



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 29, 2019

PRESENT: JAN SNYDER, SELECTMAN; FREDERICK W HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN; JACK MEANEY, VICE CHAIR

RECORDING SECRETARY: Hannah Smith

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Anne Wirkkala, DPW Director Benji Knapp, Tom Flaherty, Frank Campana, Brandon Fontaine

At 6:42 PM Chairman Hippler opened the meeting and requested those present join the Board in the Pledge of Allegiance.

PUBLIC COMMENT: Anne Wirkkala of the Weare Garden Club was present to inquire regarding involvement of the gardening in the center of Town. The Weare Garden Club used to take care of the barrels, gazebo, and other gardening areas in the center of Town and is interested in getting involved again. There is water access at the Library. The Weare Garden Club would be open to suggestions; Selectman Burdick and Selectman Snyder suggested red, white, and blue to fit with Patriotic Celebration. Selectman Burdick inquired regarding bid process; Town Administrator confirmed previously Moody Pond took care of things, because there were no others doing it, so she will be included in the bid process. Town Administrator Bolton also commented regarding timeline of gazebo completion so gardening may not be fully doable until next year. Chairman Hippler suggested when we get closer to the gazebo being completed, Town Administrator Bolton can reach out.

DEPARTMENT HEAD/ COMMITTEE ITEMS:

Gazebo: DPW Director Benji Knapp was present to update the Board on the gazebo. The DPW put the pad down, and requested feedback if it needs adjusting. Chairman Hippler inquired regarding removal. DPW Director Knapp inquired regarding spreading grass seed and raised stone for drainage; Selectman Burdick suggested 24-foot radius should be ample space.

Weare Athletic Club Thank You: DPW Director Benji Knapp stated that he had received a nice thank you letter from the Weare Athletic Club and he wanted to thank them for acknowledging their work and assistance.

Class VI Permitting: DPW Director Benji Knapp requested a roundtable pertaining to class VI permitting, specifically to discuss the possibility of a homeowner or contractor putting up a bond per the RSA. The Board was in consensus.

Award Reclaiming, Paving, and Chip Sealing Bids: DPW Director Benji Knapp commented regarding high-priority roads for reclaiming and paving (Lull Road, Maplewold Road, Orchard Path, Wallingford Terrace). Due to the high volume of State work available, only 3 vendors responded to the bid. DPW Director Knapp commented regarding hand paving vs machine paving (ballpark of tonnage). Selectman Burdick inquired regarding R&D Paving; DPW Director Knapp confirmed he has used them in the past and they have been consistently cheapest. DPW Director Knapp commented regarding high-priority roads for chip seal (will not be fiber mat like Hodgdon Road) (Reservoir Drive, Flanders Memorial Road – from top of hill). Only 1 vendor responded to the bid. DPW Director Knapp also reminded the Board a crack seal is required before the chip seal. **Vice Chair Meaney moved to award the reclaiming and paving bid to R&D Paving for 65 cents/SY for reclaiming; \$65.10/ton for machine paving and \$115/ton for hand paving; Selectman Snyder seconded; passed 4-0-0.** Town Administrator Bolton clarified the \$2.5M project is being put out to bid separately; DPW Director Knapp confirmed tentative list of roads and estimated tonnage for bidding next spring. Selectman Snyder inquired regarding number of roads this year and Chairman Hippler inquired regarding number of miles; DPW Director Knapp confirmed ~115,000 feet (~32 miles). **Chairman Hippler moved to award the chip seal bid to All State Asphalt at a price of \$2.60/SY; Vice Chairman Meaney seconded; passed 4-0-0.** Selectman Burdick inquired regarding a handicap accessible walkways at the gazebo. DPW Director Knapp confirmed, also at Library. Chairman Hippler inquired regarding asphalt around DPW building; DPW Director Knapp confirmed, as current mud situation is terrible.

DPW Roof Leak: Chairman Hippler inquired regarding an update on DPW roof leak. DPW Director Benji Knapp confirmed he has not heard back from them as of tonight. Selectman Snyder requested DPW Director Knapp follow up, Chairman Hippler commented regarding dependency on weather and potential for rain this week. This needs to be done when it is going to be dry for stretch of time.

SECURITY CAMERA PROJECT DISCUSSION: Pasek sent a new quote for \$1030.98, which had been reviewed by Jason Burdick and felt it would work, despite the high installation cost. Town Administrator Bolton inquired regarding funding – Police Department? The Board was in consensus. **Vice Chair Meaney moved to complete the security camera project as proposed by Pasek with funds from the Police Department budget for \$1,030.98, Selectman Snyder seconded; passed 4-0-0.** Chairman Hippler commented regarding Town purchasing policy and bids over \$1000; however, given the vendor was already in process and complicated nature of this project, he will not insist.

OPEN AND AWARD SAFETY COMPLEX RE-ROOFING BIDS: Town Administrator Bolton had received 9 bids and enveloped those that came by email. Members of the public present represent Fern Lessard Inc.

- Queen City Roofing, references, no certificate of insurance included, \$79,800
- Sentry Roofing from Auburn, references, insurance, \$58,000
- Fern Lessard from Weare, references, insurance, \$59,250
- Westbrook Construction from Dunbarton, references, insurance, \$77,195
- Talbot Roofing from Hudson, references, incorrect insurance certificate, \$57,000
- Gutters Plus from Hudson, no references or certificate of insurance included, \$59,400
- Marquis Roofing from Manchester, insurance, \$64,000
- DeSalvo from Hudson, no references included, insurance, \$55,890
- North Point Roofing from Goffstown, insurance, \$69,500 (also supplied 40-year option)

The Board narrowed bid down to Sentry Roofing and Fern Lessard due to bid specifications (insurance, references, and also eliminated cost outliers). Chairman Hippler inquired regarding “lifetime” rather than 50 years (Sentry Roofing/ Owens Corning; Fern Lessard/Saint Gobain). Chairman Hippler was unable to find the certificate of insurance included in the Fern Lessard application, but as Brandon Lafontaine from Fern Lessard is present, he was able to pull it up on his phone and will email it to Town Administrator Bolton to confirm. Fern Lessard also commented regarding 12 foot ice and water shield (6 feet additional to bid). Chairman Hippler inquired if Fern Lessard was a resident of Weare; Brandon Lafontaine stated that he was. Town Administrator Bolton will check references before the Board awards the bid next week.

THIBEAULT CORP - RENEW GRAVEL PERMIT: Town Administrator Bolton has emailed all of the documents to the Board – looking for 1 year permit, everything is in order for this year. Chairman Hippler inquired Thibeault’s rep seeking a longer permit; Town Administrator Bolton clarified requested change to 1 year due to internal training. **Vice Chair Meaney moved to renew the excavation permit for Thibeault Corporation, Clough Park Road, Tax Map #409-107 for one year, Selectman Burdick seconded; passed 4-0-0.** The Board signed pages 2 and 3.

MINUTES:

Meeting Minutes of April 15, 2019: The Board agreed to table the minutes of April 15th until the next meeting.

MANIFEST: Chairman Hippler moved to accept the manifest as follows, Vice Chair Meaney seconded; passed 4-0-0.

To order the Treasurer to sign the payroll and accounts payables checks dated May 2, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 56,002.18 (Weekly & fire monthly payroll)
<i>Accounts Payable Manifest</i>	\$ 105,372.68
<i>Supplemental Accounts Payable Manifest</i>	\$ 20.00
<i>Total</i>	\$ 161,394.86

NH Retirement System: Town Administrator Bolton requested signatures from the Board to inform the NH Retirement Systems that the Town will be returning to a FT Police Chief. Chairman Hippler inquired regarding Fire Chief’s position; Town Administrator Bolton clarified that it never was a full time position. The Town made a change when Chief Kelly was hired so the Police Chief position had changed from FT to PT and now it is going back to FT.

Notice of Intent to Cut Wood or Timber: A notice of intent to cut wood or timber on the Town of Weare property that abuts Bolton Memorial Park. In years past the Town has required a bond as calculated by the Assessing Department, but the apparent low bidder, Todd Carmichael from High Mowing is contesting the bond amount calculated at \$5,486.50. Mr. Carmichael indicated that he was told he only had to post 50% of the amount. He further indicated that the contract that he signed stated differently. Town Administrator Bolton asked the Board for their guidance. Without having any knowledge of the contract or exactly what is being timbered a bond would be in order. **Vice Chair Meaney moved to require a \$5,468.50 bond for the**

timber cut on the Wood's Conservation Area on Tax Map 411-160.001, Selectman Burdick seconded; passed 4-0-0.

Investment Policy: Finance Administrator Beth Rouse emailed the Board regarding the investment policy – needs to be adopted annually and requires Board signatures.

Bond: Selectman Snyder requested a phone call with Town Administrator Bolton and Bond Counsel to confirm regarding rebate, investment, and arbitrage (must spend funds within 2 year period but waivers available for unusual circumstances). Town Administrator Bolton inquired regarding 2016; Selectman Snyder insists she did not see the paperwork in 2016 and commented regarding IRS form 8038-G. Vice Chair Meaney commented regarding the change in tax code since 2016. Town administrator Bolton has received a preliminary rate of 2.02% from the bond bank and 3.50% and 3.51% from other banks. Town Administrator Bolton reminded the Board a decision needs to be made before May 20th. Selectman Snyder will come to the Town Office tomorrow at 10:00AM for a phone call with Bond Counsel. Town Administrator Bolton suggested Treasurer Tina Connor and Finance Administrator Beth Rouse be included as well. Selectman Snyder agreed and suggested a coordinator needs to be chosen, per documentation for Board signature.

GAP Software System: Many neighboring communities use the GAP software systems for their welfare programs (qualification guidelines, coordination from Town to Town, etc.). The software cost is determined on a per capita basis, but due to a new upcoming rollout of the GAP program, Towns that are currently not participating are being offered the program at no charge until the new program is released. After the new program is released there is an annual cost to the Town of 7¢ per capita, which would cost the Town approximately \$700 for a year. Selectman Burdick inquired regarding 501(c)(3) status for Food Pantry; Town Administrator Bolton clarified GAP software has nothing to do with the Food Pantry. GAP is software that is universal and used by many Towns. It is very useful when applicants apply for assistance, data gets input and shared by other Towns, which prevents people from going from Town to Town for assistance. Town Administrator Bolton stated there are lots of surrounding Towns using it and the feedback is positive.

GOVERNMENT BUILDING & MAINTENANCE PROJECTS:

Walker Roofing: The lift arrived this week and work should start next week. Town Administrator Bolton ordered matte black. Selectman Burdick will coordinate with Tom Walker regarding the Gordon Brown buildings.

Contractor for Small Projects: Town Administrator Bolton will reach out to Building Code/Enforcement Assistant Wendy Rice regarding potential contractors for the small projects on the list such as the “dog house.”

ADMINISTRATOR'S REPORT:

ACO Position: The ACO position was reposted; the deadline is now May 17th.

Mildred Hall Expenditure for PLC Purchase: The Board is waiting on follow-up from Tom Jones before the June deadline.

Staffing Changes/Discussion: Fire Chief Bob Vezina has been reaching out to Litchfield and other Towns.

CORRESPONDENCE:

Selectman Burdick received a phone call regarding a motor vehicle incident and the grading done by the DPW department. She passed it along to DPW Director Benji Knapp to handle.

Town Administrator Bolton received pictures from Steve Najjar regarding the Eastman area conservation encroachment – continued violation. Steve Najjar will reach out to State Forest Ranger Bryan Nowell; the Board in consensus.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 7:55 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 4-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 8:11 p.m. A roll call vote was taken, Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 4-0-0

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

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:12 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 4-0-0

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

Chairman Hippler moved, Vice Chairman Meaney 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 8:36 PM, Selectman Burdick seconded; passed 4-0-0.

ADJOURNMENT

A True Record.



Hannah Smith
Recording Secretary