

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 2, 2018**

PRESENT: FREDERICK W. HIPPLER, VICE CHAIRMAN; JOHN (JACK) MEANEY, SELECTMAN; JAN SNYDER, SELECTMAN; SHERRY BURDICK, SELECTMAN

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Police Chief Sean Kelly; DPW Director Benji Knapp; Joseph Sarno; Frank Richardson; Lori Davis; Heleen Kurk; Frank Campana

Chairman Hippler called the meeting to order at 6:13 PM before the Board entered into nonpublic session.

NONPUBLIC SESSION:

Chairman Hippler moved, Selectman Meaney seconded to enter into nonpublic session @ 6:13 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 Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0

Chairman Hippler moved, Selectman Meaney seconded to exit this nonpublic session @ 6:47 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0

This nonpublic session was to discuss personnel matters with regard to scheduling.

Chairman Hippler moved, Selectman Meaney seconded to enter into nonpublic session @ 6:47 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 Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0

Chairman Hippler moved, Selectman Meaney seconded to exit this nonpublic session @ 7:00 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0

This nonpublic session was to interview a potential candidate for the public works department.

Chairman Hippler welcomed everyone present and asked for those present to join the Board for the Pledge of Allegiance.

PUBLIC COMMENT:

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Heleen Kurk, Mt. Dearborn Road was present and stated that last week when the Board was doing committee assignments she did not hear any discussion regarding Article 27 of the Town meeting that passed. She understood that it was an advisory article she wanted the Board to have this on their radar. It will not be an easy task. Ms. Kurk read the entire Article 27 which directed the Board to appoint a committee of no less than 10 and no more than 20 persons to begin the information gathering process necessary for a long-overdue revision of the Town's Master Plan, including demographic, economic, environmental, and public opinion data. The committee is to be comprised of representatives of town government, business persons, and social and service organizations within Weare. The committee is to be appointed by May 1, 2018 and the findings to be delivered to the Board by February 1, 2019 to be shared and made available to the community at large. At the time of deliberative session Weare was still being considered for a pilot community for the "Becoming Age Friendly Assessment" through Southern NH Planning Commission. Unfortunately Weare was not selected for the assessment on this first round. There is supposed to be another round later in this year. Ms. Kurk stated that her second comment has to do with glass recycling. She has read many articles about towns doing away with glass recycling. She felt that the Town uses our glass, but she would like to have DPW Knapp state that. She would like for it to go onto our website as well as into the newsletter that is provided by the library.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Police Department: Police Chief Sean Kelly stated that he has many items this evening. First he stated he wants to start by apologizing to the Board. Approximately two weeks ago he left here with a sour taste in his mouth regarding some issue with radio communications. He stated that his staff had informed him correctly, he had interpreted it incorrectly which consequently created some tension here and he apologizes for that. It was entirely his fault and he takes full responsibility of that. They have been having struggles with the radio communications. They are talking about a blue tooth adapter that they got through Ossipee Mountain. For some reason the issue has not been resolved. The unit was purchased to do some field testing for a few weeks. Chairman Hippler stated that a lot of questions came up and has since been answered as a result of that conversation. He also appreciates the chief apologizing.

Larmonie Group Retainer Agreement: Chief Kelly stated that some weeks ago he brought forth a new agreement with Larmonie Group who does the background checks for the department. The concern was there was no end date. Chief Kelly read the paragraph to address the Board's concern, which was sufficient by Town Counsel. **Vice Chairman Meaney moved, Selectman Burdick seconded to authorize the Chairman to sign the agreement after the Town receives the signed agreement from Larmonie Group. Passed 5-0-0**

ACO Job Description Discussion: Chief Kelly stated that the last item left for this job description was to further define the domestic animal section. Chief Kelly thanked Heather Farrier from the SPCA for her help in this matter. Chief Kelly read the new language that was added. The idea was to limit the types of animal calls to be responded to, so that in essence we are not doing the same work as a state veterinarian. Chief Kelly stated that he will adopt this as policy this coming week. Selectman Snyder inquired about the clothing in fear of this person wearing shorts and possibly getting scratched. Chief Kelly stated that if we describe the type of garment being required to be worn the Town would be supplying them. Other policies in the police department address the appearance of sworn and unsworn officers. This person would be supplied a jacket that would note their position as a means of identification.

Pope Memorial SPCA Contract: Chief Kelly stated that the last time the contract was brought before the Board the concern was having an end date. The agreement will expire on April 1, 2019. **Vice Chairman Meaney moved, Selectman Snyder seconded to authorize the Chairman to sign the contract with Pope Memorial SPCA. Passed 5-0-0**

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Cruiser Equipment Up fit for New Cruiser: Chief Kelly stated that he is here for approval of the cruiser equipment for the new cruiser that was approved at the Town meeting. The cruiser itself has been ordered through Hillsboro Ford, as it was state bid. Three quotes were solicited: Ossipee Mountain - \$14,968.10; MHQ - \$14,133.93 and Adamson Industries - \$17,087.00. Chief Kelly is recommending Ossipee Mountain be awarded the bid even though it is a few dollars more because he would like to spend NH money in NH. The other two vendors are from Massachusetts. Ossipee Mountain was the vendor that did the up fit on the last 3 cruisers. Chairman Hippler stated that last year there was some issues last year and asked if this was all inclusive. Chief Kelly stated that this is all inclusive including the radio and graphics. **Chairman Hippler moved, Vice Chairman Meaney seconded to award the bid to Ossipee Mountain for \$14,968.10 to up fit the new police cruiser. Passed 5-0-0**

DPW Department: Director Benji Knapp was present. He first wanted to congratulate Chairman Hippler and Selectman Burdick for being elected and he expressed his willingness to move forward in a positive direction.

DPW Secretary/Assistant: Director Knapp reminded everyone that the Highway Department always had a secretary for 30 hours per week and over time things got consolidated and the position was shared so he was reduced to 20 hours a week. It has been rumored that this is a new position and it is not. He stated that there was an advertisement for a DPW Secretary/Assistant prior to Town meeting. The decision to hold off hiring until after Town meeting was to determine if the position was going to be 20 or 30 hours. With the default budget the position is for 20 hours. Six applicants applied for the position, two had found full time employment before interviews were conducted, so four were interviewed. Director Knapp stated that Joe Sarno was selected as the top candidate. He intent was to hire him at \$15.50 per hour and once his 6 months probation is over he would be elevated to \$15.71 which is the amount that was budgeted for. **Selectman Snyder moved, Vice Chairman Meaney seconded to hire Joe Sarno as the DPW Secretary/Assistant starting April 6, 2018 at a rate of \$15.50 to start going to \$15.71 after a successful 6 month probation period for 20 hours per week. Passed 5-0-0**

John Deere Backhoe Purchase and Sale: Director Knapp stated that the Town approved to buy the backhoe they were renting with 80% of the rental being applied to the purchase. In the purchase price was the 5 year extended warranty of 5 year/5,000 hours. There could be a different extended warranty of 5 years/7,500 hours purchased if the Town is interested but Director Knapp would not recommend that as they will never reach the 5,000 hours. Inclusive in the purchase price was a power broom and pallet forks, which he will not receive until after the purchase. DPW Director Knapp stated that this price comes in \$457.31 less than what was asked for at Town Meeting. **Vice Chairman Meany moved, Selectman Burdick seconded to authorize the Chairman to sign the purchase and sales agreement with Nortrax which includes the power broom and the pallet forks as well as the 5 year/5,000 hour extended warranty for a price of \$94,862.19 and the funds are to come from the Highway Truck and Equipment Capital Reserve Fund. Passed 5-0-0**

Truck Bids: DPW Director Knapp stated that this morning he and Town Administrator Bolton hosted a sealed bid opening this morning at 9 AM at the Town office. Three truck bids were received. After reviewing the bids, less the trade allowances and adding the extended warranties the bids ended up as follows: Western Star - \$115,420.00; Kenworth - \$116,474.00; and Mack - \$129,967. **Selectman Osborne moved, Vice Chairman Meaney seconded to award the bid for the cab and chassis to Western Star for the net total of \$115,420 with the funds to come from the Highway Truck and Equipment Capital Reserve Fund. Passed 4-0-1 (Hippler abstained)**

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Plow Equipment and All Season Body Bids: DPW Director Knapp and Town Administrator Bolton opened sealed bids for the plow equipment and all season body bids this morning as well. Three bids were received for this bid as well. The bids were: Tenco - \$69,907 for a Tenco body; HP Fairfield - \$76,651 for an Everest body; and Donovan Equipment - \$84,827 for a Monroe body. **Chairman Hippler moved, Selectman Burdick seconded to award the bid for the plow equipment and all season body to Tenco for the net total of \$69,907 with the funds to come from the Highway Truck and Equipment Capital Reserve Fund. Passed 5-0-0**

Sewer Pump: Director Knapp stated that about 3 weeks ago he got a call from a neighborhood for an alarm that the pump at the sewer station was not working at 4 in the morning. The number in the building was AAA so he called and they came to evaluate things. A new pump was installed in 2015. The one they removed was taken back to the AAA shop for evaluation. To rebuild the pump was going to be approximately \$3,660.46, which AAA did not recommend doing. The price for a new pump from AAA Pump was \$6,588.93 for the pump and no labor. It would be hourly for labor. Director Knapp went online to come up with a couple of other prices, which he did one was \$5,216 and the other was \$5,163.90 but he will still need to have someone install it and if we purchase an online pump he's not sure if AAA would install it as they would not know what exactly is being installed. Chairman Hippler asked if Director Knapp would look into a maintenance program with AAA Pump for the future. **Chairman Hippler moved, Vice Chairman Meaney seconded to award the sewer pump replacement and installation to AAA Pump \$6,588.93. Passed 5-0-0**

Recycling Update/Comments: Director Knapp informed the Board that the paper market has taken a real dive and it is not expected to make a comeback in the near future. The revenue is going to be down this year. The hauling bill is still less than the revenue received for now, but there may come a point in time that it may just end up in the regular trash. Glass and paper are really being affected recently and that is because of single stream. People throw all their trash together in one bag and then sorted later by someone. China is not buying it and single stream is killing it. Glass has been talked about for a long time. No one wants it. DES says you have got to manage it. We crush it and he was left a mountain of it. He would like to use it but it will be a while. He likes to use it in the ditches alongside the roads. If we throw it into the trash it makes a lot more weight, so we are going to continue with what we have been doing. Selectmen Osborne asked if there was any more thought on scales. Director Knapp stated they are expensive and currently the staff is doing a good job figuring out the cost as we are staying close.

Tentative Road Projects for this summer: Chairman Hippler asked Director Knapp if he briefly discuss the plans. Director Knapp stated that he is looking at top coating the base that they put down on Mountain Road. There is one spot before Bogue Road that is really bad. He is looking at starting at the bridge at Perkins Pond and work all the way to Cram. You get the best price when you put it all together in one area. All of this will all depend on the pavement prices. He would like to do some on River Road and some on Reservoir Drive, but again all of this will depend on the prices received. Director Knapp stated that the plan is to take the Assistant out and do an inventory on every Town maintained road to come up with the total cost of getting all the roads up to date. There may be further discussion of even a large bond to do all of the work over a short period of time.

COMMITTEE REAPPOINTMENTS:

Frank Bolton ó Full member to the Planning Board: **Chairman Hippler moved, Vice Chairman Hippler seconded to reappoint Frank Bolton as a full member of the Planning Board for a term of 3 years. Passed 5-0-0**

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Neal Kurk ó Full member to the Planning Board: **Chairman Hippler moved, Selectman Burdick seconded to reappoint Neal Kurk as a full member of the Planning Board for a term of 3 years. Passed 5-0-0**

Jack Dearborn ó Full member to the Zoning Board of Adjustment: **Chairman Hippler moved, Vice Chairman Hippler seconded to reappoint Jack Dearborn as a full member of the Zoning Board of Adjustment for a term of 3 years. Passed 5-0-0**

Marc Morette ó Full member to the Zoning Board of Adjustment: **Chairman Hippler moved, Vice Chairman Hippler seconded to reappoint Marc Morette as a full member of the Zoning Board of Adjustment for a term of 3 years. Passed 5-0-0**

William Bolton ó Full member to the Conservation Commission: **Chairman Hippler moved, Vice Chairman Hippler seconded to reappoint William Bolton as a full member of the Conservation Commission for a term of 3 years. Passed 5-0-0**

John Lawton ó Full member to the Cable Committee: **Chairman Hippler moved, Vice Chairman Hippler seconded to reappoint John Lawton as a full member of the Cable Committee for a term of 3 years. Passed 5-0-0**

CUSTODIAN JOB DESCRIPTION – FINALIZE: The Board discussed some minor changes and felt that in order to have a discussion on this topic a work session regarding the default budget needs to take place first. Town Administrator Bolton stated that it will be an open item on the Administrative Report with the anticipation of finalizing this when the work session on the default occurs.

MEETING MINUTES:

March 19, 2018 Minutes: **Chairman Hippler moved, Vice Chairman Meaney seconded to approve the March 19, 2018 minutes as amended. Passed 4-0-1 (Osborne abstained)**

March 26, 2018 Minutes: **tabled until next week**

MANIFESTS:

Chairman Hippler moved, Vice Chairman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated April 5, 2018 as included in the following manifests:

| | |
|---|--|
| Payroll Manifest | \$ 61,374.28 (Weekly, uniform allowances & longevity bonuses) |
| Fire Department Payroll Manifest | \$ 6,780.13 (March 2018) |
| Accounts Payable Manifest | \$ 90,457.12 |
| Supplemental Accounts Payable Manifest | \$ 459,980.00 |
| Supplemental Accounts Payable Manifest | \$ 94,862.69 (backhoe purchase-Nortrax) |
| TOTAL | \$ 713,454.22 |

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**Passed 5-0-0**

**ADMINISTRATIVE REPORT:** Town Administrator Bolton went through the following:

*Weare Baptist Church* ó Town Administrator Bolton stated Frank Richardson, a member of the Weare Baptist Church has been here tonight patiently. The Board is not allowed to go back to 2012. The information needed has been supplied to the Town. It's an unfortunate situation that is civil between the tenant and the Church. The Church is being charged the 18%. It is up to this Board to decide on the abatement. The loss of the exemption was in 2016, which is why the owners were billed that year for taxes. It was a short period of time and the exemption was granted again. It has been deemed tax exempt since that time which is why there was no 2017 tax bill. The Weare Baptist Church is actively pursuing making this correct. **Selectman Osborne moved, Vice Chairman Meaney seconded to abate the 2016 tax bill for the Weare Baptist Church as requested.**

**Passed 4-0-1 (Hippler abstained).**

*Government Building & Maintenance Projects:*

- Police Locker Room Project ó new lockers being quoted
- Fire Department Renovations ó currently being built, all framed, now being sheet rocked
- TA Office Room – still waiting on email from ServPro regarding their opinion
- Town Office ó Dave Hewey replaced the light bulbs, fixed the door closure coming into the building and put down the new stair tread grips on Thursday and Friday last week.
- JP Pest will be coming to the Town Office to check out a smell of something dead.

*Custodian Position Details-* to be kept on the list as open for a default budget discussion

*Tax Deeded Property for Auction* ó Town Administrator Bolton shared the response regarding eviction from Town Counsel. Also information was shared regarding having the auction handled by accompany called NH Tax Deeds. The Board felt all of this is a great discussion but best suited for a work session.

*Government Building & Maintenance Projects:* Chairman Hippler stated that he would like to go back and add a few things so they don't get lost.

- Town Office Rook Leak ó Board would like for a contract to be looked for
- Town Hall List ó reglazing of windows ó suggestion was to reach out to Tim Maskiell
- Gordon Brown Buildings ó paint or coat roof ó suggestion was to reach out to Mark Reade
- Clinton Grove ó storm windows

*Noise Ordinance* - Town Administrator Bolton stated that it was given back to the Board. Selectman Osborne stated that there is an RSA that exists and that's where it should end.

*Purchasing Policy* – Selectman Osborne stated that he would like to put this on next week's agenda and get it done.

*CEDS Committee* –Town Administrator Bolton received an email from Tom Clow asking the Board's permission to continue to be the Town representative to complete this project. He anticipated one maybe or two more meetings to bring it to the end. The consensus of the Board was to allow Tom Clow finish being the Town representative for the CEDS Committee.

*Milton Cat – Scheduled Maintenance* – Town Administrator Bolton asked the Board for approval and signature on the scheduled maintenance renewal for the generator at the safety complex. **Vice Chairman Meaney moved, Selectman Osborne seconded to authorize the Chairman sign the scheduled maintenance agreement with Milton Cat for the generator at the Safety Complex for a cost of \$780.50. Passed 5-0-0**

**CORRESPONDENCE/OTHER BUSINESS:** Vice Chairman Meaney stated the he was speaking with a gentleman from Capital Well regarding the possibility of putting sod down at Purington Field. The discussion

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then turned to the well with a motor down there. The concern was if the old well was usable. Town Administrator Bolton suggested that Wendy Rice in the Building/Assessing Department be contacted to see what the town has on file for paperwork.

Selectman Snyder asked about soliciting interest on this committee. The article is advisory only. The Board felt that we should advertise and solicit on Cable 6 and the website and other channels to see what kind of interest this will generate.

Selectman Burdick stated that when she brought up the concern about moving the public comment to the front of the agenda for some older residents and for people to leave. But it was not her intent to lose the one at the end of the evening as well. Town Administrator Bolton stated that a lot of people come for a specific interest in a certain agenda item. Chairman Hippler felt that maybe we can scan the crowd for comments after a particular item and see how that goes. The consensus of the Board was to go ahead and try it.

Selectman Osborne asked Town Administrator Bolton to ask the Conservation Commission for the contractual obligations that were entered into regarding the Town Forester when he was first hired. Selectman Burdick stated that the forester in New Boston works on call and only charges for his time spent on a specific project.

The Board inquired about the status of the Thibeault Gravel permit. Town Administrator Bolton stated that she checked with Chip Meany to see if new plans have been submitted and no new plans have been submitted. The Board asked that a cease and desist be issued until such time the gravel permit is issued again.

Selectman Snyder asked about a site walk on Saturday in Riverdale. Selectman Burdick stated that she attended and stated that all the trees were cut so everything that is being done is visible to all the neighbors and they are upset.

**Being there was no further business to come before the Board, Selectman Osborne moved, Chairman Hippler seconded to adjourn at 9:23 PM. Passed 5-0-0**

## ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary