

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 16, 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; John Lawton; George Lagos, Executive Director, NHRS; Beth Rouse, Finance Administrator; Benji Knapp, DPW Director; Don Hardwick

Chairman Clow called the meeting to order at 6:15 PM before entering into nonpublic session.

NONPUBLIC SESSION:

Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 6:15 p.m. pursuant to the authority granted in RSA 91-A:3II (b). 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 @ 6:30 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

Chairman Clow welcomed everyone present and watching, followed by the Pledge of Allegiance. Chairman Clow stated that the Board met in nonpublic session earlier with Fire Chief Vezina and Board of Firewards Chairman Steve Roberts to discuss a temporary plan for filling the administrative role that was vacated when Sue Tuthill retired in August.

NH RETIREMENT SYSTEM (NHRS) PRESENTATION:

George Lagos, Executive Director from the NH Retirement System was present to provide an update to the Board on the status of NHRS, including its financial position, employer rates, operational issues and the Decennial Commission. Mr. Lagos has been meeting with employers from all over the State in an effort to obtain meaningful feedback from employers on pension related issues. He also is trying to build on the working relationships with NHRS participating employers and enhance the lines of communications. Mr. Lagos went through the Trust Fund Assets, which as of June 30, 2017 was a little over \$8.2 Billion dollars. The investment performance in the past year came in at 13.5%, which exceeded their assumed performance rate of 7.25%. He reviewed the three components that make up the contribution rates for fiscal years 2018 and 2019. Mr. Lagos left extra packages of tonight's presentation with Town Administrator Bolton for anyone that couldn't make the meeting.

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DISCUSS REMOVAL OF STONE WALL FOR TIMBER CUT:

Don Hardwick from D.H. Hardwick & Sons was present. He will be logging in the town forest near Ferrin Pond. He attended the Planning Board last Thursday to get their approval to remove approximately 100-125 feet of a poorly made stone wall near the beaver pond off Mountain Road and approximately 25-30 feet of wall near Jewett Road. These openings are necessary to access the lot for a log landing. He does have another meeting with the Forester this week to further discuss different options and he may not need to touch the walls, but if they are insistent to sticking with the original plan, he would like approval so that he doesn't have to come back for permission. Chairman Clow read the motion that was made on Thursday night at the Planning Board meeting regarding Mr. Hardwick's request for stone wall removal. DPW Director Knapp stated that the last time any road improvements were needed to a Class VI road the Board gave him the authority to work with the logger. There is some road work that will need to be done in order to allow the chip trucks and log trucks to get the logs and chips out. **Chairman Clow moved, Selectman Meaney seconded to approve the request of Don Hardwick for the removal of stone walls to allow two landing sites off Mountain Road and Jewett Road, provided the Conservation Commission doesn't approve one landing area. Passed 5-0-0**

DEPARTMENT HEAD/COMMITTEE ITEMS:

Award Transfer Station Hauling Bid: Benji Knapp, DPW Director was present. Director Knapp stated that at the end of 2017 the Solid Waste Hauling Bids are up. He wanted to advertise it early enough to be able to use it for his budget figures for 2018. An advertisement was placed in a local newspaper of daily circulation as well as put on the website and in a public place. Only one bid was received by the deadline of September 29, 2017. DPW Director Knapp and Town Administrator Bolton opened the one bid which the Board has in front of them. The bid was from Sizemore Truck & Auto, who is the current vendor who hauls all our materials/trash today. The new prices are an increase over the current prices. Director Knapp stated that they have been excellent to work with.

The prices were as follows:

\$250.00 per trip hauling the Solid Waste from Weare to Wheelabrator in Penacook, NH.

\$360.00 per trip hauling the Construction Waste from Weare to Ercco in Epping, NH

\$250.00 per trip hauling recyclables/scrap metal from Weare to Schnitzer Metals in Concord, NH

\$485.00 per trip hauling the 100 yard open container of loose newspaper from Weare to OPR Systems in Wilmington, MA.

Waiting time (if necessary): \$85/hour

Fuel surcharges were listed in the event the fuel price goes above \$3.15/gallon.

Each year there will be a 3% increase per load. The hourly rate and fuel surcharge will remain the same.

Vice Chairman Hippler moved, Selectman Meaney seconded to award the Solid Waste Hauling Bid (as specified in the bid) for the next three years to Sizemore Truck & Auto beginning January 1, 2018 through December 31, 2020. Passed 5-0-0

DPW Update: DPW Director Knapp stated that on Saturday, October 7, 2017 Hazardous Household Waste Day was held and things went very well. Mountain Road is finished for now until the pavement comes. Director Knapp has made contact with the paving contractor. They are swamped because a lot of Towns are spending the extra money they received now. On Sunday, October 8, 2017 the Colby Road culvert was replaced. All but one of his crew came out to help. He will bring pictures to the next meeting or send them, but there was nothing under the steel plates the pipe had collapsed. Director Knapp wanted to take the time to thank all of his crew for helping out on a Sunday. Mt. William, Inc. and Neville Excavating loaned the Town the steel plates used to cover the pipe until they could get it fixed. Scott Silva of Cold Springs let the Town use his loader, excavator and allowed the Town to stock pile the materials on their property as a time saving measure. T-Quip loaned the town the steel box that they put down to dig safely. Sizemore Truck and Auto hauled the oversized culvert from

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the DPW Garage to Colby Road within a 1 hour notice of needing it. The entire project took 12 hours from start to finish and it wouldn't have been made possible without the generosity of all that helped out. They have rented a mowing tractor for one month to do as much roadside mowing as possible for the time. This mower is not the same that was rented in the past so the cutting that is done is not as clean as in years past. The Town supplies the man power to run tractor as he rented it without an operator. One month is not enough time to do all the mowing, especially when there was poor brush management in prior years. They are gearing up for winter and making winter sand. They are also doing a lot of handwork with cold patch. The new truck is going in to be painted and he is hoping to take delivery of it in 2-3 weeks.

AWARD AUDITING BID:

Beth Rouse, Finance Administrator was present to review the Auditing Bids that were received and opened at the October 2, 2017 meeting. A breakdown including the total cost, cost per year, hours designated for audit, contract cost per hour, other services, number of current clients, staff size and clients to staff ratio was presented. Costs varied from a total of \$35,100 to \$50,175 for the three years. After reviewing all the information provided and some discussion amongst the board a decision was made. **Selectman Osborne moved, Vice Chairman Hippler seconded to award the auditing bid to Melanson Heath for 2017, 2018 & 2019 at \$15,000 per year. Passed 5-0-0**

AWARD CAMERA PROJECT AT SAFETY COMPLEX:

Town Administrator Bolton provided the Board with a breakdown of information from all of the four vendors that submitted proposals for the security camera system upgrade. There were some differences not only in price but in equipment that was going to be provided, like a NVR versus DVR recorder. Warranty, response time and live feed were inquired about as well. After reviewing all the information and discussing it amongst the Board the company that seemed like the best fit was selected. **Selectman Meaney moved, Vice Chairman Hippler seconded to award the camera project at the safety complex to Pro Technologies from Hooksett, NH for the cost of \$7,987.38 with the funds to come from the Police Department operating budget bottom line.** Discussion: Selectman Snyder wanted to clarify that in the last minutes it was determined that a couple of the other companies whose costs were much higher was because their quote was for all new cameras and that is not true. **Passed 5-0-0** Chairman Clow asked Town Administrator Bolton to find out what budget line the Chief would like to take the money from.

OPEN PROPOSALS FOR ASSESSING SERVICES:

Town Administrator Bolton explained that an RFP was put out for assessing services for a 5 year time frame. The current contract expires on December 31, 2017. Three companies replied to the RFP. The Board opened all three proposals and each member took a package for their review. The decision will be made after a thorough review. Copies will also be given to Wendy Rice, Assessing Administrator for her input. Proposals were received from Avitar Associates of New England out of Chichester, NH; Cross Country Appraisal Group, LLC out of Bow, NH; and KRT Appraisal out of Haverhill, MA.

MEETING MINUTES:

October 2, 2017 Minutes: Chairman Clow moved, Selectman Meaney seconded to approve the October 2, 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 19, 2017 as included in the following manifests:

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Payrolls Manifest	\$ 55,568.62 (weekly payroll)
Accounts Payable Manifest	\$ 247,627.42
Supplemental Accounts Payable Manifest	\$ 3,592.00
Weare School District Manifest	\$ 450,000.00
TOTAL	\$ 756,788.04

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**The following manifests were previously ordered to sign at the October 2, 2017 Board of Selectmen meeting:**

|                           |                                                   |
|---------------------------|---------------------------------------------------|
| Payroll Manifest          | \$ 53,626.07 (weekly payroll check date 10/12/17) |
| Accounts Payable Manifest | \$ 53,477.86 (checks dated 10/12/17)              |

**Passed 5-0-0**

**ADMINISTRATIVE REPORT:**

Forest Fire Wardens Reappointment: Town Administrator Bolton received a form from the State of NH Forests and Lands updating the current contacts as forest fire wardens. Forest Fire Warden Raymond Eaton completed and updated the contact information. The Board needs to sign the form as well before it goes back to the State. No motion needs to be made because there are multiple signature lines for the Board as a whole to sign.

Permit to Trap on the Woods Family Forest: Town Administrator Bolton provided the Board with a permit and agreement for Glenn Dubois to trap on the Woods Family Forest Conservation property. The Conservation Commission signed off on the permit and agreement, but whereas it is town property it requires the Board's signature as well before sending it into NH Fish and Game. This permission has been ongoing for several years. **Vice Chairman Hippler moved, Selectman Osborne seconded to authorize Chairman Clow to sign the permit and the rest of the Board sign the agreement for Glenn Dubois allowing him permission to trap on the Woods Family Forest Conservation property. Passed 5-0-0**

Police SUV Graphics Change: Town Administrator Bolton received a call from Chief Kelly asking permission to move forward with the changing of the graphics on Car 6 which is the SUV. When Chief Kelly was previously here the Board asked him to wait to see the status of the budget at the end of the third quarter. The Board asked Town Administrator Bolton to ask Chief Kelly to reevaluate the budget money in light of the previous approval for cameras. The Board suggested waiting a few more weeks and then revisit the request.

Town Hall Doors: The brass kick plates and one piece sweeps were installed on Monday, October 9<sup>th</sup>, so the job is now complete. Selectman Snyder asked what was being done to have the small gap on the left front door corrected. The Board recalled discussing it but there was no decision as to fixing it or leaving it.

Insulation in attic of Town Office Building: Town Administrator Bolton has scheduled Team Engineering to come and look at the attic for this insulation project on Tuesday, October 24<sup>th</sup> @ 8 AM.

Town Hall Work: Dave Hewey completed all the work on the handicap ramp, replaced the back door, put up the some rain gutter and replaced the door on the furnace room at the Town Hall last week. The majority of the Board has been over to view the work and stated that it looks great.

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Camera Project at the Safety Complex: This project was voted on earlier this evening and will be completed in the coming weeks.

Noise Ordinance: Town Administrator Bolton was asked to email the Goffstown Fireworks Ordinance to all Board members to review.

Joint Loss Management Committee: Town Administrator Bolton has put it on the administrators list so that it can be corrected and not forgotten. The makeup of the committee needs to be researched regarding department heads versus employees. Once the appropriate members are selected a meeting needs to be held to select a chairman and meetings held.

### **PUBLIC COMMENT:**

Frank Campana asked if the company that was selected tonight for the camera project at the safety complex had an on-going monthly obligation to have it continuously monitored. The Board stated there is no monthly obligation. It will be web based monitoring by using an NVR. He also stated that he is relieved that the funding for this project will be coming from the operating budget versus the capital reserve fund for buildings and maintenance. He understands that the budgets are bottom line, but he felt that the Board should be getting information each time a department head overspends as to what line is being overspent and where the plan is for taking it from if known. Mr. Campana will see what happens next week during the tax rate setting, but he is concerned about the amount of money coming back to reduce taxes. He doesn't want the Board to be his banker. He has looked back in last year's town report and at the time of tax rate setting there was about \$800,000 in taxes owed that is included in the fund balance. He is encouraging the Board to return an impact size amount to reduce taxes. Last year the Town kept about 6 2/3% percent of unassigned fund balance. He feels that if enough money is given to make a sizeable impact maybe it will gain trust in the voters.

### **CORRESPONDENCE:**

Town Administrator Bolton informed the Board that she received a letter from CWS Fence and Guardrail for informational purposes. The letter was to inform the Town that they will begin work replacing substandard cable and beam guardrail along Route 114 from Flanders Memorial Road south 0.27 miles to the Bridge over Breeds Brook. The project is projected to begin October 23, 2017 and completed October 31, 2017.

### **OTHER BUSINESS:**

Chairman Clow stated that he had a person contact him regarding the purchase order that was signed to hold onto the backhoe that is being rented by the Public Works Department. It was relayed to him that Selectman Snyder was speaking to the Finance Committee before the last CIP Subcommittee meeting about this in a negative way. Selectman Snyder stated that it was her feeling that the intent was inappropriate and why did the no means no not pertain to this. Chairman Clow replied that he wants the Board to be a united front regardless of individual opinions. He doesn't want to see what happened last year at town meeting to happen again.

Selectman Osborne stated that in the Messenger last week Jean and Jay St. Jean Auctioneers met with the Town of Antrim regarding the marketing of tax deeded properties. He would like for the Town to be ready to have the necessary steps in place so that in April we can move forward and get some of the deeded properties back on the tax rolls.

### **NONPUBLIC SESSION:**

**Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 8:27 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Osborne**

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**– yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Osborne seconded to exit from the nonpublic session @ 9:00 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**

**Chairman Clow moved, Selectman Meaney seconded to seal and restrict these minutes of the nonpublic session. Passed 5-0-0**

**Being there was no further business to come before the Board, Chairman Clow moved, Selectman Meaney seconded to adjourn at 9:05 PM. Passed 5-0-0**

**ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary