

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 17, 2023

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

ABSENT: JOHN VAN LOENDERSLOOT, SELECTMAN.

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Donna Osborne; Jason Fiske, Interim DPW Director

CALL TO ORDER:

Chairman Hippler called the meeting to order at 6:30 PM and asked those present to join in the pledge of allegiance.

MOMENT OF SILENCE: Vice Chairman Osborne stated that he would like to have a moment of silence for Gary Hopper who passed away on Sunday. Mr. Hopper served the Town of Weare as a State Representative for many years.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Award Bid for Trash Compactor Repairs: Interim DPW Director Jason Fiske stated that the Town needs to keep the Transfer Station open for the day-to-day operations in the most efficient manner possible. This cannot be accomplished with a compactor in dire need of repair or broken down. Two vendors came out to inspect and quote the repairs. Atlantic Recycling Equipment give us the original quote. With this option, the Town will have the compactor relined and most of the moving parts refurbished. New steel plate will be welded in the compactor to account for the years of wear, the compactor cylinders will be pulled and inspected along with the hydraulic pump and electric motor. All major components that are in need of repair shall be addressed at this time. The estimated cost of this repair is \$32,267.21, although this number can only be guaranteed for 30 days based on the fluctuating prices of steel. As well, as price fluctuations depending on what parts and components that are found to be faulty. One other problem that has been discovered is the cross members at the front of the compactor have begun to break. This will surely increase the cost of repair in regards to the labor and possible steel prices. The estimated down time for this project is one week. During that week, the Transfer Station will not take demo and trash shall go into our open top demo trailer. Recycling Mechanical sent a technician out as well to inspect and quote repairs. They were very thorough with their inspection. Unfortunately, in their professional opinion the unit has more damage than it is worth. They would not consider the machine repairable. **Vice Chairman Osborne moved, Chairman Hippler seconded to award the trash compactor rebuild to Atlantic Recycling Equipment for a cost of up to \$35,000 with the funds to come from the Transfer Station Equipment Capital Reserve Fund. Passed 4-0-0**

Interim DPW Director Fiske stated that this equipment will be added to a maintenance program.

Roadside Mower: This item will be added to the March 6th agenda for the Board to decide on a plan.

Shout Out to DPW Crew: Interim DPW Director Fiske wanted to give a shout out to his crew for chasing mud all over town. The crew has been doing a stellar job. He has 4-5 of his crew coming in tomorrow to take care of any roadwork issues.

River Road Bridge Project: Interim DPW Director Fiske is lining everything up to get this bridge repair underway. He has ordered the fencing, signage, and the electrician for temporary power. The lift has been secured and the porta-potty has been scheduled for delivery. He has put out an RFP for a welder.

Reviews-Employee Evaluations: Interim DPW Director Fiske wanted clarification on the reviews. He did all the reviews for his employees but found it very difficult without job descriptions. They all know the job but without having a job description as a guideline made it difficult. He also asked who is going to do his review, Town Administrator Bolton or the Board. The Board replied Town Administrator Bolton. Town Administrator Bolton will also be working on job descriptions for all positions.

TOWN HALL BATHROOM RENOVATIONS: Town Administrator Bolton emailed the Board with the bid information and the balance in the Mildred Hall Fund for Town Hall work. Selectman Cahill would like to table this item. Two bids were received, opened yesterday by the Town Administrator Bolton with the Building Inspector present. One of the bids did not address the scope of work and added work. Both bids exceed the amount of money that is available in the Mildred Hall Fund. Selectman Cahill did some research and vetted the low bidder. Due to not having enough money, the Board may want to look at only doing one handicap bathroom (the women's room). Selectman Burdick suggested that maybe the Mildred Hall Advisory Committee could meet and discuss putting in the balance of the money to complete the project as bid. The Board will hold on the decision for tonight. The first step is for Selectman Burdick to contact the Mildred Hall Advisory Committee for a decision. The second step is that Selectman Cahill will make a courtesy call to the lowest bidder and let him know we will need another week or two before a decision can be made.

POLICE DEPARTMENT MOU: The Board agreed that the MOU received needs to be separated into two MOU's, one for details and the other for probation. The Board also would like clarification on item "E" from Town Counsel and have it ready for the March 6, 2023 meeting.

MINUTES:

October 11, 2022 Minutes: The Board would like to have the guests added to the minutes. **Selectman Cahill moved, Vice Chairman Osborne seconded to approve the October 11, 2022 as amended. Passed 3-0-1 (Burdick)**

February 6, 2023 Minutes: **Chairman Hippler moved, Vice Chairman Osborne seconded to approve the February 6, 2023 minutes as written. Passed 3-0-1 (Burdick)**

ADMINISTRATOR'S REPORT:

1. Road Agent Job Description – Town Administrator Bolton handed the Board two copies of job descriptions that were found on the NH Municipal Association website for similar positions advertised for.
2. Candidates Night – Town Administrator Bolton is working on scheduling a Meet the Candidates night prior to the election. As soon as everything is finalized, information will be advertised.
3. Liability Disclaimer – Town Administrator Bolton presented the Board with an agreement and release form to be signed for a property on Pondview Road.

CORRESPONDENCE/OTHER BUSINESS:

Email from Resident Regarding Recycling Plastics: Chairman Hippler stated that he responded to the resident regarding recycling plastics.

Grant available through America the Beautiful: The balers at the Transfer Station are being looked at for quotes for repairs. There is an opportunity for a \$5,000 grant from the America the Beautiful program through NRRA for a baler. It does not cover the entire cost of the baler but certainly would help.

Shout out to Interim DPW Director: Selectman Cahill wanted to recognize Interim DPW Director Jason Fiske and give him a shout out. He has been taking on all the responsibilities with his crew during these long multi day storms.

Work Session Agenda: Selectman Cahill would like the Board to set the upcoming work session together publicly at the conclusion of the business meeting the week before. He would like to see the Board stick to the agenda, not overload it and make sure there is allowable time to make it productive.

YouTube Meetings to be saved: Selectman Cahill would like the Town to copy the YouTube videos for all meetings, save on an external drive to be able to go back at a later time if necessary and view the meetings. Terabyte drives can be used and catalogued, then stored in the vault.

Upcoming Awards for Police Department: Chairman Hippler would like to congratulate the officers for the awards that Police Chief would like to present at an upcoming meeting. Town Administrator Bolton to check with Chief Moore on the status of the awards and schedule.

Being there was no further business to come before the Board, Chairman Hippler made a motion, Selectman Cahill seconded to adjourn at 7:58 pm. Passed 4-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton, Town Administrator

From notes and YouTube Video