

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 15, 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:** Robert Richards, Jack Dearborn, Betty Straw, Gary Symolon, Sharon Racicot, Mark Racicot, Tom Jones, Rad Betts, Frank Campana, Donna Osborne, Police Chief Christopher D Moore, Tim Matheson, Tom Jones

At 6:33 PM, Chairman Hippler opened the meeting and requested those present join the Board in the Pledge of Allegiance.

**PUBLIC COMMENT:** Selectman Burdick followed up on comments made at the previous Board meeting, which she was unable to attend due to illness. An inaccurate comment had been made about the Historical Society. An inaccurate comment had been made about a stone wall in Town – 13.5 foot gap (not 30 feet) has been there since ~1965. Selectman Burdick also expressed concern with the accuracy of information provided by the Board.

Betty Straw was present to read a letter to the Board regarding the misunderstanding around the sign at the new gazebo before the Patriotic Celebration. The Mildred Hall Bequest Advisory Committee was set up to make suggestions to the Board for the appropriate commemoration of Charles and Ethel Eastman. The Committee's first project of many was the Eastman Conservation Area, and the Committee had been looking for a more heavily trafficked area for another suitable memorial. An appropriate permanent sign will soon be installed, as was the Committee's original intention.

Frank Campana was present to inquire regarding the paving of the Highway Garage. Mr. Campana wanted to make clear he was not questioning the merit of the paving bond warrant, but wanted to know how the Highway Garage paving was funded – the paving bond, the road reconstruction fund, the highway block grant? As DPW Director Benji Knapp was not present, Town Administrator Bolton clarified that the Highway Garage paving was funded through and budgeted from the DPW's encumbered fund from the previous year. Mr. Campana suggested that the Highway Garage paving should have been included in the paving bond.

Tim Matheson was present to thank the Highway Department, DPW Director Benji Knapp, and the Board for their help in preparing the gazebo site. Mr. Matheson also wanted to address some comments made at the previous Board meeting: it was clearly announced that all of the legacy materials from the gazebo

would be put in the barn and the original plaque will be preserved at the Historical Society. If there were any questions or concerns, someone should have reached out to Mr. Matheson or the Historical Society. Mr. Matheson offered to bring all legacy materials to the Town Clerk if needed. Selectman Burdick clarified that all electric materials were brought to Town Administrator Bolton today. Mr. Matheson also commented regarding the temporary signage at the gazebo at the Patriotic Celebration. The intention is for a permanent and professional sign to be made by a local business, unfortunately, despite everyone's best efforts, it was not able to be completed in time for the Patriotic Celebration. Mr. Matheson also commented regarding the handicap entrance on East Street, adjacent to the granite steps. DPW Director Knapp measured a length of 37.5 feet and a grade difference of 25 inches, more than enough to fit a ramp entrance. Mr. Matheson also inquired regarding the East Street roof painting – as last season a quote without insurance was received, has the Board considered the possibility of getting an insurance waiver from Primex for this project? Town Administrator Bolton expressed concern with the practice of waiving the insurance requirements for Town projects. Mr. Matheson also expressed concern with responses from various department heads – perhaps this is what had led to misinformation at the previous Board meeting. Chairman Hippler clarified that no one had suggested there was a malicious intent with the temporary signage – the Board was looking for information about where the sign had come from and who had put it up. The Board had thought the sign came from the Historical Society (instead of the Mildred Hall Bequest Advisory Committee) and the Board did not realize there would be a temporary sign.

#### **MILDRED HALL BEQUEST ADVISORY COMMITTEE – PISCATAQUOG LAND**

**CONSERVANCY PURCHASE:** Betty Straw was present to read a letter on behalf of the Mildred Hall Bequest Advisory Committee, which has voted to recommend to the Board to approve a request of \$7,867 (a reduction from the original request of \$50,000) for the project related to the 205 acre property (Tax Map 410-008) that abuts the Ferrin Pond conservation land and Town conservation land. Chairman Hippler invited Tom Jones of the Piscataquog Land Conservancy (PLC) to answer questions and inquired regarding the reduction from \$50,000 to \$7,867. Mr. Jones explained that due to the timeline placed on the Mildred Hall Bequest Advisory Committee (waiting until deeds were finalized and approved, waiting on review from Town Counsel, etc.); the PLC had already raised the required amount of \$285,000 from various sources (3 private foundations, a grant, and local fundraising) in advance of the deed purchasing. Mr. Jones noted that due to this, the Town has not been recognized for any contributions to this property. The \$7,867 figure is comprised of additional fees (legal, appraisal, closing, etc.) subsequent to the deed purchasing. Mr. Jones had provided a copy of the PLC budget to the Board prior to this meeting. Chairman Hippler requested confirmation that the funding would have had to have been provided upfront, in advance of the deed purchasing; Mr. Jones confirmed. Vice Chair Meaney expressed concern regarding the long timeline (PLC originally brought this to the Board in March) and lack of information (DES, Army Corps of Engineers, etc.). Mr. Jones confirmed he had provided all requested information to the Board in electronic form via Town Administrator Bolton. Referencing the budget provided by Mr. Jones, Town Administrator Bolton inquired regarding “project management” vs “stewardship;” Mr. Jones clarified that stewardship includes gates, trail maintenance, habitat restoration, and legal fees, while project management is “time we spent making the project happen.” Town Administrator Bolton requested a copy of the Aquatic Resource Mitigation (ARM) grant information; Mr. Jones will follow up. Town Administrator Bolton expressed concern with “strings” attached to financial contribution; Mr. Jones commented that “strings” have to do with the PLC and not the Town. Mr. Jones reminded the Board that the PLC purchase is complete; the Mildred Hall Bequest Advisory Committee was happy to be a part of the project but unfortunately wasn't able to, due to the Board's timeline. Chairman Hippler inquired the members of the Mildred Hall Bequest Advisory Committee; Ms. Straw confirmed 3 voting and 3 non-voting, with 4 members in attendance tonight. Chairman Hippler inquired if the Mildred Hall Bequest

Advisory Committee vote was unanimous; Ms. Straw confirmed. Chairman Hippler inquired regarding an estimate of funds in the Mildred Hall Fund; Selectman Burdick confirmed over \$800,000. **Selectman Burdick moved to approve the request of \$7,867 to the Piscataquog Land Conservancy for the project related to the 205-acre property (Tax Map 410-008), Selectman Snyder seconded; passed 3-0-2, with Vice Chair Meaney and Selectman Osborne abstaining.** Robert Richards inquired regarding the total size of conservation easement property; Mr. Jones confirmed 475 acres split almost evenly between the Town Forest and PLC.

**MILDRED HALL BEQUEST ADVISORY COMMITTEE - HILLSIDE CEMETERY:** Betty Straw was present to read a letter from the Mildred Hall Bequest Advisory Committee requesting up to \$48,000 from the Eastman Fund for road construction at Hillside Cemetery. 20% of the cost of the project will be coming from the Hillside Cemetery Association. Ms. Straw commented the current road situation is “absolutely abominable” and “blight on the Town if it isn’t done.” Chairman Hippler requested clarification regarding the location of Hillside Cemetery; Ms. Straw confirmed South Weare, off 149. Jack Dearborn, a Trustee of the Hillside Cemetery Association, was present to hand out packets of information and budget to the Board. Town Administrator Bolton reminded Mr. Dearborn of the public hearing requirements. Mr. Dearborn explained the road construction project: there are currently very poor road conditions on the back side of the cemetery, and the Hillside Cemetery Association wants to provide safe, adequate, and long-term access while doing no harm to the scenic beauty. Of note are the prominent rock maples features and ~6 big trees (previously ~50 big trees, many removed after 2013/2014 due to safety concerns and potential negative impacts on gravesites). The road was most likely constructed in the 1950s by Bunny Phelps. The Hillside Cemetery road construction project would include removing existing 670 feet of asphalt without damaging living roots (will need to cut dead roots to prevent breakage and negative impacts on gravesites). The new road construction will extend an additional 20 feet. DPW Director Benji Knapp has agreed the best course of action would be to excavate 15 inches, aggregate, and lay asphalt concrete (consisting of binder coat and wear coat). The existing road is 11 feet wide, but 12 feet will be excavated so as to allow for a 6 inch berth on either side. Per the budget, this project is estimated to cost \$59,550 total. The Hillside Cemetery Association has put out a bid for the paving and received two responses:

- **Sam Cooper & Son:** \$20,000.00
- **Advanced Excavating & Paving:** \$29,247.25

Per the Town’s purchasing policies, the Hillside Cemetery Association had also reached out to R&D Paving Inc, but had not received a bid response. The bid was awarded to Sam Cooper & Son. The Hillside Cemetery Association currently takes care of all lawn care and maintenance and is not financially able to do the whole road reconstruction project. The Hillside Cemetery Association Board has agreed to put forward \$12,000, and has requested the rest of the costs from the Mildred Hall Fund. The Hillside Cemetery Association has been studying this problem for a few years and is prepared to take care of the dirt, loam, and heavy lifting. Mr. Dearborn thanked Roland Bowie for his help with the asphalt.

**POLICE DEPARTMENT UPDATE:** Police Chief Chris Moore was present to update the Board regarding the Police Department. His main tasks for the rest of the year are policy review/ revision associated with the Commission on Accreditation for Law Enforcement Agencies (CALEA), budget, and collective bargaining. The Police Chief has also been emphasizing community outreach on social media and at “coffee with the Chief” events (2 per month, varying hours, hosted at any business in Town). Police Chief Moore updated the Board on filling employment, including the ACO position. Chairman Hippler commented regarding former Police Chief Sean Kelly’s work with CALEA and inquired regarding the current status; Police Chief Moore confirmed they are behind on some tasks due to the transition, but anticipate being caught up by the fall, and he has been in contact with compliance.

Chairman Hippler inquired regarding the timeline for collective bargaining; Police Chief Moore confirmed the end of the year. Town Administrator Bolton commented regarding collaboration with Finance Administrator Beth Rouse. Selectman Osborne inquired regarding overtime for the Police Department secretary; Police Chief Moore commented regarding overtime accountability/categorizing – answering the door, answering the phone, responding to foyer requests, record retention, payroll, etc. Selectman Osborne suggested reviewing proposing an assistant secretary position for the upcoming budget.

**QUAKER STREET DISCUSSION:** Town Administrator Bolton reminded the Board of a discussion at a previous meeting with Sharon and Mark Racicot and DPW Director Benji Knapp regarding the Quaker Street easement. DPW Director Knapp would be willing to donate 30 cubic yards of bedding stone and approximately 3 lengths of culvert pipe. Chairman Hippler commented regarding including Town Counsel. Mark Racicot commented regarding a compromise. Sharon Racicot commented regarding resolving the matter properly. Chairman Hippler inquired regarding the ditch; Mr. Racicot confirmed 11-13 feet between asphalt and stone wall. **Chairman Hippler moved to authorize DPW Director Benji Knapp to supply materials for the drainage issue on Quaker Street, Selectman Burdick seconded; passed 5-0-0.**

**CLASS VI ROADS DISCUSSION– WORTHLEY ROAD:** Town Administrator Bolton reminded the Board of a letter they received from Bill Drescher regarding updating the Class VI process. Applicants will have to come to the Board first. Chairman Hippler commented regarding potential 450 foot bottleneck on Worthley Road. Vice Chair Meaney suggested the Board revisit this concern. Vice Chair Meaney expressed concern with right of way, future absorption of road, and enforcing the standard of Town roads, regardless of length. Selectman Snyder expressed concern with safety vehicles. Chairman Hippler inquired regarding signage. Vice Chair Meaney commented regarding maintenance agreements. Selectman Snyder commented regarding annual inspections done by the road agent. Town Administrator Bolton commented regarding the Board of Firewards concern with roads over 400 feet. **Chairman Hippler motion to require the proposed 1300 feet of Worthley Road be brought to the Town's Class V dirt standard, Vice Chair Meaney seconded; passed 5-0-0.** Chairman Hippler thanked Bill Drescher for his letter. Town Administrator Bolton will follow up with Kelly Dearborn-Luce, the Planning Board, and the Zoning Board.

**APPROVAL OF MINUTES:** Selectman Osborne expressed concern, as the minutes from July 1<sup>st</sup> are not yet available – this is in violation of the State law and not acceptable.

Meeting Minutes 6/5/19: **Vice Chair Meaney moved to approve the meeting minutes of June 5<sup>th</sup> as amended, Selectman Snyder seconded; passed 5-0-0.**

Meeting Minutes 6/17/2019: **Chairman Hippler moved to approve the meeting minutes of June 17<sup>th</sup> as amended, Vice Chair Meaney seconded; passed 5-0-0.**

**MANIFEST:** Town Administrator Bolton inquired regarding a supplemental of \$17,703, last installment for the Town Hall roofing project. Town Administrator Bolton and Selectman Burdick had reviewed the contract – \$5,000 was allocated to repair the crown molding on the back side of the Town Hall, which did not get done. Walker Roofing has requested an amended installment of \$12,703. Chairman Hippler expressed concern with breach of contract. The Board agreed to not distribute the last installment until the project was appropriately completed, per the contract. Selectman Burdick expressed concern with top panels now boxing the spires in. Chairman Hippler suggested this might be a simple error based on lack

of information and old spires. In addition, the only photographs available are fairly recent, and no one is sure of historical accuracy of spires 100+ years ago.

**Chairman Hippler moved to approve the manifest as follows, with the total amended to \$1,501,752.41, Vice Chair Meaney seconded; all in favor 5-0-0.**

*To order the Treasurer to sign the payroll and accounts payables checks dated July 18, 2019 as included in the following manifests:*

<i>Payroll Manifest</i>	\$	<i>54,108.31</i> (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$	<i>297,644.10</i>
<i>Supplemental Accounts Payable Manifest</i>	\$	<i>17,703.00</i>
<i>John Stark Regional Manifest</i>	\$	<i>400,000.00</i>
<i>Weare School District Manifest</i>	\$	<i>750,000.00</i>
<i>Total</i>	\$	<i>1,519,455.41</i>

**The following manifests were previously ordered to sign at the July 1, 2019 Board of Selectmen meeting:**

Payroll Manifest	\$	60,318.62 (Weekly payroll checks dated 07/11/19)
Accounts Payable Manifest	\$	22,448.91 (Checks dated 07/11/19)
Fire Department Accounts Payable Manifest	\$	9,602.64 (Pre-approved by BOFW's)

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*As there is no Selectmen's Meeting scheduled for Monday, July 22, 2019*

*Please vote:*

*To order the Treasurer to sign payroll checks dated July 25, 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 payable approved by the Board of Fire Wards that cannot wait until the next scheduled meeting of July 29, 2019. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.*

Town Administrator Bolton requested the Board's signatures on a Department of Revenue Administration form, confirming the Town will not be using a personal property tax. Wendy Rice, Assessing, is the contact.

Town Administrator Bolton requested the Board's signature on a Japanese knotweed spraying agreement with Lawnboy Lawn Care, approved 2 weeks prior. **Vice Chair Meaney moved to allow Chairman Hippler to sign on behalf of the Board, Selectman Snyder seconded; passed 4-0-1 with Chairman Hippler abstaining.**

Town Administrator Bolton requested the Board's signatures confirming Kyle Parker as deputy health officer. Kelly Dearborn-Luce is the health officer, and prior to his retirement, Chip Meany was the deputy health officer.

Town Administrator Bolton requested the Board's signatures for the junkyard licenses for Weare Body & Frame and Allied Wrecking.

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

Gazebo: Town Administrator Bolton has reached out to Reeds Ferry to review the installed gazebo.

Town Office Propane Tank: Irving came out to measure the buildings and heat runs. Town Administrator Bolton will be soliciting 3+ quotes, per the Town purchasing policy.

Town Office Air Conditioners: Granite State Plumbing & Heating has been very helpful. Quotes are still being solicited, but the Town may not have enough money to finish this project this year (Clinton Grove and Gordon Brown buildings may be higher priority).

General Contractor: Town Administrator Bolton commented regarding the beneficial assistance of Building Inspector Kyle Parker.

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

Town Administrator Schedule: Town Administrator Bolton will be taking a personal day on July 18<sup>th</sup>.

Finance Report: Finance Administrator Beth Rouse had provided finance reports to the Board of budgeted expenditure vs actual expenditure. Chairman Hippler expressed concern with cost of vehicle maintenance for Town vehicles. Vice Chair Meaney commented regarding maintenance provided by Highway Department, when available. As DPW Director Benji Knapp was not present, he requested that Town Administrator Bolton clarify regarding specific maintenance costs.

### **CORRESPONDENCE & OTHER BUSINESS**

Selectman Snyder commented regarding a letter from Christine Hague complimenting the DPW for their hard work on Flanders Memorial Road and Thorndike Road.

Chairman Hippler commented regarding the smart decision of purchasing the mower, as the Town looks nicer and it is so far a sound financial decision. Vice Chair Meaney reminded the Board the mower could pay for itself by the end of the summer.

Chairman Hippler commented regarding negative comments on social media regarding the paving of Thorndike Road. He wants to inform residents of the difference between reclaiming and shimming, and wishes more residents had attended the T2 presentation. DPW Director Knapp expects to pave the rest of Thorndike Road in the future.

Town Administrator Bolton updated the Board regarding the Collins Landing easement, as the Town is an abutter. The project cost is estimated at \$21,000, and there have been two bids received so far. Donald Mellen and Peter Mellen were hired as surveyors by the Conservation Commission.

Town Administrator Bolton informed the Board of an invitation to attend Governor Sununu's budget meeting. Selectman Snyder offered to attend as representative of the Board, and the Board agreed. Selectman Snyder will register herself. Town Administrator Bolton will follow up regarding school representatives.

Town Administrator Bolton received an email from Neal Kurk following up on a “coffee with the Chief” event. As a CALEA member, the Town has received reduced liability insurance since 2016. For this year, the Town received a discount (property, liability, worker’s compensation) totaling \$5,187. The CALEA fee is \$8,500.

Town Administrator Bolton will follow up on a quitclaim deed for a property at All-Seasons Campground with Town Counsel Laura Spector-Morgan.

Selectman Snyder thanked the new Police Chief Chris Moore for making an effort to get positive exposure within the Town.

**NONPUBLIC**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:44 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**

**The Board discussed payment arrangements and tax deeding of properties with unpaid taxes.**

**Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 9:04 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**

**Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 9:05 PM, Vice Chairman Meaney seconded; passed 5-0-0.**

**ADJOURNMENT**

A True Record.



Hannah Smith  
Recording Secretary