

**FINAL**



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

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

**RECORDING SECRETARY:** Naomi L. Bolton

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Dwayne Duprey; Gina Duprey; Richard Butt; Frank Campana; Greg McDowell; James Drury; Lisa Cunningham; Catherine Chasse; Benji Knapp, DPW Director; Beth Rouse, Finance Administrator; Robert Vezina, Fire Chief; Sean Kelly, Police Chief; George Merrill; Brian Nichols; Lori Davis.

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

**NONPUBLIC SESSION:**

**Chairman Clow moved, Selectman Snyder seconded to enter into nonpublic session @ 6:31 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 @ 6:40 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**

The Board interviewed a potential candidate for a position open at the DPW Department.

Chairman Clow welcomed everyone present and watching, followed by the Pledge of Allegiance. Chairman Clow explained that the late start this evening was due to the Board conducting an interview with a potential candidate for one of the vacant DPW positions.

**STONEWALL REMOVAL FOR DRIVEWAY – BALCH HILL ROAD:**

Chairman Clow explained that there is a Town ordinance requiring the Board to review and grant permission for necessary stonewall removal for driveway access; only after the applicant goes to the Planning Board first. George Merrill was present with Brian Nichols. Mr. Merrill explained that there is already a small break in the wall and according to the requirements needed for a driveway there needs to be a 30ø entrance. The intention is to only open up what is necessary. Chairman Clow stated that the Planning Board heard this on Thursday night and approved it. **Chairman Clow moved, Selectman Meaney seconded to approve the request to open up no more than 30' of stonewall for a driveway on Balch Hill Road, Tax Map 410 Lot 165. Passed 5-0-0**

## FINAL

### DEPARTMENT HEAD/COMMITTEE ITEMS:

DPW Director Benji Knapp was present. The Highway Department has two vacancies that he has been trying to fill. Tonight the Board interviewed Dwayne Duprey to be hired to fill one of the vacancies. Mr. Duprey currently works for the State of NH and has snowplowing experience. He is proposing to hire him at a rate of \$16.56 per hour and he could start next Monday. **Selectman Meaney moved, Vice Chairman Hippler seconded to hire Dwayne Duprey as a Truck Driver for the Highway Department at a starting rate of \$16.56 per hour effective November 27, 2017. Passed 5-0-0**

The second order of business is to award a bid for a new plow. Last winter two plows got totaled. One was replaced earlier in the year and this one he would like to do now because he will need it soon. He got three quotes for the new plow which is as follows:

Tenco ó Trip edge with carbide & cover edges & rubber deflector - \$7,436.00

Everest ó Trip edge, single cutting edge - \$8,896.00

Everest ó Full trip, single cutting edge - \$9,100.00

**Selectman Osborne moved, Selectman Snyder seconded to award the plow bid to Tenco for the plow with carbide & cover edges and rubber deflector for the price of \$7,436.00 as presented. Passed 5-0-0**

Director Knapp reported that the new 10-wheeler is here and ready to be put into service. Selectman Snyder had questions about the compressor. It was ordered in December and delivered in January. They got it from Sanelø. It is supposedly quieter than other ones. It is still in the crate and is going to be put into the new DPW garage. The concern that Selectman Snyder had was the compressor only has a 6 month warranty and was that from purchase date or could it be from installation date. Director Knapp replied that he was not sure but could look into it.

### 2018 POLICE DEPARTMENT & ACO BUDGET PRESENTATIONS:

Chief Sean Kelly was present to go through his proposed 2018 budgets for the Police Department and the ACO. Chief Kelly explained that the difference in numbers may seem large as they reflect the need to add staff. In this budget he had included adding three additional officers, two for patrol and one shared SRO (School Resource Officer). He explained that he attended a school budget meeting last week and there are still some issues to be ironed out regarding the SRO because it is proposed to be split 2/3<sup>rd</sup> in the school budget and 1/3<sup>rd</sup> in the Town budget. The 1/3<sup>rd</sup> represents a cost of approximately \$29,000 for wages and benefits. Chairman Clow stated that he would like to address the change in the presentation by including the new officers. The Board will need to have a further discussion, but past practice has been that additional staff would be in separate warrant articles, so these numbers may change when it is viewed a second time. Chief Kelly explained that the current staffing of 11 full time officers is just not enough to provide 24/7 coverage. Chief Kelly provided the information and other possibilities of providing 24/7 with a contract from the State police, but the current union contract would allow the officers to grieve and probably win because they have the first right of refusal for work. Chief Kelly went through each line item and explained the reasoning for the increases or decreases. There is a line item for a new cruiser near the end of the budget. Other communities have their cruisers in the operating budget so that the rotation schedule and vehicles stay current. He does have two cars in the CIP program and thought one could be put in the operating budget and one by separate warrant article. This is the first time through the proposed budgets just like all the departments. Once all departments have presented once, there may be second visits necessary to finalize numbers.

Chief Kelly then gave the Board an update on the status of the vacancies. The last candidate he spoke to the Board about did not make it through the process. He still has one in the background stage, but will still have one vacancy. As we have seen through our current recruiting, there is a real possibility, that we would not be able to

## FINAL

hire the three new officers for 2-3 years if we don't budget for them now. Chief Kelly stated that there is approximately a 7% increase in calls from 2016, which goes to his need for budgeting for two more patrol officers.

Lori Davis, Chairman of the Finance Committee reminded the Board that extra staff requests have always been put on a separate warrant article and hopes the Board will be doing the same with this department and any other department.

### **CEDS PROJECT DISCUSSION:**

Town Administrator Bolton distributed final revisions for both projects. Last week the Board approved the two projects and wanted to have one last review of the section pertaining to the goals. Minor revisions were made to the goal section on both applications. Town Administrator Bolton stated that the Board would need to provide authorization for her to be able to sign the projects for submittal. **Selectman Meaney moved, Vice Chairman Hippler seconded to authorize the Town Administrator to sign the CEDS application for the River Road Reconstruction Project and the Communication Improvement/Enhancement Project to be submitted to Southern NH Planning Commission. Passed 5-0-0**

### **MEETING MINUTES:**

November 13, 2017 Minutes: Chairman Clow moved, Selectman Meaney seconded to approve the November 13, 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 November 23, 2017 as included in the following manifests:**

<b>Payrolls Manifest</b>	<b>\$ 57,037.50</b> (weekly & monthly payroll)
<b>Accounts Payable Manifest</b>	<b>\$ 42,470.56</b>
<b>John Stark Regional Co-op Manifest</b>	<b>\$ 250,000.00</b>
<b>Weare School District Manifest</b>	<b>\$ 450,000.00</b>
<b>TOTAL</b>	<b>\$ 799,508.06</b>

~~~~~  
**Passed 5-0-0**

### **ADMINISTRATIVE REPORT:**

2017 Town Report and 2018 Town Mailer: Town Administrator Bolton requested quotes for the 2017 Town Report and 2018 Town Mailer. Eleven requests were sent out to various printing companies. Five quotes were returned and two of the five only bid on the 2018 mailer. The bids were as follows:

# FINAL

|                              |                    | Town Report                              | Town Mailer | Total       |
|------------------------------|--------------------|------------------------------------------|-------------|-------------|
| RC Brayshaw                  | Warner, NH         | \$ 3,075.00                              | \$ 1,875.00 | \$ 4,950.00 |
| Kase Printing                |                    | \$ 3,096.00                              | \$ 2,015.00 | \$ 5,111.00 |
| Craftsmen Press              | Weare, NH          | \$ -                                     | \$ 1,889.00 | \$ 1,889.00 |
| Town & Country Reprographics | Concord, NH        | Emailed - no reply                       |             | \$ -        |
| Keystone Press               | Manchester, NH     | \$ -                                     | \$ 4,297.00 | \$ 4,297.00 |
| RAM Printing                 | East Hampstead, NH | Emailed - no reply                       |             | \$ -        |
| NH Print & Mail              | Concord, NH        | Email stating - going to pass on bidding |             |             |
| Cummings Printing            | Hooksett, NH       | Emailed - no reply                       |             | \$ -        |
| Print NH                     | Manchester, NH     | Emailed - no reply                       |             | \$ -        |
| Wharf Industries             | Concord, NH        | \$ 5,425.00                              | \$ 2,190.00 | \$ 7,615.00 |
| Colonial Printing            | Manchester, NH     | Emailed - no reply                       |             | \$ -        |

**Vice Chairman Hippler moved, Selectman Meaney seconded to award the 2017 Town Report and 2018 Town Mailer bid to RC Brayshaw in Warner, NH for bids of \$3,075 for the 2017 Town Report and \$1,875 for the 2018 Town Mailer. Passed 5-0-0**

Tax Deeded Property and Auction Information: Town Administrator Bolton provided each Board member with a FAQ sheet that she got while in attendance at the NHMA Conference. The gentleman is going to follow up by phone next week due to the upcoming holiday and short week. Selectman Osborne stated that he thought a list of properties was being put together so they had an idea of how many properties were going to be auctioned. Town Administrator Bolton replied that it was brought up at one meeting, but she recalled Selectman Snyder offering to gather the information. Selectman Snyder stated that she is working on it.

Town Office Attic: Town Administrator Bolton reported that the contractor did come by and viewed the attic. He determined that the wind is driving the rain in around the little half round windows. The day he came it was raining but not windy and it was dry. He indicated that he could see daylight around the half windows so when it is a combination of rain and wind is when the leaking occurs. Both roof locations where the rain was coming in are right near or under where the half round windows are.

## PUBLIC COMMENT:

Richard Butt stated he feels that the Board needs to have a discussion regarding the new officers that were presented tonight as part of the proposed budget. He pointed out that a few meetings back the Chief pointed out that there is a legal obligation to put these additional officers in the proposed and default budgets. He disagrees with the need for additional officers for 24/7 coverage because in 2006 the Town voted on a warrant article to provide 24 hour coverage by increasing the staff from 9 to 11. Mr. Butt pointed out that about 95% of the increase in the proposed budget has to do with personnel. He really hopes the Board has a healthy discussion on this issue as well as the issue of putting one car in the proposed budget. Mr. Butt brought this up last week and wanted to bring it up again and that is to urge the Board to consider purchasing the 2 cruisers this year out of the left over budget money at the year end.

## FINAL

Frank Campana commented regarding the police cruiser in the budget. He stated that he hopes that the Board is not trending to putting vehicles in the budgets as it does not allow the voters the opportunity for choice. He stated that he was at the school meeting the other night during the SRO discussion. The total was going to be split three ways. It was stated that the \$88,000 number given included benefits. The one thing that he brought up that was not discussed was the transportation that would be needed for the SRO officer. He didn't like the idea that the Town would be on the hook for the entire \$88,000 for the SRO. He also hopes the board will have a further discussion on the three officers and the need for them. He stated that more officers doesn't necessarily mean that the overtime will be going down. Mr. Campana stated that he had heard that the Chief was actually posting photographs on social media of people that were being arrested. He felt the time and place was in the courtroom and that it was very low to do that. He asked if the Board knew about this practice they should be ashamed of themselves. What practical purpose does it serve? Chairman Clow stated that it was being done but it has ended and no longer being done.

### **CORRESPONDENCE:**

Town Administrator Bolton stated that she received a request from a taxpayer to have the interest forgiven on his father's property. The letter stated that his father was recovering from surgery for a broken hip as a result of a fall when the July bill came out. His dad has since passed away. He and his sister are working on taking over his affairs and didn't realize the July bill was not paid. The checks for the July and December bills are in the mail and he is respectfully asking that the interest be forgiven. The Board agreed to waive the interest of \$152.17 as requested.

### **OTHER BUSINESS:**

Chairman Clow stated that he emailed the Board the last evaluation that was done for the Town Administrator. Last year the department heads and the Town Administrator provided the Board with a "self-evaluation". The Board then took the self-evaluation and combined it with their evaluation. The Board would like to do it the same this year. Town Administrator Bolton will provide the Board with a self-evaluation. Chairman Clow reminded the Board that Town Administrator Bolton's contract expires next month and they need to work on that. The Board asked to have the current contract emailed to all Board members.

Chairman Clow reported that last week he went down to the DPW garage to view the building. He met the Project Manager Tony DaCosta. He has asked Mr. DaCosta to provide the Town with a real cost of the fire suppression system. The number that was provided was a very rough estimate but we need a more refined estimate. Vice Chairman Hippler stated that was fine but if the system that is being proposed is full water in the truck bay he won't support it because he thinks that is the wrong system. He would like to see foam or powder instead of water. The Board thought that it would be worth looking into what Hopkinton and some of the other garages have for fire suppression.

Vice Chairman Hippler stated that he would like to touch upon an item in the police department budget for the fenced in yard and the locker room. He asked the Board what was the intention of the use of the building that the DPW will be vacating. He feels that would make a great place for cold storage versus an outside fence. The thought was that it could be divided to allow storage for the parks and recreation and the police department. There needs to be no decision tonight, he just wanted to put it out there for some thoughts.

Town Administrator Bolton stated that every year the Town employees close early before Christmas and have a holiday luncheon and would like permission to do that this year. This year the thought is to close at 1 PM on Friday, December 22, 2017 and have a luncheon together before heading out for the holiday. If the Board was

## FINAL

fine with that Town Administrator Bolton would like to start advertising right away. The Board agreed that was fine with them.

Selectman Osborne asked when the Board can consider the bulky item issue. He would like to see it done sooner than later. He would also ask that Matt McLain, Transfer Station Manager and Benji Knapp, DPW Director be here for that discussion. Selectman Osborne stated he feels the same way that Richard Butt feels it is a double tax. The furniture goes into the compactor and hauled away. Over the years he was up there he felt it didn't add even 1 extra trip. Town Administrator Bolton will schedule it in the coming weeks.

**Being there was no further business to come before the Board, Chairman Clow moved, Selectman Snyder seconded to adjourn at 9:24 PM. Passed 5-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary