

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 20, 2017**

PRESENT: TOM CLOW, VICE CHAIRMAN; FREDERICK W. HIPPLER, SELECTMAN; JON OSBORNE, SELECTMAN ELECT; AND JAN SNYDER, SELECTMAN ELECT.

Not present: JOHN (JACK) MEANEY

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Lori Davis; Scott Dinsmore; Steve Roberts; Donna Osborne; John Vanloendersloot; Beth Rouse, Finance Administrator; Fire Chief Robert Vezina; Dan Higginson; Heleen Kurk; Frank Campana; DPW Director Benji Knapp; Jennifer Scoledge; Dave Hewey, Sr.

Vice Chairman Clow moved, Selectman Hippler seconded to enter into nonpublic session @ 6:45 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Elect Osborne – yes; Selectman Elect Snyder – yes; Vice Chairman Clow – yes; Selectman Hippler – yes. Passed 4-0-0

Selectman Hippler moved, Vice Chairman Clow seconded to exit from the nonpublic session @ 6:59 p.m. A roll call vote was taken, Selectman Elect Osborne – yes; Selectman Elect Snyder – yes; Vice Chairman Clow – yes; Selectman Hippler – yes. Passed 4-0-0

The Board interviewed an applicant as a potential hire.

Vice Chairman Clow welcomed everyone present and watching before calling the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and a moment of silence. Vice Chairman Clow stated that the Board meeting began at 6:45 PM with a nonpublic session to conduct an interview of an employee that will be introduced a little later.

SWEARING IN OF NEWLY ELECTED SELECTMEN

Vice Chairman Clow administered the oath of office to Selectman Jan Snyder and Selectman Jon Osborne.

ELECT BOARD OFFICIALS (CHAIRMAN & VICE CHAIRMAN)

Selectman Hippler nominated Tom Clow to be Chairman for the upcoming year, Selectman Snyder seconded the motion. Passed 4-0-0

Selectman Snyder nominated Frederick Hippler to be Vice Chairman for the upcoming year, Selectman Osborne seconded the motion. Passed 4-0-0

Chairman Clow asked Jennifer Scoledge to come up to the podium. Ms. Scoledge was interviewed earlier this evening to be the minute taker for planning, zoning and conservation commission. Ms. Scoledge currently takes

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the minutes for the Boys Scouts troop. She lives in Weare, is married, has two children, works from home and has an Associate's Degree in word processing and is interested in taking minutes.

Chairman Clow moved, Vice Chairman Hippler seconded to hire Jennifer Scoledge as the minute taker for the planning board, zoning board and Conservation Commission at a rate of \$15.00 per hour. Passed 4-0-0

PUBLIC COMMENT

Heleen Kurk first congratulated Selectman Osborne and Selectman Snyder on being elected. She wanted to encourage both new members to take advantage of the training that is available through the local government center and Primex. She asked them to visit the departments frequently; do your homework; stand up for the whole community. Confidentiality is important. Gossip can be hurtful and does nothing but get people down. Integrity needs to be first and foremost. There should be no conflicts of interest, in reality or perceived. When it is right, praise it and when it's wrong work with others to fix it. Constantly reach out to the community for knowledge. Mrs. Kurk closed with wishing them the best of luck.

Frank Campana also congratulated the new Selectmen. Mr. Campana stated that he is concerned with some of the phrases that have been used lately with regard to the new proposed budget figure. Phrases like *"doesn't adequately provide for safety services"*; *"planning for worst case scenario"*; *"reduction of safety services"*; *"nothing left"*, etc. These phrases concern him. Mr. Campana felt that early on the board should manage all the departments so that there are no surprises by the way of lots of arbitrary spending. Mr. Campana stated that now the vote is over and the board knows what budget they have to work with, he expects the discussions about the new budget will be in public session. Chairman Clow stated that discussion would be in public. Chairman Clow further added that Town Administrator Bolton has been having discussions with the department heads regarding the proposed budget and that there have not been arbitrary expenses during the first few months. Town Administrator Bolton stated that she is ready to have that discussion tonight.

Lori Davis agreed with Heleen Kurk that integrity is very important. She urged everyone to do their homework because the residents will be watching closely. Ms. Davis felt that there should be no personal interests. Board members should see things with their own eyes. She stated that going forward with this changed budget she felt it should come from every department and that it should be spread out so that residents understand that there are consequences.

REMOVAL OF STONEWALL FOR DRIVEWAY ACCESS

Dan Higginson was present to obtain permission from the Board to remove part of the stonewall adjacent to East Road for driveway access to a lot. Mr. Higginson has been to both the Planning Board and Board of Firewards and received approval. Because of a warrant article from the Town meeting in 2003, this Board needs to grant the final approval. Mr. Higginson is looking to have about 20 feet of the wall removed. The portion of the wall that is being removed will be added to both sides of the remaining wall. DPW Director Benji Knapp reminded Mr. Higginson that there will need to be an 8' paved apron where it meets East Road.

Vice Chairman Hippler moved, Selectman Osborne seconded to allow enough stones to be removed from the stonewall on Map 203 Lot 83.1 to meet the 30' taper as required in the driveway permit. Passed 4-0-0

REVIEW COMMITTEE ASSIGNMENTS FOR SELECTMEN

Chairman Clow stated that there are a few committees that require a selectman representative (exofficio). The following committee/commission/boards will have the following exofficios:

Planning Board- 2nd & 4th Thursday nights @ 7 PM ó Chairman Clow

CIP Subcommittee ó August-October Wednesday mornings @ 8:30 AM ó Selectman Snyder

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Parks & Recreation ó 2nd Tuesday night @ 7 PM ó Selectman Osborne
Stone Fund ó meets once per year in November /December ó Vice Chairman Hippler
Heritage Commission ó inactive commission at the moment ó Vice Chairman Hippler (if becomes active)

MEETING MINUTES

The March 13, 2017 minutes were not received in time so they will be tabled until next week.

MANIFESTS

Chairman Clow moved, Vice Chairman Hippler seconded to order the Treasurer to sign accounts payable and payroll checks dated March 23, 2017 as included in the following manifests:

Payrolls Manifest	\$78,664.21 (Weekly, monthly & quarterly payroll; quarterly insurance buyouts, stipends, and payroll taxes)
Accounts Payable Manifest	\$18,541.28
TOTAL	\$97,205.49

Passed 4-0-0

DISCUSS 2017 PROPOSED BUDGET OPTIONS:

Town Administrator Bolton wanted to thank Finance Administrator Beth Rouse; Fire Chief Bob Vezina; DPW Director Benji Knapp; and Police Chief Sean Kelly for diligently working collaboratively to come up with the following budget options:

Option 1:

The amount of the amendment to the proposed budget was \$ 108,872 which is 1.85% of the entire budget. We looked at reducing all 37 Departments by that percentage. However, there are 4 budgets that are entirely wages or obligations i.e. Town Officers Wages, Long Term Debt, Capital Outlay (lease payments), and Insurances. The budget was then looked at reducing the remaining 33 Departments by 2.125%. It came to our attention that at least 4 of these remaining budgets only have wages and contracts remaining and they cannot be reduced further, this would additionally burden the remaining departments. The calculations were accomplished; however, all departments would have to be replenished fully in 2018 to continue the quality of services the Town previously offered.

Option 2:

The 3 larger Departments would be responsible for the entire \$108,872 reduction and would need to be reduced by over \$36,000 each. These Departments originally proposed lower budgets in order to accommodate for the increase in services. These Departments agreed that the increase in services would benefit the Town as a whole and willingly cut their budgets to the bare minimum. Although these Departments have the larger budgets, items such as vehicle repairs, salt/sand, protective clothing, etc. are items that would have to suffer in order for these Departments to be reduced.

Option 3:

The 3 larger Departments (Fire, Police and DPW) would consider postponing new hires or replacements as follows. The Fire Department would not begin the extended coverage of nights until July. The Highway Department would not fill the position of an employee that recently gave their notice until August. The Police

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Department would hold off hiring the part-time secretary until July; hold off filling both part time officers, one until July and one for the entire year; and hold off filling the two full time positions until May. This staggered hiring plan covers the entire \$108,872 reduction.

Town Administrator Bolton explained that option 3 is the preferred option by the Fire Chief, Police Chief and DPW Director. Selectman Snyder asked to hear from Fire Chief Vezina and DPW Director Knapp. Police Chief Kelly was out of town and not available. Chief Vezina stated that option 3 is the least painful than the other two options not just for 2017 but moving forward in 2018. DPW Director Knapp stated that option 3 is the lesser of the evils and that the other two options cause the departments to go backward in 2018. None of the three large departments have extra money. The budgets were already trimmed during budget season while working with the Finance Committee to be conscious of other requests needed. Chairman Clow asked for the Boards consensus on the options. The consensus of the Board was to go with option 3. Selectman Snyder replied that she had been reviewing the budget and there was not a lot to be able to cut from the highway department budget, this option makes the most sense. Finance Administrator Beth Rouse had prepared the new budget forms for the Department of Revenue for each option in order to file the forms in a timely fashion. There is a 20 day window after the Town vote to get the paperwork to the State. The Board signed the new budget form.

ADMINISTRATIVE REPORT

- Town Administrator Bolton wanted to clarify information that was given last week that was not accurate with regard to the amount of outstanding taxes. There are several taxpayers that in lieu of the Town taking their houses enter into payment arrangements with the Town. The list that was read from last week contains only those taxpayers on payment plans totaling \$113,384.51. That amount is not the total outstanding taxes. As of March 17, 2016 the total amount of outstanding taxes for years 2009-2015 is \$448,054.31, of which the amount above is included in. On top of that there is \$520,271.15 for outstanding taxes for 2016. So if looking at the fund balance, it is not all cash it contains almost one million dollars in outstanding taxes.
- Government Building & Maintenance Projects: Selectman Osborne and Selectman Snyder were handed the town hall repairs list that was discussed by the Board when they visited the Town Hall on May 4, 2015. Chairman Clow address the outstanding list as follows:

Bell Tower Spires: One of the spires has broken off and been removed. All of the remaining lower spires are rotted at the bottom and need to be removed as soon as possible. It is assumed that the upper spires may also be rotted. It was suggested that new spires be made of PVC so they would be maintenance free. The Historical Society will need to be contacted before making a decision on materials.

Water Deflection Over Handicap Door: Water coming off the roof over the handicap entry door now falls directly on the new posts on either side of that door. It was suggested that a short piece of drip edge installed inverted over the area would be a simple way to deflect the rain water.

Windows: All of the windows appear to need re-glazing and possible repair. Some sections of the storm windows are missing or broken.

Rotted Eaves: There is rot along the eaves at the back of the building as well as in the crown molding going up to the peak in the rear.

Roof: The main roof of the building is in excellent condition. Shingles on the bell tower are not new but appear to be in good condition from what the Board members could see. From the thickness of the drip edge, there appear to be multiple layers of shingles over the stage area.

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Painting: Corner boards and trim need immediate attention. Interior components in the bell tower need painting. Painting on exterior of tower dependent on replacement materials used for spires. Some exterior painting of tower will be probably needed. New handicap railing needs painting or some weather resistant treatment.

Janitor Sink: The current sink has a very large hole in the side and is deemed unusable and needs to be replaced. **ó Newly added tonight.**

Boiler: The Board did a cursory view of the boiler. Two sources have recommended that it be replaced. **(Done)**

Front Sign: The letter board sign in the front of the building is very deteriorated and needs either replacement or major repair. The removable letters are yellowed with age and sometimes fall out of place. **(Letter Board repaired and new letters purchased. Have one estimate to restore sign.)**

Handicapped Parking: It was suggested that the handicapped parking spot be moved to the corner of the parking area closest to the carriage sheds and that a new sign be placed in that corner on the side toward the Legion so it won't be in the way of snow plowing. **(Done)**

No Parking Signs: It was suggested that the No Parking signs in the front of the building be moved a few feet to the corners so they don't detract from the front of the building. **(Done)**

Plantings: A member of the Historical Society has suggested that the overgrown shrubbery be removed and replaced with lower growing plantings. **(Done)**

PUBLIC COMMENT

Heleen Kurk stated that when she closed the doors at the Town Hall on Saturday she got soaked by a large amount of water coming from somewhere over the door. She would like that looked at closely before the new doors get installed.

John Vanloendersloot congratulated Selectman Osborne, Selectman Snyder and the option 3 of the budget. He stated that he had a couple of questions first, was Parks and Recreation considered when developing option 3? If not, why? Second he asked Selectman Snyder if she was still the Deputy Town Treasurer. Selectman Snyder stated yes and that she will be stepping down. Chairman Clow replied that the Treasurer is the one that will find a replacement not the Board. Town Administrator Bolton replied that Parks and Recreation was not looked at during this option. The funds in there cover the summer hours for Chase Park for gate staff and lifeguards. The director keeps a very watchful eye on the funds and when there are no more funds the gates remain closed, which has happened in past. Mr. Vanloendersloot stated that he felt fire, police and highway should have been given more priority than the life guards. He also stated that Clough Park does not have life guards.

CORRESPONDENCE

None

OTHER BUSINESS

None

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NONPUBLIC SESSION

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 7:58 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Vice Chairman Hippler – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Hippler seconded to exit from the nonpublic session @ 8:42 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Vice Chairman Hippler – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Hippler seconded to seal and restrict these minutes from this nonpublic session.

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary