

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 27, 2023

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

ABSENT: None

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Sgt. Brandon Montplaisir, Austin Maguire, Frank Campana, DPW Director Jason Fiske

These minutes were transcribed from the following link: https://www.youtube.com/watch?v=_veG-gousQE

Chair Hippler called the meeting to order at 6:33 PM.

Chair Hippler motioned to enter into a nonpublic meeting at 6:33 p.m. to RSA 91: A-3 II (b). Selectman Mathews seconded. A roll call vote was taken Mathews-yes; Knapp – yes; Hippler-yes; Blume-yes; Burdick-yes. All in favor 5-0-0.

The BOS interviewed a potential Police Department candidate.

Chair Hipper motioned to come out of nonpublic at 6:45 PM. Seconded by Selectman Mathews. A roll call vote was taken Mathews-yes; Knapp – yes; Hippler-yes; Blume-yes; Burdick-yes. All in favor 5-0-0.

Selectman Burdick informed the Board that she would like to have a nonpublic session. When asked what it was regarding, she replied, her. She was reminded that it was not proper for a nonpublic session as she is an elected official. Those discussions are to be held in public. The request was then changed stating it was regarding an employee.

Chair Hippler motioned to enter into a nonpublic meeting at 6:45 p.m. to RSA 91: A-3 II (a &c). Vice Chair Knapp seconded. A roll call vote was taken Mathews-yes; Knapp – yes; Hippler-yes; Blume-yes; Burdick-abstained. Motion passed 4-0-1.

Once in nonpublic session Selectman Burdick expressed that she was upset with the reply that Town Administrator Bolton provided to a resident in response to a right-to-know request regarding a statement made by Selectman Burdick indicating she was aware someone entered the Stone Memorial Building. The resident raised many questions regarding the possibility of a camera being installed in the Stone Memorial Building with notification being made to a personal phone and asked for someone to look into it. It was determined that it is not a camera, it is a program that allows the heat to be turned up and monitored via

Selectman Burdick's personal phone. Discussion ensued regarding the potential need to change that, as it is a Town owned building, rented annually by the Historical Society for \$1 per year. All Town owned buildings are set up through Electronic Security Protection (ESP) for fire and freeze issues. The Board stated that all alarm notifications are to be going to the Town Administrator's town issued cell phone.

Selectman Blume motioned to come out of nonpublic at 7:00 PM. Seconded by Chair Hippler. A roll call vote was taken Mathews-yes; Knapp – yes; Hippler-yes; Blume-yes; Burdick-abstained. Motion passed 4-0-1.

Chair Hippler reconvened the meeting at 7:02 pm.

Chair Hippler opened the public hearing to hear public testimony and comment on the acceptance of unanticipated revenue for \$90,775.75 from the State of NH- a one-time bridge payment in accordance with House Bill 2.

TA Bolton said that last week they did the Highway Part of the grant. The checks came in at two separate times and the distribution is based on Weare's percentage of Statewide municipal bridge deck surface area and the remaining 50% is based on the reconstruction of the municipally owned bridge and their non-lapsing funds. Chair Hippler suggested that the funds go into the bridge fund. Selectman Mathews agreed.

Frank Campana asked that when the motion is made it is clear the money will be going into the bridge fund.

Chair Hippler closed the public hearing at 7:05 pm.

Chair Hippler motioned to accept the unanticipated revenue of \$90,775.75 from the State of NH for the one-time bridge payment by House Bill 2 with the intent to be deposited in the bridge maintenance and reconstruction fund. Seconded by Selectman Blume. Motion passed 5-0-0.

DPW Bridge update: DPW Director Fiske said a couple of weeks ago they left off with an eight thousand number and they were hoping to get reassurances on whether they could get the posting lifted. DPW Director Fiske said he spoke with Thom Marshall at Jacobs Engineering and tried to work on the number and came up with a different proposal. They tried to work with DOT and got some of their calculations. It is Mr. Marshalls and DPW Director Fiske's opinion that it is going to come down to the floor beams and the south side end bay stringers. He asked for somewhere around \$14,000 to \$15,000 to be able to get a yes or no if they should move forward or if they should not. DPW Director Fiske said if at any point in the process, it looks like a no, they can stop the work. Discussion regarding bids and the inspections by the State. Selectman Mathews asked what DPW Director Fiske's recommendation would be. DPW Director Fiske said he would like to see it open simply for the fact of plowing over it because a one-ton load is too heavy for it.

Vice Chair Knapp moved to allow up to \$16,000 on inspection rating by the engineer to come from a year end surplus. Seconded by Chair Hippler. Motion passed 4-1-0. Selectman Blume opposed.

Asset Management Software: DPW Director Fiske handed out the bid results and they have received four bids. The two that stood out to DPW Director Fiske were NOVO Solutions and IworQ. NOVO Solutions was a more inclusive package. Vice Chair Knapp asked if the reports could be printed to be able to hand out. DPW Director Fiske said yes it can be printed out and he can assign people the work. Selectman Blume asked about different departments being able to use the software as well. DPW Director Fiske said that there is a cost associated with the number of users. Selectman Blume said that it has unlimited users because they are in the 7500 to 9,999 population range, which justifies the higher price point. After all, then other departments can use it as well. Chair Hippler and Vice Chair Knapp addressed their concerns with the

program if they were to go to a default budget. Selectman Mathews said that she does not feel comfortable purchasing something that the voters have not voted in yet. Vice Chair Knapp asked if there would be an increase each year. DPW Director Fiske said the NOVO solution will be the same price. He said realistically the equipment side costs with maintenance getting done on time and keeping track of it is going to pay for itself. Selectman Blume said he thinks it would be a good idea to take more time and talk with people and see what other departments may benefit from this system. The consensus of the BOS was to not move forward with the asset management software at this time. (No- Blume, Burdick, Mathews) (Yes- Hippler, Knapp)

Year-end surplus 2023: Sergeant Montplaisir presented the year-end surplus request for Police Chief Moore. Sergeant Montplaisir said that Chief Moore is looking to resupply ammunition for the armory. They are sending officers for training, and they have had multiple officers go to the academy this past year and the supply is extremely low. Some of the ammunition they are completely out of. Chief Moore is looking to spend \$5,021 for ammunition out of the year-end budget. Chair Hippler suggested to his fellow board members that the BOS could agree to purchase a smaller quantity if necessary. Selectman Burdick asked how many bullets the \$5,000 worth would buy. Vice Chair Knapp said about 2500. Sergeant Montplaisir said he is not sure about the exact amount, but he does know they are sending two officers for RAIDER training which is training for rifles and be able to train other staff members. Selectman Mathews asked how much has been spent on ammunition this year. Sergeant Montplaisir said 7903 and there is \$96 remaining in that line. Vice Chair Knapp asked if this would cover a year's worth of ammunition. Sargent Montplaisir said it should cover a year's worth plus the training they have and what is in the budget. Selectman Blume confirmed that \$43,000 is what they can spend to stay within the 5%. Sargent Montplaisir said Chief Moore's number one priority would be the server the server connects to the Goffstown server. If that breaks or goes down, they will be in critical need of updates and will not be functioning. The price for that would be \$10,823. The second is the storage and licensing fees for the body-worn cameras. It did not get in the budget last year. The third priority would be ammunition. The fourth priority would be to have a ballistic shield in a cruiser for officer safety purposes and that would be \$3050. Training funds for Roger Williams would be to send Corporal Vollaro to the assigned supervisor-based training which is projected to cost \$4,875 which includes the course, hotel, and meal expenses. Sergeant Montplaisir said that the Chief is looking for an extra \$125 for margin error on that. Then the sixth priority would be the offset for the warrant article patrol vehicle. The last would be an upgrade to the door lock system. Selectman Blume said there is one discrepancy and that is the patrol vehicle on the sheet given to them \$49,960 that would need to be clarified. Selectman Burdick asked if there was any money left in training. Sergeant Montplaisir said that they will be negative \$254 due to a PO for \$4,000. Sergeant Montplaisir said that it is the \$40,000 for the offset of the patrol vehicle. Clarification took place on the math of the surplus budget and the correct number to spend is \$123,241 if the BOS chooses to allocate the money to purchases.

Chair Hippler spoke to the Fire Department's requests. The server is older and is due for an update. The server used to be with the PD server, but they were told a while back to separate them. The LUCAS machine is an automated CPR Machine and there are two or three batteries for each truck and one back on the unit. It does add an extra set of hands and some studies have proven the effectiveness of the machine. Selectman Mathews asked what the life cycles were of the machines and when they purchased them. Chair Hippler said he does not know the life cycle and he could not remember if they were purchased at the same time. The BOS agreed to send the CPR Machine to warrant. Chair Hippler said they are going to discuss the Keach Nordstrom expense later, but it should finish the project and pay the \$1,500. Chair Hippler said the voting machines are approximately 25 years old and they did have some issues with them last year. Selectman Mathews said she believes the intention is for the school to buy one and then the town to buy the other. Discussion ensued about the image cast voting machine and needing a public hearing.

Chair Hippler said if they were to approve the River Road Bridge project, the server, sonic wall, wireless server, second server, voting machines, and the monuments would bring the total expenditure to \$50,700.

Selectman Blume would like to know what they can do to repurpose the old server equipment. Sergeant Montplaisir said that the old server would be used as a backup. The cloud storage for the body cameras would be used to pay for 2023 storage. Discussion was had about the training. Selectman Blume asked if the training was more important than the shield and ammo. Chief Moore said through text to Sgt. Montplaisir, ammo and shield over training. The BOS agreed to spend \$67,777.

Donation of 510 square feet for River Road donation: DPW Director Fiske said it would help improve the line of sight at the intersection and would be a good thing. DPW Director Fiske said they did just pave that and can reassess if needed. Vice Chair Knapp said at the Planning Board meeting there were one or two residents who lived in the neighborhood and felt that it could be more of an improvement.

Chair Hippler moved to accept the donation of 510 square feet at the River Road intersection valued at less than \$5,000 from Joseph A Dussault. Seconded by Selectman Blume. Motion passed 5-0-0.

The decision of the AFIS Machine: Chair Hippler said Captain Muzzey from the State Police answered the questions that the BOS had. Selectman Blume said one of the questions he had was if someone were to break it while in the Town building, Captain Muzzey thought it would be covered by the State Police. Sergeant Montplaisir said that if someone broke it while being booked it would be a criminal charge and they would be sought out for restitution more than likely. Selectman Mathews asked how much the printer was. Sergeant Montplaisir said it is \$1,400 and changed for a one-time fee. Selectman Mathews asked how it would be paid. Sergeant Montplaisir said it would be out of the budget. He did try to get the school to pitch in and make collaborative efforts. Dr. Jackie Coe said she doesn't know if it would be a cost-saving measure for them based on the requirements through the State. Sergeant Montplaisir said they are going to do a trial run to hopefully show them it is beneficial to the SAU and maybe have conversations about them picking up the reoccurring fees if they are fortunate enough. It was the consensus of the BOS to accept the AFIS machine.

Prosecutor Discussion: Sergeant Montplaisir said Chief Moore would like it on the BOS radar that they used to have an in-house attorney prosecutor when they switched directions had the Police prosecutor. They have had 178 felony charges that does not mean they had 178 felony arrests. Those numbers are skewed at times based on an individual who may have 20 felonies. There were 310 misdemeanor charges this year, 191 violation-level offenses, and 314 traffic citations that were issued. Sergeant Montplaisir explained the changes in the courts and how the court system works. Chair Hippler said there is still a \$10,000 expense line for prosecution. Selectman Mathews asked if Sergeant Montplaisir thought that there would be enough funds to cover the costs. Sergeant Montplaisir said that they are going to spend more money whether it is paying overtime to have him in court or paying for a prosecutor. Selectman Mathews asked if there was enough money in the proposed budget to cover the expense. Sergeant Montplaisir said it depends on the course of action the BOS decides to take. If they are looking to bring on another attorney there will not be enough money in the budget. If the BOS is comfortable letting them stay the same course, he will not be able to be on the road as much or do other functions because of prosecutorial duties. The Chief said they will be monitoring how this will affect them and come up with a process.

Donation for skateboard park repairs: Chair Hippler said the value of the skate park repairs was \$3,361.38 from the Eagle Scout for the half pipe that the BOS had approved. TA Bolton confirmed that the project is complete.

Selectman Blume motioned to accept the donation of the new installment at the skate park with a value of \$3,361.38 from Eagle Scout Ben Lanier. Seconded by Selectman Burdick.

Chair Hippler said that the PARC will need to maintain it moving forward and dispose of it when it expires.

Motion passed 5-0-0.

2024 Proposed budget: The BOS reviewed the proposed 2024 budget. Selectman Mathews said that Mr. Butt had asked the BOS if they were not going to consider putting a warrant article to increase the Veterans credit from \$500 to \$750 to let him know so he could gather the 25 signatures. Selectman Blume asked what the impact would be. Chair Hippler said it would be close to \$300,000 rather than \$216,000 and would be a 7-cent impact. Selectman Blume said he would rather leave it alone for now. Chair Hippler said he would be inclined to see a petition warrant article. TA Bolton will let Mr. Butt know that the BOS will not be adding the veteran's credit to the warrant. Selectman Mathews said there is a 5.6% increase from the 2023 approved versus the 2024 proposed. Chair Hippler said the first department that jumped out at him was the Selectman Office went down \$27,000 and the government buildings went up \$29,000 and that is in support of the 25 per week for the handyman position and they will need to let the gentleman know if that does not pass it. A \$115,000 increase for insurance is out of the BOS's hands. Selectman Mathews asked why the stipends for Fire are in the default budget if they are going away. TA Bolton said that is how they were approved, and they are not eliminating the positions. Selectman Mathews said the overtime is very high. Chair Hippler said it was that high due to training they had this year. Discussion ensued about the Fire Department positions. Selectman Mathews asked if they needed the professional development line. Chair Hippler said that the thought behind that was that any chief put into the Fire Department would have the capability for training and keeping up to date with things. Chair Hippler said that for the radios he would rather change it out in one purchase to learn all at once rather than trying to learn the radios every so often. Selectman Burdick asked if they truly thought they would get five to six highway guys. Chair Hippler said the hope is there and it is for the retainage of employees. TA Bolton said last year they spent money out of year-end for salt. The BOS is going to look at the budget again and ask all department heads to see what they can do to cut down the budget and come back with it on January 8th.

Department Head Evaluation Draft: Selectman Mathews is looking for the BOS to give feedback on what they need and if what is in there is a good mix of quantitative versus qualitative. Selectman Blume said he had a few things the interagency cooperation under the Police Chief he added County Sherriff and for DPW he added Sewer and Water. For the TA he did not see anything related to staff. Selectman Mathews said it is in the general section. Selectman Burdick suggested adding a goal box to all three. Selectman Mathews will update them and then get them back. Selectman Blume suggested splitting and having one or two people working on the TA review, the Police Chief and DPW Director. Selectman Mathews asked if it could be reviewed at the meeting after January 8th. Chair Hippler and Vice Chair Knapp will work on the DPW Directors review, Chair Hippler and Selectman Mathews will work on the TA review, and Selectman Blume and Burdick will work on the Police Chief review.

Duck Pond Wetland Permit: TA Bolton said the Planning Board approved the permit and Selectman Blume recused himself. There is one signature page for the Town.

Selectman Mathews made a motion for the Chair to sign the dredge and fill wetland permit application for the Duck Pond Estates. The applicant is the New Boston Aggregate Corp and is recommended for signature by the Planning Board. Seconded by Vice Chair Knapp. Motion passed 4-0-1 Abstention from Chair Hippler.

Right to Know Request: TA Bolton would like some guidance from the BOS for the RTK request from the attorney's office. Selectman Blume made a spread sheet. Selectman Blume asked if there was a priority list. TA Bolton said that she could ask for a priority list and a time lime. The BOS agreed to gather all the information they have and for TA Bolton to get clarification for the meeting on January 8th. TA Bolton will forward the letter to all the Boards and Committees and will need to gather twelve months' worth of information.

91:A Training: TA Bolton said that she will be posting the 91:A training video.

MANIFEST: Chair Hippler said the past couple of weeks he would not read or vote in favor of the manifest because he believed the Fire Chief's rate of pay was an illegal motion at the time that was rectified. Today in good faith he can not vote or read the manifest because the acting chief submitted 48 hours of overtime last week and Chair Hippler said he said it is poor time management. Vice Chair Knapp said that he agreed with the Chair, but they do need to pay the payroll and he read the manifest.

Vice Chair Knapp moved; Selectman Blume seconded:

To order the Treasurer to sign the payroll and accounts payables checks dated December 28, 2023, as included in the following manifests:

Checks Dated December 21, 2023,2023

| | |
|--|--|
| Payroll Manifest | \$ 98,729.90 (<i>Weekly payroll checks</i>) |
| Accounts Payable Manifest | \$ 106,966.44 |
| John Stark Accounts Payable Manifest: | \$ 250,000.00 |
| Weare School Accounts Payable Manifest: | \$ 300,000.00 |

TOTAL: **\$ 755,696.34**

Motion was made to order the Treasurer to sign payroll checks dated January 4, 2024, estimated to be about \$80,000.00. Furthermore, to order the Treasurer to sign up for the amount of \$90,000.00 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.

Selectman Blume said that the transition from the Board of Fire Wards to the Selectmen has been non-existent and knows they are legally obligated to sign the manifest. He said he is signing under protest. Selectman Mathews said they need to have a better transition with the Board of Fire Wards and they need to have a conversation with them to let them know this is not acceptable and if they see it as acceptable, they need to explain why. Selectman Burdick said in her opinion anyone working that many hours are not going to be effective.

Passed: 4-1 (Hippler)-0

Being there was no further business to come before the Board, Chair Hippler made a motion, and Vice Chair Knapp seconded to adjourn at 10:20 p.m. Passed 5-0-0

ADJOURNMENT

A True Record.

Kearsten O'Brien

Kearsten O'Brien, Minute Taker