

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
NOVEMBER 25, 2019**

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

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Lisa Purington-Grolljahn; David Lundeen; Beth Rouse, Finance Administrator; Brenda Cannon; Diane Couture-Smith; Michael Sullivan; Frank Campana; Tom Clow; John Van; Heleen Kurk; Kent Anderson; Tom Downing; Benjamin Knapp; Neal Kurk.

Chairman Hippler called the meeting to order at 6:00 PM.

NONPUBLIC SESSION:

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:00 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 @ 6:36 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 potential candidates for the Parks and Recreation Director position.

At 6:38 PM, Chairman Hippler welcomed everyone, opened the public meeting. Chairman Hippler stated that the Board is getting started a little late this evening as they had a nonpublic session to conduct interviews with potential employees, which brings us to the pledge of allegiance. He then asked those present to join us for the Pledge of Allegiance.

PUBLIC COMMENT: John Van, Walker Hill Road was present looking for any update on the radios/communication discussion. Chairman Hippler replied that there was a meeting with Art Durette and Sean Goodwin from the State of NH; Chief Vezina; Assistant Chief Richards; Sgt. Ryan Frisbie and Town Administrator Bolton. Town Administrator Bolton will go over it during her report.

DEPARTMENT HEAD/COMMITTEE ITEMS: Transfer Station Hours: DPW Director Knapp was present to discuss the Transfer Station hours, which was mentioned last week. Currently the Transfer

Station is open 36 hours to the public. Goffstown is open 40 hours a week to the public. We are currently one (other than Goffstown) that open the earliest in the morning. In speaking with the Transfer Station Foreman, they could try to expand the hours again in the spring/summer to see if there is more business. There are no lights up there so winter late hours would not be feasible.

Orchard Path Road Construction: DPW Director Knapp explained that everyone appears to be happy. He met with the homeowner on a Sunday and he was satisfied. Director Knapp stated that he was not happy with the communication that has gone on regarding this and other things without even checking with the Department Head first to get both sides. He feels that if there are issues with his department's work or his workings of the department then the Board should reach out to him first so that he does not have to find out about issues by watching the Board meeting. That is very upsetting. A good share of the time it is not presented factually or with all the background to the issue, which can make things out of proportion. Communication is key for any organization to survive and that communication needs to go both ways. All Board members have his phone numbers and Director Knapp stated he would appreciate a phone call first.

Roadside Mowing Tractor: Chairman Hippler asked if the mower was still on the road. DPW Director Knapp stated that it lost the water pump when the last mechanic was still here. It was taken apart and left apart when the last mechanic left, so he hauled it to Sizemore's before the new mechanic started to get it fixed. Director Knapp told Sizemore's that it was not a rush. He spoke to them today and they have not looked at it yet, as they did not think it was a rush. Chairman Hippler asked how many weeks/months we got out of the mower before it went to Sizemore's. Director Knapp could not recall exactly. The Board complimented the mower driver for the job that he has been doing mowing.

2020 LIBRARY PRESENTATION: Librarian Mike Sullivan was present. Mr. Sullivan apologized he had hoped to get this document to the Board by the end of last week and then the numbers didn't all line up, so here we are. All the budget lines come out even with last year with one exception. They are looking at a 10% increase this year mostly on a wage issue, which the Trustees will be speaking directly too. Everything else lines up to be the same as last year, a couple of ups and a couple of downs. They have a onetime purchase coming up this year that shows up under the firewall contract. It is about a \$1,100-\$1,200 cost. They used to rent the firewall contract and just update the software on it. Renting hardware such as this is not a good idea so they paid that off. In 2020, there will be a large increase to buy the new upgraded piece, and then it will go down to the \$450 range for 6-7 years. Director Sullivan then turned it over to Chairman Brenda Cannon to address the wage issue. The Trustees felt that it was time to give the director a raise based on all his accomplishments. This raise will bring his salary in line with the surrounding communities. Chairman Cannon offered a printout that she will share with the Board after. In the short time that Director Sullivan has been here, he has turned the library into a learning center for all in the 3 years he has been here. The library has now become the focal point for town residents to obtain information and services. According to the Town Clerk when new residents come to town looking for information, she directs them to the newsletter and they are happy that we have something like this. The Pittsfield Library recognized Director Sullivan for sharing the newsletter and now they do one. Director Sullivan has done numerous accomplishments for the schools, residents of all ages, etc. The library use has had a 17% increase but the budget has stayed relatively the same. Chairman Cannon took the New Hampshire Library Association's handout regarding salaries paid to directors and made a list of what area directors are making. We are at the bottom. Chairman Cannon stated that it is not just the salary we pay, it is retention and making sure we keep those people that continue to come here do not take pay cuts to do that. Chairman Hippler asked the amount of the increase. Chairman Cannon stated \$20,000. Director Sullivan stated that going into this budget's season the budget is still lower than it was in 2016. Director Sullivan stated they are looking to put the same warrant article forward looking to open on Friday's and give him enough extra

staff hours to open the doors and not just prop them open. There were no Board questions, so Chairman Hippler opened the floor for questions from the Finance Committee. Tom Downing, Finance Committee member asked for clarification that the \$20,000 for the director's raise is built into the proposed budget. Chairman Hippler replied that it is in the proposed budget but it would not be in the default budget. The current salary is \$52,000. Tom Clow, Finance Committee member stated that for clarification on the warrant article the number and the words are not the same. The reply was that it will be fixed.

2020 DPW BUDGET PRESENTATIONS (HWY, T/S, SEWER & WATER): DPW Director Knapp started with the Highway Budget. Director Knapp reviewed the increases and decreases. The line for signs/posts/rails is merely not enough to cover any guardrail installation; it covers just the replacement signs as needed. All other items purchased has been coming from the road reconstruction article, so he is looking to increase that line. Gravel road maintenance was one that we got started last year with \$1,000, but he is asking to add \$11,000 to that line which would cover the calcium chloride for the gravel road. Vehicle maintenance he added \$10,000 based on the current expenses and the age of the trucks. Roadside mowing he reduced by \$10,000. We have our own mower. He left \$2,000 in the proposed, as we sometimes have to hire an outside person to do some areas. Chairman Hippler asked about the tires/chains line, would there be an increase due to the extra axle when we go from six wheelers to 10 wheelers. Director Knapp replied no. Chairman Hippler stated there have been discussions about down the road having our own employees hauling the trash trailer. If that were to occur, would there also be consideration of a used low bed trailer to move things around. Director Knapp stated he would not be opposed when that time comes.

Director Knapp began the Transfer Station budget. The first increase is to have more part time help at the Transfer Station, which is an increase of \$1,900. Building maintenance, he is requesting an increase of \$2,000 to do a little work on the building. Chairman Hippler asked if an evaluation could be done on that building for any potential issues. Hazardous waste day, we did two collections this year; one was encumbered funds from 2018 and one for the proposed 2019 budget. Two days is too much and very costly. The setup fee for each collection is \$8,500 for two days. He would like to do just one collection but increased the amount by \$2,500. There was a good turnout at the collection days. Chairman Hippler pointed out the costs for hauling some of the products and we are nearing a point that purchasing a used tractor and contracting is getting closer together.

Director Knapp stated that the Sewer budget is not a budget that is funded by the average taxpayer. This budget is 100% covered by the users to the system. So whatever the cost to run the sewer system is then charged with a Sewer warrant to all the users based on the units per user.

Neal Kurk, Finance Committee member stated that the schools have reported that their health insurance rates have been dropping, is that true for the Town. Town Administrator Bolton stated that the Town is part of a small group, whereas the school is probably part of a large group. The amount budgeted is based on the GMR (guaranteed maximum rate) provided to us by HealthTrust. Mr. Kurk then asked that if the Board is looking at a used tractor to haul the trash in house, make sure that "all" the costs associated with the purchase before weighing the options.

Director Knapp stated that the Water budgets only increased by the raise approved at Town meeting.

Being there were no further questions from the Board or Finance committee, Director Knapp proceeded onto a warrant article he would like to propose over and above the CIP articles. The proposal is for one new full time employee. We have had the same number of employees since 1999. There have been many new subdivisions added since then, increasing miles of road to maintain. The only time they can take

vacation is during the summer, so this leaves them shorthanded. There are enough vehicles for an added employee. The hope would be to find someone with mechanical abilities that could drive and help work on vehicles.

Neal Kurk, Finance Committee member stated that he would like to see a more specific justification to show why we need a 14th individual to include costs. Second, does this mean that you will still need the part time person at the Transfer Station? Director Knapp stated yes he would still need the part timer.

Vice Chairman Meaney asked how many miles of road does the DPW maintain. Director Knap stated that we have 107 miles to maintain. The average route for the winter takes around 3 hours round trip.

Lastly, Director Knapp stated that he would like to thank Keith Foote of Big Foote Crushing and All Star Towing. Big Foote allowed the DPW to use his loader when we screened sand at the East Road for no charge. Then during one very cold morning, one of the Town one-ton trucks broke down near Director Knapp house, so for 2 days the Town used Director Knapp's truck. All Star Towing came, got the one ton, and delivered it to the highway garage at no charge.

MINUTES: October 7, 2019 Minutes: Vice Chairman Meaney moved, Selectman Burdick seconded to approve the October 7, 2019 minutes as amended. Passed 5-0-0

October 17, 2019 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the October 17, 2019 minutes as amended. Passed 5-0-0

MANIFEST: **Chairman Hippler moved; Vice Chairman Meaney seconded to order the Treasurer to sign the payroll and accounts payables checks dated November 27, 2019 as included in the following manifests:**

| | | | |
|--|----|-------------------|----------------------------|
| Payroll Manifest | \$ | 57,196.65 | (Weekly & monthly payroll) |
| Accounts Payable Manifest | \$ | 299,031.27 | |
| Fire Department Accounts Payable Manifest | \$ | 10,284.75 | |
| Weare School District Manifest | \$ | 500,000.00 | |
| Total | \$ | 866,512.67 | |

Discussion: Chairman Hippler stated that in the Fire Department's accounts payable it includes the credit card payment that the Board subtracted in prior weeks for not following the purchasing policy. Chairman Hippler stated that he re-read the purchasing policy and it refers to "committees" and not other boards, so he asked Town Administrator Bolton to get clarification from Town Counsel. Town Administrator Bolton stated that she received the following email from Town counsel: "I do not believe the town's purchasing policy is what the statute contemplates when it says "disbursement authorization requirements." Given the context in which that phrase is used, I think it simply means that the treasurer holds the money and pays it out upon request of the firewards, who, pursuant to the 1978 article, are responsible for the management of the department's financial affairs." Town Administrator Bolton stated that if there were two separate issues for that purchase it would not be a discussion and we would not be paying interest on the \$200 above the \$1,000 limit. Regardless, Town Administrator Bolton stated that it is unfortunate but the department heads are feeling pushed to get multiple invoices, billed separately for items to keep it under the \$1,000 limit as stated in the policy. Selectman Burdick stated that maybe the Board should look at increasing that number up from \$1,000, as it may be too low. Town Administrator Bolton suggested bringing all the department heads in again to have this discussion as a group, including the Library Trustees and the Board of Firewards. Selectman Snyder stated that she agrees with what Chairman Hippler is saying. Vice Chairman Meaney

stated that he also understands, but at this point, the beds are already purchased and you cannot send them back. **Passed 4-1-0 (Hippler – opposed)**

Chairman Hippler then made a motion to eliminate the purchasing policy. It is not abided by; we do not follow it ourselves; there are too many loopholes in it, and so there is a motion on the floor. Is there a second? It fails the second. Chairman Hippler stated that it is ridiculous that we do not abide by the rules. Vice Chairman Meaney made a motion that the Board revamp the purchasing policy. Chairman Hippler stated that we can cross that bridge, but when are we going to do it. Vice Chairman Meaney stated the sooner the better. Chairman Hippler stated that it does not require a motion for the Board to revisit it. Selectman Burdick stated that if you want to get control then you have to look to get rid of the Board of Firewards. Chairman Hippler stated that he thinks that is what we need to do which is his own opinion as one taxpayer. Chairman Hippler stated that he thinks we have a good board and they have done a good job but if there is no rules of finance over there than why bother. Town Administrator Bolton stated that she thinks it has its place. If you get rid of the entire purchasing policy then no one has to put anything out to bid. Chairman Hippler stated that at this point it seems like we have been ignored multiple times. Town Administrator Bolton stated that she sees the good in it and thinks the right thing to do it to invite everyone in to discuss it together. Chairman Hippler then asked then if the Board has, no control then why is there manifest listed on our manifest. Selectman Osborne stated that he thought we would be getting the list and the checks with the invoices attached. Chairman Hippler stated that he does not want to even see it now. It is pointless, just give it to the Finance Administrator and pay them. Selectman Osborne stated that it is an obsolete board. There are only three other towns in the state that he knew of that have a Board of Firewards. Selectman Burdick stated that someone could do a petition article with 25 signatures to do away with the Board of Firewards. Selectman Snyder added especially when there is so much money going through there now. Chairman Hippler stated at this point when it comes time to go over the proposed budgets do we want to go over the fire department or can we ask the Board of Firewards to make the changes. Town Administrator Bolton pointed out that the Library works the same way. Chairman Hippler again reiterated that if we have no control over the end of the financing then why are we even looking at them. Selectman Osborne and Selectman Snyder agreed with Chairman Hippler.

ADMINISTRATOR'S REPORT: Government Building & Maintenance Projects

Tax Deeded Property Auction Deeds: Town Administrator Bolton handed the Board six (6) deeds for the tax-deeded properties that sold. Closings will occur over the next couple of weeks and will be dated and notarized by Town Administrator Bolton.

Cemetery Deed: Town Administrator Bolton asked the Board to sign a cemetery deed for Burton and Janet Brown.

Clarification from Town Counsel regarding Tom Clow being an alternate Trustee of Trust Funds: Town Administrator Bolton stated that there is an RSA 31:22 that gives the Board the authority to appoint upon recommendation not more than two names to serve as alternates to the trustee of trust funds. Therefore, that point is fine, but the other question of whether there is a conflict of interest as Mr. Clow serves on the Finance Committee. Town Counsel stated that since the Finance Committee does not officially have authority other than a recommendation, she did not see there was any conflict of interest for Mr. Clow to be an alternate.

Agreement with the Board and Bigg Dawg Land Services: Town Administrator Bolton handed the Board a draft agreement for review that has to do with giving Bigg Dawg Land Services permission to trim the

brush along Daniels Lake Road as requested. The Board can take this week to review it and next week. Both parties can sign the official agreement next week. An insurance binder was attached to the paperwork.

Fire Department Input: When Fire Chief Vezina was present at a prior meeting, Selectman Burdick requested information about call incidents. Chief Vezina put the information in writing and a copy was provided to each Board member.

Town Hall List of Projects: Town Administrator Bolton has reached out to Walker Roofing for a percentage escalator for 2020 prices, but has not received any information to date.

East Road Gate: Town Administrator Bolton stated that she has asked Town Counsel to write a letter on behalf of the Board but before that is done she needs to see the deed and copy of the subdivision plan.

ADMINISTRATOR'S REPORT: Administrative Topics

Harassment Policy & Personnel Policy: This item is on hold right now until the completion of the negotiation with the CBA and the police department

Radio Communications: Town Administrator Bolton stated that on November 19th there was a really good meeting with Sean Goodwin and Art Durette from the State; Chief Vezina and Assistant Chief Richards from the Fire Department; Sgt. Ryan Frisbie from the Police Department and Town Administrator Bolton. It is going to be a work in progress. One possible issue could be the two radios that are located at Goffstown Dispatch are dated and needs upgrading. The first thought might be to replace the two radios in hopes of cleaning up an easy fix. Currently Goffstown Fire and Police are having issues as well. This discussion will not begin until January, which may or may not be helpful. Names/companies were provided to Town Administrator Bolton for inquiries of a price for an engineering study.

Thanksgiving Break: Town Offices will be closed Thursday, November 28th and Friday, November 29th for Thanksgiving break. Happy Thanksgiving to all.

CORRESPONDENCE & OTHER BUSINESS

Renaming Paige Hill Road: Selectman Burdick stated that she took the email about renaming Paige Hill Road to the Historical Society Board. After lots of good discussion, they finalized that the society didn't think we should change it. One of the reasons was because people live on that road and changing the name would require them to change all their information (licenses; banking; bills, etc.). Second, there is a lot of roads in town where people have lived for five generations or more and if we are going to start changing them because someone requests it; it will get out of hand.

Christmas Tree in Gazebo: Selectman Burdick stated that she had two Christmas trees. One she is going to put up on the front of the stone building and was thinking it would be nice to have one back in the gazebo. She took out the second one, but the lights didn't work, so she was wondering if that is something that the Parks and Recreation Commission used to do. She felt it was something we should go back to doing. Selectman Burdick also stated that the sensor on the light that is in the gazebo now is turned up and it's on all the time and asked to have the electrician take a look at it.

Finance Committee Question: Chairman Hippler stated that he received an email regarding a question of the Finance Committee. Chairman Hippler forwarded it to Town Administrator Bolton so that it can be forwarded to the Moderator.

Chairman Hippler stated that he would like to apologize for his haste motion that he made earlier regarding the Purchasing Policy. He stated that it was out of line and he apologized, but he is very, very frustrated about the purchasing policy.

NONPUBLIC SESSION:

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:47 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, Vice Chairman Meaney seconded to exit this nonpublic session @ 8:58 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 discussed the hiring of Parks and Recreation Director.

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:58 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 @ 9:26 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

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

Being there was no further business to come before the Board, Selectman Osborne moved to adjourn at 9:27 PM, Chairman Hippler seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Naomi L Bolton

Naomi L. Bolton
Recording Secretary