

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 3, 2017**

**PRESENT:** TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JOHN (JACK) MEANEY, SELECTMAN; JON OSBORNE, SELECTMAN; AND JAN SNYDER, SELECTMAN.

**RECORDING SECRETARY:** Naomi L. Bolton

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Frank Campana; Sarah Wagner; Sherry Burdick

**DEPARTMENT HEAD/COMMITTEE ITEMS - None**

**INTERVIEW WITH BOARD FOR SENIOR PROJECT – Sarah Wagner**

Sarah Wagner is a resident and will be a senior at John Stark Regional High School in the fall. For her senior project she is researching all the different levels of government. She has a strong interest in political science and pursuing it in college. She had about half dozen prepared questions for the board.

*1. What was the main reason for deciding to run for office?*

Vice Chairman Hippler stated that he wanted to better the Town. He is younger and felt a younger influence would be a different view. It is not his first time to be an elected official. He spent six years on the Board of Fire Wards and felt he wanted to give this a try. Selectman Meaney stated that he wanted to give back to the community. Chairman Clow stated his reasons are pretty much like Selectmen Meaney's; it had to do with public service. He started his community service as a school board member. He stated that it feels good to be involved and to do things that are important for the community. Selectman Snyder stated that in 1978 she was the Selectmen's secretary for eight years and there were a lot less employees than there are today. Back then the Selectmen did everything with the exception of Town Clerk and Tax Collector. She then went to work at the bank working with government entities. She was the Town treasurer for a number of years and now that she is retired she felt she had the time and experience, so she ran and here she is. Selectman Osborne replied that his decision was much like Vice Chairman Hippler's. He worked for the Town for the last 10 years at the Transfer Station. He also was a member of the Board of Fire Wards for the last nine years and was the Chairman for the last six years. He felt it was time to do something different, so here he is.

*2. Is a college education needed to hold this office?*

Vice Chairman Hippler felt that a college education was not needed at this Town Selectmen's level. He felt it was being more community oriented and educating yourself with the topics at hand. Selectman Meaney felt that college was not needed for this level. He felt it was mostly common sense issues and determining what is right and good for the community. Chairman Clow stated that the NH Municipal Association does offer training to newly elected Selectman. Along the way there are numerous offerings of courses directed to municipal handlings and situations, like right to know, finances, etc. Our insurer also offers training from time to time which is all geared to guiding elected officials in the right direction. Selectman Snyder agrees with Chairman Clow. She felt that a college education is needed to be a Town Administrator/Manager or Finance Administrator, but not for

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Selectmen. She pointed out that there are other levels of government, like county and school as well as town. It all depends upon what you want to do. Selectman Osborne agrees with what has been previously said. The Town elects you for this position expecting that you will govern for the good of the people and the community. Chairman Clow added that he saw an interesting item on MSNBC and it was talking about how can we get back to not having to be rich to run for office. It was geared toward Washington because there are some senators and representatives who can't afford to get a place in DC and sleep in their offices.

### *3. What was the biggest eye opener for you once you took office?*

Chairman Clow stated that when he first ran, Selectman Osborne's wife Donna encouraged him to run as she told him it was only Monday nights. He quickly learned that it is very time consuming and not just Monday nights. In order to be able to keep up with all the things going on, it takes a lot of time. Vice Chairman Hippler stated that he was not aware of the amount of financial commitment that it takes to run the Town, where it comes from, how it is collected, appropriated, spent and how much legal workings involved with each step. Selectman Meaney stated that like Vice Chairman Hippler he was surprised with regard to the finances. It is run like similar to a big business. You must make sure your employees who work for you are cared for and doing their jobs. Chairman Clow stated that the board does take a lot of criticism but the one thing that he felt was eye opening was when someone thanked him and told him that they appreciated what he was doing for the Town. He said that was very appreciated but seldom said. Selectman Snyder stated that she spent a lot of time sitting in the audience to see what is going on which was a great help as it gave her ideas to do things better. Selectman Osborne stated that as it was stated his wife served on the Board for six years. So with that and working for the Town as an employee, he knew what he was getting into and there were no surprises really.

### *4. What do you find is the most frustrating aspect of the position?*

Selectman Meaney stated that getting things done in a timely fashion can be very frustrating, like the Town Hall repairs, searching for contractors, putting out bids, selecting a contractor and getting things done. Chairman Clow stated that the Board spends a great deal of time preparing a budget for the Town needs which largely needs the support and approval of the Finance Committee to pass. Chairman Clow then explained to Ms. Wagner the difference of traditional town meeting versus Senate Bill 2 (SB2). He stated that in his opinion the SB2 creates hurdles. He feels that it creates a gap and makes it much more difficult to pass a budget. Vice Chairman Hippler stated that he agrees with Selectman Meaney and he hopes to change things but they do move very, very slow. Chairman Clow stated that when he first ran for office his goal was to be part of the change that would get the police department out of the news and it has been but just in the recent times.

### *5. How much time does this position involve each week?*

Vice Chairman Hippler stated that it is hard to say and can vary from week to week. The meetings take between 1-5 hours, then some weekends he comes in to review the bills, timecards, etc., land use stuff can come up, as well as taking the time to talk with people outside of this setting. Selectman Meaney stated that it constantly changes from week to week depending upon what it going on. He stated that on top of the other things, residents reach the board via emails or phone calls which take time to be looked into. Chairman Clow agreed that you can't say a standard number of hours per week. Board members are needed to sit on other boards as well through the course of a month, like Planning Board, Parks and Recreation, and CIP (Capital Improvements Program). Selectman Snyder will be sitting on the CIP which is a morning meeting over the course of several months, so the weekly hours are added to when there are other committees meeting. We are currently building a new DPW garage, so he has been going down weekly to see where it's at, so there is really no clear answer because of the number of different facets. He added that beginning in October through January it is very time consuming with budgets and sometimes those meetings have involved Saturday meetings. There are contract negotiations as well as hiring department heads that require additional meetings too. Selectman Snyder stated that in regards to the CIP. She feels the Town Hall has such a large list of smaller projects that it should be one project.

### *6. When you decided to run, how did you go about it?*

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Vice Chairman Hippler stated that he talked to a lot people first to test the waters. He then bought signs and placed them out in front of people's homes and along the roadways. He participated in a candidate's night and fielded questions regarding a cross section of topics. He also stood outside the polling place the day of the elections and was willing to talk to the voters at any time. Selectman Meaney stated that it took him three times at running before getting elected. The first time, he came to sign up and found out he was not on the checklist, so he had to run as a write in and he was not successful. The second time he was running with a lot of candidates and lost by only 24 votes. The third time, he ran and was successful, so maybe the third time was a charm. He also did as Vice Chairman Hippler did, attend candidate's night, put out signs and stand at the polls. Chairman Clow stated that he ran three times to get onto the School Board which he did for six years. He stated that he also coached the little league baseball in Town so when he ran for Selectman he did very well. He feels a large part of that was the exposure he had between the school and the baseball. When he ran he parked his Model A truck across the street where the old ball field was with his campaign signs on them, so it was very visible. Selectman Snyder stated she felt exposure is important as well as being active in the community. She did the same with placing signs all over town. She also wrote a biography about her and put it out in different places like the library, etc. Selectmen Osborne stated that he and Selectman Snyder stood at the polls in March during that awful blizzard and it must have worked because they are here. He felt that once you make up your mind to run you need to do all these things mentioned by fellow board members.

Ms. Wagner stated that was all the questions that she had and thanked the Board for their time. The Board welcomed her to reach out to any of them for further input or information as we are willing to help out.

### MEETING MINUTES

June 19, 2017 Minutes: **Chairman Clow moved, Selectman Meaney seconded to approve the June 19, 2017 minutes as amended. Passed 5-0-0**

### MANIFESTS

**Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated July 7, 2017 as included in the following manifests:**

<b>Payrolls Manifest</b>	<b>\$ 48,427.39</b> (weekly payroll)
<b>Fire Department Payroll Manifest</b>	<b>\$ 14,463.68</b> (June 2017 payroll)
<b>Accounts Payable Manifest</b>	<b>\$ 61,778.26</b>
<b>Weare School District Manifest</b>	<b>\$ 450,000.00</b>
<b>John Stark Regional Manifest</b>	<b>\$ 450,000.00</b>
<b>TOTAL</b>	<b>\$1,027,879.33</b>

*The following manifests were previously ordered to sign at the June 19, 2017 Board of Selectmen meeting:*  
*Payroll Manifest* *\$ 48,010.29 (Weekly payroll check date 6/29/17)*

*Accounts Payable Manifest* *\$ 39,785.76 (Checks dated 6/29/17)*

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**As there is no Selectmen's Meeting scheduled for Monday, July 10, 2017,**

**Please vote: To order the Treasurer to sign payroll checks dated July 13, 2017 estimated to be about \$55,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$40,000.00 for accounts payable that cannot wait until the next scheduled meeting of July 20, 2017 without incurring late charges or interest. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next schedule meeting. Passed 5-0-0**

### **ADMINISTRATIVE REPORT:**

Board Signature on Police CBA: Town Administrator Bolton presented the Board the new Collective Bargaining Agreement (CBA) that was approved at the March Town meeting for signatures. It is a 3 year agreement that will expire March 31, 2020. The Police Union reps have reviewed the agreement and have signed it. The Board needs to sign it and it will be put on file at the PELRB in Concord. The Board signed the agreement.

MOU for the Skateboard Park with the Weare School Board: Town Administrator Bolton presented the Board two copies of the MOU that was approved by the board for signatures. The business administrator at the SAU emailed looking for a signed copy, so the decision was to make two copies, one for them and one for the Town. The Board signed both agreements.

Government Building & Maintenance Projects: Town Administrator Bolton informed the Board that she has lumped what she had on the list for project under this one heading. Next meeting (July 17<sup>th</sup>) bids are due for the Town Hall door installation, the gazebo bids and the camera project at the safety complex. The projects will be laid out in table format for July 17<sup>th</sup>, so that the Board can work on prioritizing the work. Chairman Clow stated that he met at the Town Hall with Sherry Burdick and a gentleman from Walker Roofing to look at the bell tower and the spires. Walker Roofing did the Clinton Grove Academy bell tower as well as the copper roofing on the Stone Building. Selectman Snyder asked if the bids would be opened at the July 17<sup>th</sup> meeting. Town Administrator Bolton stated that she is planning on it.

Review of Policies & Procedures: Chairman Clow asked Town Administrator to remove the Feasibility Subcommittee for the Firing Range as the committee is no longer meeting. As far as the Noise Ordinance it is up to this Board for consideration. Chairman Clow stated that he will bring with him the last draft of the ordinance that was used worked on prior to the formation of the subcommittee. It was suggested that this is something that could be worked on through the summer versus when we get back to the weekly meetings, as we will be in the start of budget season.

Financial Printouts: Town Administrator Bolton wanted to make sure that everyone had seen the expenditure report as of June 30<sup>th</sup> that Finance Administrator Beth Rouse shared on Friday. On this printout it shows that overall the Town is at 49.76% remaining. The departments appear to be right on target. In looking at the 49.76% for the half year mark, we are not overspent because in the Insurance budget everything has been paid for the year. There is 1.16% left in there for deductibles for the remainder of the year. The rest of the printouts for the transfer station and vehicle repairs will be sent as soon as they are finalized.

### **PUBLIC COMMENT:**

Sherry Burdick, 382 Deering Center Road stated that she was reviewing the last set of minutes where the Board was discussing the gazebo repairs. She did some research and went online to Reeds Ferry and they have gazebo's the Town could purchase. They have a 20' octagon gazebo that can be constructed for \$11,380.00. They also have a 20' gazebo all vinyl coated for \$17,750 installed. They are guaranteed for 30 years. She felt

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that the current gazebo is in need of lots or repairs. The posts are rotting and felt that it was not worth putting lots of money into it when you can purchase an all vinyl coated one with a 30 year guarantee. The prices mentioned that were previously received were between \$13,000 and \$16,000.

Frank Campana stated that in the June 24<sup>th</sup> Concord Monitor there was an article regarding the contract with Chief Kelly. He stated that the article indicated that Chief Kelly stated that the limitations of 32 hours frustrate him too as he is not able to be out in the community more. Mr. Campana stated that he has one lieutenant and three sergeants, why can't he share the authority with them so he can get out more. Mr. Campana added that he doesn't have to think up and search out policies he has CALEA. He added that it is an observation that the recent contract with 4 weeks vacations for each year, doesn't seem to bother him to opt for vacation. Chairman Clow pointed out that his second in command has been out for several months and is just now getting back to work but part time. Also, one of the sergeants has been on military leave and is expected to return sometime in August.

**CORRESPONDENCE:** Town Administrator Bolton shared the Patriotic Celebration schedule of events with the Board in case residents contact you. The celebration begins on Friday, July 14<sup>th</sup> at 5 PM and concludes on Saturday, July 15<sup>th</sup> with the fireworks demonstration, weather permitting.

**OTHER BUSINESS:** Town Administrator Bolton supplied the Board with a sheet from HealthTrust entitled Medical & Eligibility. Vice Chairman Hippler stated that after the last meetings presentation from HealthTrust he asked Town Administrator Bolton to see if elected officials could get health insurance through the Town. According to the information provided, the governing board would have to vote to allow it to happen. Chairman Clow stated before we move forward he would like to see if there is anything in the Personnel Policy that might be in conflict. Selectman Meaney stated that if we proceed the interested employee would have to pay 100% of the cost of the plan prior to the month being covered. He feels that it would be a bookkeeping nightmare to try to do it by payroll deduction, especially if the employee didn't work enough hours to even pay for it. The Board agreed that it would have to be paid up front no later than the 1<sup>st</sup> of the month. Vice Chairman Hippler stated that he would like to see if there is any interest by others and would need to see the cost to the employees as it may not be feasible for anyone. Town Administrator Bolton will work with Finance Administrator Beth Rouse on this.

March Blizzard & Chairman Clow stated that he read recently that there was a declaration made for the March 2017 Election Day blizzard. The Board felt that it might have been a federal declaration but it wouldn't pertain to us because the Governor wouldn't make the declaration because of it being Election Day. Town Administrator Bolton will look into it.

**Being there was no further business to come before the Board, Selectman Snyder moved, Selectman Meaney seconded to adjourn at 7:54 PM. Passed 5-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary