

DRAFT



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 24, 2023**

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

TOWN ADMINISTRATOR: Naomi L. Bolton

ABSENT: Kevin J. Cahill, Selectman

GUESTS: Jason Fiske; Tom Flaherty

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, Vice Chairman Knapp – yes; Chairman Hippler – yes; Selectman Blume – yes; Selectman Burdick – yes. Passed 4-0-0

The Board of Selectmen individually interviewed two young gentlemen interested in working for the Town. One would be for the full-time transfer station attendant position. The other would be for a DPW laborer with the intention to get his CDL during his 6-month probation. Both are available to start Tuesday, May 9, 2023.

Chairman Hippler moved; Selectman Burdick seconded to exit this nonpublic session @ 6:57 PM. A roll call vote was taken, Vice Chairman Knapp – yes; Chairman Hippler – yes; Selectman Blume – yes; Selectman Burdick – yes. Passed 4-0-0

OPEN PUBLIC PORTION OF MEETING:

Chairman Hippler stated that the Board stated the meeting at 6:30 PM with two interviews for potential new hires, one for the full-time transfer station attendant and one for a DPW laborer. Chairman Hippler stated that brings us to 7:00 PM, which he called the meeting to order and invited all present to stand for the pledge of allegiance.

NEW HIRES: Chairman Hippler moved to hire Konnor Beaudoin as a full-time Transfer Station Attendant with a starting wage of \$18.50 per hour, with an additional \$0.50 increase after successful 6-month probation, to start Tuesday, May 9, 2023; Selectman Burdick seconded the motion. Passed 4-0-0

Chairman Hippler moved to hire Austin Hall as a full-time DPW Laborer with a starting wage of \$19.00 per hour, and upon successful completion of obtaining a CDL during the 6-month probation time, an additional \$0.50 per hour increase would be granted; Selectman Blume seconded the motion. Passed 4-0-0

MANIFEST: Chairman Hippler moved, Selectman Blume seconded:

To order the Treasurer to sign the payroll and accounts payables checks dated April 27, 2023 as included in the following manifests:

Payroll Manifest	\$ 81,593.74 <i>(Weekly & monthly payroll)</i>
Accounts Payable Manifest	\$ 57,937.78
Supplemental Accounts Payable Manifest	\$ 22,755.00
TOTAL:	\$ 162,286.52

Passed 4-0-0

FINALIZE – DPW DIRECTOR JOB DESCRIPTION:

The Board went through the “Draft #2” job description for the DPW Director. This draft was put together as a result of the last work session by Selectman Blume. An email was sent to the Board dated April 3, 2023, with six outstanding items as well as the draft. The Board went through all six items and made the appropriate agreed upon changes. One change that was discussed/added under minimum qualifications was the travel distance. The Board felt the same wording that was used on the Town Administrator’s Job Description should be used but change it to 30 minutes from the DPW Garage. Selectman Blume stated that he will make the edits and re-circulate it to the Board for final approval. Chairman Hippler stated that the final approval will be on the next work session of May 8, 2023.

WORK ON POLICE CHIEF JOB DESCRIPTION:

Town Administrator Bolton had gathered Police Chief job descriptions from ten other New Hampshire Towns of various sizes for the Board to review. The Board was also provided with the current employment agreement with Chief Moore; the current job description last revised 5/1/2017; as well as the job description from Chief Moore’s prior community of Norfolk, Virginia. Selectman Blume stated that in all of the other job descriptions he likes the Newfields, NH one, although it is a different population size. He felt it would be a good start. After a bit of discussion, the Board questioned if they could create a new job description or alter the one on file for the Police Chief with the current employment agreement that both parties signed. There is no end date to the agreement, so the question would be is this agreement binding until Chief Moore leaves? Another question surfaced as to how it can be changed and how can a review be done based on a 2017 job description that was in place prior to Chief Moore coming onboard. The Board felt that they needed further information about these questions before much more was done. Town Administrator Bolton will send the questions and concerns to Attorney Mark Broth for his input.

UNSEALING NONPUBLIC MINUTES:

Selectman Blume wanted to discuss a process by which the Board unseals nonpublic minutes. Currently there is no process which by RSA needs to be established. It was pointed out that some minutes can’t be unsealed due to lawsuits and settlement agreements. After further discussion the Board agreed to come up with a process and discuss it at the May 8th work session. Once agreed upon, the Board will discuss it with Attorney Mark Broth while he is here for a CBA meeting on May 18th.

INVESTNH GRANT:

Town Administrator Bolton informed the Board that the Planning Board had applied for and received a grant for \$25,000 to update a few chapters of the outdated Master Plan. The last update was done in 2005. In 2022 the Town asked the voters to approve \$20,000 to be put funds away to update the plan and it was defeated. This grant is through InvestNH and it can be used for updating ordinances. At the last Planning Board meeting RSA 674:1, I was mentioned that states “every planning board shall from time-to-time update and amend the adopted master plan with funds appropriated for that purpose by the local legislative

body”. The question raised was with this RSA, can the town legally accept money from a source other than the “local legislative body”. Chairman Francisco reached out to Town Counsel for an answer to that very question. Her reply was that the selectmen can vote to accept the grant and then allow the planning board to use that to update the master plan. Chairman Francisco asked Town Administrator Bolton to see if the Board would authorize her to sign the grant paperwork. The Board wants to look at the grant paperwork before authorizing approval. Some on the Board felt the language of the grant was geared toward affordable housing. Town Administrator Bolton will forward the grant information to the Board, and it can be discussed on the May 8th work session.

Being there was no further business to come before the Board, Selectman Burdick made a motion, Chairman Hippler seconded to adjourn at 8:36 PM. Passed 4-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton, Town Administrator

From notes and YouTube Video