

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
January 8, 2018**

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: Frank Campana; Richard Butt; Lori Davis; Gregory McDowell; Beth Rouse, Finance Administrator; Heleen Kurk; Fire Chief Bob Vezina; Police Chief Sean Kelly

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

CONTINUED DISCUSSION OF: 2018 BUDGET, 2018 DEFAULT & WARRANT ARTICLES: The Board started with the warrant articles.

Government Building & Maintenance Fund Article: Town Administrator Bolton stated that based on last week's discussion a formula was agreed upon. That formula resulted in a figure of \$46,015. The board discussed this and felt that it was too close to the bell tower amount and could create some confusion. The Board agreed to reduce the article to \$36,000.

KENO Article: The Board asked Town Administrator Bolton to reach out to Town Counsel to see if the Board needs to make a recommendation one way or another, or could the Board simply put no recommendation by the Board.

Tax Deeded Article: Chairman Clow stated that at the Finance Committee meeting it was pointed out that the original article was written to keep the larger blocks out to avoid selling them to developers. Selectman Osborne felt that was a chance the Board would take. Selectman Meaney agreed with Selectman Osborne. Selectman Snyder stated that there is only one parcel off Brook Road that is a larger parcel.

Non-Union Personnel and Library Raises: Chairman Clow stated that he looked up the CPI, Governmental Funds and Social Security and they are only doing 2%. The Board has figured the article for 3%. Vice Chairman Hippler asked if the Board needs to include Parks and Recreation employees. They are not included on the list and he was wondering if it is because they are seasonal. The Board discussed how the seasonal employees were handled in the past. Those staff members hired for the first year received minimum wage. If the staff member returned year after year they were given a \$0.25 raise. That was presented to the Board when asked to hire the staff. Town Administrator Bolton will get clarification with Director Stogner. The Board felt

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that while Town Administrator Bolton was asking Town Counsel about other articles, this could be included to make sure it cannot be considered discriminatory.

The Board then proceeded to review the 2018 Proposed and Default Budgets. Chairman Clow stated that the Finance Committee is concerned with consistency being applied across the Board. Chairman Clow stated that we have been through the 2018 Proposed Budget several times so they would not be touching that tonight as he would like to focus only on the default budget.

Selectmen's Office Secretary: The wages for this position need to be 20 hours in the Selectmen's Office and 20 hours in the Highway Department for the default. The proposed can stay with 40 hours in the Selectmen's Office and 30 hours in the Highway Department. This reduction of hours will change other payroll related expenses.

Police Department Wages: There are still two candidates in the middle of the new process, currently, so there was a question regarding the proposed budget for those two potential positions. The current proposed budget did take that into consideration and the figure that is in the budget reflects only 11 months for two officers.

Police Part-Time Secretary and Part Time Officers: Both of these default figures were lowered to reflect the 2017 approved budget numbers.

Insurances: At the Finance Committee meeting there was discussion of using the 2017 Approved Budget as a default figure versus the lower amount that reflects what is actually due. The Board discussed this and we have always used the actual insurance figures that we owe, regardless if there is a reduction of \$47,000. The consensus of the Board was to continue on as in prior years. This goes back to being consistent year after year.

Being there were no further questions, Beth Rouse, Finance Administrator stated that she will make the changes discussed tonight and get the Board the updated copies tomorrow. She asked that if the Board has questions on the new printout that they be asked prior to Monday night.

MEETING MINUTES:

December 27, 2017 Minutes: Chairman Clow moved, Selectman Meaney seconded to approve the December 27, 2017 minutes as amended. Passed 5-0-0

January 2, 2018 Minutes: Chairman Clow moved, Vice Chairman Hippler seconded to approve the January 2, 2018 minutes as amended. Passed 3-0-2 (Osborne and Meaney abstained)

MANIFESTS

Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated January 11, 2018 as included in the following manifests:

2018 Payroll Manifest	\$ 57,134.33 (weekly payroll)
2017 Accounts Payable Manifest	\$ 33,087.21
2018 Accounts Payable Manifest	\$ 573,776.97 (All payments to Primex for entire year)
TOTAL	\$ 663,998.51

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Passed 5-0-0

ADMINISTRATIVE REPORT:

Town Office Roof Leak: Town Administrator Bolton stated that after several unsuccessful attempts to reach the contractor she stated that the Board should locate someone in the spring. The Board concurred.

Capital Reserve Statements for November & December: Town Administrator Bolton reminded the board that in their mailboxes were the November and December 2017 statements with all the Capital Reserve Fund Balances.

Public Hearing on Budget, Warrant Articles and Town Administrator Contract: Town Administrator Bolton reminded the Board that Monday, January 15th starting at 7 PM there is a public hearing scheduled for the 2018 proposed budget, default budget, warrant articles and the Town Administrator's contract. The hearings start at 7 PM.

Deliberative Session: Town Administrator Bolton reminded the Board that Deliberative Session was set back several months ago and it is going to be held at 9 AM on Saturday, February 10th at the Weare Middle School Cafetorium.

PUBLIC COMMENT:

Heleen Kurk, Mt. Dearborn Road stated that she is not being disrespectful to anyone sitting at the table, but the Board is not following their own procedures from 2005. Ms. Kurk pointed out that on page 39 of the Town Report; Article 54 indicates that the Town shall have two public hearings on any employment contract, which has not been followed. She doesn't feel that the Board listens to the residents. There has only been one public hearing for the Police Chief's contract and to date there has not been any for the Town Administrator. She stated that if the Board were on the street they wouldn't be happy with what was being said about them. Chairman Clow stated that the intention is to have the first public hearing on the Town Administrator contract next week and the second one the following Monday evening.

Richard Butt, Old Town Road, stated that no announcement was made with regard to the details of the Town Administrator's contract, but he commented that will be done next week. Mr. Butt then questioned the article on the warrant regarding expanding the purpose of the special revenue fund. He questioned the original wording in 1999 and recalled the word replacement being included and he feels that it should be on the new article. He would like to see it better defined. Mr. Butt then asked about line #226 in the Police Department budget. He stated that it is a position in the Collective Bargaining Agreement, but it is vacant. It should then be budgeted based on the individuals in the positions at the time. He understands that the \$20 is there only to hold the position, so he is not sure why that position is being funded in the default at all, he feels it needs to be maintained and that the \$20 should be reflected in the default.

Frank Campana, Quaker Street, stated at the Board meeting on 12/27/17 Vice Chairman Hippler questioned the police department cars and why we needed two of them. He applauds Vice Chairman Hippler for raising the question although the minutes don't accurately reflect all the conversation. There was a consensus at that meeting that only one car would be put on the warrant. Mr. Campana stated that on 1/2/18 Chairman Clow took advantage with only 3 members present and made a gross misstep for bringing it back up. Chairman Clow stated that he never conducts a meeting that way; it is not the way he operates. On 12/27/17 there were messages from the police chief asking to hold off on this discussion until he could be here, which is why it was brought up on 1/2/18. The reason for delaying it was not to make that decision without the other two Board members. All five

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Board members were scheduled to be here on 1/2/18 and it was earlier in the day we were notified that two members were not available. Chairman Clow stated that there will be another opportunity next week at the public hearing if they so choose. Mr. Campana then stated that the contract that was alluded to earlier tonight was mentioned earlier about bundling the advertisement to save money and have it on the same night. It was brought to light last week during the budget. He stated that position is an 18% increase. It is a substantial increase money wise and percentage wise. It's his tax money and he feels it is absolutely excessive. He can only parallel it to the Police Chief's contract. Mr. Campana stated that these people do a good job without those increases.

Lori Davis, Buxton School Road, stated that she wants to discuss the job the Board is doing and she questions the transparency. She stated that she has been on the Finance Committee for four years and for the last 6 weeks she has been trying to get information from the Police Chief. She stated that she will fill out a right to know request and warned the Board that if it is not done in a timely manner she will take the Board and the Police Chief to court and she has no problem with that.

CORRESPONDENCE:

Chairman Clow asked if a letter was sent to Southern NH Planning Commission regarding the Board interest in being a pilot community. Town Administrator Bolton replied that it was done and sent to Southern NH Planning Commission. She will forward a copy to the Board.

OTHER BUSINESS:

Chairman Clow asked the Board's thoughts about an article to require the Finance Committee to televise all their meetings. Last year an attempt was made and the warrant article was amended to require all committees to make their best attempt. Selectman Meaney reminded the Board that John Foss appeared before the Board several months ago urging the Board to do something for this upcoming warrant. Selectman Meaney stated that there are several occasions where we get thrown under the bus and then backed over several times and he feels it's hypocritical. Selectman Osborne and Selectman Snyder have no issue with putting an article on the warrant. Vice Chairman Hippler stated that he has no problem and feels it goes to the transparency of all committees. The Board asked Town Administrator Bolton to check with Town Counsel on this.

Chairman Clow moved, Selectman Meaney seconded to reaffirm the decision on 12/27/17 concerning year end purchases totaling \$30,743.36 coming out of the remaining 2017 funds. Passed 5-0-0

Selectman Snyder asked what the Board's policy on inclement weather is. She received a phone call from an employee asking who makes the decision to close or not. The Board pointed out that there is something in the personnel policy, which Selectman Snyder stated she read. The issue is it doesn't address what to do after employees arrive here. Town Administrator Bolton stated that for as long as she has been here, she has handled it the same way, which is where some don't like it. If there is an employee that does not feel safe to drive to the office because of the weather, they are always welcome to take a vacation, bonus or comp day, not a sick day as long as they notify the Town Administrator ½ hour before opening the building. If the conditions during a weather event get worse to the point of the Governor declaring an emergency, then the Town Administrator will consult with area administrators, the DPW director and then finally to the Board for a decision. Town Administrator Bolton stated that if an employee feels they have to leave early because of the weather to get home safe and sound, they again, can use their earned time. Employees are not made to stay if they are uncomfortable about the weather. Town Administrator Bolton stated that she was asked last Thursday about thoughts of closing early for the weather. Again, Thursday is a short day and employees were offered the ability to leave early if they felt unsafe, but the office remained open until 1 PM as normally scheduled. Town Administrator

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Bolton stated that it has worked this way for the last 8 years and if the Board would like to implement something different that would be their decision. The Board felt that this would continue to be handled as it has always been.

Town Administrator Bolton informed the Board that we have had a couple of slip and falls by residents particularly when it's snowing. The snow comes in on the boots/shoes and makes the rubber floor wet and slippery. In speaking with the Code Enforcement Officer for a resolution other than the Caution Wet Floor sign, he mentioned putting down some grip tape on the steps. Grip tape has been ordered for all the steps. Selectman Meaney suggested that when putting down the tape to use spray adhesive first for extra strength.

Vice Chairman Hippler inquired about the three businesses he mentioned several months ago. Town Administrator Bolton stated that all three businesses have dealer licenses with the State of NH. Chairman Clow stated that the planning board is working on defining "junk yards" in the zoning ordinance. Vice Chairman Hippler further responded to the public comments made regarding not having public hearings per an article in 2005. He stated that in 2005 he was in college and was not aware of any such article. He stated that nothing the Board does is under handed. An error was made and it's only human nature. Now that it has been brought to their attention are they wrong, sure, but nothing was done intentionally.

NONPUBLIC SESSION:

Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 9:17 p.m. pursuant to the authority granted in RSA 91-A:3II (a & 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

Selectman Osborne moved, Selectman Meaney seconded to exit from the nonpublic session @ 9:42 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

Vice Chairman Hippler moved, Selectman Meaney seconded to seal and restrict these minutes of this nonpublic session. Passed 5-0-0

Being there was no further business to come before the Board, Chairman Clow moved, Vice Chairman Hippler seconded to adjourn at 9:44 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary