

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 5, 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: Lori Davis; Jessica Nelson; Sherry Burdick; Tim Matheson; Police Chief Sean Kelly

Chairman Clow called the meeting to order at 6:30 PM.

NONPUBLIC SESSION:

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 6:31 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

Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 6:51 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 and explained the late start tonight was due to a nonpublic session for a personnel issue. He asked for those present to join the Board for the Pledge of Allegiance.

DEPARTMENT HEAD/COMMITTEE ITEMS: Chairman Clow stated that Chief Sean Kelly is here tonight to discuss a couple of different items. The first one relates to the animal control officer and some of the suggestions made that we're going to develop into a revised job description.

Animal Control Officer (ACO) Discussion: Police Chief Sean Kelly stated that he has some draft changes to the operational matters related to the animal control position but he does not have draft changes to the job description. It was anticipated that these changes would not be done before the Board's next regularly scheduled meeting. There was some hesitation of going into a lot of details because it is in such draft form. The intent is to incorporate the changes from the action plan into a job description. Chief Kelly felt there were two parts, the first being a revised job description and the second being more of an operational nature. Chairman Clow stated that a lot of the action plan suggestions relate to how calls for service will be handled. He asked Chief Kelly to go through that so that people listening can have a better understanding as to why we are looking at this. Chief Kelly stated that he first started looking at the operational changes to this in the fall of 2017 simply because we

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were grossly over budget with many months remaining in the year. Since then there have been some organizational changes when contracting with Goffstown dispatch which now includes provisions for live dispatching, whereas before everything was a matter of record but it had to be transferred over on Friday afternoon and on Monday the backlog was caught up. Now with live dispatching when a call comes into Goffstown dispatch it is logged in and there is only one number and everything gets tracked with that one number. Chairman Clow pointed out that now the animal control calls are being handled just like every other call for service that comes in. The plan moving forward is that this position will be no more than 30 hours per week, which will bring it back into the letter of the law for part time employment. Chairman Clow asked Chief Kelly what the timeline would be needed to incorporate the action plan changes into the job description. Chief Kelly would like to put the deliberative session behind everyone. The consensus was that Chief Kelly would get the first draft of the job description to the Town Administrator prior to the meeting of Monday, February 26, 2018.

Hawkers & Peddlers Ordinance Discussion: Chief Kelly stated that several months back the Board asked him and Town Counsel to review the existing ordinance and comment. Tonight he is here to share some of his thoughts. Chief Kelly went through it with some objective and tried to anticipate what someone as a third party coming forward for this might ask. Chief Kelly went through all the sections and commented accordingly. At the conclusion the Board asked the Town Administrator to send the ordinance to the Chief and the Board along with the RSA that Town Counsel referred to. A draft will be created and scheduled for another discussion on April 30, 2018.

Bids for Electrical Work on Outside Lights at the Safety Complex: Chief Kelly came to the Board last week with only one bid to fix/work on the lights that are out at the Safety Complex. They requested quotes from four vendors and only two have responded. In the request Chief Kelly asked for replacement of existing equipment and then a quote for replacement with LED equipment which would have the advantage of a longer life. The upfront cost is more but according to Storch Lighting Solutions, who is not one of our vendors the LED option does have a longer life. Bristol Electric out of Bedford, who was the sole bid last week indicated that the reason for the replacement is that the lamp is out or the ballast is out or both. If both light and ballast are out Bristol's quote is approximately \$100 per light fixture for four pole lights. Also included was the light over the garage as well as the sconce by the gym door. Bristol Electric quoted a labor rate of \$65 per hour. It also stated that it would take two people, three hours to repair all of the lights. Their quote for the total of \$875 is for regular lights. The quote for LED replacements is \$985, \$110 more for LED. Pellerin Electric from Weare was the other quote received. They only offered a quote on the four parking lot lights for a cost of \$705 for LED and \$600 for the regular lights, so the quotes are really not apples to apples. It appears that this company may have missed the other two lights Chief Kelly was unsure. Everyone got the same request. Selectman Meaney asked if there was any information received from the electrician that is used for all the other Town buildings. Chief Kelly stated that is something that he cannot speak to in public session. The Board looked at strictly the labor per hour and Bristol was \$260 versus Pellerin at \$225. Board members expressed getting more quotes including the electrician that does most of the work on other town buildings. A brief nonpublic session will be held to discuss this briefly.

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 7:34 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

Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 7:37 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

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

Selectman Meaney moved, Selectman Snyder seconded that the Board award the bid to Pellerin Electric for the electrical light project at the Safety Complex with LED lights for the bid of \$705 plus to include the addition of the two lights not quoted in the original bid provided that it is less than \$985 total. Passed 5-0-0

Selectman Meaney asked what was going on with the camera project at the safety complex as we have not heard anything. Chief Kelly stated that he and the Town Administrator have had a conversation in the not too distant past about an option. Town Administrator Bolton has stood behind the original awarded bid. Now that this discussion has occurred Chief Kelly stated that he will move forward and get that project done.

Cable Committee Update: Town Administrator Bolton stated that she received a phone call from Cable TV member Richard Butt to let the Board know that it appears that the deliberative session this Saturday will be able to be televised live. They will be working with the school IT person at Wednesday night's school deliberative session. They will be recording it as well so that it can be rebroadcast.

SPEAKING ASSIGNMENTS FOR DELIBERATIVE SESSION: The Board proceeded down each article and the Board members decided amongst themselves which articles they wanted to present at the deliberative session on Saturday, February 10, 2018 at 9 AM on the Weare Middle School Cafetorium.

MEETING MINUTES: The Board tabled the 1-29-18 minutes until next week.

MANIFESTS

Chairman Clow moved, Vice Chairman Hippler seconded to order the Treasurer to sign accounts payable and payroll checks dated February 8, 2018 as included in the following manifests:

Payroll Manifest	\$ 51,063.14 (Weekly payroll)
Fire Department Payroll Manifest	\$ 7,097.20 (January payroll)
Accounts Payable Manifest	\$ 24,988.85
TOTAL	\$ 83,149.19

Passed 5-0-0

ADMINISTRATIVE REPORT: Town Administrator Bolton addressed or mentioned the following items:

Hawkers & Peddlers Ordinance ó further discussion scheduled for Monday, April 30, 2018

Custodian Position Details ó the Board needs to review the job description and it was put on the February 26, 2018 agenda. The Board asked the Town Administrator to resend the job description that was shared in a prior meeting.

Deliberative Session ó reminder that this is Saturday, February 10, 2018 at 9 AM at the Weare Middle School Cafetorium. Town Administrator Bolton reminded all present and those listening that there will not be any food for sale there, so it would be recommended to bring snacks or a lunch.

ACO Position ó further discussion scheduled for February 26, 2018

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Candidates Night 6 Town Administrator Bolton stated that Marge Burke, Weare School Board Chairman approached her to discuss the possibility of a joint candidates night. There are 3 candidates for 2 Selectmen's seats and there are 6 candidates for 2 Weare School Board seats. A date has been scheduled for Wednesday, March 7th @ 7 PM at the Weare School Cafetorium. The format will be to have the Selectmen's candidates go first for a question and answer period and then swap to have the Weare School Board candidates take the stage for a question and answer period.

Open House for new DPW Garage – Town Administrator Bolton reported that she is working with DPW Director Benji Knapp to schedule an open house. The two dates chosen will be either Saturday, March 3rd or Saturday, March 10th. The idea is to wait and choose a definite date as we get closer because it is ideal to have a nice day and not a snowy day. The final date will be announced and advertised when it has been decided.

PUBLIC COMMENT:

Sherry Burdick, 382 Deering Center Road stated that there was a discussion that she wasn't present for back in December. She believed that Selectman Snyder brought it up. It was about the possibility of the generator not being sized properly. She did some quick research and spoke with an electrical engineer and Selectman Snyder may be right. A three phase electric 15 horsepower motor at the low end will take 45KW on the low end at start up, not 5,000 or 4,000 like stated. She wanted to let the Board know that it's a possibility because there is no way she can do another calculation because she is not sure of the other electrical usages at the building. She is not sure how much the lights are going to take, how much the heat is going to take, how much the pumps that will be used to run the fluid through the floor, etc. You also have a welder and big compressor there, so Ms. Burdick stated there is a possibility that Selectman Snyder is right. When it came up that night on the television it bothered Ms. Burdick. The problem Ms. Burdick has is that when the Board makes comments here, and it's a good thing that people are watching, people need to be very, very careful because when you make wrong comments and it goes out, people that don't have an idea they think we are all set. Ms. Burdick claims that we may end up buying a different generator, it's a possibility. Chairman Clow replied that all he can say to that is we hired professionals and they gave us the calculations. The DPW Director was involved all the way who knew everything that might be running. Ms. Burdick stated that she is not sure that anyone in this room knows what the load is down there and there should have been a study done. They are putting in a 50 KW generator and she feels it is borderline and if it's undersized it would stall out because it couldn't come in and that's the problem. Ms. Burdick has spoken to an electrical engineer as well as people that build the generators and they agree with her. She stated that they will know when they get in there if they have an issue. Her point to this is that we really have to be clear and concise when we're giving this information out so that people know and it's not just bad information getting out there. We may have a problem and it may not be right.

Tim Matheson, River Road, stated that on the LED update at the Safety Complex you might want to see what they are going to use, what brand, what style of fixtures they are going to use. Some have different Lumens and different lifespans. He didn't know if that was all spelled out in the request. Mr. Matheson asked if there was any thought of reinstating the second segment of public comment, it's been about 10 months now. The Board has not discussed it. Mr. Matheson asked about the punch list at the DPW garage or are we at that point yet or are we beyond it. Town Administrator Bolton stated that the Code Enforcement Officer is waiting on the stamped engineer plans, which is why there is no certificate of occupancy. There is one outstanding item from the Fire Chief and that is, there is a need for a relay switch for the louvered fans in the firewall so they would shut off in the event of a fire. Mr. Matheson stated that in the contract, the DPW boys were painting the fire treated plywood, wasn't there a \$6,900 item for painting? Town Administrator Bolton stated that paint item was for all the walls in the main level but not upstairs in the mezzanine. It was a decision of the DPW director that because it was going to be left plain plywood and with the possibility of oil being spilled the paint would preserve the plywood. Mr. Matheson stated that the floors were polished at no cost at the DPW garage, was there a

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reason for that? Were the floors not level? Town Administrator Bolton replied it was just for a finished appearance. Mr. Matheson pointed out that they are in the grease and wet, so they could go for a ride. Town Administrator Bolton acknowledged that we are going to have to get more mats. Mr. Matheson asked about the possibility of a chain link runner. Town Administrator Bolton stated that it has been discussed and one will be put outside of the doors to knock off the snow, etc. before entering the building. Mr. Matheson asked why the Board has not kept up with the bi-weekly reports from the clerk of the works on the DPW garage. At this point we should have 20 plus reports. We have one televised report. We have one report that wasn't televised. There has been about 30-40 minutes missing from the last time Mr. Fillmore did something on YouTube. Town Administrator Bolton replied that it could have been because if there was a nonpublic session in the middle of a meeting it doesn't always start up again when you shut it off in the middle of a meeting. She admitted to not knowing exactly what day Mr. Matheson was speaking about. Mr. Matheson asked, don't you think we should have kept up with that? Chairman Clow responded that he didn't remember stating bi-weekly meetings. Mr. Matheson stated that he recalled it distinctly. Mr. Matheson asked why the Town Administrator had to call Turnstone and not the clerk of the works. This was to get the doors finished and to push the heat issue. The first of December is the last time that Mr. Fillmore was on and he noted that things should be wrapped up like the doors and the heating system. We are 6-8 weeks from that and he was curious. Town Administrator Bolton replied that she got involved with the generator because the Town needed to have a new propane tank installed. The current vendor would not speak with the clerk of the works because it was a Town account and the Administrator had to be the one to talk with the company, but it was for the generator and not for the heat. Town Administrator Bolton stated that DPW Director Knapp has been down there all the time and been involved with the heat as it is a waste oil furnace. Chairman Clow stated that he knows that Mr. Fillmore has been down there regularly. Mr. Matheson stated that there are probably certain things that are not noted, that if litigation arises because the building doesn't work out or something it should have been noted. He bought up something about the generator in November, about what the return was if it was the wrong size, if there was a restock fee and no one knew if there was a restock fee. His thought at that time was to lease something that would suffice us until we found out what we needed, not knowing if we were going to use it for the fire suppression. Mr. Matheson then asked about forestry, a 20% increase for the forester from \$25,000 to \$30,000. He didn't recall the Board discussing this increase. Chairman Clow stated that we take the Conservation Commission articles and bring them forward. Everyone needs to keep in mind that with the Town Forest Account, that if nothing is done or purchased then nothing is withdrawn. Chairman Clow stated that the Board received this request and it was assumed that they will be having the Forester doing something more this year than last year. Those articles are the Conservation Commission's and the Board has always moved them forward as presented. Mr. Matheson asked about weighing the Forester's amount against the actual revenue. Do we know the revenue? The Board had the total, but Mr. Matheson was looking for the year to year breakdown. His concern is not the job that is being done; he would just like to weigh the revenue to his cost. Mr. Matheson asked about rolling a couple of positions together, the secretary and the welfare and was that discussed amongst the Board. The reply was yes. Chairman Clow explained that it involved personnel the discussion might have been held in nonpublic before it could have been brought forth to the public. A couple of weeks ago, Mr. Matheson wanted to thank Vice Chairman Hippler for having a conscience when talking about the Town Administrator's contract, you asked if it might be wrong or did we do something out of line. Mr. Matheson appreciated the fact that you asked your fellow Board members. He knows that Selectman Snyder didn't vote for it. A lot of people are unhappy about that.

CORRESPONDENCE: None

OTHER BUSINESS:

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Vice Chairman Hippler stated that he was disappointed in Channel 6 on the presentation of the deliberative session dates. The two deliberative session slides for the schools show a generic picture of a cartoon crowd and on the Town slide show the word spending starting with a very small 's' and ending with a very large 'g' with a red line going straight up. He feels that there is an underlying message there and feels that Channel 6 should be impartial. It should be notification and no opinions. That is his own thought process. Selectman Snyder stated that it is not supposed to be political. Chairman Clow stated that was his concern as well. It's like a graph that goes from the left corner and goes straight up toward the right corner. The reality is that the Town portion represents only 16% of the total tax bill. Our tax rate is the lowest of any town around us.

Selectman Snyder asked if the clerk of the works is going to provide a report for the end. Town Administrator Bolton stated that she would ask for a final report in writing. Selectman Snyder stated that we don't know if there were any problems with anything. We don't know if there was anything in there that had to be changed. She can't imagine that everything went perfectly. Selectman Meaney stated that we would have seen any change orders if there were any and he has not seen any. There may have been a couple of changes with the tank as mentioned, but if it didn't incur cost there would be no change order. Sherry Burdick stated that with a job of over a million dollars that spanned over 6-7 months the Board should know what the heck went on with it. She claimed it was like never having any minutes when a committee is together, it's the same thing. She claimed it's not a good situation. Chairman Clow stated it was a beautiful building and urged people to attend the open house when it happens. Ms. Burdick stated that she may go get a personal tour before. Selectman Snyder added that not everything is visible there are lots of things that are underground.

NON PUBLIC SESSION:

Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 8:20 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

Vice Chairman Hippler moved, Selectman Meaney seconded to exit from the nonpublic session @ 8:38 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 potential contractors used at all Town Buildings.

Vice Chairman Hippler moved, Selectman Meaney seconded to enter into nonpublic session @ 8:39 p.m. pursuant to the authority granted in RSA 91-A:3II (e). 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, Vice Chairman Hippler seconded to exit from the nonpublic session @ 8:49 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

The Board discussed the upcoming court case for Friday.

Being there was no further business to come before the Board, Chairman Clow moved, Vice Chairman Hippler seconded to adjourn at 8:50 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

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Naomi L. Bolton

Naomi L. Bolton
Recording Secretary