

DRAFT



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 10, 2023

**PRESENT:** KEVIN J. CAHILL, SELECTMAN; BENJAMIN D. KNAPP, VICE CHAIRMAN; FREDERICK W. HIPPLER, CHAIRMAN; SALIM BLUME, SELECTMAN; SHERRY BURDICK, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Jason Fiske; Police Sgt. Brandon Montplaisir; Police Sgt. Ryan Frisbie

**CALL TO ORDER:**

Chairman Hippler called the meeting to order at 6:30 PM

**NONPUBLIC SESSION:**

**Chairman Hippler moved; Selectman Burdick seconded to enter into nonpublic session @ 6:30 p.m. pursuant to the authority granted in RSA 91-A: 3II (b). A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Knapp – yes; Chairman Hippler – yes; Selectman Blume – yes; Selectman Burdick – yes. Passed 5-0-0**

The Board of Selectmen individually interviewed 11 new potential hires for staffing for Chase Park.

**Chairman Hippler moved; Selectman Blume seconded to exit this nonpublic session @ 7:18 PM. A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Knapp – yes; Chairman Hippler – yes; Selectman Blume – yes; Selectman Burdick – yes. Passed 5-0-0**

**Chairman Hippler moved; Selectman Burdick seconded to enter into nonpublic session @ 7:20 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 Knapp – yes; Chairman Hippler – yes; Selectman Blume – yes; Selectman Burdick – yes. Passed 5-0-0**

Interim DPW Director Jason Fiske met with the Board as the agreement for being the interim ends April 15, 2023. After the DPW Director left in October, three (3) employees were given some additional stipends to assist in carrying out the operations as we headed into winter. A tool allowance of \$250 was being paid monthly to lease Interim Director's tools. Once the administrative assistant was hired, the stipend for the employee doing that work ended. Once the Transfer Attendant was promoted to Sr. Attendant, the second employee's stipend ended. There is still work being done at both the Transfer Station and DPW that has picked up by Interim Director Fiske. The Board is currently working on the DPW Director Job Description. Once the Board completes that they will need to determine the next steps. Will it be to put out an ad for the position or is there a possibility of promoting from within, which will be decided in time. **Selectman Cahill moved that effective 4/14/23 the stipend for Interim DPW Director Fiske will increase from**

**\$340 to \$500 per week and the \$250 monthly tool stipend will cease effective the same date; Selectman Blume seconded the motion. Passed 5-0-0**

Interim DPW Director Fiske left the meeting and Selectman Burdick asked if the Board was going to consider compensating the assistant mechanic for having his tools at the garage. The Board felt that was a conversation that needs to be done with Interim DPW Director Fiske present. It will be a future agenda item and all parties will be invited to attend.

**Chairman Hippler moved; Selectman Blume seconded to exit this nonpublic session @ 8:04 PM. A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Knapp – yes; Chairman Hippler – yes; Selectman Blume – yes; Selectman Burdick – yes. Passed 5-0-0**

**OPEN PUBLIC PORTION OF MEETING:**

Chairman Hippler stated that the Board stated the meeting at 6:30 PM with interviews with all the potential Chase Park employees and then with Interim DPW Director Fiske to discuss moving forward as the original offer of the Interim DPW Director was going to expire on April 15, 2023. Chairman Hippler stated that brings us to 8:07 PM, which he called the meeting to order and invited all present to stand for the pledge of allegiance.

**POLICE RADIO – BALOON DISCUSSION:** Sgt. Brandon Montplaisir was present filling in for Chief Moore. He stated that unfortunately he did not have much of an update. He has been trying to reach Liam Hurley who is the Communications Maintenance Supervisor for the Department of Safety in New Hampshire. He is the climber for the state. It is the department's intention to coordinate with the Department of Safety to see if they can utilize their resources as well to try to reduce the fees that they need to pay through ARPA money. Until more information is received, they do not have anything more at this time for this topic.

**POLICE – GRANT REQUEST CHANGE:** Sgt. Montplaisir reported that Chief Moore has been in direct communication with Lisa who is the coordinator for the grant. What they would like to propose to the Board, seeking approval is to apply for a command vehicle through the grant. They feel that they will be able to show a nexus between the lifting of restriction of Covid-19 and how this equipment will be utilized for ramifications from those restrictions being lifted. Chief Moore is very confident and so is Sgt. Montplaisir that they will be able to create that nexus. The money is drying up. Washington Police Department just put in for a UTV. He is anticipating approximately \$70,000 remains if that was approved. They both believe that this is going to be their least likely approval comparative to the UTV and drone, but however, they feel there is still a good chance and they would like to put in the grant and see what the State says on that. Chairman Hippler stated that just to be clear the department has changed direction as far as the grant and now want to pursue a command vehicle. Sgt. Montplaisir agreed and indicated it is largely because of the timeline as funds are running out. It is his understanding that they may not need to have a public hearing on this. This isn't really a controversial subject. There is definitely a need for a command vehicle. This would be replacing an older vehicle, so they are not increasing the fleet as far as numbers go. Sgt. Montplaisir stated that he is not 100% positive but he believes the Chief would be retiring his 2013 Ford Explorer. Chairman Hippler clarified that there was a request for public hearing on the UTV and drone and he still believes that there needs to be a public hearing for the receipt of any grant regardless of what the grant is. It is unanticipated revenue over a certain amount of money. Sgt. Montplaisir stated that they spoke with the grant coordinator, Lisa and it is not by law and he has been in contact with multiple agencies that have applied for this grant. Hillsborough Police Department Chief Parsons went to his Selectmen after he got approval and asked them to sign it and there was no recourse on that. Sgt. Montplaisir's concern is that if we need to have a public hearing it takes two weeks once noticed they are running out of time. That is why the grant request was changed to a command vehicle that is not controversial. Chairman Hippler stated that regardless of the item there are going to be people that talk about it. He is not trying to kick the can down the road but he feels the public should have some say. Sgt.

Frisbie is in charge of the fleet and stated that we have an opportunity to replace a 2014 vehicle with a brand new vehicle with a five-year warranty. If the town was to keep it for seven years, that first five years it will be covered minus wear items. He felt this is a win-win and it is zero tax impact. They have the chance to replace the oldest vehicle in the fleet with a zero tax impact. Sgt. Frisbie stated that to pass it up any argument against would not be rational in his mind. He felt that the town needs to jump on it. They have the opportunity and they are almost in the same predicament that they were in, in 2016. Chairman Hippler stated that he does not disagree with anything Sgt. Frisbie has stated, but this Board works for the townspeople and he is only one Board member. Selectman Cahill stated that tonight is officially a work session. These are dedicated work sessions and when the agenda was set last week this was not on the agenda. The Board was primarily working on things that the Board needs to get done. We came out of last week's meeting thinking we were going to have a public meeting to discuss the UTV and the drone, which would be well on its way. Selectman Cahill continued that the Board needs to add a description to this grant request change. All the agenda says is grant request change. It doesn't stated the change is to go from a UTV and drone to a command vehicle. That is where the public element has to come in. Next week is the official meeting, so the Board is going to have to put this on the agenda to come in and it would have to be nailed down in that meeting? Sgt. Montplaisir stated that was provided to the Board on April 5<sup>th</sup>, which he correct to Town Administrator Bolton. Selectman Cahill again stated that there has not been a public presentation for a command vehicle except back when Mountain Road happened and the Board did discuss the need for a vehicle like that. Selectman Blume stated that he disagrees and that when he saw this show up he thought the Board would be discussing the email that came across and the Board was going to be making a decision on the command vehicle. Selectman Blume stated that he thought we were going to accept the funds with the change that was made. Sgt. Montplaisir wanted to throw out one suggestion but didn't know the legalities behind it and he would talk to Lisa tomorrow, but if the Board would allow the department to apply as they don't even know that they are going to get it. The longer they wait to apply for it the less likely it's going to be that they are even eligible because the funds aren't going to be there. Vice Chairman Knapp stated that he would be okay talking about applying and then hear more about a command vehicle in detail. Sgt. Montplaisir stated that a command vehicle is basically what the Chief has today with a secondary radio in the back to allow them to take command of critical incidents, know where everyone is and set up a plan. Today the Chief's vehicle is the command vehicle it is just not set up for one. There is no secondary radio, which would be set up to be able to communicate with the schools on their frequencies. They are just trying to get a reliable vehicle because at this moment they only have two marked units available for service. Sgt. Montplaisir stated that the intent of the grant is to apply for everything that they would need in this vehicle and it would also be a secondary patrol vehicle. The quotes for the total package for this vehicle would be \$81,496.10, which includes graphics, upfitting, a secondary radio, storage upfit, Patrol PC with printer, the prisoner partition in the back and radar. He is figuring that there is only \$70,000 based on the Washington Police Department putting in for their UTV grant. Therefore, the grant is not going to cover this 100%. The plan of action is that they have money from the details/patrols down at Clough State Park, which has approximately \$20,000, which could cover any of those other fees to make it a non-tax impactable item and allow them to continue forward in their mission of serving the community. Selectman Cahill asked that this vehicle would be lettered. Sgt. Montplaisir replied, yes, there will be graphics on it. Selectman Cahill added but the current vehicle he is driving doesn't. Sgt. Montplaisir replied no. Selectman Cahill asked if there was a reason for going with the Tahoe versus the Explorer. Sgt. Montplaisir replied space, ground clearance and there has been transmission issues. Town Administrator Bolton clarified that it is a Tahoe because a presentation made at the CIP Subcommittee meeting a more SWAT like vehicle was presented as a command vehicle. Sgt. Montplaisir stated that it would be the same as what the Fire Chief is driving now. Town Administrator Bolton pointed out that in looking at the documents if the Board agrees for them to move forward and it be approved they will just be awarded the money. Sgt. Montplaisir stated that is what he needs to look into, but it is not the Federal Government it is the NH Attorney General's Office that will be reviewing and approving the applications. Ideally, they would like to apply for a grant to try to get another vehicle but if it takes approval by the town, then it is what it is. Selectman Cahill asked what created this switch from the necessity of the drone and UTV because the Board received pretty compelling arguments for the need of those two and

now back burning them and stepping into this. Sgt. Montplaisir replied that there is absolute need for a UTV and a drone, however they felt this was their best change to get past the Board of Selectmen to allow them to apply. They are running out of time. This money has been around for a while, they are trying to dry up that account, and if they do not make a decision, they are not going to get anything. They are trying to benefit the agency so they can provide services that the Town expects them to provide, by applying for something that there is an absolute need for. There is a need for a drone, a need for the UTV but there is also a need for a command vehicle because their command vehicle is aging, not set up properly to take command of a situation, so they felt that it was most appropriate. Sgt. Montplaisir continued there shouldn't be much controversy on this subject because technically they already have one although it is not set up as one. They would be getting rid of an old vehicle and putting this in to be a new vehicle and it is a win-win for the taxpayers and the police department. Selectman Cahill stated that he almost likes the description that we are replacing the aging vehicle and applying for a grant to do that opposed to the unclarity to the taxpayer on what we are approving as far as a command vehicle with a definition of the Chief's transport vehicle 99% of the time because that is what is going to be used for. Sgt. Montplaisir stated correct until a critical incident occurs. Selectman Cahill added provided it is not in Henniker. Selectman Blume agreed with Selectman Cahill and when you tell the Board you want a new vehicle he would like to know the maintenance costs and what are the hidden costs, but as soon as it's replacing an existing vehicle that's different. Sgt. Montplaisir stated that he can say with 100% certainty the intention is that if they are fortunate enough to get this grant that old 2014 is down the road. It is not covered under warranty. This will be under warranty. There is a lot of benefits to replacing that vehicle. The Chief feels that this vehicle would have a life expectancy of at least 10 years with proper maintenance. It is not going to be a front line vehicle. It's always going to be a command vehicle. Selectman Knapp asked what the life expectancy of the command equipment. Sgt. Montplaisir stated that prior to them getting the Dodge Chargers their radios were 15-20 years old. He continued by stating that there shouldn't be any reoccurring fees on this, maybe graphics, because graphics fade after 4-5 years, radar will last; Patrol PC with a printer that is not a critical item, some of those items were lower on the priority scale for the grant. If they get priorities 1, 2, and 3, which are the vehicle, graphics and the vehicle infrastructure upfit that is \$65,000 that they have saved the taxpayers on a vehicle that is much needed to replace a very old rusted out vehicle. Selectman Cahill stated that he understands it, but we are looking to get a transport vehicle for the Chief that will be set up to control critical incidents but would be parked in Henniker and what happens when the vehicle is needed and the Chief is not around, the vehicle is sitting in the neighboring community and we are looking for keys. He is not saying that we don't need one, but in Selectman Cahill's opinion if this is that tool for that emergency moment it's got to be right at the station. Sgt. Montplaisir countered by saying that when they have an emergency incident they are not just going to have any patrol person take command it is going to be a front line supervisor, whether it be a Sergeant or a Corporal and then the Captain may get called out or the Chief depending upon how critical the incident is. This isn't the everyday call for service. This is for critical incidents, time is generally on their time and you slow play. In modern policing they are not jumping in doors and all this cowboy stuff so time is on their side. Selectman Cahill added that the current command vehicle although not set up wasn't out on Mountain Road correct? Sgt. Montplaisir replied no because they don't have one that is fully set up. Selectman Blume asked that if this is approved with all the upfit, next year when another Tahoe is asked for could this vehicle be parted out to save the taxpayers money and put this equipment into that. It was indicated that with the UTV it had to be kept for 7 years. The question would be, could you take the equipment bought with ARPA funds be taken and put into a vehicle that was purchased with taxpayer money. Sgt. Montplaisir stated that his feel was that if the police department still possess this then yes. Selectman Cahill stated again that he is not opposed to any of this, but you pivoted quick on the Board and he was leaning towards trying to get a UTV that was bigger than 44 inches on the interior so two could sit in there comfortably and he definitely saw the drone as being very valuable in certain situations so now all of a sudden requesting a command vehicle caught him off guard. He did not read and interpret the email as we were going to be making a decision tonight, so he is kind of playing catchup here, but if the rest of the Board is prepared to make a decision he will have to hear their arguments for it. Selectman Burdick stated that if we go ahead and move on this command vehicle, would it be possible for the Chief, instead of using this command vehicle to use one of

the other Tahoe's to go back and forth from home with, so this would always be available at the police station. Sgt. Montplaisir stated that is something that should be discussed with the Chief but he would prefer an SUV or pickup truck. Selectman Burdick asked why the Chief couldn't take the new Tahoe, use that, and keep this command vehicle at the station. Town Administrator Bolton stated that could not happen as the article was for a fully equipped front line patrol vehicle and that is what they said yes to. The command vehicle will be a fully equipped front line vehicle but not used for everyday use. Sgt. Montplaisir stated that the first thing they need to do is to get a vehicle and all the logistics can be figured out later. They need to be able to apply for the vehicle and we are talking about what we do when we get it. Selectman Blume stated that if we were to say yes go ahead today, and they only have some dollar amount less for it, does that come back to the Board to make that decision on accepting that or not. He does not want to put the taxpayers in some hold if there was not enough money to purchase it completely. What if we only get \$45,000? Sgt. Montplaisir stated that he would call that a win. Selectman Blume stated he does not want us to get into that type of situation. Selectman Knapp asked if the Board could give permission to apply to see if they can be approved and if approved for how much. Sgt. Montplaisir stated that in speaking with Chief French from Henniker and Chief Parsons from Hillsborough they needed to come back to the Board to sign the paper work to accept it. **Selectman Burdick moved to give the Weare Police Department permission to apply for the grant as long as the application is non-binding and can be rescinded prior to accepting funds for a command vehicle to replace the 2013 Ford Explorer, Selectman Knapp seconded. Passed 5-0-0**

Sgt. Montplaisir asked if the Board had anything more for them, if not the Chief sent him with two other items. Chairman Hippler stated that we are trying to move away from that. If the Board was not made aware of a discussion prior to a meeting, we are trying to avoid topics coming up without notice. Sgt. Montplaisir stated the Chief sent an email on April 5<sup>th</sup> so it's long overdue. Town Administrator Bolton stated the email was sent on April 5<sup>th</sup>, there was an agenda already posted for the 6<sup>th</sup>, but due to illness, all of the items from the 6<sup>th</sup> was moved without adding anything additional. Chairman Hippler asked what the topics were. Sgt. Montplaisir stated the first is a records update, which will take about 20 seconds. The Board agreed to listen.

Records Update for Storage of old Police Reports: Sgt. Montplaisir stated that they are in the process of relocating them from a facility in Hooksett to the Town Offices. The Chief has been working with Town Administrator Bolton, based on the fees going up substantially. They went from \$75/month to \$130/month. There is a plan in place. They will need to be getting a humidifier, some security to lock the doors and some shelving. The Chief plans utilizing the Building Maintenance Fund for that. They should be getting the records back to the police department by the end of the month, as the last bill was just paid. Some of the files will be reorganized and the final resting spot will be in the basement. Chairman Hippler clarified that the record retention will be here in the Town Office. Sgt. Montplaisir stated, correct.

The last one is for a contract for details at Clough State Park during the July 4<sup>th</sup> weekend. Chairman Hippler asked to go back to the records. It was mentioned that there was going to be money coming from the Building Maintenance Fund, but it was further clarified that it would be from the building maintenance line item in the Police Department budget not the Capital Reserve Fund. Again, the next item is the details at Clough State Park for the July 4<sup>th</sup> weekend.

Contract for Clough State Park July 4<sup>th</sup> Weekend Patrols: Sgt. Montplaisir stated that because it is a monetary amount and it needs to be a contract as it is with the Army Corp of Engineers. It requires the Board's signature of authorization for the Chief to sign it, which gives them permission to work details down at Clough State Park. The form has the Chief of Police's signature on it. This is not the routine patrols done daily this is for actual details during the holiday weekend, targeted for four hours, two officers through July 4<sup>th</sup> weekend. **Selectman Burdick moved to authorize the Police Chief to sign the contract with the Army Corp of Engineers for Clough State Park July 4<sup>th</sup> Weekend Patrol, Selectman Blume seconded. Passed 5-0-0**

Chairman Hippler stated that we have reached the two-hour mark, what would the Board like to do address the next few items. Selectman Knapp pointed out that we didn't get to anything that we had planned or scheduled. The Board agreed to finalize the Town Administrator Job Description and possibly finalize the DPW Description and Police Chief Job Description. The Board agreed to table the final two items. Town Administrator Bolton asked if the Board reviewed the MOU's so that they can be sent to Town Counsel for his review and then make a meeting with Town Counsel.

**DPW Hire:** Chairman Hippler pointed out that we interviewed a potential DPW candidate but didn't officially make a motion. **Chairman Hippler moved to hire Barry Pratte as a part-time DPW laborer at a rate of \$19.00 per hours starting immediately; Selectman Burdick seconded the motion. Passed 5-0-0**

**CBA MOU's:** Chairman Hippler asked the Board's pleasure on the MOU's for the CBA. The Board received two new ones for hardship pay and personal time leave today. Selectman Cahill stated that he was under the understanding that the Board will be having a working session with Attorney Mark Broth. The Board agreed that they can be sent over for his review and a follow up meeting will be scheduled. Town Administrator Bolton stated that she would ask to have a meeting in mid-May, as the one person who did the negotiations is not available until May.

**FINALIZE-TOWN ADMINISTRATOR JOB DESCRIPTION:** The Board have been over all the changes. It was the consensus by the Board this is final and approves if effective tonight. A final clean copy will be delivered for the Board's signature for next week. Selectman Blume stated that we are doing all the job descriptions to catch up on reviews, so did the previous board sort out. Are we doing mid-year reviews? Is this going to start at the end of this year? Chairman Hippler replied the intention was to have this all done by February and it was not. He felt that as we complete these descriptions that the reviews be done. We are supposed to do it and the Board has fallen behind, as it happened tonight. A chartered course was planned and someone took the rudder, right wrong or indifferent. The idea is that once all three of these job descriptions are complete reviews will be done. Selectman Cahill stated that we have one done, so we can schedule that review. Once the next one is done that can be scheduled and so on. The Board would like to schedule the review in late May for the Town Administrator. The reviews were scheduled and it was realized there were no job descriptions. The idea is to have all the reviews done by November 30<sup>th</sup>. All the other employees were done by February and will be done again for the November 30<sup>th</sup>.

**Next Work Session:** The Board agreed that the next work session would only by the DPW Director and Police Job Description and a manifest and nothing else.

**MANIFEST: Chairman Hippler moved, Selectman Knapp seconded:**  
**To order the Treasurer to sign the payroll and accounts payables checks dated April 13, 2023 as included in the following manifests:**

Payroll Manifest	\$ 64,798.26 (Weekly payroll)
Accounts Payable Manifest	\$ 55,143.09
Supplemental Accounts Payable Manifest	\$ 771,941.00
<b>TOTAL:</b>	<b>\$ 891,882.35</b>

**Passed 5-0-0**

**Being there was no further business to come before the Board, Chairman Hippler made a motion, Selectman Blume seconded to adjourn at 9:00 PM. Passed 5-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton, Town Administrator  
From notes and YouTube Video