

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
September 25, 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:** Chip Meany; Neal Kurk; Bob Pare; Mike Sullivan; Sherry Burdick; Tim Matheson; Benji Knapp, DPW Director.

Chairman Clow called the meeting to order at 6:30 PM before entering into nonpublic session.

**NONPUBLIC SESSION:**

**Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 6:30 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; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 6:59 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Selectman Meaney moved, Selectman Osborne seconded to seal and restrict the minutes of this nonpublic session. Passed unanimously 5-0-0**

Chairman Clow welcomed everyone present and watching before calling the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

**DEPARTMENT HEAD/COMMITTEE ITEMS:**

**DPW ó Promotion to Equipment Operator:** Director Benji Knapp informed the Board that since Steve Kenney left he has had an operator position open. He posted the vacancy internally. Three employees expressed an interest but one is still on probation so he cannot be considered. Last week he hosted a loader/excavator class with the UNH T2 center. This gave him the perfect opportunity to see how the two interested employees operated. As a result of the performance, he has chosen Jessie Allatt. Director Knapp stated that past practice has been to promote the individual to the same rate of pay that the operator left at. He would like to do this a little different. He would like to promote the employee to the old rate of pay prior to the 3% increase, which is \$18.21. The candidate will be subject to a 6 month probationary period. Upon successful completion of the probation period he would then receive the 3% increase to \$18.76. **Selectman Meaney moved, Vice Chairman Hippler seconded the motion to promote Jessie Allatt to Equipment Operator starting at**

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**\$18.21 with the understanding that he will be put on a 6 month probation period and upon successful completion of the probation period his rate will be \$18.76. Passed 5-0-0** On another note, DPW Director Knapp stated that he has contacted the paver to put the binder coat on Mountain Road. They are very busy and should be here in 2-3 weeks. There is a timber harvest that is scheduled to begin October 1<sup>st</sup>. He will reach out to the forester and will do his best to work around the harvest.

Discuss New Library Sign: Bob Pare, Chairman of the Library Trustees and Mike Sullivan, Library Director were present seeking approval from the Board to erect a new sign for the library. It is a combination directional/message sign. The sign would be of no cost to the Town it is coming out of library funds. Chairman Pare handed the Board copies of the potential sign that is being done by Mainline Graphics. The sign will be situated in such a fashion that it will not obstruct other signs or buildings. This new sign will be mounted on granite posts with brackets. It is double faced. It is going to be directional so that people can find the library, but at the same time a message board to be able to advertise events at the library. The intent of this is to be able to get rid of the white sandwich board signs. Mr. Pare understands that they will need to call Dig Safe before installation of the granite posts. Selectman Osborne stated that he went by both ways after the temporary mockup of the sign. It is able to be seen from either direction. Selectman Snyder stated that she was present when the library came to the Historical Society with the presentation of the sign type and location. Chairman Clow asked to make sure that wherever it ends up should not be in the way to plow. Mr. Pare stated that he would be happy to talk to DPW Director Knapp. Chairman Clow further asked if there was something that can be done for a UV Protection because the fading is very noticeable on the Historical Society Sign, which this is very similar to. Vice Chairman Hippler asked the trustees to look at the sign ordinance to see if this sign meets the ordinance as close as possible. Chairman Clow stated that he is not opposed to this sign. It is a very attractive sign. His only comment is that there are a lot of message board signs in the vicinity already. There were members of the audience present asking to speak on this topic. Chairman Clow stated that this is not a public hearing. He asked that the comments be brought up under public comment. With that being said the Board agreed to wait and take any action on this topic until after public comment.

### **2018 CIP REQUESTS:**

Town Administrator Bolton handed out two CIP requests. The first was for the repairs of the bell tower at the Town Hall. The Board received an estimate for this project in July 2017. The owner that originated the estimate clarified that the cost does include replacing the spires. Because this project will not be done in 2018 if successful, the owner suggested that 3-5% be added to the quote. Using the 5% the total cost of this project would be \$49,660. Chairman Clow would like to take this request to the CIP Subcommittee tomorrow morning and speak to the request. The Board agreed. Vice Chairman Hippler stated that he would like to see the rot taken care of first. Chairman Clow stated that he was going to ask the Board to add additional funds to the Government Building and Maintenance Fund for other projects like this. Vice Chairman Hippler located an estimated received in May 2016 for other items, like rot and the windows. The Board asked Town Administrator Bolton to reach out to the contractor for an updated estimate and the Board could revisit this next week. The second CIP request that is not yet complete was for a fire suppression system for the new DPW garage. As of tonight there is no price, but Town Administrator Bolton will check into a price and will have it for next week as well.

### **MEETING MINUTES:**

September 11, 2017 Minutes: Chairman Clow moved, Vice Chairman Hippler seconded to approve the September 11, 2017 minutes as amended. Passed 5-0-0

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September 18, 2017 Minutes: Chairman Clow moved, Vice Chairman Hippler seconded to approve the September 18, 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 September 28, 2017 as included in the following manifests:**

<b>Payrolls Manifest</b>	<b>\$ 53,600.39</b> (weekly and monthly payroll)
<b>Accounts Payable Manifest</b>	<b>\$ 101,583.91</b>
<b>Supplemental Accounts Payable Manifest</b>	<b>\$ 46,281.64</b>
<b>John Stark Accounts Payable Manifest</b>	<b>\$ 250,000.00</b>
<b>TOTAL</b>	<b>\$ 451,465.94</b>

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**Discussion:** Vice Chairman Hippler stated that he will not be signing the manifest tonight because there are a couple of invoices in there that he feels should have come before the board first before building a bridge. Selectman Meaney agreed with Vice Chairman Hippler. Vote: Passed 3-2 (Hippler, Meaney)

### ADMINISTRATIVE REPORT:

Camera Project: Town Administrator Bolton provided the Board members with copies of the four bids that were received for the security camera project at the Safety Complex as well as a cover sheet. Prices received range from \$7,772 to \$26,552.60. The intent is for the Board to review the bids between now and next Monday and be prepared to make a decision regarding this project. Next week Chief Kelly will be present for the meeting so if there were questions they could be answered.

Town Hall Doors: Town Administrator Bolton forwarded the warranty information that was tracked down regarding the new doors. Bill Williams from Cleary Millworks was the gentleman that came and measured for the new doors. The Town purchased torried mahogany doors from Lemieux. Lemieux has been purchased by the Masonite Company. The doors have a 20 year warranty. Mr. Williams forwarded the warranty information for the doors that were purchased. Mr. Williams also indicated in his email that he would not be coming out for an inspection unless the Town is making a warranty claim. The second coat of paint was applied to the doors and the wood work today. It is anticipated that on Wednesday the brass kick plates and bottom sweeps will be installed.

Insulation in attic of Town Office Building: Town Administrator Bolton has reached out to Team Engineering to come and review the attic of the Town Office Building to let the Board know what would be the best way to vent the roof so that the attic can be insulated without having ice jams in the winter. The engineer that has always worked with the Town is out of the office until October 1<sup>st</sup> at which time an appointment can be made for it to be reviewed.

Monday, October 9<sup>th</sup> ó Columbus Day: Town Administrator Bolton stated that she was not available Monday, October 9<sup>th</sup> ó Columbus Day. Last year the Board did not meet that night. It is a floating holiday for this

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building but the post office and schools are closed. The Board agreed that they will NOT be meeting on Monday, October 9<sup>th</sup>.

**Purchase Order for Leased Backhoe:** Town Administrator Bolton had a purchase order that needed to be signed to be able to hold onto the backhoe that the DPW has been renting. DPW Director Knapp has been renting a brand new backhoe since the article failed at last year's town meeting. He presented a proposal to the CIP Subcommittee last week with the option of a lease/purchase offer. The DPW would continue to lease the backhoe. If approved at Town meeting the intent would be to purchase the backhoe. The company will apply 80% of rental payments paid to date to the purchase price leaving a balance of approximately \$95,000. There is about \$35,000 in an existing Capital Reserve Fund that could be further applied leaving a balance of about \$60,000 for a vote at Town meeting. The purchase order has a stipulation that this transaction is subject to voter approval in March. Without a purchase order in place the backhoe can be sold to anyone, which means we would lose the funds from the lease payments. Vice Chairman Hippler would like to make sure that the extended warranty is considered after Town meeting. **Vice Chairman Hippler moved, Selectmen Meaney seconded to authorize the Chairman to sign the purchase order for the backhoe with the stipulation that 80% of the rental amounts paid get applied to the purchase price and that this is pending the vote at Town meeting in March and to purchase an extended warranty at that time. Vote: 4-0-1 (Snyder).**

### **PUBLIC COMMENT:**

Neal Kurk, Mt. Dearborn Road stated that he supports the idea of the sign. A number of people got together to choose a location that would have a minimum amount of intrusion but be beneficial for the library. He suggested that any motion made by the board should be specific to the location of the sign. Mr. Kurk supplied the board with several distances, but after some discussion the board felt the specifics would not be necessary.

Sherry Burdick, 382 Deering Center Road supports the sign as long as it is visible for the library and as long as it doesn't block the stone building. She felt that the motion should allow them some leeway especially with Dig Safe needing to be involved.

Tim Matheson, River Road stated the only issue he may have is with the distances if they are listed as part of the motion. If Dig Safe finds lines underneath after the location is specified and it needs to be moved it would require a trip back to the Board.

**Vice Chairman Hippler moved, Selectman Meaney seconded to approve the sign proposed by the public library, pending Dig Safe notification, as well as the location in agreement with the Library Trustees and the Historical Society. Passed 5-0-0**

### **CORRESPONDENCE:**

Vice Chairman Hippler stated that he would like to move forward and look into having a site assessment done at the Town Hall.

### **OTHER BUSINESS:**

**Overhang over Town Hall Doors:** Chairman Clow had offered to take pictures of other Town Hall doors to get some idea of what we could do in the front of the Town Hall to divert the water away from the front steps. He had a picture of the Henniker Town Hall and the Bradford Town Offices.

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Car Show at John Stark High School: Vice Chairman Hippler stated that on Sunday, October 1<sup>st</sup> the John Stark Generals Football is hosting a Car Show at John Stark Regional High School from 10 AM to 3 PM. Any and all cars are welcome as well as the general public.

Other Building Maintenance Issues at the Town Office: Selectman Snyder again reminded the board of other smaller projects that are needed in this office building. The bathroom sink in the ladies room was brought up and pictures were shown by Selectman Snyder. Town Administrator Bolton stated that when this topic came up a couple of weeks ago she was trying to figure out the urgency and also why this is being brought up at this level for the first time. One of the two sinks works and there is one stall, so the discussion ensued as to why it needed to be replaced. The bottom line was aesthetics was the reason. Other issues to be on this list are the ceiling in the Town Administrator's office and Conservation Room; and the thresholds that were removed several years ago should be put back.

**Being there was no further business to come before the Board, Chairman Clow moved, Vice Chairman Hippler seconded to adjourn at 8:45 PM. Passed 5-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary