



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 17, 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: James Drury, Greg McDowell, Lori Davis, Tom Clow, Beth Rouse, Finance Administrator, DPW Director Benji Knapp, Gary Fitzgerald, Eileen Meaney, Peter Flynn, Neal Kurk

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

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:30 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 @ 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

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

Chairman Hippler called the meeting to order and apologized for the late start due to a nonpublic session with Police Chief Sean Kelly. Chairman Hippler led those present in the Pledge. There was no public comment.

STONEWALL REMOVAL DISCUSSION: Gary Fitzgerald was present to request the Board approval to remove part of the stonewall for driveway access on his property abutting Winslow Road, Tax Map 101, Lot 115.1. Town Administrator Bolton reminded the Board that Mr. Fitzgerald had gone before the Planning Board the previous Thursday. Chairman Hippler inquired if DPW Director Benji Knapp had any concerns; DPW Director Knapp confirmed he did not. **Chairman Hippler moved to allow Gary Fitzgerald to remove up to 30 feet of stonewall (15 feet temporarily) and abide by other restrictions that the DPW may have, Vice Chair Meaney seconded; 4-0-1 with Selectman Osborne abstaining.**

2019 BUDGET/ WARRANT ARTICLE DISCUSSION: As there were no department head/ committee items, Finance Administrator Beth Rouse handed out spreadsheets of the proposed warrant articles to those present. Town Administrator Bolton explained breakdown of warrant articles: CIP, departmental, and non-appropriations. Changes include road reconstruction at \$480,000 (not \$500,000), three options for Board raises for non-union employees, and clarification that with Library extending hours an employee will become full-time (warrant article includes insurance and benefits). Chairman Hippler started at the top and called for questions from the Board and Finance Committee for each warrant article.

Road Reconstruction Warrant Articles: Neal Kurk of the Finance Committee requested clarification of \$480,000 proposal for a fund. Town Administrator Bolton explained that each year the money left over from Road Reconstruction goes away. This year the proposal is to establish a Capital Reserve Fund and place the funds into it so that funds are available in case of an emergency. Finance Administrator Beth Rouse requested clarification on Board's intent to propose a bond as well as fund; Board confirmed. Tom Clow of the Finance Committee requested clarification of bond timeline. Selectman Snyder confirmed DPW Director Benji Knapp prepare in 2019 to borrow the funds with principal payment in 2020. At the last Board meeting, the possibility of borrowing in 2019 had been discussed, but the decision has not yet been finalized due to preparation. Finance Administrator Beth Rouse inquired regarding bond counsel fee of \$6,000 has been added to the legal budget.

Bridge Reconstruction CRF Warrant Article: No questions or comments from the Board or Finance Committee.

Fire Department Car Warrant Article: No questions or comments from the Board or Finance Committee.

Fire Department Boat Warrant Article: Chairman Hippler inquired if Fire Chief Bob Vezina could provide response number for current boat. Chief Vezina did not have the figure handy but commented regarding large amount of water bodies in Town so responses are "a when not an if." Chairman Hippler inquired regarding UTV purchase. Chief Vezina clarified surrounding Towns with similar equipment so not a pressing need. Chairman Hippler inquired regarding used purchase options. Chief Vezina clarified new due to leaks and additional maintenance. Neal Kurk of the Finance Committee inquired regarding amount in the special revenue fund, and sustainable rate of 5-year plans. Chief Vezina clarified that the \$113,000 is scheduled for this year to come from the special revenue fund. He also commented regarding capital improvement and revenue projections. Chief Vezina reminded the Board of \$450,000 purchase scheduled for 2023 and will provide 5-year plan for Finance Committee.

Fire Department Thermal Image Cameras Warrant Article: No questions or comments from the Board or Finance Committee.

DPW Dump Truck Warrant Article: No questions or comments from the Board or Finance Committee.

PARC Ineson Field Upgrade Study Warrant Article: Tom Clow of the Finance Committee inquired if Ineson Field upgrade study would include East Rd property; Selectman Snyder confirmed.

Police Department Cruiser Warrant Article: Neal Kurk of the Finance Committee requested clarification of 5th police cruiser; Chairman Hippler confirmed. Mr. Kurk requested 5 cruisers are for front line and not Police Chief; Chairman Hippler confirmed. Finance Committee Chair Lori

Davis requested clarification, as she has seen Police Chief Sean Kelly in patrol vehicle. Chief Kelly confirmed he occasionally will patrol in a police cruiser. Tom Clow of the Finance Committee inquired regarding general fund balance and undesignated fund balance; Town Administrator Bolton clarified not yet discussed.

Transfer Station Skid Steer Warrant Article: No questions or comments from the Board or Finance Committee.

Board Operating Budget: Chairman Hippler suggested the Board discuss the operating budget at the next meeting. Town Administrator Bolton inquired regarding year-end monies use for one-time purchases to reduce warrant articles; Chairman Hippler suggested the Board review at the next meeting. Tom Clow of the Finance Committee reminded the Board the Finance Committee would be meeting with the School Board and would be unable to attend. Mr. Clow requested update/ changes from Finance Administrator Beth Rouse; Town Administrator Bolton commented regarding year-end purchase options.

BOS Raises for Non-Union Employees Warrant Article: Town Administrator Bolton confirmed historical rates between 2% and 3% and reminded the board she is not included in the article. Chairman Hippler inquired regarding the federal COLA. Selectman Osborne confirmed 2.8%. Vice Chair Meaney inquired regarding collective bargaining agreement. Town Administrator Bolton confirmed 3%. Selectman Snyder inquired regarding \$1/ hour increase (for Fire Department that was decided upon in September by the Board of Firewards meeting) to be effective in December 2018. Fire Chief Bob Vezina stated that he would confirm as soon as he finished paperwork. Selectman Snyder inquired regarding a memo stating \$2/hour increase; Fire Chief Vezina clarified it was pulled. Town Administrator Bolton confirmed \$1/ hour raise has already been approved by Board of Firewards. Tom Clow of the Finance Committee requested clarification on overlap between proposed raise and the additional \$1/ hour for Fire Department employees; Chairman Hippler confirmed. Neal Kurk of the Finance Committee expressed concern with DPW raise a warrant article while Fire Department raise through budget; Chairman Hippler reminded those present the Fire Department budget is in the hands of the Board of Firewards under RSA 154. Mr. Kurk suggested separate warrant article for Fire department raises as well as standby pay. Mr. Clow requested clarification on overlap between proposed raise and the additional \$1/ hour for DPW employees; Chairman Hippler confirmed. Selectman Snyder requested clarification regarding employees impacted by this warrant article (Library, Town Office, PARC, Secretary for Police Department); the Board confirmed. Chairman Hippler suggested the Board determine proposed rate at next meeting; Board in consensus.

DPW \$1 Wage Increase Warrant Article: No questions or comments from the Board or Finance Committee.

Fire Department Standby Pay Warrant Article: Selectman Osborne inquired regarding additional \$2,160; Fire Chief Bob Vezina confirmed payroll taxes.

Fire Department 2 Full-Time Employees Warrant Article (6 Months): Neal Kurk of the Finance committee suggested clarifying warrant article – despite first year at 6 months, the annual basis will be \$200,000; Chairman Hippler confirmed.

Police Department SRO Warrant Article: Chairman Hippler inquired regarding \$19,075; Finance Administrator Beth Rouse clarified reimbursed from School. Police Chief Sean Kelly informed those present that the School Board has approved a separate warrant article for the SRO position. Neal Kurk of the Finance Committee requested clarification on plan if not all 3 warrant

articles pass; Chairman Hippler confirmed all 3 warrant articles must pass. Tom Clow of the Finance Committee requested clarification of spreadsheet; Finance Administrator Beth Rouse clarified 2019 budget estimates for 6 months. Mr. Clow commented that most of funding would come from School budget. Finance Committee Chair Lori Davis expressed concern with a front-line patrol cruiser being used for SRO position as well as already-reduced staffing within Police Department; Police Chief Kelly confirmed current front-line patrol cruiser fleet can support SRO position and Police Department would hire from outside an additional officer for SRO position. Mr. Kurk requested clarification regarding need for SRO vehicle; Police Chief Kelly clarified greatest patrol need at night and on weekends (reverse of SRO schedule) and commented regarding ability to call it back from school if needed. Finance committee Chair Davis expressed concern with need for SRO vehicle; Police Chief Kelly clarified need for all 5 patrol vehicles, but not necessarily all at the exact same time. Chairman Hippler commented regarding rotation of vehicles to balance mileage. Mr. Kurk inquired regarding reflection of mileage/ proportion that SRO vehicle will be used by School; Chairman Hippler confirmed not, as officer is patrolling when not acting as SRO. Mr. Kurk suggested clarification of job description in warrant article; Chairman Hippler confirmed 1/3 Police Officer and 2/3 SRO. Mr. Clow commented that Town used to have SRO, SRO positions common across State, and patrol car can be used for traffic. Finance Committee Chair Davis inquired regarding breakdown of duties – 8 months at SRO and 4 months at Police Officer; Chairman Hippler confirmed. Finance Committee Chair Davis suggested SRO vehicle be funded by School for 8 months due to gas and maintenance costs; Town Administrator Bolton clarified unnecessary administrative burden as all funding comes from taxpayers. Finance Committee Chair Davis expressed concern with replacement cruiser utilized differently from initial pitch. Selectman Burdick inquired regarding 2nd and 3rd shift; Police Chief Kelly confirmed primary purpose. Chairman Hippler inquired regarding vehicle 17, approaching 40,000 miles; Police Chief Kelly confirmed.

Police Department 1 Full-Time Officer: No questions or comments from the Board or Finance Committee.

Library Extending Hours Warrant Article (8 Months): Selectman Burdick inquired if Mike Sullivan was the only current full-time employee; Chairman Hippler confirmed.

Non-Appropriations Warrant Articles: Neal Kurk of the Finance Committee inquired regarding revenue from tax-deeded property auction; Town Administrator Bolton clarified process isn't yet complete and informed the Board that one of the bidder withdrew. Selectman Burdick inquired it is in the revenue ballpark of around \$170,000. Mr. Kurk requested clarification if tax-deeded property auction would be listed in budget as revenue. Finance Administrator Beth Rouse confirmed. Mr. Kurk inquired if this would be reflected as one-time bump of unexpected revenue. Town Administrator Bolton clarified some of tax-deeded property auction is back taxes and would be counted as receivable. Chairman Hippler inquired regarding net profit, \$170,000. Town Administrator Bolton confirmed \$170,000 minus the tax bills due. Mr. Kurk suggested tax-deeded property auction not be listed as general revenue but instead be put in special account or maybe capital buildings account to minimize impact on tax rates.

2018 SURPLUS PURCHASES: Finance Administrator Beth Rouse handed out spreadsheets of the proposed 2018 surplus purchases to those present.

Police Department - Over-Budgeted Camera Project: Town Administrator Bolton commented regarding concern with camera project. Police Chief Sean Kelly summarized the project for those present – in 2017, 3 vendors had assed current cameras/ equipment and made recommendations. 1 vendor had bid was awarded the contract and prior to installation the

vendor informed the Town that there were some technical impossibilities so there would be additional money needed to complete the project. After legal advice the vendor withdrew his bid. The project was re-bid this year. Without having funds to pay a professional to write an RFP our current IT vendor offered to help write the RFP. The RFP went out to bid and 3 bidders supplied bids. Our IT vendor reviewed the bids and supplied the Board with a memo, indicating that only one of the vendors really met the specifications in the RFP. The Board reviewed all 3 bids and the memo. Follow up information was solicited by the Town Administrator to one of the vendors in an attempt to get the missing information/concerns. The email response from the bidder seemed to allude that he could do it, so Pasek was awarded the bid. The company ordered the supplies and arrived at the safety complex to install. At the end of the installation it was determined that the new equipment couldn't talk to the existing equipment without additional equipment/funds being spent. There are 2 quotes to complete the project with a cost of \$14,000-\$17,000. The project was put on hold to contact Town Counsel for assistance in trying to determine who is at fault. According to the representative from Paeseck, the RFP doesn't accurately reflect the current camera/ equipment and thus Paeseck's bid isn't compatible with current camera/ equipment. Town Administrator Bolton inquired regarding installation of project so far; Police chief Kelly confirmed camera and wires, which are not integrated into storage device and can't recall or review at all. Selectman Burdick inquired regarding a contract. Police Chief Sean Kelly confirmed contract based on RFP and Pasek has met majority of obligation. Chairman Hippler inquired regarding miscommunication with IT vendor. Police Chief Sean Kelly confirmed. Town Administrator Bolton reminded the Board that the IT vendor assisted with RFP for free. Chairman Hippler requested confirmation of additional \$14,580 funding on top of original \$9,800 funding. Police Chief Kelly confirmed. Chairman Hippler commented regarding 150% over original appropriations. Selectman Burdick requested clarification regarding IT vendor. Town Administrator Bolton confirmed Town's current vendor. Police Chief Kelly confirmed least expensive of alternatives, current analog system as old as building. Town Administrator Bolton requested clarification on currently installed technology. Police Chief Kelly confirmed currently installed technology will not operate without additional \$14,580 funding. Selectman Burdick suggested hiring a third party to walk through and review. Police Chief Kelly clarified difficulty of getting potential vendors to participate in walk-through/review due to interest in bidding on RFP. Vice Chair Meaney expressed concern with advancing technology and camera project becoming even more expensive the longer we wait. Police Chief Kelly expressed concern with analog system failing before camera project can be completed. Selectman Snyder advised the Board pursue this. Selectman Burdick requested Pasek be reminded of this conversation. Chairman Hippler advised Town Administrator Bolton to contact Town Counsel Laura Spector-Morgan. Town Administrator Bolton confirmed Town Counsel Spector-Morgan out of the office until Wednesday due to medical leave but will follow up then.

DPW Surplus Purchases: DPW Director Benji Knapp commented regarding trade-in of current plow for v-plow. Chairman Hippler requested confirmation regarding tires. DPW Director Knapp confirmed for backhoe, as heavy equipment creates extra wear. Chairman Hippler inquired if backhoe has odometer or hour meter. Vice Chair Meaney confirmed odometer. DPW Director Knapp commented regarding 2018 salt budget already all spent, wants to fill shed with 500 tons (has price locked in until June) in preparation for rest of winter or for use over multiple winters. Town Administrator Bolton inquired regarding awnings, as spreadsheet blank, and suggested potential vendor on River Road as well as DPW sign. Chairman Hippler inquired regarding jackets (high visibility or Carhardt); DPW Director Knapp confirmed both high visibility and Carhardt and commented these were the first new ones purchased in 5 years. Chairman Hippler inquired regarding end-of-year numbers. Finance Administrator Beth Rouse confirmed before 2018 surplus purchases there is an estimate of \$166,000. Town Administrator

Bolton commented on conservative numbers for overtime and payroll. Vice Chair Meaney inquired regarding garage doors all set up except for remotes. DPW Director Knapp confirmed. The Board approved surplus purchases for the DPW as listed. Vice Chair Meaney confirmed that the list currently does not include awnings for the DPW building. DPW Director Knapp confirmed and commented on relatively small cost of awnings and sign. Selectman Burdick suggested earmark of \$1,000 or less. Selectman Snyder inquired regarding deductions from 2019 budget. DPW Director Knapp clarified maybe salt and tires. Chairman Hippler inquired regarding one-time expense line offered to each department. Chairman Hippler inquired regarding surplus purchases for the Transfer Station. DPW Director Benji Knapp inquired regarding gutters. Town Administrator Bolton confirmed Government Building Maintenance Fund. Selectman Burdick inquired regarding cleaning snow off trailers. Chairman Hippler suggested smooth fiberglass roof for the trash/demo trailers. DPW Director Knapp requested Chairman Hippler send information. The Board approved the surplus purchases for the DPW in the amount of \$38,950.00.

Fire Department Surplus Purchases: The Board inquired regarding aluminum boxes for truck. Fire Chief Bob Vezina commented addition of small engine service. Chairman Hippler inquired regarding 4G modems for LifePak monitors; Fire Chief Vezina clarified originally 2G modems which had been shut off, currently on 3G modems which will be ending in 2019 and need to be transitioned to 4G by the end of the year. Chairman Hippler inquired regarding timeline of replacement for LifePak monitors. Fire Chief Vezina confirmed in CIP scheduled a couple years out as LifePak monitors need to be replaced about every 10 years. Fire Chief Vezina responded that he is not certain about market conditions and other competitor availability by then. The Board approved surplus purchases for the Fire Department of \$9,526.00.

Town Offices Surplus Purchases: The Board approved surplus purchases for the Town Offices totaling \$225.

Finance Surplus Purchases: The Board approved surplus purchases for Finance totaling \$586.29.

Police Department- Additional Surplus Purchases: Police Chief Sean Kelly suggested reduction from 2 to 1 of body-worn cameras for part-time officers and Taser for part-time officers. Police Chief Kelly suggested gutter project be shifted to Government Building Maintenance Fund and commented regarding estimated cost for locks on booking room. Chairman Hippler inquired regarding quotes for locks on booking room. Police Chief Kelly confirmed. Police Chief Kelly commented regarding archive records work done by Emily Dauphinais in her free time, has been delayed due to budget freeze. Chairman Hippler inquired the necessity of spare Glock (would total 3 pistols) if no guarantee of additional part-time employee. Police Chief Kelly expressed concern with potential delays in production and commented on storage capabilities of equipment. Selectman Osborne summarized changes to surplus purchases. Vice Chair Meaney confirmed. Chairman Hippler inquired regarding department training for wildlife. Police Chief Sean Kelly confirmed not yet. The Board approved surplus purchases for the Police Department totaling \$27,761.00.

APPROVAL OF MINUTES:

BOS Minutes 11/19: **Chairman Hippler moved to approve the minutes of November 19th as amended, Vice Chair Meaney seconded; passed 5-0-0.**

BOS Minutes 11/26: **Chairman Hippler moved to approve the minutes of November 26th as amended, Vice Chair Meaney seconded; passed 5-0-0.**

BOS Minutes 12/3: Vice Chair Meaney moved to approve the minutes of December 3rd as amended, Selectman Snyder seconded; passed 4-0-1 with Chairman Hippler abstaining.

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 December 20, 2018 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 66,073.36 (Weekly, quarterly & monthly payroll)
<i>Accounts Payable Manifest</i>	\$ 294,694.04
<i>Supplemental Accounts Payable Manifest</i>	\$ 14,602.50
<i>John Stark Accounts Payable Manifest</i>	\$ 250,000.00
<i>Weare School District Manifest</i>	\$ 450,000.00
<i>Total</i>	\$ 1,075,369.90

As there is no Selectmen's Meeting scheduled for Monday, December 24, 2018,

Please vote:

To order the Treasurer to sign payroll checks dated December 27, 2018 estimated to be about \$70,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$60,000.00 for accounts payables that need to be processed prior to the next scheduled meeting of December 26, 2018. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the December 26th meeting.

GOVERNMENT BUILDING & MAINTENANCE PROJECTS:

Security Camera Project at the Safety Complex: Town Administrator Bolton confirmed that more research would have to be done regarding the security camera project, per the discussion earlier this evening.

Oil Tank in Basement of Town Office: The DPW dug up around oil tank, up to underground poured concrete wall. Town Administrator Bolton is waiting on Irving to call back regarding the whistle installation. Per the stick measurement, there were 300 gallons left in the tank.

Dog House at the Town Office: This project will be put on hold until the spring.

ADMINISTRATIVE REPORT:

ACO Position: There has been one application received for the Animal Control Officer position.

BOS Schedule: The Board will be meeting December 18th, and December 26th. Selectman Burdick will be unavailable on the 26th, and Selectman Meaney may be unavailable on the 26th.

Road Maintenance Informational Forum: Town Administrator Bolton reported the forum was very relevant and informational but there was a disappointing turnout. Perhaps the forum could be scheduled again for the spring. Chairman Hippler inquired if a summary of forum slides could be presented at the deliberative session. Town Administrator Bolton expressed disappointment with lack of Finance Committee presence; Selectman Burdick clarified scheduling conflict with School budget meeting.

Food Pantry: The food pantry will officially be open on January 2nd and have a phone number, email, and answering machine. Christmas baskets are almost ready. Town Administrator Bolton

is working with the Charitable Trust Division with regard to the donations that are coming in. There is a large donation expected from the Quilters Guild that had the raffle for a quilt, which is in the vicinity of \$900.

Christmas Party: On December 24th the Town Office closes at noon and there will be a holiday lunch for the staff at the new DPW building. The Selectmen were invited.

Chairman Hippler requested the Board wait to sign the internet contract until the correct spelling of his name was made.

CORRESPONDENCE/ OTHER BUSINESS:

Town Administrator Bolton received a correspondence from Dick Ludders, requesting an additional appointment for Piscataquog River Local Advisory Committee. Town Administrator Bolton will follow up regarding time and date of meetings.

The Board received a letter from Mitchell Municipal Associates. Due to the current understaffing, DTC Lawyers has been asked to join the Mitchell Municipal Association to assist in the utilities land appeal which includes approximately 40 municipalities. Selectman Snyder inquired if DTC Lawyers were located in NH; Town Administrator Bolton confirmed, as she recognized the name. Vice Chair Meaney clarified Mitchell Municipal Associates specialize in working with municipalities. **Vice Chair Meaney moved to authorize Chairman Hippler to sign the letter to accept DTL Lawyers for the utilities suit, Selectman Burdick seconded; passed 4-0-1 with Chairman Hippler abstaining.**

The Board will be meeting tomorrow, December 18th at 7:00 for a work session to finalize the budget.

Selectman Burdick received a letter from the resident at Depot St/River Rd/Riverdale Rd intersection thanking the Board for their assistance. The DPW has installed a blind spot mirror and there is noticeably more police presence.

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 8:56 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Hannah Smith

Hannah Smith
Recording Secretary