

# FINAL



## WEARE BOARD OF SELECTMEN MEETING MINUTES October 2, 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:** Rachel Cisto; Bruce Fillmore; Chief Sean Kelly; Sgt. Brandon Montplaisir; Emily Dauphinais; Peter Flynn

Chairman Clow called the meeting to order at 6:30 PM and welcomed everyone present and watching. He asked those present to join in the Pledge of Allegiance. Chairman Clow stated that with all the tragedy that has taken place all around the country, like the three hurricanes and today's shootings he would ask everyone to join him for a moment of silence.

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

Appointment of Full Member to Cable: Chairman Clow asked Rachel Cisto to tell everyone a little bit about herself. Ms. Cisto stated that in 2013, about half way through college she interned and maintained the bulletin for the Cable Committee. She graduated with a degree in journalism and media. She looks forward to helping out the Cable Committee. **Selectman Meaney moved, Selectman Osborne seconded the motion to appoint Rachel Cisto as a full member of the Cable Committee for a 3 year term. Passed 5-0-0** The Board welcomed Ms. Cisto and thanked her for stepping up to volunteer.

Awards Ceremony: Chief Sean Kelly was present to recognize those that have gone above and beyond. First, Officer Jake Hatch was recognized for his service as a lieutenant in the military. For that he was presented the military service award. Second, Sheila Savaria organized and helped host the 1<sup>st</sup> annual medical mental health day on April 8<sup>th</sup> at the Safety Complex. This was an opportunity for members of the community to register with the Police Department as a preventive awareness in case of emergency. She was presented a commendation bar for special service. Lastly, Officer Mike Muise, Officer Jake Hatch, New Boston Officer Jessie Byam, Goffstown Dispatch Supervisor Michelle Provencher and Goffstown Dispatcher Christine Smith were recognized for their efforts in assisting to find and rescue a suicidal individual that attempted to hang himself in the wooded trail area behind Bolton Memorial Field. Each of them was presented a commendation bar for public safety. Everyone received a round of applause for their actions.

Chief Kelly stayed to address the camera quotes. Four quotes were received from Protection 1; Pro Technologies; Burns Security; and Minuteman Security. There is quite a difference from lowest to highest. The two lower bidders are going to use the current system and simply add on to it. The top two quoted a complete replacement of the system, which is why the difference in price. Chairman Clow stated that part of this quote is

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to update the outdated recording system, which all four bidders have included that. Vice Chairman Hippler asked if there was a removal fee if Protection 1 doesn't get the bid. He also asked what the warranty was on the Protection 1 quote. Is it 90 days or 5 years? Chairman Clow asked Chief Kelly if there were any problems with the service Protection 1 is currently supplying. Chief Kelly replied yes and no. The biggest issue has to do with limitations to technology of the system that is currently in place. So when a request is sent to Protection 1 we are leaving the priority of getting to us up to them. Selectman Meaney asked if the response time for service was given on the bids. Chief Kelly replied no but he would be willing to find that out. Being there were some outstanding questions, Chief Kelly stated that he will get those answers and return back to the Board on October 16<sup>th</sup>.

Vice Chairman Hippler stated that last week the State Police were called out at approximately 6:30 AM for a call that required the rescue squad to stage and await the police. At 7:15 AM the officer signed on in route to this call. The concern expressed by Vice Chairman Hippler is that we should be ready to go on calls at 7:00 AM. Chief Kelly stated that there is a State law that allows 20 minutes for donning and doffing, or better known as getting ready for your shift. Chief Kelly stated that this was a topic brought up about 2 years ago for this very situation. The Town has two choices we can pay overtime for 20 minutes or have the officers arrive @ 7:20 AM. In the current conditions without 24/7 this is a large issue that will be discussed at budget season.

### **DPW GARAGE UPDATE:**

Bruce Fillmore, Clerk of the Works was present to give the Board an update as to where we are on the construction of the new DPW Garage. Mr. Fillmore stated that the floor is poured in the office area and mechanics bay; they started to frame interior offices and mezzanine today. The septic system is installed and there are rocks placed out in front so that no one runs over the system. Phoenix Excavating is pretty much done the site work. One issue that was not included in the original plans was to seal the holding tank. It is going to be done at the end of this week or early next week. The balance of the floor is going to be poured next week. The base of the firewall is in. The first 8' of the wall is 12" thick cement block. On top of that there will be sheetrock (3 sheets on each side) and then coated with epoxy so that if it gets wet it won't ruin the sheetrock. The electrical and plumbing is done. The new well is dug and it will be supplying the Transfer Station as well. The water test came back high in arsenic. There are two ways of treating it, but because it is not a residence there is no need to have the whole system treated. The kitchen sink should be treated so that you can make coffee, etc. The outside is pretty much all done except for a few pieces of trim that need to be done. The overhead door company will be starting this week with the hardware first. Things are going on pretty much on schedule with an anticipation of getting in mid-November.

### **FINALIZE 2018 CIP REQUESTS:**

Town Administrator Bolton handed out a CIP request for the fire suppression system at the new DPW garage. The total cost is \$262,000, which breaks down as \$50,000 for the enclosed area; \$182,000 for the system, pump and piping; and \$30,000 for a generator large enough. After some discussion the Board agreed for Chairman Clow to bring this request to the CIP Subcommittee tomorrow morning. This price may change before it goes to the ballot because the generator is still being looked at.

### **OPEN PROPOSALS FOR AUDITING SERVICES:**

Town Administrator Bolton explained that an RFP was put out for auditing services for 2107, 2018 and 2019. The Town has not put it out in several years and felt it was a good idea. Four companies replied to the RFP and the plan was for the Board to open the four packages and have the Board take a copy of each to study. A decision can be made at the next meeting if we are ready. Copies will also be given to Beth Rouse, Finance Administrator for her input. Proposals were received from Roberts & Greene; Melanson Heath; Plodzick &

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Sanderson; and Vachon Clukay, LLC. All four companies knew that the decision was not going to take place this evening.

### MEETING MINUTES:

September 25, 2017 Minutes: Chairman Clow moved, Selectman Meaney seconded to approve the September 25, 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 October 5, 2017 as included in the following manifests:**

<b>Payrolls Manifest</b>	<b>\$ 49,638.11</b> (weekly and monthly payroll)
<b>Fire Department Monthly Payroll</b>	<b>\$ 17,950.75</b> (September 2017)
<b>Accounts Payable Manifest</b>	<b>\$ 25,479.23</b>
<b>John Stark Accounts Payable Manifest</b>	<b>\$ 250,000.00</b>
<b>TOTAL</b>	<b>\$ 343,068.09</b>

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**As there is no Selectmen's Meeting scheduled for Monday, October 9, 2017,**

Please vote:

**To order the Treasurer to sign payroll checks dated October 12, 2017 estimated to be about \$60,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$50,000.00 for accounts payables that cannot wait until the next scheduled meeting of October 16, 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 scheduled meeting. Vote: Passed 5-0-0**

### ADMINISTRATIVE REPORT:

State Auction: Town Administrator Bolton stated that we have four (4) vehicles going to the State Auction to be held on October 14, 2017. They need to be delivered this week to Concord. They need to have paperwork and the titles signed and dated for October 14<sup>th</sup>. The titles were not found in time for the Chairman to sign them, so Town Administrator Bolton asked if the Board would grant permission for her to be able to sign the titles for the Town. **Chairman Clow moved, Vice Chairman Hippler seconded to authorize the Town Administrator to sign the four titles on behalf of the Town as the seller. Passed 5-0-0**

Contract for Survey work on East Shore Drive: Town Administrator Bolton provided the Board with a contract from Keach Nordstrum to provide a survey of East Shore Drive which was previously discussed. There is only one signature line so a motion needs to be made to allow the Chairman to sign. **Vice Chairman Hippler moved, Selectman Meaney seconded to authorize the Chairman to sign the contract with Keach Nordstrum for the survey work to be done on East Shore Drive. Passed 5-0-0**

Insulation in attic of Town Office Building: Town Administrator Bolton received an agreement back from Team Engineering regarding the Town Office attic area. Team Engineering will inspect the attic to make observations of insulation, air sealing, ventilation and roof framing. They will provide an assessment of the likelihood that

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structural framing can support modern insulation levels and what would be their conceptual recommendation of repair for the roof framing if it cannot. They will also provide their concepts of repair for insulation, air sealing and ventilation. There is a minimum \$950 fee for this project. **Selectman Meany moved, Selectman Osborne seconded to authorize the Chairman to sign the service agreement from Team Engineering for a minimum of \$950 with the funds to come from the Government Building and Maintenance Fund. Passed 5-0-0**

Town Hall Work: Town Administrator Bolton reached out to Dave Hewey to see if he would provide a price to work on the handicap ramp, replace the backdoor, put up some rain gutter and replace the door on the furnace room at the Town Hall. Mr. Hewey provided a price of \$2,300 for all the work including materials, except for the door to the furnace room as he could not get a price on that for tonight. Vice Chairman Hippler stated that he likes Mr. Hewey and he does great work, but he thinks the Board should get three (3) quotes per the purchasing policy. Selectman Snyder stated that she agrees and feels it gets overlooked and waived too many times. Selectman Meaney stated that after what we went through on the door project it is going to be tough to get three quotes. Chairman Clow stated that he would like for the Board to revisit the whole Purchasing Policy, not just because of this project, but for overall purchasing. Town Administrator Bolton stated that this was discussed before when the Board wanted her to get a price from Mr. Hewey. **Chairman Clow moved to hire Dave Hewey to repair and paint the handicap ramp, replace the backdoor, put up some rain gutter and replace the door on the furnace room at the Town Hall for a cost of \$2,300 with the funds to come from the Government Building & Maintenance Fund; Vice Chairman Hippler seconded the motion per Section 14 of the Purchasing Policy due to time and availability of components. Passed 4-0-1 (Snyder)**

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

### **OTHER BUSINESS:**

Dangerous Traffic Situation on Buzzell Hill & East Road: Selectman Meaney stated that he is not sure who to address this to but the kids that participate in cross country at the middle school run up East Road and Buzzell Hill Road on different occasions. Today some of the kids were almost run over by a speeding school bus and other traffic. He would like for Town Administrator Bolton to reach out to the SAU, Weare School Board, the Bus Company, the DPW and the Police to make them aware of this.

Joint Loss Management Committee: Selectman Snyder stated that she brought this up before about the Town not being compliant with having a Joint Loss Management Committee and meeting quarterly as State Law specifies. She stated that it can be up to a \$250 per day fine for being out of compliance. She feels it is imperative we do something very soon. It will be looked into and revisited again in a near agenda.

Clinton Grove Flooring: Vice Chairman Hippler asked if there was any further progress on this. Town Administrator Bolton stated that she was waiting to hear from Sherry Burdick who was going to reach out to the contractor that gave the original price. No news to date.

Trash bill in last Accounts Payable Manifest: Vice Chairman Hippler asked if we found out about the T & J Waste bill of \$80. Town Administrator Bolton stated that it was for trash removal that is done here at the Town Office. There are a couple of trash cans that get emptied here at the Town Office. They have done it for the Town for the past few years.

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DPW Shut offs for Trucks: Vice Chairman Hippler stated that due to the absence of a fire suppression system currently at the new DPW facility he would like to make sure that there needs to be shut offs installed on all the trucks. Before the meeting concluded, DPW Director Knapp texted and stated they are working on it. They installed two last week.

Car Show at John Stark High School: Vice Chairman Hippler stated that on Sunday, October 1<sup>st</sup> the John Stark Generals Football hosted the 1<sup>st</sup> Car Show at John Stark Regional High School from 10 AM to 3 PM. He attended and it went well. There were approximately 27 cars/vehicles there. He felt it was good to see the community come together. They are planning on doing it again next year but possibly in a different more visible location to attract more people

Home Town Hero Ray Eaton honored: Selectman Meaney stated that it was nice to see our Home Town Hero Ray Eaton mentioned in the Union Leader as well as on Channel 9. Chairman Clow stated that he also wrote an article in the Library newsletter as well.

**Being there was no further business to come before the Board, Chairman Clow moved, Selectman Meaney seconded to adjourn at 8:30 PM. Passed 5-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary