

DRAFT



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 23, 2022**

PRESENT: KEVIN J. CAHILL, SELECTMAN; JONATHAN H. OSBORNE, VICE CHAIRMAN; FREDERICK W. HIPPLER, CHAIRMAN; SHERRY M. BURDICK, SELECTMAN; JOHN VAN LOENDERSLOOT, SELECTMAN.

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Donna Osborne; Tom Clow; Jack Dearborn; Frank Campana; Chief Chris Moore; Sgt. Brandon Montplaisir; Leigh Bosse; Diana Kelly; Brent Dickinson; Corporal Mike Muise; Officer Laura Purslow; Tom Flaherty; Officer Barry Charest.

CALL TO ORDER:

Chairman Hippler Osborne called the meeting to order at 6:30 PM followed by the pledge of allegiance.

POLICE RADIO COMMUNICATIONS DISCUSSION:

Chief Moore stated that he has two different topics, one is for the maintenance agreement we currently have with R & R Communications, Incorporated, and the other one is for the overall system. He asked which one the Board would like to discuss first. Chairman Hippler asked for clarification of "overall system". Chief Moore replied the four towers and everything with that. Chairman Hippler stated that we are not going to be discussing monetary values tonight because there is going to be an RFP process on this. The Board started with the maintenance agreement. Chief Moore provided the Board with a copy of the current maintenance agreement with R&R. He has looked at what we are getting for our money and he believes that we can actually save money by switching to Two Way. He further explained that there is a time limit on this because we are getting ready to go into the fourth quarter of the year. We will need to provide a 30-day notice if the Board decides to switch over. Chief Moore believes the system needs to be divided up into two parts regardless of who is the provider. One system should be for maintenance of their portable, mobile and base station radios and the other would be the Mine Hill Tower and repeaters. He feels that we are getting no return on the investment. Chief Moore gave an overview of the police radios. They have Mine Hill and 8 radio repeater stations and we are paying \$585 a month. He did ask Two Way for a maintenance quote, which was \$61 a month. What is included in the R&R agreement and would not be in the Two Way agreement would be replacement batteries, which costs about \$120 each. Chairman Hippler reiterated that basically the police department wants to forego any and all maintenance to the existing voters and radios. Chief Moore stated that he would recommend that. Basically from what you saw on the sites they're obviously not being maintained. We are basically paying \$585 per month for nothing. Chairman Hippler stated that he would like to see the Mine Hill repeater put back into the service agreement, Selectman Van agreed. Selectman Van would like to know if we have 1 agreement for 3 departments or 3 separate agreements. Chief Moore stated that he would discuss this further with Acting Chief Richards.

Chief Moore than turned the discussion over to Sgt. Brandon Montplaisir. Sgt. Montplaisir this week he submitted paperwork with a plan A and a plan B. There is no application fee to begin no conversation to start conversation with American Tower and Pyramid Network Services. There are a couple of things that need to be done to open that communication with both companies. One is that the Town will need to do a customer credit application. Once that is completed, about a week later the Town can submit the application to American Tower. The application would be non-binding. It would just be information on what equipment we would be looking at putting on the tower itself. There are no fees, just opening up communication. The time line takes about 3 months from credit application to discussion of possible reoccurring fees. Sgt. Montplaisir asked to town to have someone complete the credit application for the town along with submitting the application. Pyramid Network Services is a third party vendor that oversees the towers at Norris Road and Tobey Hill for US Cellular. They need to have the Town submit a letter of intent, along with identifying who the tenant is going to be and applicant. Everything else on that form as far as the equipment that they anticipate using on those towers is there. Mine Hill is managed/owned by Crown Castle, but to Sgt. Montplaisir's understanding there is not much that needs to be done up there. Selectman Cahill stated to be clear, there are 3 separate applications, one for each tower. Sgt. Montplaisir replied yes, but only one credit application is for American Tower. The board agreed that we should move forward. Chairman Hippler stated that he felt the applicant should be the Town of Weare and Chairman Hippler as the tenant. Sgt. Montplaisir stated that their thought was that the applicant would be the Town of Weare and the tenant would be the Weare Police Department. The reasoning was to keep everything internal as the Board has enough stuff going on and until they need to tag the board in, they have handled everything for the last few months and unless something changes that needs Board approval or it reaches a point they can't handle it they would then push it up to the Board. They are not authorizing anything and they have no ability to do that and understand it. The applicant and tenant can be changed at any time. It is a placeholder until we sign on the dotted line. Selectman Van stated this is our next step to see if it's a viable option and he didn't have an issue with applicant and tenant at this point. The Board would like to have the Town Administrator take care of the credit application. Town Administrator Bolton asked that her name, email and any contact information for the Norris Road tower be removed as she is the property owner and she wants it 100% transparent. Sgt. Montplaisir asked if there was a time line of when the credit application would be done. Town Administrator Bolton replied by weeks end.

Sgt. Montplaisir had one other item. There was talks when the presentation was made about a booster at John Stark Regional High School. The quote was about \$80,000. Would the Town be receptive to the police applying for a grant for a booster? The booster would allow the police to have communications god forbid a tragic event occurs. Currently the portable radio communications at John Stark is next to nil, so this booster would theoretically allow them to communicate in the school. It would be a school grant not a town grant and the police department would coordinated with the schools to help facilitate. The SAU would be heading this up. The Board of Selectmen felt it was a great idea. Selectman Van asked that they look at all three schools to make sure they are covered.

Chairman Hippler stated that Selectman Van has done a considerable amount of work on a radio RFP. He and Selectman Van got together last night to review a couple of RFP's that were out there for a communication system update. Selectman Van put it into our standard bid format and the entire RFP contains 13 pages. This RFP would be to solicit vendors for the radio system upgrade. The scope is basically for the supplying, installing of a VHF transmitter receiver, simulcast P25 repeater system and associated components, with new antennas back up power systems and meeting all of the current radio system and grounding criteria that is needed for such a system. Selectman Van stated that the proposed timeline is really just a place holder. If we approve this RFP tonight it would be issued out the bidders effective tomorrow, all bids would be due into Town Administrator Bolton by September 30th at 9 AM. Anything after that will be rejected and the bids will be open that evening at the Selectmen's meeting but would be awarded at the next scheduled Board meeting of October 3rd. This would give an interested vendor approximately 30ish days. Chairman Hippler wanted to point out the coverage being required and that is 95% for portable coverage as we realize 100% is not likely achievable. The Board agreed that it

seemed very well put together. We are asking for references and insurance like all bids. **Chairman Hippler moved, Selectman Cahill seconded that the Board push forward with a request for proposal RFP 22-03 for the Weare Police Department Radio Upgrade to follow the RFP packet and on a timeline of issued the 24th, bidder proposal due date September 30th, bid evaluation and vendor selection October 3rd and contract award to be October 3rd, any and all proposals to be submitted to Town Administrator Bolton. Passed 5-0-0**

Chief Moore returned to the podium to make a small point. He stated that if the Fire Department came back it would actually be an emergency, town emergency radio system rather than specifically for the Police Department. He just wanted to point that out. If the Fire didn't go to Capital Area it would be a town system and Chief Moore wanted to know if the Board wanted to start titling it that way. Chairman Hippler stated that the current license that the fire department holds as far as the FCC is going away. Selectman Van added that the Fire Department radio system is not coming offline they are just switching channels to someone else as far as the Board understands.

FINAL DRAFT OF BUILDING IMPROVEMENTS, MAINTENANCE AND REPAIRS, and PROCEDURAL GUIDELINES REVIEW: Town Administrator Bolton stated this was talked about at the last meeting. The word "vendor" was added. Selectman Cahill stated that it is basically a checklist. The Board changed "shall" to "may" require on line #6. Chairman Hippler stated that we as a Board have requested DPW to do a good number of projects and some of them could probably cost over \$5,000. As an example, if the materials alone for the lean-to off the salt shed cost \$5,500, does that mean we have to put it out to bid to a contractor and the DPW can't perform it? Selectman Cahill stated that he would have to put the supplies out to three vendors but the work could be done still by the DPW. Selectman Van agreed that three quotes would need to be sought after. Selectman Cahill stated that it is a checklist to avoid revisits. **Selectman Van moved, Selectman Burdick seconded that we accept the proposed Town of Weare Building Improvements, Maintenance and Repairs, Procedural Guidelines draft as amended to include an adoption date. Passed 5-0-0**

Selectman Cahill asked that each department get a copy of this finalized document.

CORRESPONDENCE/OTHER BUSINESS:

Library Trees: Town Administrator Bolton stated that DPW Director Knapp, Peter Stockhaus and Clay Kriese, Library Director met today. They figured out the cutting and trimming and an amended bid will be submitted from Mr. Stockhaus because some of the things are being removed plus when the DPW is done they're going to want Mr. Stockhaus to clean up which will be after DPW is done. Director Knapp asked about some rocks in front of the building. He states that in his opinion it is not even a stone wall and if they are going to remove the trees there it is going to mess up the stones so should he just take them out altogether. Selectman Cahill stated that it is a continuation of that wall that runs all the way down. Selectman Burdick stated that it used to until they took part of it out. Selectman Cahill stated that when you enter the library it is on the right. It is a rubble wall it is original and if you look left behind the rental property it just goes on forever. The consensus of the Board was to cut the trees very low and not remove the trees and make sure Director Knapp is fine with that.

Tennis Court Vandalism: Selectman Van stated that the Board was contracted a couple of times from members of the Parks and Recreation Commission regarding recurring damage at the tennis courts that were just newly resurfaced. They are going to be looking to us for some ideas or approval for preventing future damage. A padlock was mentioned but then who is going to have the key to unlock it each time someone wants to use it. There was a suggestion of putting up a sign with a phone number that would provide the caller the padlock code. The code could be changed frequently. 98% of the people that use the courts are frequent re-users. The board felt putting up a small sign, with phone number and a padlock would work for the short time. Once the season is over and the tennis nets are removed it will be padlocked for the winter.

Town Hall: Vice Chairman Osborne brought this up last week and wanted to make a motion on this. **Vice Chairman Osborne moved, Selectman Van seconded to repair the bathrooms in the town hall with a budget not to exceed \$1,200 with the money coming from the Mildred Hall Fund; also after being repaired to open the building to the public until December 1st at which time it will be winterized and closed until April 1, 2023.** Discussion: Chairman Hippler stated that there are two problems with that. First the timeline of December 1st is too late as we would already be heating it at that point as there are times when there are 30 degree nights in October and November. Second, the fund source is appropriate but we have to solicit some bids, at least three quotes and develop a scope of work. Vice Chairman Osborne stated that if we are going to do that then it won't be able to be open this year, which is fine and he has no issue with that. Selectman Van stated that we currently have one bid. Town Administrator Bolton explained the one bid was for the floor only there still needed to be toilets and possibly some plumbing to be done. Selectman Cahill stated that we first need someone to spearhead the job to come up with a scope of work, so that we can get apples to apples bid and offered Vice Chairman Osborne help if he needed it. **Vice Chairman Osborne amended his motion to repair the bathrooms in the town hall with a budget not to exceed \$1,200 with the money coming from the Mildred Hall Fund; also after being repaired the building will be winterized and opened April 1, 2023; Selectman Van seconded the amended motion.** Discussion: Selectman Cahill summarized that Vice Chairman Osborne will get the scope of work done, we will try to get it done this fall, with an opening date in the spring. Selectman Burdick wondered if \$1,200 was going to be enough to replace two new toilets, flooring, etc. Selectman Cahill agreed and suggested that we change it to be labor for \$1,200 with a fixture allowance of an additional \$2,000. Chairman Hippler suggested that we are premature on putting numbers on it. Due to this discussion, another amended motion was made. **Vice Chairman Osborne moved to repair the bathrooms in the town hall with the money coming from the Mildred Hall Fund; also after being repaired the building will be winterized and reopened April 1, 2023; Selectman Van seconded the motion. Vote: 5-0-0**

Political Sign Policy: Town Administrator Bolton explained that there was a request to use the Town Hall sign for this week and next week. The second week is being shared with the Hand in Hand Ministries Craft Fair. Emails were received regarding the political sign policy that was on the website as of 2004. After doing some research on August 19, 2019 the Board received Town Counsel's opinion and were advised to revoke the current political sign policy from 2004 for a possible violation of the freedom of speech. Email replies were sent back to those that inquired and the 2004 political sign policy has been removed from the website. The August 19, 2019 meeting discussed even allowing a candidate's name to be put on the sign no earlier than 3-5 days prior to arriving here in town. There is no endorsement of any kind, just putting out information.

NONPUBLIC SESSION:

Chairman Hippler moved; Selectman Burdick seconded to enter into nonpublic session @ 7:40 p.m. pursuant to the authority granted in RSA 91-A: 3II (a & c). A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Selectman Van - yes. Passed 5-0-0

Selectman Van moved; Chairman Hippler seconded to exit this nonpublic session @ 8:40 p.m. A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Selectman Van - yes. Passed 5-0-0

Selectman Van moved; Vice Chairman Osborne seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0

Being there was no further business to come before the Board, Selectman Van made a motion, Selectman Burdick seconded to adjourn at 8:41 pm. Passed 4-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton, Town Administrator

From notes and YouTube Video