

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
June 20, 2022

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

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Eldon Townes; John (Jack) Meaney; Eileen Meaney; Police Chief Chris Moore; Leigh Bosse, The Messenger; Officer Barry Charest; Frank Campana; Clay Kriese, Library Director; Nick Fox.

CALL TO ORDER: Chairman Hippler called the meeting to order at 6:30 PM and asked those present to join the Board for the pledge of allegiance.

PUBLIC COMMENT:

Eldon Townes, 111 Huntington Hill Road stated that he has been paying attention to the meetings regarding the transfer station. He doesn't just the transfer station that often as he has a dumpster. He has on occasion handed the attendants cash, but he felt in today's environment we need to get rid of the cash element, whether it be credit card, check or something else. The other topic is the bags. Whatever color the Board decides to use the attendants will know that we are getting Weare trash. He is in favor of what the Board is looking at in the way of transfer station changes. He thinks the scales are a good idea. The transfer station is a good place to utilize what it generates to get to a point of supporting itself and take that out of taxes for running the town. Mr. Townes stated that there is a lot of money to be made in the form of solid waste as well. He feels the Town should get up the times and keep track of what we do and what we spend right down to the cent. If more equipment is needed you will have the funds to do it and that over time is definitely a step in the right direction. If a resident doesn't like the fees get a dumpster they are cheap. Lastly, the Army Corp came before the Board at the last meeting looking for some help. A few times prior to the donated work that was done the road was touched with the town grader, the short portion. He remembers seeing it himself. We can't be maintaining that. If we need a beaver dam removed he felt that the Army Corp should be doing it not the Town. Mr. Townes felt that we could be opening a can of worms using emergency funds for class VI roads maintenance. He lives on a class VI road along with lots of other residents. He feels the Town could get stuck in a sticky spot doing what has been done on that short portion of road.

Jack Meaney, 282 Quaker Street stated that he is here tonight to support the proposal to use clear bags at the transfer station. He, like Mr. Townes has a dumpster for his business because there is stuff that just can't go into the regular trash. In this day and age where we are trying to watch every nickel, if we are missing stuff that can be recycled. By being in a clear bag where it is open and transparent that is going to save that much more money and tonnage that has to be hauled. He would like to see the Town try it for a year to see, it would be well worth it. The comment of dealing with cash is a hard situation. There is a

cash register right in the office, so it can be done right there and a receipt can be given. Of course using a credit or debit card would be a lot cleaner.

DEPARTMENT/COMMITTEE ITEMS:

River Road Bridge Update: DPW Director Knapp stated that there is really three options for the current bridge. One is to band aid it at a cost of over \$100,000, which Director Knapp recalled the Board all agreed that was off the table. Two is to do a so-called permanent fix with what’s salvageable. The third would be to tear everything out completely and start from scratch. He felt that we are not really far enough to even have that conversation. The engineer was working on surveying and permitting first to see about the temporary bridge option that we talked about. Then we can have a larger conversation of one lanes or two, renting it or buying it. Once that has been decided upon we have the larger conversation about the main bridge. After the June 6th meeting the engineer was contacted about a number to fix the bridge in place, so he stopped doing the surveying and permitting. The permitting has to be done no matter which option the Town chooses. If the Board is still wanting to move in that direction Director Knapp will call the engineer in the morning and have him continue. Chairman Hippler stated that he felt the Board was all set to do the main repair which was to re-deck, add the new beams, etc. His question is, what is the time difference between installing a functional temporary bridge versus repairing what we have? Director Knapp was unsure but he felt the temporary bridge would be put in this winter and fixing the he really is unsure. The difference is to do something with the current bridge we don’t have enough money for the fix, where it appears we do have funds enough for a temporary bridge. Selectman Cahill asked about the potential easement issue. Director Knapp replied that is why we are doing the survey. The engineer stated that looking at the tax map the line is looking very close, so the survey is a very vital first step. Selectman Cahill asked if it would be feasible to establish a timeline with benchmarks. Director Knapp replied that it can’t be done until the surveying and permitting. Chairman Hippler stated that it appears that the consensus of the Board is to move forward with the permitting and keep the Board informed.

Transfer Station Update: Chairman Hippler asked how we are doing with the current changes at the Transfer Station. Director Knapp replied that the only change we’ve had is putting the furniture in the demo trailer. It has done exactly what we thought it would do. We’ve taken in probably one third of the furniture now because it was coming from elsewhere. This change is making the trash trailers about 3 tons heavier because it is compressing better. The only thing that may throw a wrench into things is if the place we take the demo changes hands. It was not done years ago because the prior place we took the demo wouldn’t take it with the furniture in it. We are charging very fairly for everyone. Director Knapp talked about the new stickers. Director Knapp is fine with the Town Clerk issuing them. He felt that issuing 2 stickers per household and charging \$1/each after that and if they do it online. The guys will get an updated report from Clerk Works weekly so they can spot check.

Library Update: Clay Kriese, Library Director was present not for the chimney. He has reached out to Ryan Gagnon who informed Mr. Kriese that he is very busy and needs more time to get what we want. He is here tonight for an update on the Sawyer Room windows. In February the Board approved the funding of 7 double hung windows with insulation for the Sawyer Room. The project was awarded to BJ Johnson & Son for \$4,497.00. BJ Johnson expressed concern regarding the presence of lead. He refused to move forward on the project until it was cleared by a lead inspection company. On April 24, Alchemy Lead Management surveyed the frames and found the presence of lead. Alchemy advised that the window sash-packs can still be removed and replaced without the risk of contamination. BJ Johnson still wants to supply the windows but declined the labor. AB Construction has agreed to provide the labor at \$2,800 which breaks down as follows: \$700 – demo; \$700 – installation; \$700 – interior containment and encapsulation; \$700 – storm window removal and exterior encapsulation (recommended). AB Construction recommends the latter option because “old storms can cause damage to the replacement windows. Also, the abatement aspect, removal is the best way to be able to properly encapsulate the lead paint.” The new numbers for the project are as follows:

7 windows from BJ Johnson & Son	\$ 3,661
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Labor from AB Construction	\$ 2,800
Subtotal:	\$ 6,461
Funding approved by the Board of Selectmen on February 23, 2022	\$ 4,497
Additional amount requested from Board of Selectmen on June 20, 2022	\$ 1,964

Selectman Van moved, Chairman Hippler seconded to approve the additional request of \$1,964 for the window replacement to be performed by AB Construction with money to come from the Government Building and Maintenance Fund, previously approved on February 23, 2022. Passed 5-0-0

Parking Ordinance: Police Chief Chris Moore was present. He handed around a new parking ordinance for everyone. This came about from Selectman Osborne’s request that the small area, partly paved right around Center Park right off East Road. They are trying to get it approved to use that for handicapped parking for the patriotic celebration. The old parking ordinance was in need of revision so Chief Moore proposed a whole new parking ordinance. We can still rely on the old parking ordinance with just an amendment to get that approved for handicapped parking. He is in no rush for the new parking ordinance it is out there that can be reviewed at a later time. Town Administrator Bolton stated that a public hearing will need to be held before the new parking ordinance can be adopted. The new parking ordinance was parts taken from 4-6 other communities with parking ordinances. Chief Moore stated that he can come before the Board each time he has an amendment so that is will have a start time and end time. **Selectman Burdick moved, Selectman Cahill seconded to approve the amendment to the parking violation ordinance for temporary handicapped parking during July 14th through the 17th. Passed 4-0-1 (Osborne)**

Patriotic Celebration: Chief Moore stated that the first year he was here they used a police vehicle obviously with maintenance and gas being a concern, he walked the first year. When we got the Tahoe we put that out there just showing the taxpayers what they got for their money. His recommendation is that we don’t use a vehicle this year, but will leave it up to the Board. He’s fine to deferring to the American Legion for carrying the flag and let the flag lead the parade. He’s just putting it out there to see what the Board would like to do. There will still be police presence before, at and during the parade. The Board agreed to have the cruiser in the parade at the beginning. The Chief agreed to walk outside the cruiser at the beginning of the parade.

Status of Radio System Upgrades: Chief Moore stated that since the vote where the Fire Department is moving to Capital Area Mutual Aid they haven’t heard anything. He is looking for an updated on progress. In speaking last week to Town Administrator Bolton, Chief Moore indicated she wasn’t getting any replies when she reached out to 2-Way and Granite State Communications. Chief Moore stated that they realize that Town Administrator Bolton has a lot on her plate by her signature line and offered to take over the project and keep in contact with these vendors and keep the Board up to date as well. Selectman Van stated that he is not opposed to that and taking one thing of her plate. Chairman Hippler agreed as long as the Board was kept in the loop all along the way.

Selectman Van stated that the new Gateway was installed and it wasn’t working well. He suggested bringing it down to Base 100. Chief Moore stated that they did that and it needs another cable. Essentially what it was they thought we were tying into two lines. They can’t tie into two lines it has to be one line so they are ordering the correct cable, which is what they are waiting for.

Pistol Transition Update/Pistol Range: Chief Moore stated that they completed the pistol transition from the year end purchase last year. They went from the Glocks to the Sigs with the red dots. Sgt. Frisbie coordinated the transition and did an excellent job. He had to complete additional training on the sighting system to be able to teach it. He had to go out to Sig and get trained for a week. Once certified as an

instructor he then provided 16 hours of training to each full time officer. Because Weare doesn't have its own range they had to go to New Boston to train.

Chief Moore stated that their plan is still to use the DPW and Director Knapp is still onboard with it. There seems to be a little bit of confusion. There used to be a citizens committee which was formed when Weare was exploring the option of having the range open to the police department and the public. There is no restriction for having a range just for the police department according to Primex. No issues because they're employed by the Town and if they are injured they are covered by workers compensation. Chief Moore has been to the site. There are safety procedures that can be put in place and he is comfortable with that location. They will put up signs that it can't be used and can prosecute people who trespass on that property. He is looking for approval from the Board and possibly bring it back up in two weeks as they would like to really get that going. Selectman Van suggested having Director Knapp present as it does affect his working area. Selectman Van stated that he is not opposed to reopening the range just for the police department. Selectman Van stated that back years ago there were targets on site already, resettable flip targets and asked if they were still there. Chief Moore replied that believes we found a few of them. Selectman Van stated that he found a pallet of old steel targets out back all rusted that were never even used they were still banded to a pallet. Sgt. Frisbie mentioned that we have access to some steel targets. Chief Moore is unaware of how many and where they are. Selectman Van asked if they were looking to purchase more. Chief Moore replied no not at this time. He wants red flag and no trespassing signs that he would purchase out of his budget. Selectman Cahill stated that Lt. Cavanaugh from Deering Hillsborough Police Department mentioned to him that anytime the Weare Police want to use the Deering Range they are more than welcome to. It is a very nice range private range.

DHS Grant Agreement: Chief Moore stated the DHS (Division of Highway Safety) Grant is an agreement it is not a contract. He was aware that the Board had to approve contracts. The reason he signed it and didn't think it needed Board approval was there were no Town funds used in this. It is 100% reimbursable from the State. The Town has no financial contribution. It is for \$1,700. Typically there are four target areas. The one they just did was no texting while driving enforcement for a couple of days. It only pays for four to five shifts. He confirmed that it does pay for the officer's overtime, the NH retirement contribution, the payroll taxes and the processing fee. So it's 100% paid for by the State and there is no town contribution. If they do a good job this year the State will up it to about \$3,500 annually. If you monitor social media people are vocal about driving concerns and they put the officers in those areas. It allows them to do a little bit more traffic enforcement in areas that they might not be able to get to just from handling calls of service. Town Administrator Bolton stated that the reason it was brought up was that in speaking with Chief Moore on the phone it was inferred it was a 50% match and the funds would come from the overtime budget. Chief Moore stated that was an error on his part as he thought they had a contribution, but he called and confirmed that they don't. Selectman Van stated that to him, whether it be an agreement or contract it is still the same thing so he would prefer it to come before the Board. Chairman Hippler agreed that has been past practice with any agreement with an outside agency. Town Administrator Bolton stated that at a recent conference it was explained that it doesn't matter what it calls itself it is a contract. Chief Moore stated that what this equates to basically is a detail and if the Board doesn't want to approve State funded details that's the Board's choice. Selectman Cahill agrees with Selectman Van and if somehow we can improve the communication between the Chief and the Town Administrator, the information could be provided to the Town Administrator who can provide it to the Board it doesn't necessarily mean the Chief's attendance would be required, the Board would just like to know ahead of time. **Chairman Hippler moved, Selectman Van seconded to allow Chief Moore to sign the DHS Grant with the State of NH for the Weare Highway Safety Grant, grant #22-193 for targeted enforcement for a total of up to \$1,700. Passed 5-0-0**

Details: Selectman Van stated that he has a citizen come to him and ask about police details. What vehicles is the police department using for details? Their concern was that we are not putting brand new front line cruisers out there just racking up hours sitting there idling. Their thought and Selectman Van kind of

agreed that we should be using the older cruisers for details instead of like the Tahoe. Chief Moore stated that he likes that idea and when we reach the point of a car each year keep one car just for details. Dunbarton does that. The one gentleman that does the details does so many details that he essentially pays for a new car for them every year. Right now the officers are assigned particular vehicles so if they're working a detail they take their particularly assigned vehicle. Maguire and Muse are the primary on the Tahoe and they really don't do many details.

MANIFEST:

Chairman Hippler moved, Selectman Burdick seconded **to order the Treasurer to sign the payroll and accounts payables checks dated June 23, 2022 as included in the following manifests:**

Payroll Manifest	\$ 70,413.76 (<i>Weekly payroll</i>)
Accounts Payable Manifest	\$ 286,923.05
John Stark Regional Payable Manifest	\$ 519,516.00
Weare School District Payable Manifest	\$ 615,670.00
TOTAL:	\$ 1,492,522.81

The following manifests were previously ordered to sign at the June 6, 2022 Board of Selectmen meeting:

<i>Payroll Manifest</i>	<i>\$ 71,008.66 (Weekly payroll checks dated 06/16/22)</i>
<i>Accounts Payable Manifest</i>	<i>\$ 26,006.22 (Checks dated 06/16/22)</i>
<i>Supplemental Accounts Payable</i>	<i>\$110,008.32 (Checks dated 06/16/22)</i>

As there is no Selectmen meeting scheduled for Monday, June 27, 2022 and July 4, 2022

Please vote:

To order the Treasurer to sign payrolls checks dated June 30, 2022 and July 7, 2022 estimated to be about \$160,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$180,000.00 for accounts payables that cannot wait until the next scheduled meeting. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting. Vote: 5-0-0

MINUTES: tabled

ADMINISTRATOR'S REPORT:

1. Draft Rental Housing Ordinance: Town Administrator Bolton handed down hard copies to all Board members with a reminder that we have the public hearing on Thursday, July 23 @ 7 PM at the Weare Middle School Cafetorium. Town Administrator Bolton asked if the Board would like Town Counsel. Selectman Van stated that he or Chairman Hippler was going to bring this up but there was a request from some residents to make this ordinance go before the voters at the March meeting. Chairman Hippler stated that in the past any zoning ordinance, planning board articles and the most recently the noise ordinance that unfortunately didn't make it there, but all those changes go to Town vote. It is certainly within the Board's right to adopt an ordinance. The Board's consensus was to have Town Counsel present at the public hearing if she was available.
2. Joint Loss Management Committee: the next meeting will be July 13th @ 9:30 AM

3. Radio Communication: Town Administrator Bolton will send over the prior emails for Granite State and 2-Way to Chief Moore. We have not heard from them as of today.
4. Asbestos Testing on 487 North Stark Highway (Barden): two companies were emailed for the testing at this site as well as the Buzzell Hill Road property. The Conservation Commission has given Town Administrator Bolton the green light to proceed, now just need to get the final for the Buzzell Hill Road property and bring it back to the Board for review and approval.
5. Garnett Property: Selectman Cahill asked about the Garnett Property correspondence on Old Francestown Road. Town Administrator Bolton stated that she hasn't done anything and Selectman Cahill stated that it was not Town Administrator Bolton's item. The Board has talked about it 3 times now he felt it should be back in the DPW's court. Chairman Hippler stated that he recalled that we are going to reach out to Randy Dearborn or someone that would have been here when the work on the road was being done. Selectman Cahill reminded the Board that we set a date of June 14th for one of those guys to give us some sort of feedback so we can reply back to them out of common courtesy.
6. HVAC Award: Town Administrator Bolton stated that she was provided with references from the gentleman that the bid was awarded to for the new AC units. None of the references have returned calls before tonight's meeting. The insurance certificate has been sent to the Town.
7. Weare Representatives Meeting: Selectman Van stated that he has had a conversation with Representative Cushman. He offered an opportunity to come in and speak to the Board and she would love to.
8. Alternates to the Library Trustees: Town Administrator Bolton stated that per State RSA the Selectmen appoint any alternates to the Library Trustees after recommendation from the for a one year term. Heleen Kurk is the only alternate currently serving, but will need a motion to keep it legal. There is a request for the Board to appoint Joshua Dick and Hanna Schofield as well. **Chairman Hippler moved, Selectman Van seconded to appoint Heleen Kurk, Joshua Dick and Hanna Schofield for alternates to the Library Trustees for one year terms. Passed 5-0-0**
9. Email from Selectman Cahill: Selectman Van stated that in the email from Selectman Cahill it was noted that Selectman Van did an inspection at Chase Park. Selectman Van stated that he wouldn't call it an inspection. He stopped at Chase Park. Selectman Cahill stated that in passing someone had heard that the Board might be cutting the hours and that it may have come from Selectman Van. Selectman Van replied he stopped by one of the mornings of opening weekend there were some boaters. No one was on the beach. The park looked good. No complaints. There were a couple of minor things he addressed with Parks and Rec and they were taken care of or are in the process of being taken care of.
10. Cemetery Business: Town Administrator Bolton reminded the Board that they have a burial this coming Saturday. Selectman Cahill took care of the June 18th burial and things went very well. The service is scheduled for this Saturday at 10 AM for Susan Flint. The Board would like to look further into having the digging of the burials by another party. Vice Chairman Osborne stated that the funeral homes usually take care of the coordinating the digging and they take care of the fee as well.

EXOFFICIO UPDATES:

Parks & Recreation: Selectman Van stated that the skate park has started having some of the features that were approved at Town meeting by the voters, installed. They have also quoted to repair the existing structures that are repairable. They are going to remove what is not repairable for safety concerns. The tennis courts are scheduled as of right now to be resurfaced the last week in July. Chairman Hippler and Selectman Cahill will work together on making sure the site is prepared.

Planning Board: Selectman Burdick stated that the Planning Board approved the amendments made to the Dollar General Store. Selectman Van asked what changes. Selectman Burdick stated that they approved the coloring because they didn't put the right coloring that was approved. They put some cement barriers so that you can't drive around on the well or near the propane tank. It's all approved. The other thing is that they are going to do a site walk at the storage unit over near Sugar Hill on Route 77. They are looking to add a couple more units there.

Evaluation Forms: Selectman Burdick was asked to come up with a new performance evaluation form. The first one is one that Selectman Burdick typed up from stuff that she had done when she was working. It gives an overview with ratings. It goes through the technical, competency and interpersonal skills. Selectman Van stated that it looks very generic was that the intention so that it could apply to all departments. Selectman Burdick responded yes. She didn't want to do it to a specific job because the Board will probably be tweaking it. There is a place for employee comments as well. The other two she got off the internet. They are fuzzy as she had to enlarge them. One of the ones off the internet did not have a space for comments. Selectman Van stated that because the different departments will be evaluated on different tasks, should the department heads come up with their own form. Selectman Van asked when should these be done. Selectman Burdick will finalize. Chairman Hippler will email her his evaluation sheet so she can finalize. The Board will come up with a percentage to create a "pool of funds". Then based on evaluations will be how the pool is distributed. The Board agreed that March 1st would be the deadline for all department heads to get to the Town Administrator. Police and Fire are outside this process. This new form would be for DPW and Town Office. The Board suggested changing quantity to teamwork.

CORRESPONDENCE/OTHER BUSINESS:

Selectman Osborne asked who is going to install the handicap parking signs for the Patriotic Celebration. Chairman Hippler asked if we had them. The suggestion was to check with DPW.

Selectman Cahill stated that the Town Clerk sent an email breaking out the costs for anyone that purchases the registrations on line. There is an additional \$1.50 for the sticker. If the registration is done at the counter there is no charge for the sticker, but on line it would be \$1.50. If that's okay with everyone he would like to shoot to implement this the first week of July. Selectman Cahill asked Vice Chairman Osborne a handout for the transfer station to explain hours/fees/etc. Vice Chairman Osborne explained that he is not good with this. Selectman Cahill will put one together. The Town Clerk would like to have one to give people. It will be a cut and paste from information that we already have in our reach. Selectman Cahill stated that he would like to put together a handout, email for approval so we can get this kicked off.

Selectman Van stated that while we are on the subject of Transfer Station of DPW in general, he would feel more comfortable if the Board is going down there to do workarounds and inspections that the DPW Director is informed and present at all inspections, walkthroughs, etc. going forward. There was an incident that recently took place that he was not present for and Selectman Van felt that was not correct. All department heads should be present when we are doing inspections of their facilities it is just common courtesy. Selectman Cahill responded that he was made aware as he made a request to come up with a plan to do the repair. He was made aware that the walkthrough was going to happen. The building inspector text Selectman Cahill on Sunday to let him know he had an opening Monday as he has a very limited time schedule. It wasn't an inspection of the property it was to create a how to do it. It was completely transparent, Selectman Cahill offered to show the text messages. That visit resulted in a condemnation of a structure down there, which is a huge issue the Board needs to address. Where are we getting the money? How fast can we have this fixed? Do we have to have engineering studies? Selectman Cahill stated that the Building Inspector has met with the DPW Director and he is now getting pricing for those materials. To his knowledge that is being done and in motion. The letter condemning the building stated that it shouldn't be used and it is still being used. Selectman Van asked that for the future if the Building Inspector could be informed that any future condemnation of a town building needs to go immediately to the Board of Selectmen. Selectman Cahill stated that he went to the transfer station the other day and noticed they are still using it and he contacted Chairman Hippler. Selectman Van stated that we need to notify the DPW Director that the area not be used any further immediately. Town Administrator Bolton was asked to give DPW Director know the directive from the Board.

Selectman Van asked to see if the 100% increase in Eversource applies to commercial or municipal accounts as of August 1st. Town Administrator Bolton will check into this further.

Selectman Burdick stated that she has not heard back from any of the contractors about putting some gutters on the barn on East Road. Highway came up and filled it in. We have had a couple of major rain storms and they have already lost about a foot of dirt in this round area. Selectman Burdick suggested getting a heavy roll of plastic (she will go get it) and lay it down on the ground so it directs the water down instead of letting it seep down through the foundation. Selectman Van stated could we do that and then put some stone on top of it to weigh the plastic down so it doesn't blow away. Selectman Burdick stated she was going to use some small cement blocks every 10 feet or so to hold the plastic, that way you don't have to deal with the stone down the road. Selectman Burdick stated that the other issue is that the road is higher than the land so any water coming off the road or building is getting into the foundation as it is stone. Selectman Burdick stated that she will get some plastic and get that done.

Selectman Cahill stated that there were other things noted during the meeting with the Building Inspector. Chairman Hippler stated those will be discussed at a later meeting. Selectman Van stated that is part of the conversation he had with the DPW Director and felt it would be better discussed at a separate meeting on a separate night.

Being there was no further business to come before the Board, Selectman Van made a motion, Chairman Hippler seconded to adjourn at 8:48 pm. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

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