

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 8, 2019

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

RECORDING SECRETARY: Hannah Smith

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Neal Kurk, Tim Matheson, Jason Burdick

At 6:30 PM, Chairman Hippler opened the meeting.

NONPUBLIC

Chairman Hippler moved, Selectman Snyder seconded to enter into nonpublic session @ 6:31 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes. Passed 4-0-0 (Vice Chairman Meaney joined the nonpublic at 6:40 PM.)

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:51 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to seal and restrict these minutes of this nonpublic session. Passed 5-0-0

At 6:52 PM, Chairman Hippler stated that the Board started earlier this evening with a nonpublic session with Chief Kelly and then requested those present join the Board in the Pledge of Allegiance.

PUBLIC COMMENT: Neal Kurk was present to comment on behalf of Heleen Kurk with a correction to the minutes of March 18th regarding a bookkeeper at the Library. Neal Kurk also commented regarding the staffing discussion of March 25th, and reiterated a desire to have public involvement. Neal Kurk expressed concern with lack of public involvement in Police Chief search, especially considering problems with Police Chief position in the past. Neal Kurk suggested the 3-4 final choices be made known to residents with option for public involvement. Neal Kurk also inquired regarding Police Chief search through MRI with Kingston – budget disparity between Weare and Kingston.

Jason Burdick was present to give the Board an update on the camera system upgrade at the Safety Complex. Mark Spires from Pasek responded by email to confirm current system has common system for all 8 monitors but in the RFP Spaulding Hill had listed a requirement for

each camera to have its own individual minicomputer system – Jason Burdick unsure why this requirement was added to the RFP. The additional proposal from Pasek did not include anything regarding minicomputer systems. Jason Burdick suggested a HD modulator, with a cost of approximately \$1,000. Town Administrator inquired regarding installation of HD modulator; Jason Burdick unsure if Pasek will assist. Town Administrator Bolton requested clarification regarding NVR for 16 feeds; Jason Burdick clarified 16 feeds for NVR but ~30 cameras total. Vice Chair Meaney confirmed 24. Jason Burdick suggested that if the Board was comfortable with common view on 8 monitors, all that would be needed is Pasek to finish install and HD modulator to be installed. Chairman Hippler requested follow-up with Pasek regarding additional cost of HD modulator (including installation labor) and thanked Jason Burdick for his assistance. Jason Burdick thanked Emily Dauphinais for her assistance with Pasek. Selectman Snyder inquired regarding Pasek bill; Chairman Hippler confirmed \$9,800. Town Administrator clarified the check has been cut but not paid.

Tim Matheson was present to inquire regarding roofing color for the bell tower; Town Administrator Bolton clarified Trinar coated Galvalume, not copper. Tim Matheson inquired regarding scope of RFP - spires and East Road barn? Selectman Burdick confirmed 20 oz. copper for roofing as well as spires had been discussed during last RFP process. Town Administrator Bolton will follow up with Walker Roofing after April 15th due to weather. Tim Matheson also inquired regarding roofing for the safety complex and advised against ice and water shield due to cracks and shingle bituthene bonds after 8-10 years. Tim Matheson suggested that curling might be caused by trapped heat/ moisture and inadequate exhaust and suggested a ventilator in the middle of the building (depending on location of fire walls). Powered air vent with humidity and thermo options available for less than \$200. Tim Matheson also suggested a light colored shingle for the safety complex to prevent additional heat trap. Tim Matheson inquired regarding an update to the DPW building; Town Administrator Bolton clarified waiting on DPW Director Benji Knapp's schedule. Tim Matheson agreed with Chairman Hippler's comments during the March 25th meeting and expressed concern with water being trapped and rotting the roof from the inside. Owens Corning will not accept liability for another manufacturer or installer. The membrane has to be opened to remove any water. Tim Matheson inquired regarding roof gasket; Selectman Osborne confirmed front pieces will be removed and fixed to prevent future leaking.

CONTINUE STAFFING DISCUSSION: As there were no department head/ committee items, Town Administrator Bolton opened the Town Office staffing discussion by reminding the Board of the public comment this evening regarding public involvement. Chairman Hippler suggested requesting recommendations ("What would you like to see in a x position for your Town?"). A majority of residents are primarily looking for services to be available and the Board has been tasked with making this happen. Town Administrator Bolton reminded the Board of extended timeline; no vacancy until May 30th. Town Administrator Bolton commented regarding physical work space constraints in Town Office. Town Administrator Bolton suggested a public information session during regularly scheduled weekly Board meeting regarding behind-the-scenes position changes - welcoming input from residents. Chairman Hippler suggested half hour each for Police Chief position and for Town Office staffing position(s). Town administrator Bolton expressed concern with cutting off public input but will aim for 1 hour total. Chairman Hippler requested attendance from frequent users (contractors, plumbers, electricians, etc); Town Administrator Bolton will follow up and put a public information session for the Police Chief position and for Town Office staffing position(s) on next week's agenda. Selectman Burdick and Chairman Hippler suggested posting in *Weare in the World* and Town social media. Town Administrator Bolton will follow up with Librarian Mike Sullivan to get announcement sent out Wednesday.

MEETING MINUTES:

Minutes from 3/18/2019: The Board agreed to table the minutes of March 18th until the next meeting.

Selectman Snyder inquired regarding receiving minutes before Friday. Town Administrator Bolton distributes after receiving them from Hannah Smith, who usually completes them during the weekend.

Selectman Snyder inquired regarding tonight's agenda, as it was not distributed, only posted online. Town Administrator Bolton usually distributes the agenda.

MANIFEST: Chairman Hippler inquired regarding the manifest for John Stark. The Board has the check but it appears to not be listed in the manifest. Town Administrator Bolton will follow up. Town Administrator Bolton inquired regarding the manifest for the Board of Firewards, as it is biweekly; Chairman Hippler confirmed not. **Chairman Hippler moved to approve the manifest as follows, Vice Chair Meaney seconded; passed 5-0-0.**

To order the Treasurer to sign the payroll and accounts payables checks dated April 11, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	\$	56,840.31 (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$	50,673.99
<i>Total</i>	\$	107,514.30

ADMINISTRATOR'S REPORT:

ACO Position: The Animal Control Officer position has received one applicant; Town Administrator Bolton will follow up with Police Chief Sean Kelly regarding additional listings of the position, including the new wages and hours.

Mildred Hall Expenditure for PLC Purchase: The Mildred Hall Trustees will meet Wednesday, April 10th; follow-up from the Piscataquog Land Conservancy is anticipated.

Chief of Police Search: The Board will be meeting Monday, April 15th, at 5:30 PM (before the normally scheduled weekly Board meeting) to start reviewing potential applicants.

Town Administrator Schedule: This week will be a normal schedule for Town Administrator Bolton.

GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:

Bell Tower: Town Administrator Bolton reminded the Board of decision regarding roofing color. Chairman Hippler suggested the color be historically correct and blend with existing color. Selectman Snyder inquired regarding price. Chairman Hippler expressed concern with last-minutes changes after bid has been awarded. Selectman Burdick reminded the Board that copper option has been part of the conversation with Tom Walker since the beginning of the Bell Tower project; Vice Chair Meaney clarified copper option was not listed in RFP. Chairman Hippler reminded the Board of the security camera project – the Board often makes last-minute changes, which is not fair to vendors. Town Administrator Bolton clarified regarding Town Counsel Laura Spector-Morgan's recommendation to security camera

project; Chairman Hippler and Selectman Osborne reminded the Board of vendors withdrawing and not rebidding. Town Administrator Bolton requested a color chart; Tim Matheson provided one, and suggested bronze-brownish would probably match current color best. Selectman Burdick and Chairman Hippler agreed – intent to match main structure. Selectman Burdick commented regarding spires and fences. Town Administrator Bolton will follow up. Vice Chair Meaney commented regarding additional costs. Chairman Hippler reminded the Board of anticipated completion in fall of 2018 – delay due to weather and scheduling.

Gazebo: Town Administrator Bolton had followed up with Town Counsel Laura Spector-Morgan regarding deposit for build hold; it would be acceptable for a third party to make the deposit while waiting for Town funds. Tim Matheson will follow up regarding this. Vice Chair Meaney inquired regarding snow load; Tim Matheson confirmed 80 lbs. / ft². Vice Chair Meaney requested this and occupancy load in writing; Tim Matheson will follow up. Chairman Hippler commented regarding most of braces removed; Selectman Burdick confirmed razing on Tuesday or Wednesday. Tim Matheson distributed a copy of the warranty and site prep. Selectman Osborne inquired regarding electricity connection by tree to the east for the Patriotic Celebration. Jason Burdick confirmed not currently live, same electricity connection as the gazebo. Town Administrator Bolton reminded the Board that Carroll Johnson, the Town electrician turns on electricity connection for Patriotic Celebration and confirmed it would be doable for this year's Patriotic Celebration. Chairman Hippler inquired regarding proximity to digging; Selectman Osborne confirmed not. Chairman Hippler suggested electricity connection be re-done while gazebo digging happening – anticipate \$250 of material costs. Selectman Burdick will follow up with DPW Director Benji Knapp regarding this, as well as Dig Safe and trees near Town Hall.

Safety Complex Roof: Chairman Hippler suggested the Board view the Safety Complex roof this week to finalize the RFP; Town Administrator Bolton reminded the Board if the RFP is not sent out this week, bids will be opened on April 29th (instead of April 22nd).

Town Hall: Chairman Hippler inquired regarding a visual of rot on rakes by Walker Roofing; Town Administrator Bolton confirmed this may be addressed when crown molding on the back side is repaired – anticipate potential extra expense of renting lift. Selectman Burdick inquire regarding coating Brown's barn roof, as all materials are now stored in the stone building; Town Administrator Bolton doesn't have labor price range yet. Chairman Hippler inquired regarding underpinning; Selectman Burdick confirmed too wet to stabilize now. Chairman Hippler inquired regarding wind incident impacting ceiling and walls in Town Office; Town Administrator Bolton confirmed not a priority but Selectman Snyder requested it be included. Town Administrator Bolton inquired regarding the propane tank; Chairman Hippler requested quotes, as whistle was palliative. Regarding the propane tank, Town Administrator Bolton will follow up with any Homeland security grants. Chairman Hippler inquired regarding weather tightening the dog house; Town Administrator Bolton confirmed \$3600 suggestion from contractor but no formal bid yet. Chairman Hippler inquired regarding an advertisement for multiple Town Hall projects; Town Administrator Bolton will follow up regarding quotes to ensure RFP process runs smoothly.

CORRESPONDENCE/ OTHER BUSINESS:

Town Administrator Bolton had followed up with Hannah Smith regarding the Town's current electrical rates.

- March - Nov 2019: \$0.07837 with First Point Power
- Nov 2018 - March 2019: \$0.08 with Standard Power hydro program
- March - Nov 2018: \$0.07440 with First Point Power
- Nov 2017 - March 2018: \$0.08 with Standard Power hydro program
- March - Nov 2017 \$0.06849 with First Point Power
- Nov 2016 - March 2017: \$0.08 with Standard Power hydro program

The Town's supply rate has been an average of \$0.0758356 per kWh for the current contracted 36 month period with Standard Power.

Town Administrator Bolton had followed up with Town Counsel Laura Spector-Morgan regarding funding for the skid steer, per warrant article 18. Town Counsel Spector-Morgan has advised that funding of less than \$50,000 can come from taxation before capital reserve fund must be used. Selectman Burdick and Selectman Osborne suggested the skid steer purchase be made from taxation and the capital reserve fund be reserved for unanticipated or emergency funding (Transfer Station revolving fund). **Selectman Osborne moved to purchase the Kubota skid steer and warranty from MB Tractor for \$41, 028, with the purchase coming entirely from taxation, Selectman Burdick seconded; passed 4-1-0 with Chairman Hippler opposed.**

Town Administrator Bolton followed up regarding an email from Blake Road resident. Per Code Enforcement Officer Chip Meaney, the resident has 15 days to reply with a plan and 45 days to clean up.

Selectman Osborne expressed concern with the Transfer Station Revolving Fund, as Q1 financials are in the red.

Chairman Hippler and Selectman Osborne commented regarding Transfer Station evaluations, last done 7 years ago by NRRRA solid waste advisory team/committee from Chichester? The evaluation is free and compares to other transfer stations. Unfortunately the report from 7 years ago has been lost. A couple of years prior to the NRRRA evaluation, Phil St Cyr from Primex had evaluated the Transfer Station; unfortunately that 6-page document has also been lost. Town Administrator Bolton reminded the Board of the Primex and NH Department of Labor safety inspections. Chairman Hippler commented regarding the high usage of the Transfer Station (both motor and foot traffic). Selectman Osborne commented regarding the Transfer Station office, built in 1989 and has not been updated since – very worn out now. Chairman Hippler commented regarding potential upcoming compactor rebuild, maybe evaluate after road reconstruction bond has been completed. Selectman Osborne and Chairman Hippler commented regarding safe work space for Town employees, maybe evaluate later this year or next year. Selectman Osborne expressed concern with lack of use of safety vests; Vice Chair Meaney suggested contacting uniform vendor. Selectman Osborne inquired regarding NH Department of Labor studies; Town Administrator Bolton clarified only if request or complaint. Selectman Osborne commented that a regular study by NH Department of Labor might benefit Town, and also commented regarding NH Department of Environmental Services. Chairman Hippler commented regarding an article he read recently regarding plastic recycling discontinued in nearby Towns, which may impact Transfer Station evaluation. Vice Chair Meaney commented regarding metals, glass, construction waste, and oil.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:05 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; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 8:30 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Selectman Burdick moved, Chairman Hippler seconded to seal and restrict these minutes of this nonpublic session. Passed 5-0-0

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 8:31 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Hannah Smith

Hannah Smith
Recording Secretary