



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 22, 2024

PRESENT: JANICE MATHEWS- CHAIRMAN, BENJAMIN D. KNAPP- VICE CHAIRMAN, SALIM BLUME- SELECTMAN, JAMES DRURY- SELECTMAN, DAVID PRATTE-SELECTMAN.

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Jack Meaney, Eileen Meaney, DPW Director Jason Fiske, Police Chief Chris Moore, Frank Campana, Fire Chief Mark, Roarick, Tom Clow, Leigh Bosse; The Messenger, Greg White.

These minutes were transcribed from the following link:

https://www.youtube.com/watch?v=vOBuh_tM1u4

Chairman Mathews called the meeting to order at 6:30 PM.

Chair Mathews motioned to enter into a nonpublic meeting at 6:30 p.m. to RSA 91: A-3 II (C). Selectman Blume seconded. A roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte – yes; Chair Matthews – yes; Selectman Blume – yes; Selectman Drury – yes. All in favor. 5-0-0

Chair Mathews motioned to come out of a nonpublic meeting at 6:33 p.m. to RSA 91: A-3 II (C). Selectman Drury seconded. A roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte – yes; Chair Matthews – yes; Selectman Blume – yes; Selectman Drury – yes. All in favor. 5-0-0

Nonpublic was regarding an exit interview with a Fire Department Employee.

Motion made by Chair Mathews to seal and restrict nonpublic meeting minutes under RSA 91: A-3 II (C). Seconded by Selectman Drury. A roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte – yes; Chair Matthews – yes; Selectman Blume – yes; Selectman Drury – yes. Motion passed 5-0-0.

Chair Mathews welcomed the public at 6:59 pm.

Public Comment: Jack Meaney of 272 Quaker Street came to speak about the Conservation Commission and the work done on the property for Ms. Burdick. Mr. Meaney said his question is regarding the September 13th meeting where the Conservation Commission gave Ms. Burdick access across conservation land to access her property so she could have logging done. In their minutes of the September 13th meeting, Ms. Burdick was to be responsible for any upgrades to the road. At the March 13th meeting it appears the commission wants to put culvert crossings in there and wants to spend \$1,500 of their money to be put towards it and Ms. Burdick will not be paying for that. Mr. Meaney said he would like to know the story behind that for the simple fact that public funds for private work if she had the agreement to do that. Mr. Meaney asked who will be getting the permits and if there are permits for culvert crossings and Mr. Fulton

47 should know that working for DES. There should be no public money for private use. Mr. Meaney said it
48 seems like a double standard because Mr. Herrick tried to put a crossing on a road, and he made an
49 agreement to do the Barden property by fixing that road at his expense. The board denied the request. Ms.
50 Burdick was on the BOS at the time and recused herself because she was related to Mr. Herrick but then
51 when he went to the CC, she did not recuse herself. Mr. Meaney said that he requested minutes for
52 expenditures from the CC that had been paid to have someone come in and, in those expenditures, there
53 was spray for the invasive plants and they did that through the forester. Mr. Meaney said when he was on
54 the board, they had to go through hoops to make sure they got the proper permits through the state, and he
55 does not see anything brought forth to the Town. The BOS should approve the work and make sure the
56 person spraying for the invasives is licensed. Mr. Meaney made a verbal 91A request for the bills regarding
57 Ms. Burdick's project on Route 77.

58
59 Frank Campana of 322 Quaker Street said last week Mr. Hippler commented to the BOS to not lose track
60 of the project regarding the Communication Tower. Mr. Campana said it seems like a necessity and not a
61 luxury. Mr. Campana asked why it takes the comment of a private citizen for such a serious issue to bring
62 it to the board to not lose track of it and Mr. Campana said he finds it an odd coincidence that the Police
63 Chief is here tonight to talk about the project. Mr. Campana said the last time that he knew that Police
64 Chief Moore gave information regarding the Tower was in November. Mr. Campana read the November
65 minutes. Mr. Campana said the minutes said they would wait until springtime for the foundation. Mr.
66 Campana said he thinks it is way past springtime when the person who seems to oversee the project was
67 not here before a private individual asked the Selectmen not to forget the project.

68
69 Elieen Meaney of 282 Quaker Street said that she was listening to last week's meeting, and she had a
70 comment about the process around the cemetery improvements. Ms. Meaney said as she understands the
71 BOS is now in charge of all the cemeteries in the Town of Weare and Selectman Pratte was quick to point
72 that out last week that he had been researching that there were somewhere between 30 to 40 cemeteries
73 that the Town of Weare is responsible for. Ms. Meaney said that as much as she appreciated the fact that
74 a private citizen came forward to propose a plan. She was concerned about several elements of the
75 discussion, decision-making, and the direction forward. Ms. Meaney suggested and recommended that
76 because the Town of Weare has so many cemeteries and the request in the ballpark for \$35,000 for
77 improvements to one cemetery. That same individual had commented that she reached out to three
78 organizations and was able to bring in one prospectus for payment that would cost outside of the purchasing
79 policy. That is outside of what this board has established as a route forward or a path forward when it
80 comes to a Capital Improvement project. Ms. Meaney said her recommendation would be to take a step
81 back. She understands that there was a vote last week to move the request for the sum of \$35,000 from the
82 Mildred Hall Fund for the repairs for the one cemetery. She would request that the BOS take a step back
83 and look at the bigger picture. This would need a bit more planning and a thoughtful approach to ensure
84 that this is more of a comprehensive project. Ms. Meaney said that if there are going to be proposals put
85 on the table they should be obtained through an RFP and that would be done more transparently. Chair
86 Mathews said that they did speak to a person last week and they brought forward a proposal for one
87 cemetery. It is outside of the purchasing policy, and they did not say they were going to spend that money
88 but if they could get a private individual to fund something like that it would be something to explore.
89 Chair Mathews said to Ms. Meaney's second point, she is thinking the BOS may need to have a separate
90 cemetery meeting because being the trustees is new to all of them and there are a lot of things that need to
91 be done that are not.

92
93 Tom Clow of 125 Concord Stage Road said as he went home from last week's meeting thinking about
94 asking for private funds for outside work inside of the cemetery, he thought that is what the cy pres. money
95 is for. Mr. Clow said he was confused as to why the cy pres. money was not covering the cost of what Ms.
96 Burdick was referring to.

DPW Update: DPW Director Fiske said last year there was a resident complaint about the trees at the East Weare Cemetery and the tree's limbs coming down and taking out the power lines breaking their fence and falling into their driveway. The BOS had asked DPW Director Fiske to get quotes for the tree removal and he did so for 15 pine trees along that side of the cemetery, but he did not put it out to bid, the quotes ranged from \$12,000 to 17,000. Cy pres only had \$10,000 and then by the time they had quotes, it was the end of December and the project had fizzled out. DPW Director Fiske said to know what they know now those quotes do not include the trees along Buzzle Hill on the side where they are rotten, or the ones left in Pine Grove. The crew went out on Friday and cleared out one tree that had fallen in Pine Grove and on the opposite side of the street. They did address another complaint from a resident about the cemetery having rather large holes near the fence line. The crew did a good job cleaning up a portion of the cemetery. Discussion ensued regarding the requirements as cemetery trustees and having Terry Knowles come in and provide the Board with cemetery trustees training.

DPW Director Fiske presented the BOS with the education expense policy. DPW Director Fiske said class is not an everyday thing so they could still utilize someone within the six weeks. Vice Chair Knapp asked if someone is called to active duty or granted a leave of absence it would extend accordingly but would you have to pay for a new set of classes. DPW Director Fiske said that he is not 100% sure he would assume that the school would work with them on that. Chair Mathews said that she thought they had talked about it before, and number six had more to do with the 24 months but she could be miss recollecting that or it is not clear and they need to make it clear. Selectman Blume said in the fourth paragraph it says for 24 months following the completion of the training. Selectman Blume said where it says the student will serve as a CDL driver until the completion of all required training and licensing as a CDLB driver, Selectman Blume said for example what if you had a transfer station person who wants to get their license then they would have to immediately switch over and become a driver. Selectman Blume suggested loosening the language on that and saying the student would serve as an employee of the town. Discussion ensued. Discussion regarding who holds the agreement with the town.

DPW Director Fiske presented the BOS with the contract from CMA engineers who do the reporting for the landfill. They are already contracted with them this is just the engineering portion of the repair of the landfill. Selectman Blume said since they approved up to \$150,000 and this will potentially cost 53,000 would \$107,000 cover the work needed to be done in the estimate? DPW Director Fiske said that they gave him the estimate in November and that is what they based the article on. Chair Mathews asked if they went out to anyone else to get a quote. DPW Director Fiske said they did not go out to bid with anyone else because they were already contracted out with these people to do the work for the landfill cap. Chair Mathews asked about the scope of the agreement. DPW Director Fiske said that the BOS can get a copy of the agreement from Finance Director Rouse. Chair Mathews would like to see the original agreement and any information they have regarding the blocked drainage pipe.

DPW Director Fiske said that he has reached out regarding the River Road Bridge weight restriction and has not gotten an answer about how far along they are in the weight rating process. Regarding moving forward with the new bridge, TA Bolton said there is a monthly meeting, usually the first Wednesday of the month. They meet with their representative from the State to give them an okay to move to the next step of the bridge project. The next meeting is Wednesday, May 1st.

DPW Director Fiske said that he has had three applications come in and has two interviews set up. Selectman Pratte said there is a top of the tree down in Pine Grove Cemetery that came down after the guys went out there. Chair Mathews asked what the timeline was going to be for the RFPs that are outstanding from the 2024 vote. DPW Director Fiske said the only outstanding item is the trailer caddy and once they get the RFP out it will be seven to eight weeks until they can get that. Everything else he has put out RFPs for has been awarded. Selectman Blume asked if DPW Director Fiske had audits of the road. DPW Director Fiske said no they could have had audits if he had the software to do it.

Police Department Update: Police Chief Moore presented the annual contract with the SPCA and explained if they use their services they will be charged. If the PD cannot identify the owner and we have to turn the animal over to SCPA if the owner comes and is identified, then the owner gets the charge and if they cannot find the owner then there is a line in the budget to pay the cost. Discussion ensued regarding the contract and rates.

Police Chief Moore said two vehicles will be going to the State auction in May, the first being vehicle four which was a 2017 Dodge Charger approved by the voters to be replaced with a 2024 Chevrolet Tahoe through the 2024 town ballot article 12. The Tahoe has been ordered and is still being manufactured and they do not have a projected delivery date yet. Vehicle one, the 2013 Ford Explorer is being replaced with the 2023 Chevy Tahoe which was purchased through the Department of Justice Grant. They are still waiting for the upfit. The Vehicles will be brought to auction on May 8th and 9th. Discussion ensued regarding the auction and the vehicles.

Chair Mathews motioned to send Police vehicles one and four to the State Auction on May 8th & 9th, 2024, and authorize Chief Moore or Town Administrator Bolton to sign the appropriate paperwork on behalf of the Town of Weare. Seconded by Selectman Pratte. Motion passed 5-0-0.

Police Chief Moore presented an annual contract for the July 4th holiday weekend at Clough State Park. This is an annual event where the New Hampshire Department of Natural and Cultural Resources reached out to them for a two-office detail. It will be four hours per day for each officer plus a vehicle. There are no town funds expended the detail reimburses them for the use of the vehicle at \$20 per hour. Chair Mathews asked if this would create an overtime situation for the Town. Police Chief Moore said the officers can take off to work overtime as long as they have two on coverage and they can not create overtime to go work somewhere else. Police Chief Moore said the total rate from the contract is \$3,822.

Chair Mathews authorized Chief Moore to sign the Clough State Park Summer Police detail contract with the New Hampshire Department of Parks and Rec covering the period of July 4th through July 7th, 2024 in the amount of \$3,822. Seconded by Selectman Pratte. Motion passed 5-0-0.

Police Chief Moore said they were waiting for Trilon, the tower manufacturer, to provide them with the base plans for the radio tower structure. They received the plans two weeks ago and he will be meeting with Two-Way on site with Fire and DPW Director, so they know what they are doing going forward. Police Chief Moore said they found out the plans that they had received were an example of plans and not the actual plans and now they are still waiting on the plans. They have been waiting for the plans since September and there are no dates as to when they will be able to start because they need the plans. Discussion ensued. Discussion regarding the Hopkinton Everett Dam tower contract will be discussed at another meeting when all the BOS members can review the contract.

Chief Moore said the Police Dispatch is not going to be an RFP, it will be a sole source because three communication organizations provide dispatch to them. The three are Hillsborough County Sheriffs, Bow, and Goffstown. Goffstown also provides IT services to mobile data terminals and computers, and they are the server so if they were to lose Goffstown. They would either need to get their server or find another hosting agency for all their records. Discussion was had with our current IT vendor last year on how much it would cost to get them their server and it would be about \$30,000 to \$40,000 plus another \$700 a month to upkeep the server. Police Chief Moore said our current IT vendor said Goffstown already does everything they need and would be more cost-effective to stay with them. Selectman Pratte asked if there would ever be a time when Goffstown says we can not handle having Weare anymore. Chief Moore said he doesn't think so because they base their budget on that and if so, it would be a discussion that would happen probably a year in advance. Discussion ensued.

Police Chief Moore said that Sergeant Montplaisir is not going to court as much as he thought he would. Officer Maguire and Sergeant Montplaisir have worked out something where Officer Maguire is taking all of the traffic portion of the prosecutorial duties and Sergeant Montplaisir is handling the criminal aspects of it.

Chair Mathews moved to have Police Chief Moore sign the SPCA contract. Seconded by Selectman Pratte. Motion passed 5-0-0.

Fire Department Update: Fire Chief Roarick said he was not at the site review at the East Weare Station due to a training he had to attend. Some repairs must be done to that station before getting the equipment in there and he has reached out to the Town maintenance person.

Chief Roarick said they cannot get the part from Germany to fix the compressor and the company will not make it. Chief Roarick said he did reach out to vendors to get ranges of what it would cost to replace the vendor and it was between \$52,000 to \$68,000 and that was nine months ago and will get new quotes. He spoke to Chief Scott Hunter from Bedford Fire Department, and he is willing to let them bring the bottles to them if there is a major incident Bedford has an air trailer, which he said they can take the trailer until they can get their unit up and running.

Chief Roarick said the 1987 Truck which came out of the East Weare station failed the pump test multiple years in a row and DPW Director Fiske would like to procure that from the Fire Department to wash bridges down. Discussion ensued regarding the truck. There is some interest from people looking into joining the call force. There may also be someone who wants to come back to the department who left on a good note to take on the Secretary's position. This person is an EMT, and we would be gaining another person during the day for 25 hours per week. Chief Roarick said he did reach out to the retirement board, and they said between 30 and 60 days to when they can process the retirement. Chief Roarick said the board can reach out to MRI. It would be nice to have Chief Olsen in because it would take him to show someone else how to do the job because he already did. Discussion ensued about reaching out to MRI or Mutual Aid departments.

The new ambulance has arrived, and the paperwork has been completed with the Town Office. Chief Roarick said he had to go up to Concord because they could not transfer the plates to the new ambulance. He had to get new ones. They are still waiting on the radio and cannot do anything until they get one. Selectman Pratte asked if there was a grant for the compressor. Chief Roarick said the window for the grant closed and he would be looking for one next year. When he was at the Concord Compact meeting a couple of months ago there was some talk about the area Chiefs that are in the compact getting together because everyone is looking for SCBAs and they would probably have a better chance of getting a grant if they were looking for 300 air packs and some are looking at the compressor fill stations as well. If they did a grant for next year, it would encompass both air packs and the filling station. There would be a 10% cost to the town if they were to receive the grant. Chair Mathews asked for an update on the Emergency management document. Chief Roarick said that he is still working on that, and the Finance Administrator had sent over the most current Hazard Mitigation Plan they had for the Town. Chair Mathews asked for a copy of the strategic plan that Interim Chief Olsen had mentioned in the BOFW minutes. Selectman Blume said there was correspondence regarding personal use of the Fire vehicle. TA Bolton said the BOFW had not adopted anything. When the BOS adopts the policy for the cruiser they will expand upon it. Chief Roarick said the cruiser is out places on business he does go to Bedford and Manchester for business with other Chiefs and they will go to work lunches, but he encourages people that if they have questions to come to him and he is more than happy to explain.

Finalize Lease agreement Sugar and Spice: TA Bolton said that Primex did review the property card and they indicated it appears that they are looking at it as underinsured concerning claims based on damaging the premises \$100,000 certainly does provide coverage for a lot of things but major losses as

unlikely as they might, would exceed that amount. Ideally, they would like to see the amount brought up for something approximately the current replacement cost value. Chair Mathews said looking at the assessment card the amount of \$250,000 would be more appropriate than the \$100,000 to \$500,000. Discussion ensued regarding the insurance. TA Bolton will reach out to Sugar and Spice regarding raising the replacement cost.

Legal Services RFP: The BOS reviewed the draft legal services bid and made changes to the RFP. TA Bolton will put the RFP out to bid, once the highlighted insurance amount is reviewed by Primex.

MANIFEST: Chair Mathews moved; Selectman Drury seconded:
To order the Treasurer to sign the payroll and accounts payables checks dated April 25, 2024, as included in the following manifests:

Checks Dated April 25, 2024

Payroll Manifest **\$ 85,917.02** (*Weekly payroll checks*)

Accounts Payable Manifest **\$ 154,910.12**

TOTAL: **\$240,827.14**

Motion passed 5-0-0.

Minutes: Chair Mathews moved to accept the April 8, 2024 minutes as amended. Seconded by Selectman Drury. Motion passed 5-0-0.

Town Administrators Report: TA Bolton will set up May 9th from 1 to 3 for a virtual presentation regarding the renewal of the transfer station permit. TA Bolton said that she emailed building permits today. Selectman Pratte asked if there were any that had issues. TA Bolton said not that she is aware of. There was another email that came regarding the solar light at the cemetery being damaged and the need to repair/replace it. The tree removal happened, and it was in the amount of \$400 and it was within the walls of the cemetery. TA Bolton will look at quotes for a solar light for the flagpole. Selectman Blume said the clean-up was not something they discussed before and would like discussion before doing work outside of what is in the contract.

Chair Mathew motioned to approve the expenditure of \$400 for work already completed by Zero Turn at Pine Grove Cemetery for tree removal to be expended out of Cy pres. Seconded by Selectman Blume. Motion passed 5-0-0.

Discussion ensued regarding PARC employees and re-appointments. TA Bolton discussed action items with the BOS.

Correspondence and Other Business: Selectman Blume said they need to discuss Winter Road and suggested having a nonpublic discussion.

Selectman Pratte said the CC did the site walk at Duck Pond and did their assessment and are pondering circumstances. The Barden demolition bids are going to be open at the next conservation meeting, everything was found to be okay as far as the abatement and no asbestos was found in the other structure. Selectman Pratte would like to see the attorney breakdown fee on the TA report as it used to be. Selectman Pratte asked where they were with the building inspector. TA Bolton said that they had someone else interested in the position who filled out the application and was supposed to turn in a resume and cover letter. Selectman Pratte asked who updates the building code ordinance. TA Bolton said it is done at the town meeting she will discuss it with the building department to update it.

305 **Chair Mathews motioned to enter into a nonpublic meeting at 9:38 p.m. to RSA 91: A-3 II (L).**
306 **Selectman Blume seconded. A roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte –**
307 **abstained; Chair Matthews – yes; Selectman Blume – yes; Selectman Drury – yes. All in favor. 4-0-**
308 **1 Abstention from Pratte.**
309

310 Mr. Pratte excused himself from the Board regarding this nonpublic session and left the room during the
311 discussion. Mr. Pratte came back into the meeting room when the Board exited the nonpublic session.
312

313 **Chair Mathews motioned to exit a nonpublic meeting at 10:06 p.m. to RSA 91: A-3 II (L). Selectman**
314 **Blume seconded. A roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte – abstained;**
315 **Chair Matthews – yes; Selectman Blume – yes; Selectman Drury – yes. All in favor. 4-0-1 Abstention**
316 **from Pratte.**
317

318 **Motion made by Chair Mathews to seal and restrict the nonpublic minutes under RSA 91: A-3 II**
319 **(L). Seconded by Selectman Blume. A roll call vote was taken: Vice Chair Knapp – yes; Selectman**
320 **Pratte – abstained; Chair Matthews – yes; Selectman Blume – yes; Selectman Drury – yes. Motion**
321 **passed 4-0-1 Abstention from Pratte.**
322

323 **Being there was no further business to come before the Board, Selectman Blume made a motion, and**
324 **Selectman Pratte seconded to adjourn at 10:11 p.m. Passed 5-0-0.**
325

326 **ADJOURNMENT**

327 A True Record.

328 *Kearsten O'Brien*

329 Kearsten O'Brien, Minute Taker