



WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 13, 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: Betty Straw, Morgan Rice, Peter Rice, DPW Director Benji Knapp, Heleen Kurk, Neal Kurk

At 6:30 PM, Chairman Hippler opened the meeting and requested those present join the Board in the Pledge of Allegiance.

PUBLIC COMMENT: Betty Straw was present to thank DPW Director Benji Knapp and the DPW employees for their help preparing the gazebo area. Betty Straw also expressed concern with the potential of Code Enforcement Officer duties being assigned to the Fire Department, as she feels strongly they should remain separate. Betty Straw also encouraged the Code Enforcement Officer to remain a full-time position due to all the new construction in Town.

DEPARTMENT HEAD & COMMITTEE ITEMS: DPW Director Benji Knapp thanked Betty Straw for her public comment and will pass the compliment along to the DPW staff.

DPW Director Knapp updated the Board regarding River Road intersection. The gentleman that was going to put down mastic has backed out. He is working on finding another person or company to do it.

DPW Director Knapp was present to request the Board's feedback regarding a business opportunity for the Town. Sizemore Truck & Equipment has a used roadside mowing tractor for sale that the Town might be interested in purchasing (1994 New Holland with 2 new rear tires and full service books; with an Alamo mower, \$20,000). Right now the Town is renting a mower for \$12,000 (for 6 weeks during the summer). DPW Director Knapp suggested the additional funding come from the equipment maintenance fund. Selectman Snyder inquired regarding additional costs; DPW Director Knapp reminded the Board the DPW takes care of all the fuel and maintenance costs for the rental, as well as providing labor. Selectman Snyder inquired regarding the deadline for making a decision; DPW Director Knapp confirmed next week (set up on paper for October 1st). DPW Director Knapp clarified that if this purchase were made, it would not be expected to enter a rotation in the Capital Improvements Plan and the DPW would plan to go back to renting once the mower dies. Selectman Osborne requested DPW Director Knapp find out which Town in MA the mower came from.

REMOVAL OF STONE WALLS: Morgan Rice was present to discuss the removal of stone walls for driveway access on Shady Hill Road (tax map: 404-168, 404-168.1, and 404-168.2). Morgan Rice received approval from the Planning Board on May 9th for a 3-lot subdivision on Shady Hill. Peter Rice commented that Morgan Rice received approval from the Board of Firewards earlier this evening. For driveway access, one of the stone walls will need to be broken and the other 2 have current openings that will need to be widened. Town Administrator Bolton reminded Morgan Rice that 30 feet of stone wall must remain at the beginning; DPW Director Benji Knapp confirmed. **Chairman Hippler moved to allow the removal of the stone walls by Morgan Rice on Shady Hill Road for lots 404-168, 168.1 & 169.2, as long as the remaining stone walls are built up/ repaired, Vice Chair Meaney seconded; passed 4-1-0 with Selectman Osborne against.**

Betty Straw requested Heleen and Neal Kurk be allowed to speak, even though they arrived too late for public comment; Chairman Hippler clarified the Board does not allow public comment once the scheduled agenda item has ended.

STAFFING DISCUSSION: The Board will follow up this discussion in a nonpublic session. The immediate need is for planning, code enforcement, and land use staffing. MRI or mutual aid (Hopkinton, Goffstown, etc) can fill in for inspection. Selectman Snyder inquired regarding mechanical inspection done by Fire department; Vice Chair Meaney clarified Fire Department duty by law. Mechanical inspections have been done by the Fire Chief and that part of the plan was not looking to be changed.

APPROVAL OF MINUTES:

Meeting Minutes 4/22/2019: Chairman Hippler moved to approve the minutes of April 22nd as amended, Selectman Osborne seconded; passed 4-0-1 with Vice Chair Meaney abstaining.

Meeting Minutes 4/29/2019: Chairman Hippler moved to approve the minutes of April 29th as amended; Vice Chair Meaney seconded; passed 4-0-1 with Selectman Osborne abstaining.

Meeting Minutes 5/6/2019: Vice Chair Meaney moved to approve the minutes of May 6th as amended, Selectman Burdick seconded; passed 5-0-0.

MANIFEST: 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 May 16, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	<i>\$ 50,735.95 (weekly payroll)</i>
<i>Accounts Payable Manifest</i>	<i><u>\$ 92,649.59</u></i>

Total: *\$ 143,385.54*

GOVERNMENT BUILDING & MAINTENANCE PROJECTS:

Bell Tower: Walker Roofing has begun work on the Bell Tower, although they are weather-dependent. Following up on the conversation with Selectman Burdick, Tom Clow had inquired regarding shutters in addition to screening. Chairman Hippler inquired regarding historical accuracy; Selectman Burdick will review old photographs to confirm but for now will stick with stainless steel screening. Selectman Burdick will act as the liaison for the Bell Tower and Gordon Brown buildings.

Gazebo: The tentative arrival date of the new structure is June 7th.

Clinton Grove Underpinning: Following up on Selectman Burdick's conversation with Walker Roofing regarding painting the base of the Bell Tower while the lift is in Town. Chairman Hippler commented that as the project would cost over \$1,000 the Board must follow the Town's purchasing policy and put this project out to bid. Selectman Burdick suggested the bid be run in the papers this week.

Security Camera Project: Emily Dauphinais has scheduled Pasek to come in tomorrow from 9:00AM- 5:00AM to complete the project and discuss training.

Safety Complex Roof Replacement: Town Administrator Bolton has updated the contractor regarding the Board's choice of shingles. As this project is weather-dependent it is currently on hold. Selectman Burdick inquired regarding number of squares of shingles; Town Administrator Bolton will follow up.

DPW Roof Leak: As this project is weather-dependent it is currently on hold.

Town Hall Sign Replacement: Town Administrator Bolton reminded the Board regarding putting the Town Hall sign out to bid. Selectman Burdick reminded the Board that Maine Line Graphics did the Library and stone building. Chairman Hippler expressed concern regarding the plastic letters breaking and suggested a Plexiglas door. Selectman Burdick suggested an aluminum track. Town Administrator Bolton commented regarding impact of cold, as well as moisture and other weather factors.

Bike Rodeo: EMS Captain Kristina Houde is organizing a bike rodeo during the Town's Patriotic Celebration The Fire Department applied for and received a grant for bicycle helmets which will be distributed during the event. The bike rodeo will impact parking behind the Town Office. Selectman Osborne suggested blocking off the Town Office parking lot on Saturday morning at 7:00AM.

ADMINISTRATOR'S REPORT:

Selectman Policy Binder: An update on the Capital Reserve Funds (as of April 30th) was distributed to the Board.

Mildred Hall Expenditure: Town Administrator Bolton has received an email from Tom Jones of the Piscataquog Land Conservancy – the project is progressing and documents are under review.

Staffing Changes/ Discussion: During nonpublic, the Board will discuss the option of a land use/ code enforcement person to shadow Chip Meany prior to his leaving on May 30th.

Class VI Road Discussion: The Board will prepare to make a decision on the Worthley Road property next week. Selectman Burdick inquired regarding feedback from Attorney Bill Drescher; Town Administrator Bolton will follow up.

Conservation Commission: The timber contract for the Woods property was not signed appropriately. \$54,860 paid. Contract reviewed by Town Counsel Laura Spector-Morgan who expressed concern regarding clarity. As the Board has not met with the Conservation Commission in 4 months, we may benefit from a joint meeting soon. The Board would like an update on the forester RFP, timber harvest, trails, etc.

Town Administrator Schedule: Town Administrator Bolton will be at the Primex conference on from May 14th-16th. Town Administrator Bolton will be attending the monthly NHMAMA meeting and delivering the bond paperwork on May 17th.

Summer Schedule: Chairman Hippler expressed concerns with outstanding agenda items; Selectman Burdick reminded the Board an additional meeting can always be called to address additional agenda items. Selectman Osborne commented regarding paving, as it is the only bid currently out. Vice Chair Meaney commented regarding the mower decision next week. Town Administrator Bolton commented regarding the agenda for next week (PARC and DPW new hire) and scheduling Conservation Commission joint meeting. Chairman Hippler inquired regarding Town Office heating system; Town Administrator Bolton is following up with Irving (current vendor), Eastern, and Rymes. Chairman Hippler inquired regarding new Police Chief and Code Enforcement Officer and expressed concern with the Board's availability to answer questions; Town Administrator Bolton reminded the Board they are able to schedule meetings outside of Monday evenings. Chairman Hippler inquired regarding the "dog house;" Town Administrator Bolton unsure if it is currently being used – needs to be sealed. Vice Chair Meaney suggested the Board prioritize the agenda items on the administrator's report. Selectman Snyder inquired regarding the Town Administrator office walls. The Board agreed to tentatively try a summer schedule (meeting every other Monday, from Memorial Day to Labor Day).

CORRESPONDENCE/ OTHER BUSINESS:

Town Administrator Bolton presented the municipal bond bank paperwork. As of May 8th, interest rate of 2.01% (guaranteed maximum of 3.75%). Other banks provided rates of 3.5% and 3.51%. Signatures required from the Board, the Clerk, and the Treasurer – 4 copies, please do not date. Certification required. Town Administrator Bolton will request a rate estimate on Friday and plans to submit then. Once paperwork is filed, the Board is locked into pool but the final rate will not be determined until June. Selectman Snyder commented regarding option to go out to bid – will follow up with Attorney Renelle L'Huillier at Devine, Millimet & Branch (bond counsel) regarding comparable rates on the open market. **Vice Chair Meaney moved to approve Chairman Hippler to sign the municipal bond bank paperwork, Selectman Snyder seconded; passed 5-0-0.**

Selectman Burdick reported she saw Walker Roofing on May 8th, 9th, and 13th. She did not see Tom Miller, although there were 2 other employees there. Town Administrator Bolton commented regarding Mark Miller.

Selectman Osborne inquired regarding stone walls - who ensures appropriate follow up and enforcement? Chairman Hippler referenced Eric Marquis and a temporary stone wall removal on Buzzell Hill Road request for temporary driveway, meeting of February 22nd. Town Administrator Bolton will check with Chip Meany, Code Enforcement Officer.

Chairman Hippler requested the Board discuss the option to purchase mower for the DPW. While it would pay itself off in less than a year, Chairman Hippler expressed concern with making a decision without including taxpayers. Selectman Burdick inquired regarding public session; Town Administrator Bolton commented regarding 2+ week timeline. Vice Chair Meaney commented regarding vehicles on Town warrant. The Board discussed historic precedence and purchasing policy. Town Administrator Bolton commented regarding fiscal responsibility to taxpayers. Selectman Snyder inquired regarding average life of mowers; Selectman Osborne confirmed dependent on maintenance and use. Chairman Hippler expressed support for DPW Director Benji Knapp's judgment. Town Administrator Bolton will request a legal opinion from Town Counsel Laura Spector-Morgan.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:13 p.m. pursuant to the authority granted in RSA 91-A:3II (b & c). 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 @ 9:25 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 9:26 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

A handwritten signature in cursive script that reads "Hannah Smith".

Hannah Smith
Recording Secretary