

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 6, 2019

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

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Brenda Cannon; Diane Couture-Smith; Mark Carey; Cynthia Pare'; Robert Pare'; Lee Marcroft; Christine Marcroft.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:07 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; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:34 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

The Board met with the Interim Police Manager to go over items related to the department and personnel.

At 6:30 PM, Chairman Hippler opened the meeting, informed everyone that we started earlier with a nonpublic to basically meet and greet with the Interim Police Manager Mike French and then requested those present join the Board in the Pledge of Allegiance.

PUBLIC COMMENT: None

PRESENTATION OF PLAQUE TO BOB PARE' – LIBRARY TRUSTEE: Chairman Hippler stated that the first order of business tonight would be to recognize former Library Trustee, Bob Pare'. Chairman Hippler invited Mr. Pare' and Vice Chairman Meaney to join him in front of the podium/table to make the presentation. Chairman Hippler read the following for the record:

"On behalf of the Weare Public Library and its Board of Trustees I would like to thank and commend Robert Pare for his years of service and tireless efforts serving this community and its public library as both a trustee and chairman.

Bob join the library board as a trustee in 2014. In 2016 he took on the role of chairman and immediately took on the daunting task of recruiting and hiring a new director for the library. Along the way there were many major projects that Bob personally oversaw including significant upgrades to library infrastructure. Not the least of these was overhaul of the HVAC system which included replacement of the furnace and upgrading the backup generator. He also oversaw structural improvements to the library entrance, which included remediating the icing problem at the front door and upgrading handicapped access from the parking lot. During Bob's tenure as chairman a project was also launched upgrade electrical wiring throughout the library building.

Under Bob's leadership Library hours were also extended on Saturdays and expanded to include Saturday hours during the summertime. He also took the lead on the design purchase and placement of our new Library sign at the entrance to the parking lot.

Bob's dedication and service to the board and his leadership as its chair have been exemplary. It gives us great pleasure to thank him and to wish him well in his future endeavors."

Mr. Pare' was thanked and photos were taken.

JOINT MEETING WITH LIBRARY TRUSTEES REGARDING EMPLOYEE RAISE: Town Administrator Bolton informed the Board that Brenda Cannon, Chairman of the Library Trustees brought over a memo with a request to meet with the board regarding a raise for an employee. The memo read as follows:

"I would like a better understanding of how to proceed to get a pay raise for the library Director. I have seen some employees receive raises without any discussion and I have seen other raises defected at the ballot box.

The accomplishments of the library Director are many. The library now has become a place where all patrons are welcome, young and old. The Director has gotten international notice for Weare with the publication of Weare in the World. Library employees who report to him are flourishing. And to top it off this is one of the few departments that stays within its budget and in fact through better management of funds actually decreased their budget for the year.

I am hopeful that with your guidance I can move forward with this issue.

*Thank you,
Brenda Cannon
Chairman, Library Trustee"*

Chairman Brenda Cannon stated that the memo explained a lot of it. They know that they can just stick it in a budget and hope it goes through, but the library is trying to be very transparent. They would like to let people know ahead of time. Chairman Cannon added that she knows the police chief got a really big raise and the fire department chief got a raise, which supposedly was money they already had in their budgets. The library Director would not be happy if the Trustees did something like that, so the trustees are just trying to get a better understanding from the Board as to how they should approach this. She has looked at the salary number from a lot of towns surrounding Weare and one of the things that she found was Weare is really on the low end of all the towns that surround us. In the research she found that there are 14 towns in New Hampshire where you can finish high school and go right into running a library at a higher pay rate than we pay here in Weare, which is why she is here. The other idea for this discussion is that when the time comes from the current director to move on we want to make sure we have a competitive salary that we can offer and to be fair. Chairman Hippler stated that this issue is a known problem across the board in all departments,

which is why the article for the DPW employees was put out. The Library Trustees have the right to put it in the operating budget due to the state law and governing laws. Selectman Snyder stated that when the budget comes in next year, maybe a Trustee could make that presentation and explain why the increase. Exposure of the proposed increase and getting as much information as possible out to everyone would help. Ms. Cannon again stated that transparency is very important to them. The Board encouraged the Trustees to keep communication open between us, no matter what it takes. Maybe coming before the Board and getting it out there of what is going on, etc. The Board stated that they are willing to help in any way we can. Public outreach is very valuable. The library is not just a place to go and get books anymore, the added programs for all ages, is bringing that much more traffic to the library, making it more of a community building.

Bob Pare' stated that during his tenure the library was doing payroll, so raises were not happening as consistent as they could have been. The payroll portion of the library moved over to the Town office when the new director was hired, which is great. Mr. Pare' stated that one thing he always had an issue with is continuing to ask for more money from the taxpayers. He stated that the library director is very valuable. He was started at a higher salary than the one that retired. Any increase that comes forward should certainly be based on merit, with some weight on what surrounding communities are paying.

MEETING MINUTES:

Minutes from 4/15/2019: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the April 15, 2019 minutes as amended. Passed 5-0-0

MANIFEST:

Chairman Hippler moved to approve the manifest as follows, Vice Chairman Meaney seconded; passed 5-0-0.

To order the Treasurer to sign the payroll and accounts payables checks dated May 9, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 53,321.56 (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$ 17,984.84
<i>Supplemental Accounts Payable Manifest</i>	\$ 17,704.00
<i>Weare School District Manifest</i>	\$ 450,000.00
<i>Total</i>	\$ 539,010.40

GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:

Bell Tower: Town Administrator Bolton stated that Walker Roofing will be starting tomorrow. As per contract, a third was due upon award of the contract, which was done in the fall of 2018. A third is due when the job is started and the last third is upon completion. The supplemental accounts payable is for the second third which is \$17,704. A capital reserve sheet was filled out to be approved by the Board as well. **Vice Chairman Meaney moved, Selectman Snyder seconded to approve the \$17,704 payable to Walker Roofing for the second payment of the contract with the money to come from the Government Building and Maintenance Fund. Passed 5-0-0**

Town Administrator Bolton stated that because the construction will be starting she reached out to the groups that will be using the building (senior exercising, WIC and yoga) to let them know that they will be able to go through the front door to unlock it and anyone attending the programs will be asked to use the handicap access during this construction. The contractor will be coning and roping off the area's where there will be no access at any time for residents. Chairman Hippler stated that he would like to see Selectman Burdick be the liaison for this project as well as the Gordon Brown buildings. It was also noted that any monetary changes or issues that they come across would have to come back before the Board. Selectman Burdick agreed to do that.

Gordon Brown Buildings: Selectman Burdick will work as the liaison with Walker Roofing to get this project underway.

Gazebo: The ground work for the gazebo is complete and Stockhaus Enterprises has seeded the area. As indicated earlier the anticipated date for the new gazebo is around June 7th.

Security Camera Project at the Safety Complex: The Board approved the funds for the additional modulator and installation, but the contract/change order was not signed, which did not hold up the project, as Pasek has ordered the modulator, but they need the signed authorization. There is only one signature line for the Chairman. **Vice Chairman Meaney moved, Selectman Burdick seconded to authorize the Chairman to sign the additional work for a modulator and it's installation with Pasek for a cost of \$1,030.98 with the funds to come from the Police Department operating budget. Passed 5-0-0**

DPW Roof Leak: Town Administrator Bolton pointed out that there has been discussion and wants for updates. It may seem like the project is being dragged out, but we really need some length of time with no rain. It needs to be dry when the panel is being removed and exposed, as well as when it's being repaired so that we can resolve the issue. Everyone's patience is greatly appreciated.

Safety Complex Roof: Town Administrator Bolton stated that last week the Board opened nine bids. The bids received ranged from \$55,000 to \$79,800. After further review of the bids the board determined that some of the bids were not complete because reference lists or insurance information was missing. At the conclusion the Board wanted references checked on the 3rd bidder (Sentry Roofing) as well as the 4th bidder (Fern Lessard, LLC). Town Administrator Bolton called the references on each. All the references spoke very highly of each company. They were equally ranked as having good workmanship, on time completion, cleanliness during and after the job was complete; and overall satisfaction being great. **Selectman Snyder moved, Vice Chairman Meaney second to hire Sentry Roofing to re-roof the Safety Complex with a bid of \$58,000 with the funds to come from the Government Building and Maintenance Capital Reserve Fund. Passed 5-0-0**

Town Administrator Bolton will call Sentry Roofing to get a color chart, but the Board is looking at a medium gray color.

ADMINISTRATOR'S REPORT:

ACO Position: It is currently being re-advertised with a deadline of May 17, 2019.

Mildred Hall Expenditure for PLC Purchase: The Board is waiting on the requested information from PLC.

Staffing Changes/Discussion(s): Town Administrator Bolton stated that she is not ready to have a detailed discussion tonight. We are down to three weeks before Chip Meany retires, so the plan would be to next week have all parties attend the Board meeting to iron out and decide what we will be doing. The idea has always been to take a step at a time, but this needs to happen next week. There was discussion of hiring MRI and that would be fine for inspections, but if the idea is to do that as the first step, keep in mind that if the plan was to drop the planning and zoning onto Wendy Rice you are burying her a little bit further and you may end up with nobody. Selectman Burdick asked about having someone come in to just scan and digitize all the files. Town Administrator Bolton replied that it is not just that easy. There could be duplicate things in each folder that would be a waste to scan twice. The idea is to have someone look through the file and then scan it, because it needs to be accurate to be useful in the future. Chairman Hippler stated that he believes there is a lot more work that goes on during the day that she is not getting to, which is why she could use assistance. The digitizing and scanning is one big project she wants to get to, but there are other things that need to get done before. Selectman Snyder stated that she would still like to see the building inspector and code enforcement to be together. Selectman Burdick asked if she meant having it all stay here. Selectman Snyder stated yes for now and maybe there is something we can do in the future that would be different. She feels that even from the input from the audience, the lady said it was nice to have the person that does the building inspector be the one you talk with. Chairman Hippler stated then that eliminates an outside vendor, but does that eliminate the proposal from the fire chief, because that could still be one person. Selectman Snyder stated that she has a fear of this, which Neal Kurk did bring up a good point of having this under the Board of Firewards. Selectman Burdick stated that we haven't even thought about putting something in the paper as far as wanting someone on a full-time basis. Chairman Hippler pointed out that it appears that the Board doesn't want to change positions at all. Town Administrator Bolton pointed out that we are not ready to have this discussion tonight. The idea of bringing it up was to remind everyone we are down to 3 weeks and if the thought was to drop everything on the one staff person left the fear would be that we would be down one more employee. Vice Chairman Meaney stated that we could possibly go to another Town that we have mutual aid with for inspection services and putting more emphasis on getting additional office help for the office. Town Administrator Bolton stated that next week a plan will be brought forth with a collaboration of all parties that the Board will either embrace or not.

Post-Issuance Tax Compliance Policy & Procedures: **Selectman Snyder moved, Vice Chairman Meaney seconded to have the Finance Administrator as the authorized contact on the bond policy. Passed 5-0-0** Selectman Snyder stated that we had a phone conversation regarding the policy and everything's all set. Everybody knows what needs to be done. Town Administrator Bolton stated that the authorized contact is taken care of, now all the Board has to do is adopt the policy and sign it.

Chairman Hippler moved, Vice Chairman Meaney seconded that the Board adopt the Post-Issuance Tax Compliance Policy and Procedures. Passed 5-0-0

CORRESPONDENCE/OTHER BUSINESS:

Gordon Brown Barns: Selectman Burdick stated that the Historical Society may be looking at doing work at the Gordon Brown buildings, like insulations, electricity, etc. She will bring any and all information back before the Board, prior to any work being done.

Electrical Work Done at Gazebo: Selectman Burdick stated that first and foremost this is not a complaint with any of the work done by the Town electrician. Her concern was that the bill was over \$2,000 and wondered if it shouldn't have been put out to bid. Board members felt that he was the Town's preferred electrician. There was comment that the gazebo maybe should have been put out to bid as well. The concern is that once the gazebo gets here there is a chance we could be looking at almost that much more to complete the project, lighting, outlets, etc.

Tax Deeding Properties: Selectman Snyder inquired about having people residing in tax deeded properties evicted. Town Administrator Bolton stated that a date needs to be picked. There are some legal questions regarding one of the properties that need to get answered prior to the auction. Auction dates for September and October are being looked at.

Chairman Served Law Suit Paperwork: Chairman Hippler wanted to inform the Board that he was served papers for a lawsuit for a zoning board case regarding property on Quaker Street. Town Administrator Bolton asked to get a copy as she has not seen it. The document needs to be passed onto Town Counsel as there are deadline dates for representation.

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 8:00 PM, Selectman Osborne seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary