

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 9, 2023

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

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Jason Fiske, DPW Director; Acting Fire Chief Mark Roarick; Killian Donnelly; Frank Campana; David Pratte; Jackie Pratte; Janice Matthews; Kyle Parker; Beth Rouse, Finance Administrator.

Chairman Hippler called the meeting to order at 6:31 PM.

**NONPUBLIC SESSION:**

**Chairman Hippler moved; Vice Chairman Knapp seconded to enter into nonpublic session @ 6:31 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**

**Chairman Hippler moved; Selectman Blume seconded to exit this nonpublic session @ 7: 10 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 seal this set of nonpublic session minutes. Passed 5-0-0**

Chairman Hippler welcomed everyone to the public portion of the meeting at 7:15 PM and explained that the Board met with the DPW Director for an employee matter and asked everyone present to join for the pledge of allegiance.

Chairman Hippler stated that he would like to address the demo situation at the Transfer Station before the meeting gets started. Chairman Hippler explained that the initial reason for closing was that both full time employees were out sick, but there were multiple problems for the closure. The revolving fund is currently in a \$26,000 deficit so the Board decided to shut down the demo for two weeks in an effort to come up with a plan. We have had night dumping issue and under charging for demo disposal. The Board has decided to reopen the demo effective tomorrow, October 10<sup>th</sup> and see what happens.

**PUBLIC COMMENT:** Killian Donnelly, 65 North Stark Highway, thanked the Board for making a change to the notice that was being handed out with one business name on it to take care of demo. Second, to date the town only has 4 truck drivers to plow this winter and this really needs to be the Board's focus.

During Vice Chairman Knapp's tenure as DPW Director he had 12-13 drivers, DPW Director Fiske has 4. The Board needs to start getting that information out there before winter arrives.

Jackie Pratte, 51 Winter Road, stated that the right to know policy that the Board has been discussing falls short of what needs to be accomplished. At the September 25<sup>th</sup> meeting Selectman Blume mentioned that Ms. Pratte had more information than the town, but no one has ever reached out to her. Regarding the Transfer Station and demo, Ms. Pratte wants to know why the excuse of staffing constraint was used, why wasn't the real reason stated originally. Regarding hazardous waste day on August 28<sup>th</sup>, funding ran out but people who were already in line were allowed to dump, where is that money going to come from? Ms. Pratte stated that she is happy that the Transfer Station demo is up and running. Ms. Pratte asked how the Board is going to handle transfer station stickers for out of state owners, which is the majority of the owners around the lake.

Frank Campana stated that he would like to follow up from the last speaker and "trust is best". He asked someone at the town office why the demo was closed, and he was told that people were out ill. Selectman Cahill responded that the employee didn't lie Tuesday morning both full time employees were ill. Mr. Campana continued stating that back a while ago a resident was on the agenda and for some reason was told not to come, but Mr. Campana showed up and found out while sitting here. He felt that should have been mentioned prior to the meeting. Mr. Campana stated that many other things are not being told the truth to the public. He asked the Board for a little more honesty and felt that might serve the public better.

#### **DEPARTMENT HEAD/COMMITTEE ITEMS:**

2024 Fuel Prices: Beth Rouse, Finance Administrator was present to discuss with the Board their setting of the diesel fuel and unleaded gasoline prices for the 2024 budget year. Based on information from the US Energy Information Administration the average price per gallon for unleaded gasoline is estimated to be \$3.52 and for diesel fuel is \$4.08. Those numbers include the federal and state taxes, which for unleaded gasoline is \$0.405 per gallon and for diesel fuel it is \$0.465 per gallon. Last year the Board set the prices as \$4.50 for unleaded gasoline and \$6.00 for diesel. The average to date has turned out to be \$3.40 for unleaded gasoline and \$4.05 for diesel fuel. Chairman Hippler stated that he feels that there is still a lot of uncertainty as of now, but last year's numbers were high. His suggestion would be to set the rates at \$5.00 per gallon for diesel fuel and \$4.00 for unleaded gasoline. Selectman Cahill agreed with Chairman Hippler. Selectman Blume felt that it was not unreasonable. Finance Administrator Rouse stated that these can be revisited prior to finalizing all the numbers in case things change. The Board agreed to go with \$4.00 per gallon for unleaded gasoline and \$5.00 per gallon for diesel fuel, with the option to revisit if necessary.

SCBA Purchase – Air Pack CRF: Acting Fire Chief Mark Roarick was present to request to purchase 10 Scott Air Pack bottles from the Air Pack Capital Reserve Fund. There is approximately \$20,300 in that fund. The department has received 10 repurposed air packs from Fire Tech and Safety of New England, but the packs didn't come with bottles. He is looking to purchase 10 bottles at the cost of \$1,100 each bottle. This would give them compliance for 5 years. The ones purchased in 2017 were purchased using parts and pieces but they are not NFPA compliant. Chairman Hippler stated that he was under the assumption that the tanks were new when purchased. Acting Chief Roarick stated that they were with new Scott controller but not Scott bottles. **Selectman Blume moved to approve the purchase of 10 bottles from Fire Tech and Safety of New England at a cost of \$1,100.00 per bottle for a total cost of \$11,000.00 and to give Acting Chief Roarick signing authority with the funds to come from the Air Pack Capital Reserve Fund; Selectman Burdick seconded the motion. Vote: 4-0-1 (Hippler abstained)**

Emergency Management Plan Update: Acting Fire Chief Mark Roarick asked the Board for approval to spend \$2,700 out of the Emergency Management budget to update the Emergency Management Plan that is out of date. It was last done in 1997. The company that provided a quote is a New Hampshire Company they are out of Twin Mountain, NH. Captain Kristina Houde found the company and made the contact.

Because the amount is over \$2,500 the purchasing policy stated that 3 quotes must be obtained. In the event that there are not 3 companies, and the attempt was shown that would adhere to the policy. Once the quotes are obtained, Acting Chief Roarick can go over the quotes with Town Administrator Bolton.

Property Disposal – White Farm: Acting Fire Chief Mark Roarick presented the Board with a list of items that the Fire Department would like to take over to the White Farm in Concord for the State Auction on Saturday, October 20<sup>th</sup>. The majority of the items are old forestry equipment that the department no longer uses. There were some reels of hose on the list that came off the ladder truck. The Board didn't have an issue with taking the items to the auction but asked that he see if any of that hose could be used by the DPW department first.

**DISCUSS PROPERTY ACCESS OFF RIVER ROAD:** George Merrill, owner of property off of River Road provided the Board with a package of information two weeks ago to be reviewed before tonight. Mr. Merrill was not present tonight. The Board felt the information was good information, but it was from the prior land use attorney who has since passed away. The Board asked Town Administrator Bolton to send all the information over to Attorney Spector-Morgan for her opinion with a 2-hour time limit for the review.

**DISCUSS DEMO:** Kyle Parker stated that he had asked to be put on the agenda to be able to have a back-and-forth conversation regarding the demo. Mr. Parker stated that on September 25<sup>th</sup> the DPW was at that meeting, why was it not addressed then. He went to the Transfer Station the next morning to find it closed. Selectman Cahill stated that Tuesday morning neither of the full-time employees showed up. Mr. Parker stated that he has worked in other towns, and they issued the contractor a no charge demo permit. This allows the contractor to show the permit and be able to dump the demo and pay for the demo. This also shows the Transfer Station where the material came from in their town. Mr. Parker stated that he appreciated the Board addressing it earlier tonight.

**PURCHASING POLICY REVIEW & ADOPTION:** Town Administrator Bolton stated that minor changes were made at last week's meeting, and she had a clean copy for the Board to sign. Chairman Hippler moved to accept the amended Purchasing Policy as amended on October 2, 2023; Selectman Cahill seconded the motion. Vote: 5-0-0 (The Board signed the policy.)

**MANIFEST: Chairman Hippler moved; Vice Chairman Knapp seconded:**  
**To order the Treasurer to sign the payroll and accounts payables checks dated October 12, 2023, as included in the following manifests:**

Payroll Manifest	\$ 72,512.53 ( <i>Weekly payroll</i> )
Accounts Payable Manifest	\$ 28,566.55
<b>TOTAL:</b>	<b>\$ 101,079.08</b>

**Passed: 5-0-0**

**Minutes:** The Board agreed to table all the minutes for tonight.

**Administrator's Report: October 9, 2023**

**General Items:**

**1. DPW Department Items:**

- River Road Bridge – LPA (Local Public Agency) Training has been scheduled for Jason, Beth and I on October 24 & 25.
- River Road Bridge Steel Fabrication work – Selectman Cahill stated that all the fabricated materials arrived, all coated and accounted for. Last Friday, the telescopic boom arrived. Labor to start

tomorrow on the bridge and it is estimated to take about two weeks. Around November 1<sup>st</sup> DOT will come and inspect the work in hopes to lift the weight restriction and bring it only to a C2.

- Transfer Station Stickers – deadline extended to October 31, 2023

2. Police Department Items:

- Radio Communication Project – 30-day appeal period for ZBA approval is 10/12/23. The Board asked Town Administrator Bolton to check into the contract for cement to see if the base can at least get done before winter. Town Administrator Bolton stated that Chief Moore is waiting on 2-Way but will certainly check on getting the base done.

3. Parks & Recreation Items:

- Minute Taker – at this time our current minute taker has not confirmed she will take these on, but she just had the baby as well.
- Budget Freeze - Email from the Finance Administrator was sent today freezing their budget until the park is closed and it can be looked at again.
- Bolton Field – Driveway and drainage work – DPW putting together proposal.
- Boat Ramp Repair Options:
  - DPW proposal – after water is drawn down in the fall

4. Conservation Commission Items:

- Asbestos Remediation on 487 North Stark Highway – Mr. Lemay is working on an RFP for the asbestos remediation that he will bring to the Commission's next meeting for approval to post.
- IT has set up all the CC emails -
- Letter received from CC asking for training of all aspects of RSA 91:A. How long would the Board like to schedule a training, 2-3 hours? Town Administrator Bolton to check with Town Counsel for dates available as well as getting it recorded for later use for new members.

5. Town Office/Town Administrator/Board of Selectmen Items:

- Joint Loss Management Committee – on hold until Fire Chief positions filled.
- Contracts for Forester – still open
- Collins Cemetery – to be worked on as time allows.
- Asbestos Testing on Buzzell Hill Road property returned positive for asbestos – on hold for now
- Rental/Hospitality Ordinance – tabled, will be reevaluated and resubmitted in the future.
- Police Job Description – on hold
- Ethics Committee – all forms were emailed to Town Counsel with a 3-hour limit for review. Their next meeting will be October 18<sup>th</sup> at 6 PM.
- Finance Committee – their first meeting has been scheduled for Wednesday, October 11<sup>th</sup> at 6 PM.
- Perambulation with Dunbarton – Rescheduled for Oct. 15<sup>th</sup> at 1 PM to meet at 308 River Road
- Perambulation with Neighboring Towns: letter was received from Henniker looking to do this mid-October to early November (remember it's hunting season be careful); others will be sent
- TA schedule – off Tuesday (regular schedule)
- Service Contract Listing – provided by Finance Director to the Board – info for budget season
- Deliberative Session – Saturday, February 3, 2024 – WMS – 9 AM

6. Correspondence:

- Envelope of information from Mr. Fulton on behalf of Selectman Burdick's lot – this will be discussed under correspondence.

7. Work Session Items:

- Solid Waste Ordinance – Mark from DES spoke about the Transfer Station compliance as well as updating our solid waste ordinance. DES will be at the Transfer Station on Thursday 10/26 @ 10 AM. Selectman Blume – yes, others? If more than 3 will post as a meeting. Board asked Town Administrator to post as meeting.
- Cemetery Sexton – posted – no end date
- General Services Maintenance Person/Handyman – posted - no end date
- Invitation to bid on Electrical and Plumbing on Town buildings for 2024 – posted due 10/23/23
- RFP for mapping cemetery gravesites – posted due 10/23/23
- Policy for Unsealing Non-Public Session Minutes – corrections made finalize 10/16/23
- Policy for Contacting Town Counsel – corrections made to finalize 10/16/23
- Policy for Right to Know Requests – PDF fillable was made and to be finalized 10/16/23
- Town Seal Policy – was approved and never signed by prior Board – Counsel suggested to attach the minutes and put it with the other policies or the BOS can reaffirm the prior decision to approve and sign

8. Right to Know Requests pending:

- Travis Corcoran – currently there are three (3) needing responses – by 10/13/23
- Darrin Brown Law Office – (Hopkinton’s attorney) – Need to verify that our Town Counsel has spoken to Meadowsend’s attorney as requested.

9. Legal: Services Invoice Breakdown – None for tonight’s Report

*Building & Maintenance Projects:*

1. Town Hall List of Projects – open – Casey Rodd from Rodd Roofing Company, St. Johnsbury, VT – one possible contractor for the Stone Building and Town Hall
2. Library Chimney – Selectman Cahill stated that the contractor has completed all the compliance issues. The cap is ready to be poured. Granite is prepared and looks good. The contractor could get everything done by this Wednesday for completion. **Selectman Blume made a motion to extend the contract with J&R Masonry to close of business on Wednesday, October 11, 2023; Chairman Hippler seconded the motion. Vote: 5-0-0**
3. Riverdale Road/River Road – town has final plan, need to get in front of planning and zoning boards.
4. Solar Committee – see about getting this committee to meet with the Board
5. Town Office Building Replacement Generator – Contract was signed on Tuesday 10/3 and will be started on 10/21. Selectman Cahill stated that there will be an invoice received for the generator once it arrives. Irving will have to remove the existing propane tank by 10/21. The 22KW generator will light up the majority of the building, the boiler will work and the building will work but not to full capacity.
6. Town Office HVAC in the vault in the basement – received a detailed quote from Granite State Plumbing and Heating, an RFP will need to be developed per the purchasing policy.
7. Town Office Furnace Repairs – a follow up call will be made to Granite State Plumbing and Heating for the broken bolt to get fixed.
8. Furnace Fall Services – AJ LeBlanc was contacted 9/25 to schedule furnace cleanings for:  
888 Concord Stage Road – East Weare Fire Station  
797 South Stark Highway – South Weare Fire Station  
15 Flanders Memorial Road – Town Office  
16 North Stark Highway – Town Hall  
10 Paige Memorial Lane – Library  
4 Paige Memorial Lane – Stone Memorial Building  
144 North Stark Highway – Safety Complex  
No date provided – will call Wednesday and if they are not available, will call another company
9. Electronic Security Protection - will be scheduled for our annual fire alarm systems in all our buildings.



**Correspondence/Other Business:** Selectman Blume stated that he received questions about political signs. Town Administrator Bolton stated that she received a request from a resident to remove certain political signs and asked that DPW take the signs down. Town Administrator Bolton got Police Chief Moore involved, who did some research and was going to put out the information on the website and possibly Facebook. The resident should be referred to the Police Department.

Town Administrator Bolton asked to discuss the email from Selectman Burdick regarding bringing the paperwork for her logging to be brought to the meeting for Chairman Hippler to sign and if he doesn't want to sign it than Chairman Fulton of the Conservation Commission will. There was discussion as to who was going to sign the paperwork, the Board of Selectmen or the Conservation Commission. Town Administrator Bolton stated that this is the same driveway that Ms. Green came to the Board about. Town Administrator Bolton also stated that the documentation is not correct. Ms. Burdick signed as the owner on the forestry notification, but the map and lot number(s) were for the town properties. Also, the \$5,000 performance bond was to be held by the logger, that is not correct. The Town should be the one holding the performance bond. Upgrading the small bridge and roadway will be done by Ms. Burdick, which, depending on the amount of money, a public hearing may or may not have to happen. Over \$5,000 worth of work will require a public hearing. The Board discussed who should sign the paperwork. By a consensus of 3-2, the Board didn't have an issue with the Conservation Commission signing the paperwork. Chairman Hippler pointed out that Selectman Burdick should really not be sitting at the table for this discussion as it is for her land. Chairman Hippler asked Town Administrator Bolton to hand back all the documents to Selectman Burdick for her to do all the corrections before resubmitting for signature.

Vice Chairman Knapp wanted to reply to the public comments earlier this evening. The first day the demo was closed was due to employees being sick and after that was because the Board needed to regroup. With regard to the hazardous waste day, there is only so much money for that event. He felt that DPW Director Fiske did the right thing and allowed those already in line to let them dispose of their items. It is a line in his budget, so the overage would come out the bottom line of his department.

Selectman Cahill said that he has solicited budget numbers from Hadley Enterprises for a concrete handicap ramp. A quote would still need to be gotten for the steel rails and someone will need to follow up on that.

Selectman Cahill stated that he is tendering his resignation effective immediately. He handed Chairman Hippler the letter in writing. Chairman Hippler asked the Board if they would allow Mr. Cahill to finish seeing the projects through (library chimney, generator and bridge). The Board agreed. Mr. Cahill handed over his keys and binders and left the meeting.

Chairman Hippler stated that he would like to thank Kevin Cahill for all the work he has done. The Board then briefly discussed this situation and authorized Chairman Hippler to reach out to Town Counsel for the Board's next step.

#### **SET WORK SESSION AGENDA FOR 10-16-2023:**

- Swearing in of a full-time police officer that was interviewed last Monday night
- The items listed in the Administrator's Report with 10/16/2023 next to them
- Add BOS vacancy to this agenda

**Being there was no further business to come before the Board, Chairman Hippler made a motion, and Selectman Blume seconded to adjourn at 9:26 p.m. Passed 4-0-0**

#### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton, Town Administrator