

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
June 3, 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:** Donna Osborne; Jack Dearborn; Chief Bob Vezina; Beth Rouse, Finance Administrator; Wendy Rice; Dell Rice; Tina Connor; Betty Straw; Todd Carmichael.

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

**PUBLIC COMMENT:** Tina Connor stated that she happened to watch the Board meeting where the general fund balance was discussed. She didn't think it was an issue to discuss it but she's not quite sure where the amount of \$200,000 came from. She said we have over \$2,000,000. The only thing that came close to talking about hundreds of thousands was if we get too close to the bills going out and collection that a school check would be held. Ms. Connor stated that she never said that we had a \$200,000 balance. She has been the tax collector, the finance administrator and the treasurer and she would not be that calm if we only had \$200,000, we would have been working on a TAN (tax anticipation note). Ms. Connor again stated she never said \$200,000 and doesn't know how that got translated. Selectman Snyder stated that was what she heard. If there was over \$2,000,000 in the account balance, how is that getting tight? That was expressed to her by someone else. It was never mentioned that we would be borrowing a TAN. Ms. Connor replied there was no need to. Selectman Snyder stated that she would have never been concerned if it was \$2,000,000, but she was told \$200,000. Ms. Connor again confirmed she said \$2,000,000. Selectman Snyder stated we disagree on that matter. Ms. Connor replied that she will just not discuss it outside if that's what's going to happen. She never, ever said \$200,000. Selectman Snyder replied that was what you said. Ms. Connor said it's not, but that's okay.

Donna Osborne stated that in 2005 she was sitting on the Board, when one person says something like that it affects every one of you. She feels a Selectman shouldn't go to anyone's business to discuss personal or public stuff because it's so busy, misunderstanding can happen. She felt after watching YouTube and calling people liars was unnecessary. The Board needs to stick together and communicate, you are one Board. It only takes one bad apple in that basket and you're all affected. Ms. Osborne stated that as a public person standing here that everyone is owed an apology, the public, the Board that you sit with. She felt it didn't need to be done publicly if there were some questions you could have gone to Town Administrator Bolton and discussed it. It was very uncalled for.

Selectman Snyder stated that at the meeting she didn't even get to say what she wanted to say in the beginning before it was brought up. Town Administrator Bolton brought it up that there was an email that was sent and Vice Chairman Meaney called me unethical for making a phone call. Selectman Snyder continued to say that there was a lot that was not explained at that time and she's really too upset now to go through it and she stated that maybe she shouldn't have used the terminology "lied to me". Selectman Snyder stated that the Town Administrator knows very well that the IT people come in on Tuesdays, the assessing usually comes in on Wednesdays, whether it's one week or another week, but she even knows that for having been here and they have been coming for a long time. What she was really trying to convey, is by the RSA the Selectmen should have been the ones making the decision of it not being given to the Tax Collector on the 15<sup>th</sup>. That was what she was really trying to convey that night. Selectman Snyder stated that it got all messed up and she lost her cool and I apologize for that and I apologize to the Board and Town Administrator Bolton. Selectman Snyder continued saying that when she heard Avitar was coming in Tuesday she thought it was all being taken care of. Especially when she was coming in, not on her regular day, so the warrant could possibly be finished on Tuesday, run it off Wednesday and have the Board come in and sign it off to give to the Tax Collector which is what should have happened per the RSA. It doesn't say anything in the RSA about a fine or penalty or anything like, but it does say it's the Selectmen's responsibility and that's why Selectman Snyder felt it should have been the Board's decision to say whether it was okay for it not to be delivered on the correct time.

Town Administrator Bolton stated that she never pointed out one person. She started out very generally talking about the amount of discussion that happened about the RSA and the tax warrant. Before Town Administrator Bolton finished what she was saying, Selectman Snyder jumped in and passed around a copy of the RSA to the Board. Town Administrator Bolton pointed out that last week we were not ready to print tax bills. Tuesday after delivering the warrant to the Tax Collector an email was received asking when IT was coming in because an update had to be done before the bills could be printed. Town Administrator Bolton stated that she received phone calls on the 15<sup>th</sup> while at a conference up north because of all this unnecessary disruption. She felt having to constantly get up and leave the conference to take phone calls is very disrespectful to the speakers. Town Administrator Bolton pointed out that the update to be able to print the bills should have been done so we were ready versus stirring up everyone. Selectman Snyder stated she doesn't know why the office wasn't told, because the Town Clerk has told everybody in Town, by Weare in the World, which is where she read it, that the computers were going to be shut down for Monday and Tuesday. Town Administrator Bolton stated that there was a change of plans as things happen. Selectman Snyder stated that it is a whole lack of communication which is what it is. She feels that we need to get better at that and pull everybody in, just like today. WMUR was here today and are still here, so why wasn't the Board informed as to what was going on. Town Administrator Bolton stated that if people sign up for the "subscribe to e-news" on the website, the notice was put up first thing this morning, which is where WMUR got it. Selectman Snyder added that as a Selectman she felt it would be a courtesy just to let us know. Town Administrator Bolton stated that it would have been a courtesy to call her before calls were made to everybody else about the tax bills. Selectman Snyder replied that she only called one person and asked a bit more than questions about the tax bills. Selectman Snyder stated that we have a difference of agreement on that. Town Administrator Bolton replied we do she feels that a public apology is due to and it's not just her there are others present tonight in the audience that deserves a public apology. Selectman Snyder stated that she knows and she gave it to one party today but not publicly. Town Administrator Bolton

stated that the Board received an email from this one person asking for a public apology. Selectman Snyder turned to Beth Rouse, Finance Administrator and stated she apologized to her again. Town Administrator Bolton further stated that there is another town employee here that the Board has continued to talk about week to week without her being present which it totally improper. Selectmen Snyder turned to Wendy Rice, Administrative Assistant for Assessing and stated that she owed her an apology.

#### **FORESTRY NOTIFICATION FOR DES – WOODS CE CUTTING:**

Todd Carmichael from High Tech Harvesting, LLC has been contracted with the Conservation Commission to do the cutting on the Woods Conservation Easement. Town Administrator Bolton stated that there was some minor glitch in the paperwork, largely the signing of the contract, but that has been taken care of. Now there needs to be a Wetlands Forestry Notification filed with the DES at the State, but it needs the signature of the owners of the property, which is the Town of Weare. There is a stream crossing that needs a temporary bridge type structure to be installed so that he can cross over the stream for the timber harvest. **Vice Chairman Meaney moved to authorize the Chairman to sign the Wetlands Forestry Notification on the Woods Conservation Area located on Tax Map 411, Lot 160; Selectman Burdick seconded the motion. Passed 4-0-1 (Hippler)**

Town Administrator Bolton stated there is a second one of these notifications but for another harvest. DH Hardwick has been contracted to do a cutting in the Felch Farm off of Merrill Road. **Vice Chairman Meaney moved to authorize the Chairman to sign the Wetlands Forestry Notification on the Felch Farm Property located on Tax Map 405, Lot 034; Selectman Burdick seconded the motion. Passed 4-0-1 (Hippler)**

**STONEWALL REMOVAL FOR DRIVEWAY – GOULD ROAD, #411-094:** Chairman Hippler stated that Jack Dearborn is here because he wants to remove a little bit of the stonewall area to make truck turning for hauling logs a little easier to get from one of his lots onto Gould Road. Mr. Dearborn stated that it was 22 feet and he is requesting six more feet wide. He had DPW Director Knapp look at it as well. Mr. Dearborn stated then when the logging operation is done he will put the few stones back so he doesn't have to buy a bigger gate that previously existed before the logging operation started. **Chairman Hippler moved to approve the removal of approximately 6' of the existing stonewall on Tax Map 411, Lot 094; Vice Chairman Meaney seconded the motion. Passed 4-0-1 (Osborne)**

#### **MEETING MINUTES:**

Minutes from 5/13/19: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the May 13, 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 June 6, 2019as included in the following manifests:*

<i>Payroll Manifest</i>	\$ 62,049.82 (Weekly & fire monthly payroll)
<i>Accounts Payable Manifest</i>	\$ 119,042.48
<i>Supplemental Accounts Payable Manifest</i>	\$ 1,293.20 (Weekly Parks & Rec payroll)
<i>Accrual Payroll Manifest</i>	\$ 16,155.43
<i>Weare School District Manifest</i>	\$ 938,130.00

<i>Total</i>	<b>\$ 1,136,670.93</b>
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***The following manifests were previously ordered to sign at the May 20, 2019 Board of Selectmen meeting:***

<b><i>Payroll Manifest</i></b>	<b>\$ 53,136.59</b>	(Weekly payroll checks dated 05/30/19)
<b><i>Accounts Payable Manifest</i></b>	<b>\$ 29,102.39</b>	(Checks dated 05/30/19)
<b><i>Fire Department Accounts Payable Manifest</i></b>	<b>\$ 1,607.43</b>	(Pre-approved by the BOFW's)

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**As there is no Selectmen's Meeting scheduled for Monday, June 10, 2019,  
Please vote:**

**To order the Treasurer to sign payroll checks dated June 13, 2019 estimated to be about \$65,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$70,000.00 for accounts payables including Fire Department accounts payables approved by the Board of Fire Wards that cannot wait until the next scheduled meeting of June 20, 2019 without incurring late charges or interest. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.**

**PUBLIC SAFETY INTEROPERABLE COMMUNICATIONS LMR REPROGRAMMING INITIATIVE HOMELAND GRANT (HSGP) 2019 REPROGRAMMING ALL P-25 COMPLIANT RADIOS FOR STATEWIDE INTEROPERABILITY:** Town Administrator Bolton has received applications for this grant from both the fire and police departments, as they would like to participate in this program. The grant is to have the department radios reprogrammed under this HSGP grant. Only P-25 compliant radios in working condition and digital/analog capable are eligible. Reprogramming will be done at our normal reprogramming agent location. The grant is for reprogramming only and not for repairing existing radios. The grant has only one signature spot, both Interim Chief French and Chief Vezina asked that the Board authorize the Town Administrator be the authorized signer, because there could be changes to the list of radios mainly tracking down serial numbers of the portables and base station, up to the very last day which is the 14<sup>th</sup>. **Chairman Hippler moved to authorize Town Administrator Bolton to be the authorized signer for the Town for this interoperable grant; Vice Chairman Meaney seconded the motion. Passed 5-0-0**

**BID FOR PLANTING OF THE BARRELS AT THE TOWN OFFICE AND STONE MEMORIAL BUILDING:** Town Administrator Bolton stated that on May 29<sup>th</sup> a representative from the Garden Club was present and explained that the Garden Club has been rejuvenated and that they would like to be able to bid on the planting at the Town properties. An attempt was made 3 times about getting a price from the Garden Club and has received nothing to date. There is a sealed bid from Moody Pond who has been doing the plantings and no others. Chairman Hippler opened the bid from Moody Pond and read it out loud. The bid covers planting, watering, weeding and feeding 17 whiskey barrels in front of the Stone Memorial Building and the Town Office for a cost of \$1,900.00. **Vice Chairman Meaney moved to award the bid for planting to Moody Pond Marketplace to supply the flowers, do the deadheading, fertilizing and whatever else is needed to 17 whiskey barrel planters located at the Stone Memorial Building and the Town Office for a price of \$1,900.00; Selectman Snyder seconded the motion. Passed 4-0-1 (Hippler)**

**TOWN STATEMENT REGARDING THE MALWARE (DATE BREACH) INCIDENT:** WMUR TV 9 was present for the Board to make a statement regarding the malware (date breach) incident. Chairman Hippler read the following statement:

*"At the Town of Weare, protecting the security and privacy of personal information is of the utmost importance.*

*The Town of Weare experienced a data security incident that may have impacted some individuals who were arrested or otherwise came into contact with the Weare Police Department prior to March 2017. We learned that one employee was the victim of a malware attack, which resulted in authorized access to the employee's machine and files between March 6, 2017 and March 13, 2017.*

*Upon learning of the issue, we conducted a prompt and thorough investigation. As part of our investigation, we worked very closely with external cybersecurity professionals. The collection and analysis of all available forensic evidence took a significant amount of time. We provided website and media notice as soon as practicable upon completion of the extensive investigation.*

*Town of Weare has no evidence right now that any information has been misused. Out of an abundance of caution, we provided website and media notice of this incident.*

*We are taking this matter very seriously and continue to make significant measures to protect the information that we maintain."*

#### **GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:**

Bell Tower: Work has commenced. Selectman Burdick is the liaison for the Board on this project. She has not been able to get to the Town Hall while the workers are there to find out exactly where the project is, but will continue to try to catch up with them.

Gordon Brown Buildings: Selectman Burdick will work as the liaison with Walker Roofing to get this project underway. Selectmen Burdick stated that she asked Town Administrator Bolton to check with the Town attorney regarding working on the building. The Historical Society had expressed interest in doing some work there, insulation, lighting, etc. Due to the explicit wording of the warrant article at Town meeting it was approved for cold storage for artifacts and open four times a year. To get that changed will require a warrant article to go back to Town meeting and if approved any work would be done in the spring of 2020.

Gazebo: Town Administrator Bolton stated that she called Reeds Ferry because the date of delivery provided was Saturday, June 7<sup>th</sup>. The problem is that Friday is the 7<sup>th</sup> and Saturday is the 8<sup>th</sup>, to avoid any confusion confirmation was made. Saturday, June 8<sup>th</sup> is the delivery date to be erected in place.

Town Office Propane Tank Conversion/Installation: Town Administrator Bolton will meet with a representative from Irving on the 3<sup>rd</sup> week of June. After that information is received she will share it with at a minimum of two other vendors in an event to try to get three quotes.

Security Camera Project at the Safety Complex: The system is up and running for the past 10 days without issues. Some training has been given. There were issues at first but they have been worked out. Interim Chief Mike French will check on everything before the check is released.

Safety Complex Replace Roof: Sentry Roofing said 145 squares is what they figured. They are hoping to start this Thursday and they anticipate 3-4 days for installation provided it stays dry.



Bike Rodeo: As a reminder this is going to take place in the Town Office Parking lot immediately following the patriotic celebration parade on Saturday, June 22.

#### **ADMINISTRATOR'S REPORT:**

Joint Loss Management Committee: The next meeting is this week June 5<sup>th</sup> @ 11 AM.

ACO Position: Three applications have been received and all three candidates will be interviewed to narrow down a finalist. Once the finalist is selected there will be appropriate background work done prior to bringing them to the Board for an interview.

Harassment Policy & Personnel Policy: This item has been open for a while. Suggested changes have been made, other town's personnel policies have been received but the comparison of all is still outstanding before delivering it to the Board.

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

Chief of Police Search: The Board is nearing completion of this item, we are just waiting on review from Town counsel regarding his terms of agreement.

Class VI Road Discussion: Town Administrator Bolton sent an email to Attorney Drescher expressing the need to get this done and to the Board.

Public Hearing – Chase Park Fees: There is a public hearing scheduled for the next Board meeting, June 17<sup>th</sup> at 6:45 PM for increasing the non-resident fees at Chase Park.

Building Inspector Coverage: Town Administrator Bolton stated that this week we are being covered by the mutual aid agreement with Goffstown, so Mark Tessier will be doing any inspections needed. Three area part-time inspectors (Francestown, Henniker, Dunbarton) reached out to Town Administrator Bolton inquiring about the Building Inspector position.

Employee Retirement Announced: Town Administrator Bolton read a letter from Merry Rice indicating that she will be retiring from her role here as the Administrative Assistant for the Selectmen after 17 years, effective June 28<sup>th</sup>. Town Administrator Bolton stated that she personally would like to wish her the best in her retirement.

#### **CORRESPONDENCE/OTHER BUSINESS:**

Roofing Bidders: Chairman Hippler stated that he received an email from Northpoint Roofing as to why they were not selected, was it price, products or other reasons. He is looking to see if he can better his bid for the next project. Chairman Hippler stated that he will reply back the email, now that he shared it with the Board.

Town Administrator Bolton stated that she would like to move on from what went on at the May 20<sup>th</sup> Board meeting, but wanted to ask for clarification on a statement that was made. The statement was "I'm a little bit sick and tired of what is going on around here" and when asked by Chairman Hippler an answer was never given. Selectman Snyder stated, "first of all that was well orchestrated". Chairman Hippler asked "what was well orchestrated?" Selectman Snyder replied "never mind, I don't want to get into anything, I keep it to myself and I'll just deal with it." Chairman Hippler again asked for clarification of what was well orchestrated. Selectman Snyder replied that she didn't want to discuss it any further. Town

Administrator Bolton stated that she would like to discuss it because it is her Selectman Snyder is talking about. There was an insinuation that Town Administrator Bolton lied to Selectman Snyder for something that was not on the tape from the previous meeting, which Selectman Snyder stated is what's happening here. Selectman Snyder stated that we go into nonpublic and then exit nonpublic and we start discussing things and these discussions are not anywhere. That is what's not right. Town Administrator Bolton agreed but felt that there was something behind the statement and felt she needed an explanation. If there is something going on in the building that Selectman Snyder knows about, it is hard for the Town Administrator to correct if she doesn't know. Selectman Snyder felt it's a lack of communication with everyone and used the example of WMUR and the data breach today, just in case any Board member got called. Selectman Snyder then cited another incident involving Selectman Osborne coming into the Town Administrator's office and then exiting the office made a comment of it's just a lack of communication. Selectman Osborne stated that he doesn't recall doing that. Selectman Snyder replied that what she was trying to say and she said it earlier is that the Board are the ones that make the final decisions and she doesn't think a lot of times we do. She felt that decisions on certain things that should be made at the Board level are not being made at the Board level they're being done for us. Town Administrator Bolton asked for an example. Selectman Snyder stated that she didn't want to discuss this anymore. Town Administrator Bolton pointed out that the morale in this building is very poor and she is the one that gets blamed and doesn't know why. Selectman Snyder again stated that she felt we as a Board should be making decisions. Town Administrator Bolton replied you are. Selectman Snyder sometimes after the fact or we are handed it. Town Administrator Bolton, question after the fact? Selectman Snyder stated that the after the fact one was the one about the town warrant, that was after the fact. It was then clarified the tax warrant. Selectman Snyder stated that she's so frustrated right now and feels like she's in front of a judge and jury here. Town Administrator Bolton wanted to verify if it was something that she was or was not doing in this building. Selectman Snyder replied, no. Town Administrator Bolton further added because there is an awful lot that comes back to her that the statement was her fault. She stated that she can't fix what's wrong if nobody will tell her. Selectman Snyder stated she meant the Board and not the building. Town Administrator Bolton stated that if that's what she meant that is fine, but she took it for more than that. A lot of time is spent with most of the Board members. Selectman Snyder stated that she tries not to bother the Town Administrator during the week. Town Administrator Bolton asked why not. Chairman Hippler stated that for some reason or the spur of the moment you need information give her a call and she will get back to if not available right away. Town Administrator Bolton stated the whole issue of the tax warrant could have been resolved with a phone call so that she did not have to be disrespectful at the Primex Conference. Selectman Snyder didn't want to disturb Town Administrator Bolton at the conference but she ended up being disturbed anyway. Selectman Snyder stated that she didn't know everyone else was going to get involved. Town Administrator Bolton pointed out that it could have been resolved by starting with a phone call to her. At the previous meeting it was expressed that the Board is like the CEO and the Town Administrator is below the Board, so Town Administrator Bolton asked why was she ignored and gone around then. Selectman Snyder stated that she didn't mean it in that respect and things get twisted. What she is trying to say is that the Board are the decision makers. Town Administrator Bolton stated that has always been respected. Selectman Snyder replied that she didn't think it was on that because under the RSA the Board makes the decision on the tax warrant. Selectman Snyder made a comment about not trying to make low blows to the Town Administrator because if you really want to go there we can and she really didn't want to go there. Town Administrator Bolton asked to air it out now versus making statements like that. Selectman

Snyder stated that if I do air it out then everybody else in Town will feel the same way. She further stated that there is something that the Board did that we should not have done as a Board and she wants to drop it. Chairman Hippler asked if it was done in nonpublic. Selectman Snyder replied no. Chairman Hippler asked what is it then. Selectman Snyder clarified that it does involve nonpublic and she doesn't want to go into it. Selectman Snyder stated that doesn't know why she is being put on the spot here. Town Administrator Bolton replied that it's because you brought it up. Selectman Snyder stated that she tried explaining it and if Town Administrator Bolton can't take it then she would really try to drop it. Town Administrator Bolton stated that we can drop it if it stops there because it usually doesn't. There is a lot of talk within the building and on the streets that comes back and when asked the source it's sometimes a board member. Town Administrator Bolton again stated that she will drop it but asked that we respect each other but please if the Board needs anything from her please just call, email or simply ask. Selectman Snyder added that she would like the respect from Town Administrator Bolton as well that if it is something that the Board should be making the decision on it shouldn't be made prior to. Town Administrator Bolton stated that she doesn't know what is continued to be alluded here because it's always been brought forward because she doesn't have any authority. Selectman Snyder again stated that Town Administrator Bolton made the decision to not have the tax warrant to the Board by the 15<sup>th</sup>. Town Administrator Bolton stated that she had the tax warrant in her in box on the emails by end of day on May 15<sup>th</sup>. Selectman Osborne stated that Town Administrator Bolton wasn't in Town to present it to the Board but it was in her inbox on May 15<sup>th</sup>.

#### **NONPUBLIC**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 7:35 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**

**The Board discussed the candidates interested in the Building Inspector position as well as the terms of agreement with the new Police Chief.**

**Vice Chairman Meaney moved, Chairman Hippler seconded to exit this nonpublic session @ 8:01 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**

**Tax Deeded Properties:** Selectman Snyder inquired about the status of two tax deeded properties, one on Buzzell Hill Road and one on 231 Hodgdon Road. Town Administrator Bolton stated that she has gone ahead and scheduled another tax deeded properties auction for Saturday, November 16<sup>th</sup> at the Weare Middle School again.

**Being there was no further business to come before the Board, Vice Chairman Meaney moved to adjourn at 8:07 PM, Chairman Hippler seconded; passed 5-0-0.**

#### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary