Naile was present to follow up on a public comment at the previous meeting (March 25th). Chairman Hippler informed Ed Naile that Town Counsel has reviewed the matter and Ed Naile is allowed to publically comment regarding this matter; however, the Board would prefer he didn't. Ed Naile distributed a letter to the Board to be reviewed privately.

Jason Burdick was present to comment regarding the security camera project at the Safety Complex. The Safety Complex is still using the existing analogue system. Per the RFP, the system upgrade was supposed to include a NVR and an encoder. Only 5 of the current 8

cameras are connected. The NVR and the encoder are at the Safety Complex but are not installed. There is no Power Over Ethernet switch. As it was not addressed in the RFP, there is a concern with how to feed the current 8 monitors. As Pasek had sent Police Chief Sean Kelly an email regarding a 5x5 matrix for the anticipated total of 24 cameras (despite the NVR's limit of connecting to 16 cameras), Jason Burdick inquired regarding a dedicated computer with smartview software. The distribution concern/ monitor connection problem can be solved with a digital modulator (~\$1000) and existing cabling. Jason Burdick has attempted to contact Pasek but has not yet received a response. Selectman Snyder inquired regarding transmitting front lobby camera feed to a monitor in Goffstown; Jason Burdick was unsure regarding remote access but commented that it should be possible.

DEPARTMENT HEAD/ COMMITTEE ITEMS

DPW New Hire: DPW Director Benji Knapp was present to request the hiring of Michael Lansford for 10 hours/week at \$15/hour. Michael Lansford is able to start tomorrow, April 2nd, and is signed up for a flagging class. The Board has reviewed this matter during the nonpublic session at the beginning of the meeting. Selectman Burdick moved to approve the hiring of Michael Lansford to the DPW for 10 hours/week at \$15/hour, Selectman Snyder seconded; passed 4-0-0.

DPW Skid Steer Bid: DPW Director Benji Knapp was present to review the results of the skid steer sealed bid, per warrant article 18. Matt McLain, Bill Straw, and the DPW employees were able to demo bidded equipment and comment regarding their preferences. The Kubota model (offered by MB and Chappell) was a favorite among DPW employees. The basis for the original \$70,000 estimate was a quote from Bobcat at \$68,000 (minus backup camera). Used skid steers are available at comparable prices and trade-in allowances were considered. Exit method is a priority, due to a recent incident. Selectman Osborne inquired regarding additional accessories; DPW Director Benji confirmed bucket forks, cleanup sweeper, and backup camera. Chairman Hippler inquired regarding warranties; DPW Director Knapp confirmed they were comparable. Chairman Hippler inquired regarding two-way radio in current skid steer; DPW Director Knapp confirmed not. Chairman Hippler inquired regarding bay stations at the DPW; Selectman Osborne confirmed not. **Chairman Hippler moved to award the skid steer bid to MB Tractor for the SSV75 Kubota at \$41,028, Selectman Burdick seconded; passed 4-0-0.** DPW Director Knapp inquired regarding warrant article 18; Town Administrator Bolton confirmed \$20,000 from CRF and the rest from taxation. Per the updated cost of the skid steer, Town Administrator Bolton will follow up with Town Counsel Laura Spector-Morgan regarding proportional division from Transfer Station Equipment Fund and taxation.

DPW Hours: DPW Director Benji Knapp was present to remind the public of new hours starting April 15th. Selectman Snyder inquired regarding Hazardous Waste Collection Day; DPW Director Knapp confirmed it was a success and they were out of funds by noon. Selectman Burdick inquired regarding litter pickup.

GAZEBO UPDATE DISCUSSION: Tim Matheson was present to hand out documents to the Board and review estimate of \$18,624.48 gazebo (vinyl clad, 6 interior benches, pressure-treated roof underlay, 25-year shingles Azek floorboards, Colonial braces, rails, spindles, 2 walk-through entrances). Tim Matheson clarified the gazebo has a 30-year warranty and the 25-year shingles have a separate warranty – Tim Matheson will also add zinc strips. Chairman Hippler inquired regarding current gazebo warranty; a member of the public confirmed 25-year. Chairman Hippler inquired regarding delivery and on-site assembly; Tim

Matheson confirmed. Chairman Hippler inquired regarding wiring; Tim Matheson confirmed – requesting 3-foot stub and may need to be re-done if not up to code. Chairman Hippler inquired if wiring could be done in advance by Reeds Ferry; Tim Matheson confirmed not – electrician needed for this. DPW Director Benji Knapp confirmed. Tim Matheson reviewed 12 inch crushed base; DPW Director Benji Knapp confirmed – maybe additional gravel underneath. Tim Matheson inquired regarding local geologist and soil compaction. Chairman Hippler thanked Tim Matheson and the Gazebo Subcommittee for all their hard work. Chairman Hippler inquired regarding potential issues with removal of demolition materials; DPW Director Knapp confirmed not.

Betty Straw was present to read a letter from the Mildred Hall Advisory Committee. Selectman Burdick reminded the Board that when Charles & Ethel Eastman established this trust, they requested something be dedicated to them, and suggested the gazebo fulfill this. Chairman Hippler suggested Historical Society plaques with Mildred Hall and/or Charles & Ethel Eastman. Chairman Hippler inquired regarding pictures; Tim Matheson will contact relatives. Selectman Snyder inquired regarding a public hearing; Selectman Burdick confirmed 14-day timeline. Town Administrator Bolton clarified 10-day timeline so the earliest the public hearing can be scheduled for is April 15th.

Tim Matheson was present to comment regarding the intended completion for Town Patriotic Celebration on June 21st. Reeds Ferry is able to build the gazebo by June 19th if this project is put on the build list very soon (requires 50% upfront deposit). Someone has volunteered to place the deposit to ensure place on the build list with the expectation of being reimbursed after public hearing. Chairman Hippler inquired regarding legal opinion. Town Administrator Bolton inquired regarding anticipated opposition at public hearing; Chairman Hippler doesn't think so. Selectman Snyder inquired regarding deposit, as it is 100% refundable if gazebo project is canceled after the public hearing. Town Administrator Bolton will follow up with Town Counsel Laura Spector-Morgan.

Tim Matheson inquired regarding roofing quotes, and will follow up on April 15th.

DPW Director Knapp requested a notification regarding demolition; Selectman Burdick confirmed a weekend, after plaques and other important items have been safely removed.

Selectman Burdick inquired regarding tree at back corner of the Town Hall; DPW Director Knapp requested exact location be provided and he will remove it.

STAFFING DISCUSSION: Selectman Snyder requested job descriptions of Town Office employees (~5 comparable and neighboring Towns such as New Boston, Conway, Barrington, etc). Town Administrator will provide old job descriptions and expressed concern with narrow scope of positions (building inspector, code enforcement, zoning administrator). Selectman Snyder inquired regarding custodial duties; Town Administrator Bolton confirmed not, as Joint Loss Committee reviews the physical structures periodically. Selectman Burdick expressed concern with Wendy Rice self-reported 70 hours/week in Assessing Department and Building/Code Enforcement; Town Administrator Bolton inquired if the Board thought it could be 2 positions at 30 hours/week. Selectman Burdick inquired regarding digitization; Selectman Snyder inquired regarding CAI in Littleton. Hippler commented regarding computing advances in the past 10 years. Chairman Hippler commented regarding catching up and suggested 1 temporary PT employee. Chairman Hippler reminded the Board that 10 years ago there were 3 FT and 1 PT employees at 150 hours/ week and now there is about

half of that. Town Administrator Bolton commented that current resident question flow comparable to 10 years ago and that interruptions could be reduced by reception position, but expressed concern with physical office space and use of Granite State dial directory. Selectman Osborne commented regarding burden of training new employee. Selectman Burdick commented regarding qualifications and training. Town Administrator Bolton expressed concern with budget for salary and (if FT) benefits. Selectman Burdick suggested Town Administrator Bolton advertise positions to get a feel for applicant pool; Town Administrator Bolton expressed concern with advertising before positions have been agreed upon. Town Administrator Bolton suggested MRI building inspection service available for contracting at \$65/hour. Selectman Snyder inquired regarding new subdivisions; Chairman Hippler commented regarding Planning Board and difficulty of forecasting available land. Town Administrator Bolton will compile job descriptions for the Board to review. Chairman Hippler inquired regarding backup options from MRI or mutual aid (Goffstown & Hopkinton, maybe less formally Hillsborough & New Boston).

APPROVAL OF MINUTES: The Board agreed to table the minutes of March 18th and March 25th until the next meeting.

MANIFEST: Chairman Hippler moved to approve the manifest as follows, Selectman Burdick seconded; passed 4-0-0.

To order the Treasurer to sign the payroll and accounts payables checks dated April 4, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	<i>\$ 75,495.12 (Weekly, Bonus day payout, uniform allowance, longevity bonuses & fire monthly payroll)</i>
-------------------------	---

<i>Accounts Payable Manifest</i>	<i>\$ <u>65,142.23</u></i>
----------------------------------	----------------------------

<i>Total:</i>	<i><u>\$ 140,637.35</u></i>
---------------	-----------------------------

GOVERNMENT BUILDINGS & MAINTENANCE:

Engagement Notice: Town Administrator Bolton provided the Board with a contract from Devine Millimet regarding the road preservation/ rehabilitation bond (per warrant article 3) – needs to be signed by Chairman Hippler. Selectman Burdick inquired regarding interest rates; Town Administrator Bolton is compiling information in advance of discussing with the bond bank on April 12th. An interest rate needs to be chosen by May 20th and Town Administrator Bolton will confirm estimated interest rate on May 19th. A sample interest rate from January 2019 bond sale was 2.22%. Town Administrator Bolton commented regarding the bond for the DPW building – had originally been working with bond bank but ended up going with TD Bank reduced rate. Selectman Snyder moved to approve Chairman Hippler to sign Devine Millimet contract, Selectman Burdick seconded; passed 3-0-1 with Chairman Hippler abstaining.

Bell Tower: Walker Roofing anticipates starting this project in mid-April. Selectman Burdick has recently walked around the property and it is still too wet in the back. Selectman Burdick will follow up regarding the property line. Selectman Snyder inquired regarding the cost of copper roofing for the Town Hall. Town Administrator Bolton commented regarding the spires at the Bell Tower roof and previous year's RFP. Selectman Burdick expressed concern with multiple Town Hall projects. Selectman Osborne inquired regarding rot on the roof and potentially expending remainder of Mildred Hall Trust Fund. Chairman Hippler reminded the

Board of re-bid process. Town Administrator Bolton will follow up with a contract as well as bid regarding repairs to the Bell Tower.

Security Camera Project: Chairman Hippler requested that Town Administrator Bolton follow up with Pasek regarding Jason Burdick's questions. Selectman Burdick commented regarding "red flag" of additional \$14,000 quote.

Safety Complex Roof: Town Administrator Bolton distributed a draft of an invitation to bid on Safety Complex re-roofing project. Town Administrator Bolton reminded the Board that metal roofing was out of the budget. Selectman Burdick requested the roofing contractor be certified with shingles to ensure appropriate warranty; Tim Matheson clarified "authorized factory installer" language. Chairman Hippler suggested it be noted that the Safety Complex will continue to be functioning at full capacity during installation. Selectman Burdick suggested scope of work #4 be updated to confirm proper vents. Chairman Hippler and Selectman Burdick will review physical property of the Safety Complex and finalize the invitation to bid.

Selectman Burdick asked can we get map of all town forest & conservation land (2' x 3' printed). Town Administrator Bolton will follow up. Town Administrator Bolton clarified tax map vs State natural resource map.

ADMINISTRATOR'S REPORT:

ACO Position: There is currently 1 applicant for the Animal Control Officer position. Town Administrator Bolton will follow up with Police Chief Sean Kelly.

Mildred Hall Expenditure for PLC Purchase: Town Administrator Bolton has forwarded the Board an email from Tom Jones regarding an update on the project pertaining to the Mildred Hall Fund. The Emma Sawyer Fund will be making a decision on April 10th.

Chief of Police Search: Interviews will take place at a nonpublic meeting on Thursday, April 11th, at 5:30 PM.

CORRESPONDENCE/ OTHER BUSINESS:

Selectman Burdick received a phone call from a resident whose property abuts the Middle School regarding his stone wall. His stone wall marks the property and was buried during construction of the Middle School (~2007). Town Administrator Bolton inquired if the property has had the same owner since the construction; Selectman Burdick unsure.

Chairman Hippler recognized and thanked George Beaudette for 14 years of service to the Fire Department.

Chairman Hippler received an email from a resident regarding Blake Road. He forwarded it to Town Administrator Bolton who forwarded it to Code Enforcement Officer Meaney and Health Officer Kelly Dearborn-Luce. Selectman Burdick did not receive the email; Selectman Snyder had difficulty viewing the video.

Chairman Hippler informed the Board that the Police Department passed their evidence audit with flying colors.

Chairman Hippler thanked the Board for re-nominating him as Chairman. He also requested the Board emphasize unity based on shared and accurate information. Selectman Snyder requested that any matter that pertains to Town items that is discussed among Board members outside of meetings be reviewed during a meeting as well.

NONPUBLIC

Chairman Hippler moved, Selectman Osborne seconded to enter into nonpublic session @ 8:44 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0

Chairman Hippler moved, Selectman Burdick seconded to exit this nonpublic session @ 8:59 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0

The Board met to discuss a taxpayer's outstanding tax situation.

Chairman Hippler moved, Selectman Burdick seconded to enter into nonpublic session @ 9:00 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0

Chairman Hippler moved, Selectman Osborne seconded to exit this nonpublic session @ 9:07 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0

Chairman Hippler moved, Selectman Burdick seconded to seal and restrict these minutes of this nonpublic session. Passed 4-0-0

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 9:08 PM, Selectman Osborne seconded; passed 5-0-0.

ADJOURNMENT

A True Record.



Hannah Smith
Recording Secretary