

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 25, 2019

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: Neal Kurk, Assessing Assistant Wendy Rice, Betty Straw, Tim Matheson, Rhonda Gregg, Leigh Bosse, Fire Chief Bob Vezina, Ed Naile

At 6:30 PM, Chairman Hippler opened the meeting and asked those present to join the Board in the Pledge of Allegiance.

GAZEBO UPDATE: As there was no public comment or department head/ committee items, Tim Matheson, Vice President of the Historical Society, was present to discuss the gazebo update. The Historical Society met Wednesday March 20th to discuss the findings of the Gazebo Subcommittee. The Historical Society elects for the Board of Selectmen to raze the current gazebo (except for the plaque, flag holder, wood bracing, a three-foot stub of current electrical feed, and the breaker box). The Historical Society accepts the help of the DPW in preparing the site for the new gazebo. The Historical Society will replace the current gazebo with a premade gazebo in early summer 2019. Selectman Burdick inquired regarding contacting Dig Safe. Chairman Hippler inquired regarding location of electric feed. Mr. Matheson expressed concern with the water line. Chairman Hippler inquired regarding initial plans to rebuild gazebo; Mr. Matheson confirmed the Historical Society would be meeting Thursday March 28th to discuss funding for a premade gazebo rather than gazebo repairs. Selectman Burdick suggested Mr. Matheson be scheduled on the agenda for the following Board meeting, Monday April 1st. Selectman Burdick inquired regarding the removal of invasive species around the gazebo site and inquired regarding crushed rock base; Mr. Matheson confirmed 24-foot diameter. Town Administrator Bolton inquired regarding lawn care contracts; Selectman Burdick suggested a 10-foot berth. Chairman Hippler commented regarding electrical code and involvement of DPW Director Benji Knapp. Chairman Hippler thanked the Historical Society for all their work on this project.

STAFFING DISCUSSION: Town Administrator Bolton distributed packets of information regarding Town employees' self-reported time management breakdown and reminded the Board that Fire Chief Bob Vezina and Assessing Assistant Wendy Rice were present for the staffing discussion. Code Enforcement Officer Chip Meany's last day will be May 30th. The Code Enforcement/ Assessing Department used to employ 150 hours/ week, and is currently 80 hours/week. The Fire department currently does the mechanical permitting. When meeting with Assessing Assistant Rice, Finance Administrator Beth Rouse and Chief

Vezina, the positions of building inspector, part-time clerk (customer service based, emphasis on scheduling, ~30 hours/week), and minute taker were discussed. Wendy Rice has expressed concern with digitization and file retention. Town Administrator Bolton reminded the Board this is the beginning of the discussion and there is still 8 weeks before a decision needs to be made. Town Administrator Bolton also commented regarding MRI contractor position for building inspector. Selectman Burdick commented regarding read-through of packet and review.

Assessing Administrative Assistant Wendy Rice was present to discuss her self-reported time management breakdown. Assessing Assistant Rice started in 2006 and estimates she does 70 hours of work/ week. She is concerned about paper weight (not enough time to pursue digitization), data entry, and renewals. Chairman Hippler inquired regarding interest in solution of 2 PT positions; Assessing Assistant Rice confirmed, as customer service aspect of her position is time-consuming. Town Administrator Bolton clarified intent to overlap PT positions and commented regarding printer. Town Administrator Bolton inquired regarding digitization of septic by State; Assessing Assistant Rice confirmed several years ago. Selectman Burdick inquired regarding work burden after transition from Judy Rogers to Avitar; Assessing Assistant Rice commented regarding customer service aspect of position, especially with special populations. Assessing Assistant Rice also commented regarding deeds and current use files. Chairman Hippler commented regarding errors when transitioning to digital files and need to review; Assessing Assistant Rice agreed – sometimes requires multiple visits. Selectman Snyder requested clarification regarding permits; Assessing Assistant Rice clarified electrical, plumbing, garages, etc. Chairman Hippler clarified mechanical inspection done by Fire Department.

Fire Chief Bob Vezina was present to discuss Code Enforcement position. Chief Vezina reminded the Board that Assessing Assistant Wendy Rice does all of the 911 addressing and is the Fire Department's primary contact within the Town. Chief Vezina inquired regarding the Fire Department taking on part of inspections/ code enforcement, as the Fire Department is very invested in structures/ homeowners in the Town. Chief Vezina commented regarding familiarity with dual-role employees and commented regarding lack of coverage in Fire Department. Town Administrator Bolton commented regarding New Boston – same staffing but community is half the size of Weare. Town Administrator Bolton also expressed concern with reactive maintenance. Chief Vezina commented regarding digitization and GIS and agreed that Assessing Assistant Rice is very busy.

POLICE CHIEF SEARCH UPDATE: Town Administrator Bolton confirmed the suggestions made during public comment at the previous meeting (3/18) are not legally viable. MRI has requested 4 hours during the week of April 8th to schedule interviews. Police Chief Sean Kelly's last day is April 11th. The Board agreed to hold interviews on the 11th at 5:30 – nonpublic session. Town Administrator Bolton provided a contract for police administrative management (and advisory services from senior consultant Mike French). Town Administrator Bolton reminded the Board of MRI's fees: \$78/ hour, retainer of \$1500 (same rate as in 2013). Selectman Snyder inquired regarding number of hours in 2013; Town Administrator Bolton didn't know off the top of her head but estimated ~30. There were initially 13 applicants, 9 received essays, phone interviews, and then 3-5 in-person interviews. **Vice Chair Meaney moved to sign the police administrative management contract with MRI, Selectman Burdick seconded; passed 5-0-0.**

OPEN BIDS FOR ELECTRICAL AND PLUMBING: The bids for electrical and plumbing were scheduled to be opened at the Board meeting this evening. Due to the electronic nature of many of the bids, Town Administrator Bolton had put them in an envelope herself for the Board to open. Town Administrator Bolton reminded the Board of a potential conflict of interest, as Henry Hadley (who responded to the electric bid) is a relative of Selectman Burdick. Chairman Hippler requested the opening of the electrical bids first and commented regarding the benefit of having a contractor.

- Harry Hadley, includes insurance, \$65/hour for the remainder of 2019
- Carroll Johnson, includes insurance, \$65/hour for the remainder of 2019, current vendor
- Pellerin Electric, includes insurance, \$85/hour weekday rate (M-F, 7-4) and \$170/hour weekend rate

Town Administrator Bolton confirmed the bids from Harry Hadley and Carroll Johnson do not have time-of-use rates. Chairman Hippler requested the opening of the plumbing bid. As there was only one bid response, Town Administrator Bolton provided proof the bid had been distributed appropriately.

- Granite State Plumbing & Heating (Michael Davis), includes insurance, \$95/hour weekday rate

Chairman Hippler commented that he is not familiar with the specific electrical vendors except for Pellerin. **Selectman Osborne motioned to award the electrical bid to Carroll Johnson at \$65/hour, Selectman Snyder seconded; passed 5-0-0.** Selectman Burdick reminded the Board that Granite State Plumbing & Heating is located in Weare. Town Administrator Bolton reminded the Board the Town has not previously had a plumbing contract, but has successfully worked with Granite State Plumbing & Heating in the past. **Selectman Osborne motioned to award the plumbing bid to Granite State Plumbing & Heating at \$95/ hour weekday rate. Selectman Snyder seconded; passed 4-0-1 with Chairman Hippler abstaining.**

RE-APPOINTMENT TO COMMITTEES: Town Administrator Bolton distributed the re-appointment applications of Bruce Fillmore (currently a member of the Planning Board) and Mike Meyer (currently vice chair of the Zoning Board). Selectman Snyder inquired regarding frequency of changes; Town Administrator Bolton confirmed many vacancies so not often. Selectman Burdick inquired regarding new residential construction; Town Administrator Bolton clarified phasing of developments – 15 new residential construction per calendar year. **Chairman Hippler moved to reappoint Bruce Fillmore to the Planning Board, Vice Chair Meaney seconded; passed 5-0-0. Chairman Hippler moved to reappoint Mike Meyer to the Zoning Board, Vice Chair Meaney seconded; passed 5-0-0.**

MINUTES:

Meeting Minutes 3/11/2019: Vice Chair Meaney moved to approve the minutes of March 11th as amended, Selectman Burdick seconded; passed 5-0-0.

Meeting Minutes 3/18/2019: The Board agreed to table the minutes from March 18th until the next meeting.

MANIFEST: Town Administrator Bolton inquired regarding signatures; Selectman Burdick confirmed. **Chairman Hippler moved to approve the manifest as follow, Vice Chair Meaney seconded; passed 5-0-0.**

To order the Treasurer to sign the payroll and accounts payables checks dated March 28, 2019 as included in the following manifests:

<i>Payroll Manifest</i>	\$ 59,859.92(Weekly & monthly payroll)
<i>Accounts Payable Manifest</i>	\$ 77,232.31
<i>Fire Department Accounts Payable Manifest</i>	\$ 6,704.67 (BOFW pre-approved)
<i>John Stark Accounts Payable Manifest</i>	\$ 250,000.00
<i>Weare School Accounts Payable Manifest</i>	\$ 450,000.00
<i>Total</i>	\$ 843,796.90

Selectman Snyder inquired regarding cash flow; Town Administrator Bolton will follow up.

Electricity Contracts: Hannah Smith, energy analyst with Standard Power, was present to discuss the proposed electricity contract. The Town has worked with Standard Power for several years and in 2016 participated in the first round of buying through the Southern New Hampshire Regional Planning Commission (with First Point Power as the supplier). This consortium is renewing for 48 months with Constellation New Energy (chosen after going out to bid with 8+ suppliers) and a supply rate of \$0.0786/ kWh with an additional reimbursement of \$0.00167/ kWh through the Standard Power hydroelectric group net metering program. Selectman Burdick inquired regarding residential supply options; Hannah Smith confirmed that Standard Power works with commercial, industrial, and municipal clients, but the NH Public Utilities Commission has resources available and she will follow up. Town Administrator Bolton inquired regarding the hydroelectric group net metering program; Hannah Smith clarified the previous contract was on the “punch out” model but this contract will be with the “overlay” model, due to legislative changes and feedback from consortium members regarding administrative burden. Chairman Hippler inquired regarding the current rate; Hannah Smith wasn’t sure off the top of her head – in the low 7¢ range. Town Administrator Bolton commented regarding budget certainty. **Vice Chair Meaney moved to approve Chairman Hippler to sign the 48-month supply contract with Constellation at \$0.0786/ kWh and the 48-month contract with Standard Power at \$0.0786/ kWh reimbursement, Chairman Hippler seconded; passed 5-0-0.** As Town Administrator Bolton only had printed out the Constellation contract, she will follow up with Chairman Hippler with the hydroelectric group net metering contract later.

Municipal Prosecutor Agreement: Town Administrator Bolton reminded the Board the previous contract expired at the end of 2018 and the budget amount has not changed. Police Chief Sean Kelly had requested additional hours, scheduled bi-monthly office hours, physical presence at Police Department, attendance of quasi-judicial hearings (per RSA 265-A), and meetings for case reviews. The municipal prosecutor has already signed the renewal agreement and needs a signature from the Board.

GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:

Bell Tower: Town Administrator Bolton is monitoring weather to ensure the lawn will be dry when Walker Roofing brings in the heavy lift and warm temperatures when Walker Roofing comes to scrape and paint – anticipated timeline of 1st week of April. Selectman Burdick commented regarding winter weather; Chairman Hippler commented regarding reassessing next week and following up. Selectman Snyder inquired regarding copper options and alternatives. Chairman Hippler and Selectman Burdick inquired regarding the bid language – just “metal”? Town Administrator Bolton will follow up. Chairman Hippler commented

regarding Walker Roofing's familiarity with historical buildings and requested they note any structural damage to flag.

Camera Project: Selectman Snyder commented regarding integration – not offered by Pasek and Wentworth, clear when bids were opened (9/10/2018) and Spaulding Hill had reviewed the RFP. Town Administrator Bolton had followed up requesting confirmation regarding integration and Pasek confirmed integration would be included (10/1/2018). Selectman Burdick requested confirmation –is integration the barrier to this project? Vice Chair Meaney commented regarding common issue of integration, especially with off-premise. Town Administrator Bolton reminded the Board of Pasek's email (10/1/2018) did not mention analogue/ digital or Goffstown dispatch integration. Selectman Burdick inquired regarding training, per the contract; Town Administrator Bolton confirmed not, as Town has not yet paid for the system. Chairman Hippler inquired regarding activation and functionality of camera; Vice Chair Meaney tentatively agreed, although cameras are not integrated. Selectman Burdick will follow up with electrical engineer Jason Burdick regarding connection. Chairman Hippler inquired regarding fulfillment of contract, except for training, as RFP doesn't mention integration with Goffstown dispatch. Selectman Snyder inquired regarding integration with Goffstown dispatch confirmed in email (10/1/2018); Chairman Hippler commented regarding different definitions of integration, such as old system with new. Vice Chair Meaney commented regarding following up with Police Department regarding further integration, ideally to Goffstown dispatch. Chairman Hippler inquired regarding withholding payment; Selectman Burdick commented regarding lack of training. Vice Chair Meaney inquire regarding contract; Town Administrator Bolton will follow up. Selectman Snyder inquired regarding costs, including monitors. Chairman Hippler commented regarding need to pay Pasek if cameras are functioning. Town Administrator Bolton requested confirmation from the Board regarding Jason Burdick; Chairman Hippler suggested Police Chief Sean Kelly also attend. Town Administrator Bolton will coordinate – early next week.

Safety Complex Roof: Town Administrator Bolton will be sending out the RFP next week. Selectman Burdick inquired regarding ventilation; Town Administrator Bolton will ensure the Board reviews the RFP before it is released.

DPW Roof Leak: DPW Director Benji Knapp met with Tony Dacosta from Turnstone, the roof contractor and Selectman Osborne to discuss the leak in the DPW building roof. The roof contractor suggested the leak may be due to a loose gasket and plans to take off the front piece and re-do it in ~2 week. The Town will get a letter from Owens Corning regarding the insulation. Chairman Hippler expressed concern with mold; Selectman Osborne clarified the insulation is a solid membrane so not an option to remove and redo it all. Chairman Hippler requested confirmation from Turnstone on Owens Corning letter. Selectman Osborne commented regarding the furnace vent – both anchor points broken off due to ice. Tony will repair.

ADMINISTRATOR'S REPORT:

Public Hearing: Town Administrator Bolton has followed up regarding the items requested by the Board at the public hearing (3/18) but has not heard anything back yet.

Town Administrator Schedule: Town Administrator Bolton will be taking a vacation day on Tuesday (3/26).

CORRESPONDENCE/ OTHER BUSINESS:

Following up on the informal discussion at the previous Board meeting (3/18), **Selectman Osborne motioned to reappoint Chairman Hippler as Chairman of the Board and to reappoint Vice Chair Meaney as Vice Chair of the Board, Selectman Burdick seconded; passed 5-0-0.**

Selectman Osborne requested a follow-up discussion on warrant articles 27 (regarding a tax-deeded property), 28 (regarding 5 tax-deeded properties), and 29 (regarding Chase Park). Chairman Hippler inquired regarding the notification process for tax-deeded properties. Selectman Burdick suggested increasing the nonresident fee for Chase Park. Vice Chair Meaney reminded the Board they would need to discuss PARC, as Director Karyn Stogner will be leaving in the fall 2019.

Selectman Burdick relayed an inquiry from a resident regarding why the Food Pantry wasn't included in the Town Report. Town Administrator Bolton had started working on the Food Pantry in November 2018 and a write-up for the Town Report had been requested. Chairman Hippler commented regarding the Selectmen's Report. Town Administrator Bolton reminded the Board that the Food Pantry didn't officially open until January 2019. Town Administrator Bolton also commented regarding a concern with donations – she is working with Terry Knowles on a 501(c)(3) account to deposit donations (currently around \$1580). Gift cards to Shaw's were donated at Thanksgiving and Christmas. The Food Pantry feeds currently 24 families a week and is in communication with the schools, including a social worker at the Middle School. There is a Food Pantry Facebook page where people can see updates on the needs as well as thank you's are going out to donors.

Town Administrator Bolton has received a letter from Town Counsel Laura Spector-Morgan recommending a course of action regarding utilities and has passed it along to Loren Martin, the Avitar Assessor. Vice Chair Meaney commented regarding the right-of-way and telephone poles.

Ed Naile, a former selectman from Deering, was present to inquire regarding the public comment period, as he wanted to present a letter to the Board regarding former Police Department employee Joe Kelley. Chairman Hippler inquired regarding legality of discussing a personnel issue; Town Administrator Bolton will follow up and the meantime requested contact information from Ed Naile – may include on next week's agenda.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:31 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

The Board discussed a tax abatement issue, which the Board granted.

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 8:40 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 enter into nonpublic session @ 8:41 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 @ 8:55 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 nonpublic session minutes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:56 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 @ 9:20 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 nonpublic session minutes. Passed 5-0-0

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 9:21 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Hannah Smith

Hannah Smith
Recording Secretary