

DRAFT



WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 8, 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: Dani-Jean Stuart; Christopher Olsen, Interim Fire Chief; Tom Clow; Matthew Ingalls; Chelsea Ingalls; Brooke Ingalls; Zoey Ingalls; Maddy Ingalls; George Ingalls; Jennifer Ingalls; Police Chief Chris Moore; Beth Rouse, Finance Administrator; Sgt. Austin Maguire; Sgt. Brandon Montplaisir; Mark Roarick, Fire Captain.

CALL TO ORDER:

Chairman Hippler called the meeting to order at 6:34 PM and asked all those present to join in the pledge of allegiance.

SWEAR IN POLICE OFFICER:

Police Chief Chris Moore first wanted to present Sgt. Austin Maguire his plaque that was read out loud at last Monday's Board meeting. Those in attendance provided Sgt. Maguire with a round of applause.

Police Chief Moore stated that tonight he is here to hire a new full-time police officer Matthew R. Ingalls. He has completed all his tests; the last one was today. He will be hired at a Step 2 on the pay scale which starts at \$27.27 per hour and will advance to Step 3 at \$28.09 after the completion of the academy, which is the same thing they did with Officer Burner. He will be recommending hiring with three years of experience toward his annual vacation accrual. He will start at 120 hours, which again is the same as Officer Burner, due to his 10 years of military service. Hiring him today should get him a spot in the next academy which is scheduled to start June 12th. **Chairman Hippler moved to hire Matthew Ingalls as a full-time police officer at a rate of \$27.27 per hour; Selectman Burdick seconded the motion. Passed 5-0-0**

Chairman Hippler administered the oath of office to Mr. Ingalls and his girls, Maddy & Brooke will be hanging the badge on Dad's neck. Chief Moore stated that his start date is May 19, 2023.

MANIFEST: Chairman Hippler moved; Selectman Burdick seconded:

To order the Treasurer to sign the payroll and accounts payables checks dated May 11, 2023 as included in the following manifests:

Payroll Manifest	\$ 65,401.01 (Weekly payroll)
Accounts Payable Manifest	\$ 109,457.09
TOTAL:	\$ 174,858.10

Passed 5-0-0

FINALIZE – DPW DIRECTOR JOB DESCRIPTION:

Selectman Blume provided the Board with “Draft #3” job description for the DPW Director. Chairman Hippler stated that this is round #3 and is there anything the Board would like to discuss further on this. Selectman Cahill stated that he has missed a couple of rounds, but we have always discussed how much we are going to put on DPW Director/Road Agent and trying not to create a situation where we overload that position and water and sewer we pulled away. Selectman Cahill stated that it is his understanding that we are not going to change as we are doing it right now, but we are going to have that individual report directly to the acting DPW director as opposed to Town Administrator Bolton. Vice Chairman Knapp stated that the thought was to give the director a time frame to be able to get his license and then he can have that responsibility back. Selectman Cahill’s biggest concern is, this is a very thorough DPW director job description but filling all these boxes and getting someone to come through the door at what we can afford to pay may be something else we’re going to have to deal with down the road and had addressed that based on what we were compensating the past DPW director that financial contracting the sewer and water financially made sense. Chairman Hippler stated that when we chatted about this, we didn’t put a time frame on this. Selectman Cahill stated that his biggest concern here is, if an applicant comes through the door and doesn’t meet that criteria or interested in meeting that one criteria, he doesn’t want to discount that applicant totally. Chairman Hippler stated that was the job posting. This document is now what we’re going to require right out of the box. Selectman Cahill stated that we are working on 8-10 months into this process and he would like to make sure the Board fundamentally has an understanding that after adopting this, we are not going down the road that the interim director or a future candidate that might come through the door once we’re ready to post, which is going to be very soon, since we have been tagging the interim director along, is that that would not be a total elimination. Selectman Blume stated that he felt we spoke at length about that and that’s why so much was included under or the ability to acquire. Vice Chairman Knapp stated that he didn’t think the person has to come in the door with this, it would be something the Board would like someone to have and achieve in a specified amount of time. Selectman Cahill stated that eight months ago when we started this discussion, we had two members that were not present, and he felt that we are back to ground zero where we were eight months ago with a lot of refinements. Prior discussions were had about stand-alone Transfer Station; stand-alone water and sewer; and basically, going back to a road agent type position. At that time the Board was discussing the fact that this is too much for one person. **Selectman Blume made a motion that the Board accept the DPW director job description as written in draft number three; Selectman Burdick seconded the motion.** Chairman Hippler then asked for a vote. Selectman Cahill stated that because he wasn’t done with his opinion he is going to abstain. Selectman Blume pointed out that it was a motion and then there is some time where you can have a discussion on the motion. Chairman Hippler stated that he didn’t give him the opportunity and that was his bad. Selectman Blume stated that the Board wasn’t really discussing anything. Selectman Cahill stated that it is not his intention to waste anyone’s time here. It’s just a clarification of a document that he received today, so if he took five minutes, so be it. Selectman Blume added, again he just wants to make sure the Board is talking about not going backwards. This document is what he made a motion on and if there would like to be more discussion this is the time. Selectman Cahill stated no he was all set. **Passed 4-0-1**

DISCUSS/PREPARE TAX BILL INSERT FOR 1ST HALF BILLS: Chairman Hippler stated that a while back when we were discussing about the Transfer Station inserting a notice that would hit all the taxpayers and people was to put the insert of the recycling. Selectman Blume thought it was something he brought up to be able to show people that this is how much money we saved because of recycling. The intent was to encourage people and put a carrot out there to recycle. Chairman Hippler stated that is was more like a reminder letter than anything. Selectman Cahill stated that we instituted a new sticker program a year ago October and it was to emphasize that as of October 2023 if you pull into the transfer station and there’s not a sticker on your vehicle, you potentially could be told you can’t dump because we need proof of residency. It was also to empathize that we do have mandatory recycling, why we have it and the benefits of it and as Selectman Blume suggest in an effort to encourage people about the fact that

this is actually revenue based. Something that Vice Chairman Knapp introduced when he was the DPW director was that we're retaining half those revenues to help improve the facility and make it more efficient within the current municipal trash recycling facility. Town Administrator Bolton stated that whatever we do needs to be done and approved by May 15th. Town Administrator Bolton stated that currently there are three items that are currently available on the website. Selectman Blume stated that he will work on a draft and get the tonnage and revenue for 2022, which were put into the Town Report. He will work on it and bring it to the Board of Selectmen to be finalized at the May 15th meeting. Vice Chairman Knapp offered to help Selectman Blume if he would like help. Finance Administrator Rouse asked if it was for taxpayers or residents. The Board felt it was residents which is why we went to a new sticker program.

DISCUSS MINUTE TAKER POSITION & ADVERTISEMENT:

Town Administrator Bolton asked the area towns for what they have for minute taker. The package included the last advertisement and description/qualifications sheet from when the last-minute taker was advertised in 2018. Of the area replies: New Boston has no job description but pays \$20/hour for Board of Selectman and Planning Board; Northumberland guarantees a minimum of \$75 per meeting if done from the recording or \$100 per meeting if she attends; Atkinson provided a job description and they pay \$20 per hour for the Selectmen and Zoning Boards; Hampton Falls has a full-time minutes and land use duties for the Planning and Zoning Boards; Gilford has a part-time minute taker that does Planning Board and Land Use for \$25/hour and provided a job description; and Bradford takes minutes for the Selectmen, Planning Board, Zoning Board and Budget and she gets \$20/hour. Town Administrator Bolton stated that the intent would be for this person to do all the Selectmen, Planning, Zoning, Conservation Commission and Board of Firewards minutes which is about 108 meetings a year. Finance Administrator Beth Rouse provided the Board with a handout to depict several different previous years organizational charts and then showed where we are today and what we are proposing. The transcriber history has been as follows:

Board of Selectmen

- Outside Transcriber for 7 years until 2015
- Town Administrator from 2016-2018
- Outside Transcriber 2018-2019
- Town Administrator from April 2019-December 2019
- Full Time Administrative Assistant December 2019 – March 22
- Town Administrator March 2022 – Present

Zoning Board

- Outside Transcriber to April 2021
- Full Time Administrative Assistant 2021 – March 2022
- Town Administrator March 2022 – Present

Board of Firewards

- Part Time Administrative Assistant to August 2017
- Fire Chief August 2017 – July 2022
- Town Administrator July 2022 – Present

Planning Board

- Outside Transcriber to April 2020
- Full Time Administrative Assistant 2020 – March 2022
- Town Administrator March 2022 – Present

Conservation Commission

- Chairman/Vice Chairman to 2020
- Town Administrator 2020 – 2021
- Full Time Administrative Assistant December 2019 – March 22
- Town Administrator March 2022 – Present

Town Administrator Bolton and Finance Administrator Rouse put together a proposal. In late 2022, the Town hired a new employee as the Full Time Administrative Assistant to the Town Administrator, with the intention of hiring the Part Time Tax Collector at a later date. In the past five month it has become obvious that the new hire's strengths are in Tax Collecting. We are proposing this employee to become the Tax Collector/Administrative Assistant. This leaves the duties of transcription of meetings still vacant. We are proposing hiring an outside individual to transcribe the meeting of the Board of Selectmen, Planning Board, Zoning Board of Adjustment, the Board of Firewards (2023 only) and the Conservation Commission. This proposal would be funded as follows:

Part Time Position	\$21,424
Transcriber	\$ 721
Payroll Taxes	<u>\$ 1,694</u>
	\$23,839 – currently left over from combining the Tax Collector/Admin. Asst.

The cost for the transcriber would be:

Transcriber (108 meetings/year) @ \$100/meeting	\$10,800
Payroll Taxes on those monies	<u>\$ 826</u>
	\$11,626

A suggestive proposal is after the hiring of a transcriber to reallocate the surplus available left (\$12,213) and distribute \$0.50 per hour to the Full-Time personnel of the Highway Department, in an effort to raise the hourly rates to be able to keep help.

Chairman Hippler asked the Board to take up the transcriber discussion first. He stated that he was not aware that the Town Administrator was doing all of them and that is taking away from her job tremendously. He felt this proposal for the minute taker is a no brainer that we do the reassignment of funds. Vice Chairman Knapp agreed and felt that this is decent pay and hopes to get someone. Finance Administrator Rouse suggested that she would like to see the pay as a monthly stipend of \$900 regardless of the time spent. The Board agreed that the stipend would be the best. Selectman Blume stated that the Board of Selectmen minutes are pretty much caught up other than a couple of meetings, but the other boards/committees are still behind and could this new person work to on those. It could still be worked together and get them done, as any new hire is going to take time to get acclimated especially if the person is not familiar with the terms and what is going on. Selectman Blume stated that a stipend is not subject to the raise pool. The Board then reviewed the task description and qualifications, as there is no real job description. The Board updated the task descriptions to make them more current and finalized the job advertisement. Once done the Board agreed to let Town Administrator Bolton run an advertisement for a part-time minute taker for approximately 100 meetings a year for a monthly stipend of \$900. It will be advertised in the Messenger, Town Website, Town Facebook, InDeed, Weare in the World and the NHMA classifieds. It will be run for a minimum of two weeks.

The Board moved to discuss the suggestive proposal. The proposal is to provide \$0.50 per hour to the Full-Time personnel of the Highway Department, 12 employees. Selectman Cahill stated that he would like to have the DPW Director involved in this conversation. The Transfer Station employees were not included as there have been increases provided already outside the 5% from the raise pool. If the Board is inclined to include all 14 employees and keep the \$0.50 across the Board but the Transfer Station budget would need to find \$500. Selectman Blume suggested that maybe we reduce the amount to make it even. The idea of this increase is to try to bring the floor up to attract new employees and retain existing employees. The Board felt that it would be better discussed with the Interim DPW Director present, so it will be added to the May 22nd work session.

WORK ON BUILDING INSPECTOR JOB DESCRIPTION & ADVERTISEMENT: Town Administrator Bolton provide a package of information that was obtained on the managers list serve; current employee advertisements on the NHMA website as well as emails from some neighboring

administrators. The Board was provided with the 2021 Town of Weare advertisement and job description; three current advertisement vacancies in Winchester, NH; Conway, NH; and Stratham, NH. Job descriptions were provided for Hampton Falls; Belmont; Frankestown; Gilford; Fremont; New Boston; Alton; Bow and Plymouth. As further information the area communities' inspectors that are part-time take care of a couple of towns. For instance, Frankestown takes care of Bennington and Frankestown; New Boston is part-time and does Tuesday-Thursday; Dunbarton takes care of Dunbarton and Allenstown; Henniker takes care of Groton, Hancock and Henniker; and Hopkinton does Bow and Hopkinton. Selectman Burdick asked about reaching out to see if New Boston could do a couple of days here. Town Administrator Bolton stated that was asked and it was a flat no because he was new. Currently we are operating under a mutual aid agreement with Goffstown and that is working well right now, but things are going to get busy for both communities. Selectman Burdick asked about asking Mark Tessier, the retired Building Inspector for Goffstown or maybe even Kyle Parker who used to do the building inspections for Weare. The Board agreed that he could apply for the position. The Board reviewed the job description and advertisement that was used in 2021. Changes were made to both documents. Town Administrator Bolton will make these changes and bring it back to the Board's May 22nd work session to finalize.

INVEST NH GRANT DISCUSSION: Town Administrator Bolton stated that she had a call today from Southern NH Planning Commission looking to see where we were in the process. The Town was awarded the grant for \$25,000 but the agreement has not been signed because there was a concern about the grant and needing to have a public hearing, so additional conversations need to be had. Southern NH Planning Commission has offered to come to the Board and provide additional information. They have done it for other communities, and it seemed to help. The Board stated that they would like to have a Board discussion amongst just the Board before inviting them in. The Board felt that on May 15th the Board will have their discussion and invite Southern NH Planning Commission in for the June 5th meeting.

RIGHT TO KNOW REQUESTS: Selectman Blume stated that he read a Supreme Court decision that stated that we can ignore out of State 91-A requests. The Board received one from Vermont, so Town Administrator Bolton was told to just ignore it. Selectman Blume will forward that court case to the Board.

NONPUBLIC SESSION MINUTES FROM LAST WEEK: Selectman Blume stated that we talked about nonpublic minutes and the 72-hour requirement and that didn't happen. There is not one this time so it's not a big deal. There were nonpublic session minutes as part of last week's minutes and those were not done within the 72-hour time frame per state law. The minutes were out withing the five business days, just not the nonpublic portion.

EXIT INTERVIEW FOR EMPLOYEE THAT QUIT: Selectman Blume stated that he had someone talk to him about a DPW exit interview and he wanted to know what happened there. Selectman Burdick asked if it was Marty. Town Administrator Bolton stated that if it was, she got an email from him asking when he was going to have one. An email was returned to him explaining the wording of the personnel policy which states that when you give a formal resignation notice with the date of your last day, an exit interview would be afforded them if they want one before the last day. If it is this case there was no formal resignation it was just a quit, therefore he was informed that there would not be an exit interview. Selectman Blume stated that his reading of that was that if they resigned, we will guarantee them that opportunity, that doesn't mean we won't do it for anyone else. The question was asked even for those that just quit. Selectman Burdick stated that she thinks the Board should hear everyone really, what difference does it makes. Town Administrator Bolton stated she felt it would be a waste of time for an unhappy employee that quit doing an exit interview. Selectman Blume stated that is the point we need to find out the reason and maybe take it with a grain of salt but. Selectman Burdick interrupted and stated that we need to be able to correct it if there's an issue and if we don't hear anything we don't know.

Chairman Hippler stated that if it's a disgruntled exit you need to use extreme discretion but. Selectman Burdick interrupted and stated there may be that there's an issue. Vice Chairman Knapp stated that there's no decisions being based on it he just doesn't why. Again, Selectman Burdick interrupted and stated that you should hear from everybody. Chairman Hippler read the section of the personnel policy regarding resignations. Selectman Cahill asked if Marty requested an exit interview. Town Administrator Bolton replied that he has now. Selectman Blume stated that there is a form on the website that says to reach out to the Board, but it doesn't go to the Board. Town Administrator Bolton stated that all the emails for any department come to an "office" email and get delivered to the appropriate department depending upon the subject. Selectman Cahill stated to Town Administrator Bolton that he has asked you for an exit interview. Town Administrator Bolton stated yes, he did, and she replied as is written in the personnel policy and whereas it wasn't a formal resignation then an exit interview would not be conducted. The Board can certainly overrule the Town Administrator. Selectman Burdick again stated that she thinks the Board should hear from him. Selectman Cahill asked how long ago he quit. Town Administrator Bolton was unsure, but it has been a while, it was during the winter. Selectman Blume stated that the impression he got was that he had been trying to get an exit interview for a while. Chairman Hippler stated that he didn't think it has any harm, but again the exit format really needs to dictate the mindset of the Board. Vice Chairman Knapp stated that he thinks if someone requests one the Board should have one. The Board should then discuss whatever the issue is with the department head and certainly not act upon it without a discussion. The Board agreed to invite him in at the next work session, May 22nd at 6:30 PM with a 15-minute time frame.

EMAIL TO BOARD: Selectman Burdick asked if the Board was going to talk about the email that came today. The Board asked what email. A document was raised, and the Board stated that it didn't come today, it was just handed out. The email came around April 15th during the email migration and some didn't get it some did, so a hard copy was merely provided to everyone tonight. This will be discussed at the next meeting with the department head. Selectman Burdick stated that was not the email she was alluding to. She got an email today about a kid falling in up at the Transfer Station between the wall and the paper container that is being used because the compactor is down. Chairman Hippler stated that as of his knowledge the issue has been remedied. Town Administrator Bolton was unaware of the email as it was just to the Board. Again, the Board felt it should be discussed with the department head at the next meeting, May 15th.

POSTING DPW DIRECTOR JOB ADVERTISEMENT: Selectman Cahill asked before the Board is to adjourn, he would like to discuss a for a date of when the DPW Director Position will be advertised and for how long would the Board run the advertisement. The draft advertisement will be on the next work session, but they all agreed it should be straightforward.

Selectman Burdick asked when the Board might stop having work sessions every other week. Chairman Hippler stated that this is going to go on for a while and he didn't honestly see an end in sight. These work sessions have merit but there is still miles to go.

DRAFT POLICY FOR UNSEALING NONPUBLIC MINUTES: Selectman Blume put together a draft policy for unsealing nonpublic minutes that he passed to each Board member for their review and discussion at the May 22nd work session.

Being there was no further business to come before the Board, Chairman Hippler made a motion, Vice Chairman Knapp seconded to adjourn at 8:57 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

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