



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
November 5, 2018**

**PRESENT:** JON OSBORNE, SELECTMAN; JAN SNYDER, SELECTMAN; FREDERICK W HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN; JACK MEANEY, VICE CHAIR.

**RECORDING SECRETARY:** Hannah Smith

**TOWN ADMINISTRATOR:** Naomi L Bolton

**GUESTS:** Lori Davis, Frank Campana, Neal Kurk, Tom Clow, Cam Prolman, Beth Rouse, Killian Donnelly, Benji Knapp, Steve Roberts, James Drury, Steve Colburn, Ricky Houde, Peter Flynn, Dennis Aubin.

**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**

**Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:30 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**

**The Board interviewed a potential applicant for the vacant truck driver position.**

Chairman Hippler called the meeting to order at 6:30 and asked for those present to join the Board for the Pledge of Allegiance.

**PUBLIC COMMENT:** Neal Kurk was present to inquire regarding recreational easements granted to the Weare Winter Wanderers at the September 17<sup>th</sup> meeting. No clear language approved or available to public. Does Board have legal authority to give away something of value to a private entity without compensation? Was Town Counsel Laura Spector-Morgan consulted?

Lori Davis was present to comment regarding the same issue. Two of the properties granted easements were requested by the Conservation Commission and will be going towards a warrant article – will the Conservation Commission be legally bound to honor easements? Ms. Davis suggested a temporary easement while the property is held by Town, and allowing future owners to decide regarding easements.

**DEPARTMENT HEAD/ COMMITTEE ITEMS:**

Truck Driver Hire: DPW Director Benji Knapp was present to introduce Killian Donnelly, who is interested in accepting the position of truck driver. Start date of November 13<sup>th</sup>, probationary pay of \$16.56/ hour for six months and then increase to \$16.89/ hour. **Vice Chair Meaney moved to approve the hire, Selectman Burdick seconded; passed 3-0-2 with Chairman Hippler and Selectman Osborne abstaining.**

Award Uniform Contract: Director Knapp was present to review the uniform bid. The current contract with Clean Uniform Services is self-renewing, with any requested changes made in writing 6 months in advance. Cintas and Clean Uniform Services responded to the bid (non-renewing contract of 3 years with new uniforms). Cintas bid year 1 for \$201.80/week, year 2 for \$207.85/ week, year 3 for \$214/ week. Clean Uniform Services bid year 1 for \$168.77/ week, year 2 for \$177.20/ week, year 3 for \$186.06/ week. Clean Uniform Services' bid is cheaper, although there have been issues in the past, possibly due to complacency. Clean Uniform Service now offers a weekly report and Director Knapp would follow up more closely. Chairman Hippler inquired regarding comparison to current contract; Director Knapp confirmed this contract is a little bit lower than previous contract; Finance Administrator Beth Rouse confirmed 11%, rate for carpets and floor mats also lowered. Vice Chairman Meaney inquired regarding contract language pertaining to service standards; Director Knapp confirmed. **Selectman Burdick moved to award uniform contract to Clean Uniform Services, Selectman Snyder seconded; passed 5-0-0.**

Transfer Station Holiday Schedule: Director Knapp was present to pass on a request from Transfer Station Foreman Matt McLain to have the Saturday after Thanksgiving off (November 24<sup>th</sup>). The Board expressed no concern. Town Administrator Bolton requested this be well publicized, as the Transfer Station will be closed Thursday the 22<sup>nd</sup> until Monday the 26<sup>th</sup>.

Overtime Related to Colby Road Culvert: Town Administrator Bolton requested Director Knapp explain overtime expenditure related to Colby Road culvert failure on Saturday the 3<sup>rd</sup>. Director Knapp had gotten a call at 5am, as culvert had failed and was flooding. Backhoe not effective, excavator used to clear culvert but water flow eroded edge of road. Able to lay concrete pipe, hired truck for delivery and purchased gravel to assist with damming from Mt. William. Two additional employees worked to clear other culverts. For a more permanent fix for culvert, they will need to close down Colby Road (ideally between busses), more overtime can be anticipated. Selectman Snyder inquired whether Horace Lake dam was let out; Director Knapp was informed by residents water levels were comparable with Mother's Day flood of May 2006.

Water Bubbler Bid: Director Knapp was present to address comments pertaining to the DPW budget presentation on October 22<sup>nd</sup>, specifically a bill regarding daycare water bubbler and to clarify regarding bidding process. He did not receive three bids because current provider is specialized and has been providing labor and material since bubblers were installed. Director Knapp wanted to make clear he was acting in a way he thought best, per his DES license.

Board of Firewards Update: Board of Firewards Chairman Steve Roberts was present to respond to public comments made at the Board of Selectmen meeting of October 15<sup>th</sup>. First, Chairman Roberts commented regarding the scheduling of Board of Firewards meeting to discuss ambulance fees. Chairman Roberts requested these issues be referred to the Board of Firewards and reminded the Board of Selectmen that the public is welcome to attend meetings or call with questions any time. The last time ambulance fees were adjusted (about 5 years ago), the Board of Firewards presented before the Board of Selectmen and was very prepared regarding a

discussion of healthcare billing. Selectman Osborne, Chairman at the time, confirmed. The meeting time was posted and was deliberately scheduled so members of the public could also attend Board of Selectmen meeting. Additionally, Chairman Roberts commented regarding the ladder truck insurance money. Chairman Roberts was disappointed in the false information provided by public comment, and the lack of an opportunity to respond. The Board of Firewards is a volunteer elected position intended to support responders, and there are many prior example of money being saved (ie: fleet has been reduced, refurbished air packs). Town votes to provide manpower, training, and tools. Selectmen Burdick inquired regarding raise in ambulance rates; Chairman Roberts commented regarding normal increase in operating costs (also not comparatively higher). Selectman Burdick inquired regarding a report; Chairman Roberts confirmed the possibility of a presentation. Selectman Snyder inquired regarding specifics of ambulance rates; Chairman Roberts deferred to Fire Chief Bob Vezina, as there is some bundling involved.

**CONTINUED PUBLIC HEARING** (tabled from March 19<sup>th</sup>, 2018 meeting): Cam Prolman of the SNHPC was present to answer public comment and assist the Board in accepting Draft Hazard Mitigation Plan Update, dated 2017. The Draft Hazard Mitigation Plan Update is a planning tool to identify potential natural hazards as well as actions to mitigate these hazards. Additionally, the Draft Hazard Mitigation Plan Update can be a tool to leverage grant funding. If the Board approves it, the Draft Hazard Mitigation Plan Update is anticipated to be conditionally approved by FEMA/ Homeland Security on Monday the 12<sup>th</sup>. Vice Chair Meaney alerted Mr. Prolman that *Chip Meaney* is Building/ Code Enforcement Officer; Mr. Prolman will correct. Selectman Burdick inquired regarding incorporation of previously discussed comments; Mr. Prolman confirmed. Chairman Hippler requested comments from Tom Clow and Chief Vezina; Mr. Clow confirmed Draft Hazard Mitigation Plan Update is comprehensive and process included Police Department, Fire Department, SAU 24 School Board, and Building/ Code Enforcement Officer. Chairman Hippler confirmed continued discussion since March 19<sup>th</sup> meeting. Neal Kurk inquired regarding obligations Town undertakes, adopting plan vs accepting plan, Federal or State contingencies; Town Administrator Bolton clarified the Hazard Mitigation Plan was adopted years ago and an *update* is currently being discussed. Chairman Hippler inquired regarding last update; Mr. Prolman confirmed 2011. Selectman Snyder inquired regarding specific costs and obligations; Mr. Prolman confirmed the Town is not obligated to fulfill recommendations and there are no fiscal obligations, but Town can be reimbursed regarding FEMA funding. Selectman Snyder inquired regarding FEMA penalization for failure to comply; Mr. Prolman confirmed weighted if included in Plan. Chairman Hippler inquired regarding reviewing to approve for next week; Board consensus. Town Administrator reminded the Board they would not be meeting the 12<sup>th</sup> and suggested reviewing to approve the 19<sup>th</sup>. Chairman Hippler expressed concern with grant deadline; Mr. Prolman commented regarding ability to update annually. **Chairman Hippler moved to accept Draft Hazard Mitigation Plan Update, Selectman Snyder seconded; passed 4-0-1 with Selectman Osborne abstaining.**

**2019 FIRE DEPARTMENT BUDGET PRESENTATION:** Fire Chief Bob Vezina was present to review and discuss the 2019 fire department budget. Chief Vezina passed out a spreadsheet with 2019 Fire Department budget to those present.

RFP for Dispatch Services: An RFP was sent out in August to accommodating dispatch centers. Bedford was not interested, Southwest was interested but missed deadline, Capital and Goffstown submitted bids. Chief Vezina passed out a spreadsheet comparing bids to those present. Selectman Meaney inquired regarding a discount for paramedic intercept; Chief Vezina

clarified the Capital bid is just for fire (except for bariatric) and paramedic intercept cost not discounted. Capital is much more expensive but has more intangible benefits. Chairman Hippler inquired regarding integration of Capital with existing infrastructure; Chief Vezina clarified current infrastructure not support. Chairman Hippler expressed concern, as the Town has made recent infrastructure improvements. Chairman Hippler also requested clarification regarding financial obligation of Police Department and DPW if Fire Department switched to a different dispatch service; Chief Vezina estimated about half, and reminded the Board some money would shift from Fire Department to Police Department. Vice Chair Meaney referenced line 57 of Fire Department budget spreadsheet (Fire-Radio Equip Rpr) – reduction of \$5500? Chief Vezina confirmed repeater encompasses all 3 departments; Fire Department maintains repeater sites and Mine Hill antenna – would pull out Fire Department-specific costs and give all equipment to Police Department. Selectman Burdick requested clarification regarding maintenance and financial burden of DPW and Police Department. Vice Chair Meaney inquired regarding prorated cost of Capital bid; Chief Vezina confirmed, as anticipated start halfway through 2019. Vice Chair Meaney inquired regarding “delta” figure (\$45, 938) for Capital bid; Chief Vezina clarified “delta” figure is a “feels-like” number due to estimated offsets. Chairman Hippler requested clarification regarding dispatch services for Fire Department and Police Department; Chief Vezina clarified Police Department will have separate contract. Chairman Hippler commented regarding benefit of having Police Department and Fire Department on same communication channels; Chief Vezina directed specific questions to Capital chief coordinator. Chairman Hippler inquired regarding the intent to award bid tonight; Chief Vezina confirmed. No additional comment from Board of Firewards Chairman Steve Roberts. **Selectman Osborne moved to award bid to Goffstown (\$21,600 for year 1, \$22,680 for year 2, \$23,808 for year 3), Selectman Snyder seconded passed 4-0-1 with Chairman Hippler abstaining.** Vice Chair Meaney commented regarding excellent service provided by Capital offset by large financial burden. Chairman Hippler requested copy of report from 1990; Chief Vezina agreed and will send along Goffstown contract to sign.

Follow up Comments: Chief Vezina followed up on Board of Firewards Chairman Steve Roberts’ comments. The Board of Firewards followed all public hearing rules regarding EMS billing – posting in newspaper and on Town website, as well as scheduling time to reduce conflict with Board of Selectmen meeting time. In 2013 had presented same EMS billing issue to Board of Selectmen and had been told by Vice Chair it was a Board of Firewards issue. Chief Vezina followed up on comments regarding vehicle equipment fund. Board of Firewards and Fire Chief has fiduciary duty to manage EMS revenue and they work closely with Finance Administrator Beth Rouse. Chief Vezina followed up on comments regarding vehicle purchase and subsequent insurance check. 75% of purchasing came from vehicle fund and 25% came from unexpended fund balance. Upon liquidation received \$53,000 – would expect reimbursement to be proportional. Chief Vezina followed up on public comments – he finds it offensive and disrespectful that members of the public would insinuate the Fire Department isn’t operating in the best interest of the Town or taxpayers.

2019 Fire Department Budget Presentation: Chief Vezina referred to spreadsheet handed out previously. Largest impacts are standby pay and dispatch contract. Chairman Hippler requested comments from Finance Committee members present. Neal Kurk requested clarification regarding origin of standby pay and calculation of \$30,000 budget; Chief Vezina confirmed standby pay program has been discussed for a while but will be newly implemented as an incentive to staff appropriately to handle volume of calls (similar to per diem program implemented 2010) with 4 hours of standby calculated to 1 hour of pay. Neal Kurk inquired

regarding EMS or firefighters; Chief Vezina clarified primarily EMTs (2 or 3). Lori Davis inquired regarding breakdown of calls for fire vs medical and commented regarding elderly population and through traffic; Chief Vezina confirmed 70% of calls for medical (clarified this includes motor vehicles which can often require jaws of life and fire truck assistance). Ms. Davis commented regarding personal experience and inquired regarding length of medical call; Chief Vezina confirmed a typical call length of 1.5 hours from dispatch call to hospital (round trip anticipated at 2 hours, unless wait time at hospital). Ms. Davis inquired regarding length of fire call, Chief Vezina confirmed longest type of call - requires several hours, many personnel, and much equipment. Dennis Aubin inquired regarding standby pay structure *in addition to* on-call pay structure; Chief Vezina confirmed.

Proposed Warrant Article: Chief Vezina presented to the Board a proposed warrant article regarding employment of additional personnel and passed out a spreadsheet of proposed costs. Due to large area coverage, increasing call volume, and part-time or on-call nature of many positions, maintaining recruitment and retention is becoming more difficult. Chief Vezina expressed interest in improving staffing model with the intent to replace per diem program with 24-hour personnel by 2022 or 2023. Referring to the spreadsheet handed out, the transition would be spread out over multiple years, with the intent to remain a combination call department. Chief Vezina expressed interest in personnel who will work and live in community and be available for call back. Chief Vezina also confirmed grant funding may be available in the future to assist with offsetting financial burden of base salary and standard benefits, but expressed concern with delaying hiring until receiving grant monies. Vice Chair Meaney inquired regarding in-house training vs Division of Fire Standards and Training & Emergency employment opportunities; Chief Vezina commented regarding difficulty of finding paramedic/firefighters and reminded the Board of the current successes of training current AEMT/firefighters. Vice Chair Meaney expressed concern with reduced personnel while training.

Chief Vezina commented regarding wage scale on 2019 fire department budget and potential warrant article. There is an interest in increasing hourly pay by \$2 to maintain competitiveness with Town and State. Chief Vezina compared paramedic pay compared to probationary truck driver pay. Neal Kurk requested clarification regarding EMT wage scale – on call vs volunteer? Chief Vezina confirmed regular hourly pay for certified personnel, per skill levels, and will follow up in Finance Committee.

Bergeron Turnout Gear: Chairman Hippler inquired regarding bill for Bergeron turnout gear on the manifest. Finance Administrator Beth Rouse expressed concern with 2 separate checks (2018 line item in addition to purchase order). Selectman Snyder inquired regarding merchandise listing with payment in advance; Chief Vezina confirmed some pending.

None of the members of the Board of Firewards present has additional comments regarding the Fire Department budget presentation.

**APPROVAL OF MEETING MINUTES: Selectman Snyder moved to approve the minutes of October 17<sup>th</sup>, Vice Chair Meaney seconded; passed 4-1-0 with Chairman Hippler abstaining as he had arrived to the meeting late.**

The Board agreed to table the minutes of October 22<sup>nd</sup> and 29<sup>th</sup>.



**MANIFEST: Chairman Hippler moved to approve the manifest as follows, Vice Chair Meaney seconded; passed 5-0-0.**

***To order the Treasurer to sign the payroll and accounts payables checks dated November 8, 2018 as included in the following manifests:***

<i>Payroll Manifest</i>	\$ 53,245.82 (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$ 64,518.90
<i>John Stark Accounts Payable Manifest</i>	\$ 250,000.00
 <i>Weare School District Manifest</i>	 \$ 450,000.00
 <b>Total</b>	 <b>\$ 817,764.72</b>

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***As there is no Selectmen's Meeting scheduled for Monday, November 12, 2018,  
Please vote:***

***To order the Treasurer to sign payroll checks dated November 15, 2018 estimated to be about \$65,000.00. 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 November 19, 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.***

**ADMINISTRATOR'S REPORT:** Town Administrator Bolton requested a nonpublic session at the end of the meeting.

**Tax-Deeded Property Auction:** Town Administrator Bolton reminded the Board that minimums must be established for the first three properties listed. Chairman Hippler inquired regarding the required back taxes and suggested rounding up to the nearest \$100. The Board agreed to set the minimums as follows: first property at \$117,500, second property at \$91,000, and third property at \$48,000. Selectman Snyder inquired regarding the inclusion of legal fee; Town Administrator Bolton expressed concern with complication of calculating legal fee into minimums. Town Counsel Laura Spector-Morgan and St Jean Auctioneers have worked on agreements. Town Counsel Spector-Morgan and the Board members are free to leave after the third property is auctioned off, as their signatures are only required for the first three.

**Lawn Care Contracts:** Town Administrator Bolton followed up on a question from the October 29<sup>th</sup> Board meeting regarding a comparison of the 2018 and 2019 contract rates: the municipal contract is \$1000 higher, the cemetery contract is \$3000 higher, and the Fire Department contract is \$400 higher (all per year). The lawn care contracts were not accepted at the October 29<sup>th</sup> Board meeting and action needs to be taken tonight. Chairman Hippler reviewed the bids. Chairman Hippler expressed concern with default budget, as budget freeze effective as of last week, as well as unexpected costs such as the overtime. Town Administrator Bolton and Selectman Snyder commented that gas price could be driving up other costs. Town Administrator Bolton commented regarding Town budgeting for \$2+. Vice Chair Meaney and Chairman Hippler commented regarding exemption from state and federal fuel tax. Vice Chair Meaney commented regarding only vendor available, Dennis K Burke. Chairman Hippler expressed concern about 2019 budget after Town Meeting in March. The Board commented regarding the labor-intensiveness of the cemetery contract. Selectman Burdick inquired regarding rescue squad being paid to attend events; Chairman Hippler confirmed detail includes hourly rate and administrative costs. Selectman Burdick inquired regarding fuel /maintenance

costs and potential compensation structure for vehicles being unavailable for Town use. Vice Chair Meaney commented that Police and Fire structure their details differently. Chairman Hippler commented regarding the not-for-profit model and commented on possibility of adjusting model for events such as motocross/ dirt biking. **Chairman Hippler moved to award the lawn care contracts as reviewed at the October 29<sup>th</sup> meeting (municipal and Fire Department contract to Stockhaus Enterprises, cemetery contract to Bigg Dawg Landscaping & Services), Selectman Snyder seconded; passed 5-0-0.**

CEDS Adoption Process: Town Administrator Bolton informed the Board of recent development in adopting CEDS (joint project between SNHRPC and CNHRPC) – per the report of Tom Clow, the subcommittee has had to review the project rankings. Updating rankings have been posted and made available for public comment until December 7<sup>th</sup>. Town Administrator Bolton will update the Town website appropriately.

2019 Budget Schedule: Library and small budgets will be discussed November 19<sup>th</sup>. CIP will be discussed November 26<sup>th</sup>.

Holiday Schedule: The Town Office will be closed and there will be no Board meeting on November 12<sup>th</sup> in observance of Veteran's Day. December Board meetings are scheduled for the 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 26<sup>th</sup> (note the 26<sup>th</sup> is a Wednesday).

Harassment Policy & Personnel Policy: Chairman Hippler inquired regarding the Harassment Policy and Personnel Policy; Town Administrator Bolton replied regarding “snags” on Personnel Policy but confirmed it is still moving forward and may be discussed further during the nonpublic session.

**GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:** Selectman Snyder commented that she was very impressed with Town Administrator Bolton, Finance Administrator Beth Rouse, and the DPW's work with the food pantry so far.

Bell Tower: The lift has not arrived yet, but Walker Roofing has promised they are planning on coming and staying until work is complete. Selectman Burdick expressed concern with weather. Chairman Hippler expressed disappointment; he is unimpressed with Walker Roofing's communication. Selectman Burdick commented regarding the contrast between the Town's last experience with them and now, and inquired regarding contract language.

Security Camera Project: Paesik hasn't reached out yet regarding an installation date, but contractually must be finished by December 31<sup>st</sup>.

Food Pantry: An electrician will need to be contacted regarding better outlets for freezers and fridges. Town Administrator Bolton expressed concern with small doorways. There is still a lot of work to be done prior to completely opening. The first goal is to get things together to distribute baskets for Thanksgiving.

Perambulation of Town lines with New Boston: Report will be coming shortly.

#### **NONPUBLIC SESSION:**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 9:15 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, Vice Chairman Meaney seconded to exit this nonpublic session @ 9:42 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 these minutes of this nonpublic session. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 9:43 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 Snyder seconded to exit this nonpublic session @ 10:09 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 these minutes of this nonpublic session. Passed 5-0-0

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 10:10PM, Vice Chair Meaney seconded; passed 5-0-0.

#### **ADJOURNMENT**

A True Record.



Hannah Smith  
Recording Secretary