



WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 4, 2019

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

RECORDING SECRETARY: Hannah Smith

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Justin Douglas

At 6:31 PM Chairman Hippler called the meeting to order and lead the Board in the Pledge of Allegiance.

MEETING MINUTES: As there was no public comment or department head/ committee items, the Board reviewed the minutes of February 11th. **Chairman Hippler moved to approve them as amended, Vice Chair Meaney seconded; passed 4-0-1 with Selectman Osborne abstaining.** The Board will review the minutes of February 25th at the next meeting.

Justin Douglas was present to request an opportunity to speak. As he arrived late and had missed the public comment period, the consensus of the Board requested that he return to the following meeting.

MANIFEST:

Chairman Hippler moved to approve the manifest, Vice Chair Meaney seconded; passed 4-0-1 with Selectman Snyder abstaining.

To order the Treasurer to sign the payroll and accounts payables checks dated March 7, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	<i>\$ 61,658.40 (Weekly & Fire monthly payroll)</i>
<i>Accounts Payable Manifest</i>	<i>\$ 105,839.15</i>
<i>Supplemental Accounts Payable Manifest</i>	<i>\$ 9,868.34</i>
<i>TOTAL:</i>	<i>\$ 177,365.89</i>

GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:

Bell Tower & Gordon Brown Buildings: Today Town Administrator Bolton reached out to Walker Roofing by phone and by email, but has not yet received a response. She will try again tomorrow – perhaps they were closed today because of the snow.

Gazebo: The Historical Society's deadline of April 1st is coming up soon so Town Administrator Bolton reached out to Neal Kurk. Mr. Kurk has contacted Mike Pelletier and Paul Morin and anticipates receiving responses from them by March 7th. In addition, Denise Purington has contacted someone from New Boston and anticipates receiving a response before the deadline.

Security Camera at the Safety Complex: Town Administrator Bolton has been unable to find an interested vendor to be a mediator for this project. Per the original bid, the Town agreed to pay Pasek for the installation and equipment, although the integration component is not yet complete. Town Administrator Bolton reminded the Board of the history of the security camera project. In 2016 it was put out to bid and received 3 responses. Due to an adjustment in the bid, Town Counsel Laura Spector-Morgan advised a re-bid. For the re-bid, some language was modeled off the Durham RFP and Spaulding Hill our IT Company was asked to assist the Town, which was done at no charge to the Town. Pasek was selected as the winner of the bid and installed equipment, but it does not fully fulfill the RFP and Pasek is requesting the Town purchase additional equipment to complete the integration. The installer had emailed Police Chief Sean Kelly to inform him that what the RFP had asked for was not going to work and suggested another option, along with a quote. After reviewing this quote, the Board was in consensus the quote seemed excessive and unnecessary. Town Administrator Bolton reminded the Board that the security cameras do not integrate and therefore the bid is not fulfilled. Per the Town purchasing policy, any new quote would need to go out for a bid. Selectman Snyder inquired regarding clarification questions with Pasek confirming integration; Town Administrator Bolton commented that the installer might have been unaware of what was originally here. Vice Chair Meaney clarified that the security camera works, but does not integrate to Goffstown, per the RFP. Selectman Burdick and Vice Chair Meaney will each explore second party reviews. Town Administrator Bolton commented that the Manchester Police Department has successfully used Pasek; Vice Chair Meaney commented regarding their new construction. Chairman Hippler reminded the Board of line 7 of the RFP – “must integrate with existing.” Chairman Hippler inquired regarding billing for NVR on *invoice* (not just quote); Town Administrator Bolton confirmed. Chairman Hippler inquired regarding installation of NVR; Selectman Burdick unsure. Town Administrator Bolton will await feedback from Vice Chair Meaney and Selectman Burdick.

DPW Roof Leak: Project Manager Tony DaCosta from Turnstone has contacted the installer a second time, as they were supposed to review the DPW roof leak last week. Mr. DaCosta and DPW Director Benji Knapp plan to meet with the installer on Thursday (7th) or Friday (8th). DPW Director Knapp suspects the leak may be due to snow load concerns. Selectman Burdick inquired regarding size of the leak; Town Administrator Bolton clarified along purlin, and may be difficult to locate and fix. A comment was made regarding condensation from the radiant heat, DPW Director Knapp is considering installing fans to keep the heat from rising all the way to the roof.

Electrical & Plumbing Quotes: Town Administrator Bolton will send out the 2019 electrical and plumbing quotes shortly.

ADMINISTRATOR'S REPORT:

Harassment Policy & Personnel Policy: The personnel policy is not yet ready for Board review, but Town Administrator Bolton has confirmed it is comparable to 5+ similar and surrounding Towns.

Town Mailer & Town Report: Town Administrator Bolton sent out the Town mailer on Friday (1st). Town Clerk Maureen Billodeau has collected the Town report boxes, including the ones in the Library and Town Clerk's office. The DPW will be taking care of the set up for the annual Town election on Tuesday (12th).

Meet the Candidates Night: Meet the Candidates Night is tomorrow (Tuesday, 5th) at 7:00PM at the Weare Town Hall. The Cable Committee will record the event for later broadcasting.

Public Hearing: There will be a public hearing regarding the Mildred Hall expenditure for the Piscataquog Land Conservancy purchase on Monday (18th) at 6:45

Town Election Coverage: The Town election will be Tuesday (12th) from 7:00AM to 7:00PM. Selectman Burdick will be present from 6:30 AM until the end of the day, except for around midday. Chairman Hippler will be present in the evening. Selectman Snyder will be present from 6:30AM until the end of the day. Selectman Osborne will be present during lunchtime, arriving a little before 11 AM and staying until Selectman Burdick is able to return.

Chief of Police Search: MRI reports that 13 candidates have applied to the Town's Police Chief Position from multiple states and with varying levels of education. MRI is currently reviewing and ranking the applicants and will shortly be distributing essay questions and preparing for phone interview. Chairman Hippler commented that he is satisfied by the wide range of applicants. Town Administrator Bolton commented that a similar position in Stratham received 37 applicants.

Code Enforcement Replacement: Selectman Burdick inquired regarding need for a full-time Code Enforcement Officer; Town Administrator Bolton commented regarding needs within office. Selectman Burdick inquired regarding number of houses built last year; Town Administrator Bolton confirmed many and more to come. Selectman Burdick commented regarding other small Towns that do not have a full-time Building Inspector. Vice Chair Meaney commented that he had spoken to Chip Meany who had suggested a part-time Building Inspector and full-time Land Use Coordinator. Selectman Burdick inquired regarding Wendy Rice; Town Administrator Bolton confirmed Wendy Rice is Assessing Assistant as well as Administrative Assistant to Building/ Code Enforcement. Selectman Snyder inquired regarding Loren from Avitar's involvement; Town Administrator Bolton confirmed that Avitar reviews abatement request, exemption applications and current use applications, as well as investigating items outside of Wendy Rice's purview. Selectman Snyder inquired if Avitar works on deed transfers; Town Administrator Bolton was unsure. Selectman Burdick suggested illuminating Avitar's position as well as reviewing a 3-year lookback of building permits. Town Administrator Bolton commented regarding high levels of activity in Zoning Board. Selectman Burdick commented that New Boston has 20 hours/ week for its Code Enforcement Officer and 24 hours/ week for secretarial duties; New Boston had 60 new houses last year. Town Administrator Bolton commented regarding finite expansion onto buildable land. Chairman Hippler suggested a work session with Wendy Rice. Selectman Burdick suggested hiring a third party to conduct a time study; Town Administrator Bolton commented regarding unique and municipal nature of the position. Chairman Hippler inquired regarding costs; Selectman Burdick unsure, but commented on cost-savings of efficiency. Selectman Hippler and Vice Chair Meaney commented regarding unanticipated results from third-party time study. Town Administrator Bolton reminded the Board there is funding available to be creative with the open position(s), especially when insurance is factored in. Town Administrator Bolton will follow up regarding a 3-year lookback. Selectman Snyder inquired regarding additional duties of Chip Meany; Town Administrator Bolton confirmed land use, planning, zoning, abutters notices, inspection, septic, reviews building permits, and his own secretarial duties. Selectman Snyder inquired regarding the secretarial duties of Wendy Rice; Town Administrator Bolton confirmed schedules, building permits, anyone who walks into the office. Selectman Snyder inquired regarding Wendy Rice's salary – 20 hours for Assessing and 20 hours for Building/ Code Enforcement? Town Administrator confirmed; maintain both positions after retirement of Judy Rogers in 2010.

Selectman Burdick commented regarding Avitar and inquired regarding cost; Town Administrator Bolton confirmed approximately \$80,000/ year. Town Administrator Bolton reminded the Board of Wendy Rice's skills in mapping, by using GIS and graphic design overlays. Selectman Snyder inquired regarding tax maps; Town Administrator clarified tax maps sent to CAI in Littleton, NH and the need to be reviewed before printing. Selectman Burdick inquired regarding the cost; Town Administrator Bolton confirmed \$3,200/ year. Town Administrator Bolton reminded the Board of inconvenience and inaccessibility of zoning map after it was first digitized. The Board agreed to meet with Wendy Rice and Fire Chief Bob Vezina on the March 25, 2019.

OTHER BUSINESS & CORRESPONDENCE: As the Board waived the interest on one tax bill last week during nonpublic session, Town Administrator Bolton requested signatures from the Board on the abatement form.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 7:22 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, Vice Chairman Meaney seconded to exit this nonpublic session @ 7:51 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 met to discuss a taxpayer's outstanding tax situation.

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 7:52 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.



Hannah Smith
Recording Secretary