

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
July 30, 2018**

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

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Karyn Stogner, PaRC Director; Joyce Bosse, The Messenger; Tom Clow; Gretchen Gueven, Weare Athletic Club; Keith Lacasse, WAC; Pamela Moul, WAC; Craig Moul; Paul Massaro, JSGFCA; Kristen Lundeen, WAC; Ric Angengis, WAC.

Chairman Hippler called the meeting to order at 6:15 PM before the Board entered into nonpublic session.

NONPUBLIC SESSION:

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:15 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

This nonpublic session was to interview a potential candidate the minute taker position.

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:33 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

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:33 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

This nonpublic session was to meet with a tax payer to discuss for their outstanding taxes.

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:40 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

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

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At 6:40 PM Chairman Hippler welcomed everyone present and watching. Chairman Hippler stated that we are getting a late start tonight as the Board had a couple of nonpublic session matters for a hiring and a tax situation. He then asked for those present to join the Board for the Pledge of Allegiance.

PUBLIC COMMENT: Tom Clow, 125 Concord Stage Road was present to urge the Board to take a second look at the decision last week to demolish the gazebo. Mr. Clow stated that if you take a look he feels that it is not in that bad of shape that you would want to demolish it. Two or three years ago the Board looked at it and there was an issue with it racking (twisting) and possibly falling over. A couple of estimates were provided to fix it. Both were very, very different as far as the approach. So the Board hired Team Engineering to take a look at it and come up with a plan, which they did. In the meantime to make it safe to hold events there, the highway department shored it up to support it and leveled up the floor. Several of the uprights on the railing are missing. Those are 2 x 2's and there is nothing fancy about them. The two columns on either side of the steps as it faces the middle school need replacement. One is really rotted and the other one is very punky. He personally feels, although he is not an engineer that there is a real safety issue. You have two columns and some railings that need replacing. Mr. Clow stated that as you drive into Town this is the first thing that you see. Years ago when the middle school was first built the Board worked with the School to place the sign further down so that it didn't block the view of the town common and gazebo. He feels that it is salvageable and would ask the Board to reconsider the decision. If the decision is to still demolish it he felt a public hearing should be held.

Mr. Clow stated that the only other item is that the Southern NH Planning Commission has not put the CEDS link up yet.

Keith Lacasse, Ridgeview Road, asked if the public would be allowed to speak to an agenda item to do with facility use that is further down the agenda. The Board agreed that the public would be allowed to speak as necessary.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Field Usage Email: Karyn Stogner, Parks and Recreation Director were present to discuss an email that Selectman Burdick received and forwarded to the Board regarding field usage. Director Stogner stated that she is a little embarrassed that we are even here tonight. Town Administrator Bolton asked Director Stogner to explain how all the scheduling of the fields is handled. Director Stogner stated that every year in March they have a field usage meeting where they invite all the organizations (Football and the Weare Athletic Club (WAC) as they are there for lacrosse too). Gretchen Guevin who is the field hockey coordinator was not there because of a scheduling conflict. Each organization submits a request for field usage time. At the Parks and Recreation meeting they go over all the schedules submitted which includes, the hours, days, times, locations, etc. that everyone is looking for and they approve them. During the March meeting there are discussions with all parties present, because conflicts can arise and it gets worked out with everyone present. Programs are continuing to get added which causes field shortages and it is different for each season. With regard to the email, it says football asked for 8 AM to 8 PM seven days a week for the football field, which as you can see it was not. Field Hockey asked for Ineson Field for certain times, there was no mention of using Bolton fields. Director Stogner repeated that she is surprised we are here, because if somebody had come to the meeting or even any subsequent meeting from the March meeting it usually can be worked out. Last year there was an issue with scheduling and it was worked out between her and the committees. If there had been a request for field hockey to use Bolton Field it would have been discussed. All of these situations can be handled at the Park and Recreation level and they are happy to try to work it out. Selectman Burdick stated that her only concern is that one group is only getting 2 hours and another group is getting 15 hours. Chairman Hippler stated that he would like to see it handled at the Parks and Recreation level, but being that all parties are present the floor is opened to anyone that

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would like to speak. Director Stogner stated that any issues that arise would require either an email or attendance at the meeting and a resolution can be worked out from there. Chairman Hippler stated that if it cannot be handled at the Parks and Recreation level, then the Board would get involved.

Vice Chairman Meaney reported to Director Stogner an incident that occurred at Chase Park on Sunday. He was trying to get a sticker and the attendants informed him that he didn't need one. It was his wife's, so the Town missed revenue. He inquired about the lifeguard being on duty. The attendants informed him that they would be right over. He put his boat in the water and when he went by no one was at the lifeguard station. He felt that someone should have been there. Director Stogner stated that she will look into it.

MEETING MINUTES:

July 16, 2018 Minutes: These minutes are tabled until next meeting.

MANIFESTS:

Chairman Hippler moved, Vice Chairman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated August 2, 2018 as included in the following manifests:

Payroll Manifest	\$ 55,825.44 (Weekly payroll)
Fire Department Payroll Manifest	\$ 5,130.53 (July Payroll)
Accounts Payable Manifest	\$ 86,678.74
Weare School District Manifest	\$ 1,150,000.00
John Stark Regional School District Manifest	\$ 700,000.00
TOTAL	\$ 1,997,634.71

The following manifests were previously ordered to sign at the July 16, 2018 Board of Selectmen meeting:

<i>Payroll Manifest</i>	<i>\$ 61,145.93 (weekly & monthly checks dated 07/26/18)</i>
<i>Accounts Payable Manifest</i>	<i>\$ 58,145.94 (checks dated 07/26/18)</i>

As there is no Selectmen's Meeting scheduled for Monday, August 6, 2018,

Please vote:

To order the Treasurer to sign payroll checks dated August 9, 2018 estimated to be about \$75,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$60,000.00 for accounts payables that cannot wait until the next scheduled meeting of August 13, 2018 without incurring late charges or interest. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting. Discussion: Selectman Snyder asked Selectman Osborne if there was any issue as he did not sign one of the payrolls. Selectman Osborne stated there were no issues, the reason he didn't sign the payroll was that his brother has a check in there and he felt it was not ethical for him to sign it. **Passed 5-0-0**

ADMINISTRATIVE REPORT:

Minute Taker for Board of Selectmen: Chairman Hippler moved, Vice Chairman Meaney to hire Hannah Smith as a minute taker for the Board of Selectmen at \$15.00 per hour effective immediately to begin at the August 13th meeting. **Passed 5-0-0**

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Intent to Cut ó off Jewett Road: Chairman Hippler stated that in the box for signatures there was an intent to cut for a large logging operation on property off of Jewett Road. DPW Director Knapp has written a memo to the Board requesting that a bond be issued due to the potential damage that could occur on this newly paved road. The Board had questions with how the intent was written out because there were no specific quantities listed it was a range. The Board would like to see quantities be firmed up, not a range. The Board would like to have photographs of the locations as they enter the roads. The Board agreed that they would like to see a bond posted. **Vice Chairman Meaney moved, Selectman Burdick seconded to require a bond in the amount of \$150,000 to cover potential damage of Jewett Road, Perkins Pond Road and Mountain Road for Jason Curtis Outdoor Logging for the Marc Descouteaux property on Jewett Road. Passed 5-0-0**

Capital Reserve Request ó Air Packs: Town Administrator Bolton explained that there is a request from Fire Chief Bob Vezina to spend \$1,641.49 from the Air Pack Replacement Capital Reserve Fund to pay for the required testing of the newly acquired SCBA's and mask face piece bags. **Vice Chairman Meaney moved, Selectman Burdick seconded to approve the \$1,641.49 from the Air Pack Replacement CRF for the required testing of the SCBA's and face mask piece bags. Passed 5-0-0**

Tax Deeded Property for Auction: The date has been set for October 27, 2018. 90 day letters were sent to the property owners. Property tax card, location maps and deeds are in the process of being gathered to get to St. Jean Auctioneers.

Master Plan Update Committee (Article 27): Town Administrator Bolton explained that the committee is currently upstairs having their kickoff meeting. They have all introduced themselves and appear to be well on their way. Courtney Provencher has offered to do the minutes for this committee as well. She is a volunteer on this committee. They are planning on meeting tomorrow night as well.

ACO Position: Town Administrator Bolton has talked with Police Chief Sean Kelly and the July 22, 2018 deadline has passed and there were zero applicants. He is going to put out more advertisements again.

Harassment Policy & Personnel Policy: The draft changes have been received from Primex and will be incorporated with some other changes that need to be made to the Personnel Policy.

GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:

Capital Reserve Request ó Bell Tower: Town Administrator Bolton informed the Board that she did reach out to Walker Roofing as discussed last week to see if they would put the Town in the schedule to have the Bell Tower done this year. To be guaranteed a spot on their schedule to be done this year, they would need a deposit check in the amount of 1/3 of the contract price. Once a check is received it would be put in the agenda and we would be guaranteed to have it done before winter. **Vice Chairman Meaney moved, Selectman Burdick seconded to approve a check in the amount of \$17,700 to be sent to Walker Roofing that would represent a 1/3 deposit for the Bell Tower and rot on the Town Hall. Passed 5-0-0**

Gordon Brown Buildings: Selectman Burdick asked Town Administrator Bolton to ask Walker Roofing if they might be interested in doing this work. Selectman Burdick has in her possession the paint that was donated from Country 3 Corners.

Town office roof, TA roof and walls & bulkhead at Town Office: quotes were solicited, one bid received. The one bid was contacted for proof of insurance and nothing else was returned. The Board would like Town

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Administrator Bolton to reach out to the person that did the work out room at the Fire Department to see if he would be interested in doing this.

Security Camera Project @ Safety Complex: Two bids were received and need to be put together in some order for the Board to be able to view. The RFP was put together by our IT vendor, so the bids would be run by him as well for his input. State of NH Homeland Security should be reached out to see if there is any grant money available. There was money encumbered last year that must be completed this year or the money is lost.

Dog House (bulkhead) @ Town Office: Again no bids were received and the gentleman who did the work out room to see if he would be interested in this project as well.

Safety Complex Replacement Roof: The RFP is out with bids due back August 13, 2018 @ 4 PM.

Stone Building Walkways: The DPW department is going to do this as time allows. DPW Director is on vacation so it may be done when he gets back.

Gazebo: Town Administrator Bolton stated that a couple of days after the Board voted to have the DPW employees demolish the Gazebo, Denise Purington hand delivered a letter to the Board from the Historical Society asking for reconsideration. The letter indicates that the Historical Society had the gazebo built and it was given to the Town in 1989 as part of a gift to commemorate the town's 225th anniversary. The Society is very interested in the fate of the gazebo and the town square. They have requested that the razing be deferred until October 1st by which date they will have a proposal to present to the Board. Chairman Hippler stated that he is in favor of waiting to allow the Historical Society to come up with a plan. Vice Chairman Meaney stated that if the Board wants to leave it something needs to be done during the interim to keep the kids from playing on it. The Board asked Town Administrator Bolton to send a letter to the school informing them that the gazebo is not allowed to be used at this time. The Board agreed to have the DPW hold off removing the gazebo until October 1st.

Food Pantry: Selectman Burdick stated that she has been down to the current location and they really need to get out of there. Town Administrator Bolton stated that she has met with the two that are running the food pantry and kept communication open. They have found a place in town. The owner is looking for \$1,800 per month. It needs some renovations to make the food pantry/thrift shop work there. Town Administrator Bolton's point of bringing this up was to see if the budget for Welfare can accommodate the rent. They feed 68 families a month and that excludes the holiday baskets. If the food pantry doesn't find a home then it would be closed and all the food would come back to here and when the food is done the 68 families would qualify for the Town to write vouchers. They are a registered 501(c)3. The Trustees of Trust Funds and the AG's office have been involved to see if there is a way of keeping this much needed service to the Town. The Board felt that Town Administrator Bolton should reach out to the owner and speak with her.

CORRESPONDENCE/OTHER BUSINESS:

Selectman Osborne stated that he has something. It's to do with Chairman Hippler and Selectman Burdick, nothing bad. Selectman Osborne feels that Chairman Hippler should not vote on anything to do with the Fire Department and Selectman Burdick should not vote on anything to do with the Public Works Department. Selectman Osborne stated that it is not illegal but feels it is the right thing to do to abstain. His wife abstained on all votes for the DPW when she was Selectman as he was an employee of that department. Town Administrator Bolton will obtain a legal opinion on this.

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Chairman Hippler informed the Board that he received an email from a resident regarding truck traffic and River Road. He replied to the resident and shared the reply with the Board. Chairman Hippler stated that if the Board has an issue with his response to please state it. He felt that there are businesses in Town that have every right to run the roads exactly the same as everyone else. Selectman Snyder asked about hours for businesses. She recently read that the Thibeault gravel pit is supposed to be 8 AM to 5 PM, she read that just recently somewhere. Chairman Hippler stated that he knows one of the businesses starts at 7 AM. Town Administrator Bolton stated that she's not sure where the trucks can't run the roads before 7 AM comes from. It probably stems from being tied to a gravel operation. Three of the gravel pits in Town are grandfathered so there are no specified hours of operation as there is no permit required. But when the Gould Road discussion was in front of the Boards there appeared to be some blanket rule of 7 AM to 5 PM.

Chairman Hippler stated that over the weekend he had the opportunity to attend the CALEA meeting in Grand Rapids, Michigan with Police Chief Sean Kelly. Chairman Hippler stated that Weare is accredited again. It was a very eye opening experience to see all of the process. You see others doing the same thing that we are, putting all the same blood, sweat and tears into it. There were re-accreditation agencies as well as some new applicants. He thanked the Town for the support to allow him to attend.

NONPUBLIC SESSION:

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:35 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 Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Selectman Osborne seconded to exit this nonpublic session @ 9:29 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

Chairman Hippler moved, Vice Chairman 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, Selectman Osborne moved, Vice Chairman Meaney seconded to adjourn at 9:30 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary