

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 11, 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: Gregory McDowell; Michael Sullivan; Claudia Bennett; Rick Farr; Lori Davis; Brenda Cannon; Beth Rouse, Finance Administrator; Police Chief Sean Kelly; Sylvia VonAulock, SNHPC; Adam Hlasny, SNHPC; Doug McNutt, AAPR; Verne Kaminski; Fire Chief Bob Vezina; Bruce Fillmore.

Chairman Clow called the meeting to order at 6:30 PM, welcomed everyone present and watching, followed by the Pledge of Allegiance.

DEPARTMENT HEAD/COMMITTEE ITEMS:

DPW Garage Update: Bruce Fillmore, Clerk of the Works for the DPW garage was present to provide the Board an update. Mr. Fillmore stated that the overhead doors and the heating system are not completed yet but should be by the end of the week. Both of the vendors are having help issues, which has pushed off the completion time. The walls are all painted and will have a few touchups needed. The office floors have been polished. The kitchen is all installed. The interior doors are hung. The two glass windows are being installed this week. All the fuel station controls have been moved back to the building. The Transfer Station is getting water out of the new well. It was turned on today. The underground tank is going to be sealed Tuesday or Wednesday. All the lights are up but a few outlets were missed and a few more were asked for. The brackets for the suspended ceilings are up. The fire extinguishers are in. Selectman Meaney asked how many change orders have there been. Mr. Fillmore replied none. The sealing of the underground tank was extra but it is being covered on the money that was left in another line of the project. Some of the subcontractors have come in less than what was bid. Selectman Snyder asked about the doors and the tracks being changed. Mr. Fillmore stated that there was a minor change to the tracks to move them away from the top. Selectman Snyder asked why the changes have not been brought to the Board. Mr. Fillmore stated that the few changes need to be decided upon the fly, which is why the Board hired him. Selectman Meaney stated that all anyone has to do is to stop and see the building. He stated that he has stopped down on several occasions and the superintendent on the job has always been more than willing to take the time to go over things and answer questions. Selectman Snyder asked about the completion date. Mr. Fillmore stated that there have been some things that were out of the contractor's control and they are looking to have it ready by the end of this week or Monday.

RFP for Police Cruiser Maintenance: Chief Sean Kelly stated that he had put an RFP out earlier in the year for cruiser maintenance. At that time he only received one bid, but he neglected to bring it forward to the Board for their approval. He put it back out for new bids which were due back on December 8th. Chief Kelly stated that

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they direct mailed invitations to eight local vendors here in Town. He received back 2 bids, both in Town. One is the current vendor and one was the vendor that has been used in years past. Route 77 Motors and Marc Phillips Automotive. Route 77 Motors is \$80/per hour for shop rate and \$79.95/per hour for diagnostic. Marc Phillips is \$78/per hour for the shop and \$90/per hour for diagnostics. Chief Kelly stated that he would like to stay with the current vendor as he is familiar with the vehicles. Chief Kelly stated that he has been working with DPW Director Knapp about getting the fleet back under the DPW schedule, but felt that the highway department is in their busiest time of the season and that in the spring the switch could be made then. Chairman Clow stated that he would be in favor of staying until April 1st to allow the highway to get through plow season. Selectman Meaney agrees. Vice Chairman Hippler asked where this leaves the Purchasing Policy. The Board agreed that it wouldn't change it and that anything over \$1,000 would need three written quotes. **Chairman Clow moved, Selectman Meaney seconded to keep the police cruiser maintenance at Marc Phillips Automotive through April 1st and that anything over the \$1,000 cost is to follow the purchasing policy. Vote: 3-0-2 (Hippler, Osborne abstained)**

AGE FRIENDLY COMMUNITY PLANNING DISCUSSION WITH SNHPC & AARP: Sylvia von Aulock and Adam Hlashy from Southern NH Planning Commission (SNHPC) and Doug McNutt from AARP were present to have an Age Friendly Community Planning discussion with the Board. Ms. Von Aulock stated that SNHPC started an Age Friendly Community Program in 2016 with a series of conversations and surveys to their 14 communities. One of the goals was to raise awareness and examine assets, opportunities, and roadblocks on many aspects of quality of life issues for both seniors and millennials. Valuable information from several hundred residents and stakeholders were tabulated for four focus areas: Transportation and Connectivity; Housing & Zoning; Recreation & Engagement; and Business and Economic Development. In the next phase, SNHPC has an opportunity to work with up to three communities in our region to create unique strategic plans for becoming Age Friendly. Working with community leaders and volunteers, SNHPC will assist communities and move from assessment into strategic planning. The goal is to develop age friendly strategic plans including recommendations and guidance on how to become age friendly communities. SNHPC has been fortunate enough to have the support of AARP who is experienced and has a Livable Communities Toolkit. Ms. Von Aulock is meeting with all 14 communities and encouraging them to submit a letter of interest to participate as a Pilot Community. These letters will be reviewed by SNHPC's stakeholder subcommittee and three pilot communities will be chosen. Letters should include how an age friendly action plan can help the community with consideration to transportation, housing, social engagement and economic development. Ms. Von Aulock informed the Board that they just came from the Town of Goffstown where they immediately moved to send a letter. The letter needs to be received by mid-January with a decision to be made by the end of January. This program is being done through a grant which runs out at the end of June. Mike Sullivan asked that the Board make the commitment and submit a letter of interest. He felt it would be extremely helpful to have someone handle the planning side for the town. Lori Davis stated that she felt that we as taxpayers cannot be responsible for everyone's issued in Town. Chairman Clow stated that he would like to explore the possibilities as a Board. The Board decision is only whether to send a letter of intent or not. **Selectman Meaney moved, Selectman Snyder seconded to send a letter of intent to SNHPC expressing the Town's interest in participating as a Pilot Community. Passed 5-0-0**

2018 BUDGET WORK SESSION:

Chief Kelly returned this week because he has spent time on sharpening and verifying amounts as a result of last week's discussion. One of the items that he revised which changed several lines is the placeholder amount. He changed the percentage from the 5% to 2.1% to reflect the November 1st inflation index. The part time secretary line has been reduced to \$20 to reflect a placeholder because it is a position called out in the collective bargaining agreement. He has reduced the part time officer's line to reflect one half time position. Rubbish removal,

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dispatch, cleaning and IMC contracts have been verified by the vendors, so the number seen here are the 2018 actual costs. There were other small lines changed or firmed up to reflect true costs for 2018. There are still a couple of placeholders using the 2.1% index.

Fire Chief Bob Vezina was present. He had one order of business and that would be to renew contract with Emergency Education Consultants. Last year the Board made a motion to renew the contract and Chief Vezina signed it. **Vice Chairman Hippler moved, Selectman Osborne seconded to extend the contract with Emergency Education Consultants, Tim Redding Consulting for \$3,690.00. Passed 5-0-0**

Chairman Clow asked Chief Vezina if he would speak about the potential warrant article that pertains to the wording change of the ambulance billing special revenue fund to include fire equipment, particularly what equipment does he see as part of the equipment being purchased in the future. Chief Vezina explained that the language change would give them the ability to purchase equipment in the out years like thermal imaging cameras and Jaws of Life. He further explained that we have to be mindful to make sure we have money in the fund for large vehicle purchases as well. It would give the Town a good tool and option for the future. The next vehicle he will be looking to replace is Engine 5 and that is scheduled right now in 2023.

Town Administrator Bolton informed the Board that she has the information on the Assessing RFP to discuss and the Board to make a decision. Three bids were received and reviewed by the Assessing Administrator. As a result of her review there were a lot of questions that we needed more information on. The questions were sent to the bidders. One of the three companies provided a bid that was all inclusive. The other two companies had some items that were going to be in addition to the amounts provided. One of the companies provided an hourly rate to perform the inspections of the campgrounds, so there would be no fixed amount to be able to budget for. **Selectman Meaney moved, Selectman Snyder seconded to award the assessing contract to Avitar Associates for a five year contract totaling \$440,160 or the fixed price of \$88,032 per year. Passed 5-0-0** Town Administrator Bolton stated that there is only one signature line on the contract to an additional motion will need to be made when the original one is turned in. **Vice Chairman Hippler moved, Selectman Meaney seconded to authorize the Chairman to sign the contract when it comes in. Passed 5-0-0**

Town Administrator Bolton informed the Board that DPW Director Knapp and Town Administrator Bolton went to Surplus Office Equipment in Manchester and got an estimate to furnish the three offices and lunch room with office furniture. Some of the furniture is new and some used. Town Administrator Bolton stated that the one quote totals \$4,483.00 with free delivery and set up. If the furniture is ordered tomorrow it will be scheduled to be delivered at the end of next week. The amount exceeds the \$1,000 purchasing policy requirement and the Board discussed getting two more. If two more were going to be required it is going to hold up the delivery of the furniture to get the employees in the new garage. **Chairman Clow moved, Selectman Meaney seconded to waive the purchasing policy requirement on this purchase. Passed 3-2 (Snyder, Hippler). Chairman Clow moved, Selectman Meaney seconded to purchase the DPW garage furniture a Surplus Office Equipment for the total of \$4,483.00. Passed 3-2 (Snyder, Hippler)**

The rain gutters at the Transfer Station were questioned as to cost. If over \$1,000 they would like to see an RFP and at least three quotes provided.

The discussion of moving the heat, electricity and building maintenance line items from the respective departments into the Town Hall and Office Building budget will be discussed and finalized at Saturday's meeting.

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The Board would like a draft warrant prepared for Saturday for the Board to be able to discuss the articles that have been put together to date.

MEETING MINUTES:

December 4, 2017 Minutes: Chairman Clow moved, Selectman Snyder seconded to approve the December 4, 2017 minutes as amended. Passed 5-0-0

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded to order the Treasurer to sign accounts payable and payroll checks dated December 14, 2017 as included in the following manifests:

Payrolls Manifest	\$ 53,453.70	(weekly payroll)
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Accounts Payable Manifest	\$ 132,039.43	
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Supplemental Accounts Payable Manifest	\$ 184,297.21	
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Hillsborough County Tax Payable Manifest	\$ 1,033,526.00	
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TOTAL	\$ 1,403,306.34	
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**Passed 5-0-0**

### ADMINISTRATIVE REPORT:

Town Office Attic: Town Administrator Bolton informed the Board that she reached out to the contractor that went up to investigate where the leaking is coming to see if he is interested in doing the work but has not heard back as of tonight.

Joint Loss Management Committee: The meeting date has been set for Wednesday, December 13<sup>th</sup> @ 3 PM.

Budget Work Session Meeting: Town Administrator Bolton reminded the Board of Selectmen of the meeting on Saturday, December 16, 2017 at 9 AM.

Town Administrator Contract: Chairman Clow asked for a copy of the current Town Administrator's contract to be emailed to all board members.

### PUBLIC COMMENT:

None

### CORRESPONDENCE:

None

### OTHER BUSINESS:

None

### NONPUBLIC SESSION:

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Vice Chairman Hippler moved, Selectman Meaney seconded to enter into nonpublic session @ 9:28 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

Vice Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 9:55 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 discussed staffing potentials and personnel matters.

Being there was no further business to come before the Board, Chairman Clow moved, Selectman Snyder seconded to adjourn at 9:56 PM. Passed 5-0-0

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary