

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
March 21, 2022**

**PRESENT:** FREDERICK W. HIPPLER, CHAIRMAN; JONATHAN H. OSBORNE, SELECTMAN; SHERRY M. BURDICK, SELECTMAN; JOHN VAN LOENDERSLOOT, SELECTMAN; KEVIN J. CAHILL, SELECTMAN.

**ABSENT:** none

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Donna Osborne; Frank Campana; Toni Parker; Kyle Parker; Tom Clow; Scott Cruikshank, Motorola; Jack Dearborn; Sgt. Austin Maguire; Officer Barry Charest

Chairman Hippler called the meeting to order at 6:30 PM, followed by the pledge of allegiance.

Chairman Hippler welcomed newly elected Board member Kevin Cahill to the Board and once again thanked Jack Meaney for his years of service to the Town.

**PUBLIC COMMENT:** None

**MOTOROLA RADIO DISCUSSION:**

Jack Dearborn stated that back on December 27<sup>th</sup> there was a detailed proposal brought in as to what was being looked at and possibly recommending for the Town of Weare for both the Fire and Police. Around January 17<sup>th</sup> which was the drop dead date to put warrant articles on the warrant, the Board decided not to put forth a radio article for 2022. Town Administrator Bolton reached out to Motorola to see what the Town could get for \$950,000, which is the total amount the Town would have, once the second check comes in for the ARPA money. Mr. Dearborn asked Scott from Motorola and Bill from Two-Way what we could do for the \$950,000. They came up with is a \$950,000 solution for police only, with 5 towers, Mine Hill being the principal tower, 2 simulcast towers, one at the East Weare Station and one at the South Fire Station, each 100 feet tall; and 2 remote receiver sites, one at Clough Park/Everett Dam and the other one at Chase Park. That would give the Town of Weare 100% coverage for the 100 watt police mobile radio in the car and also the 3 watt hand held on the officer. In order to meet that number a couple of things had to happen, we have to drop from the proposal the microwave towers (antennas), the electronics, the generators for the backup power at South Weare and East Weare, as well as the LP tanks. It still leaves us with identical performance that was discussed back in December and January. The original numbers that got tossed around back then was \$1.5 million for both fire and police, with a little over \$1.1 million for the police and a little under \$400K for the fire. Scott will discuss the equipment numbers and due to Bill not being present will state his numbers. Bill from Two-Way does all the civil work, which includes, antennas, cabling, generators, LP tanks in the ground and the big base for the actual tower itself (a 60,000 pound piece of concrete with rebar). Mr. Dearborn explained that for the past 6 months he has been trying to get a hold of and work with Granite State Communications. Buying the 5 towers with electronics is not

going to work unless we have a means of connecting the towers together. The design was going to be fiber optic connection between the five points. He has not been able to get a response. They have been provided with the wiring diagram and the specifications for the fiber optic link. The budget that Scott is going to present is not going to include any engineering costs for running fiber optics and hooking it to the towers. Without getting Granite State Communications involved there is no way of moving forward, the Town can try to reach them for pricing. Scott will explain, but he has a 7 month guaranteed price if the Board wants to proceed, but Two-Way on the other hand buys all the products needed and hires contractors to assist when the job starts. He has control over his labor costs of his people, some control over the large items like the tower costs, but he is at the mercy of the local economy the other items.

Selectmen Cahill asked if all the 5 towers were on public land. Mr. Dearborn replied yes.

Scott Cruikshank from Motorola Solutions stated that Mr. Dearborn basically covered all of what they are going to do from the system side. Basically it is a one channel system for the Police Department, which would consist of 5 sites, 3 transmit sites (Mine Hill, South Weare Station, and East Weare Station), and then there are 2 receive only sites to bill in some of the coverage at Chase Park and Clough Park/Everett Dam. The whole town would be covered with portable coverage with this new system, which guarantees that the police portables will work on the street and pretty much anywhere outside throughout the Town, which a huge difference to what they have today. Back in January when the numbers were provided they were mainly budgetary pricing to the Town which was high, than throughout the month of January there were able to get with engineering and see exactly what we are going to need to get an accurate price. The price came down and are as follows:

Equipment	\$321,232.00
Less discount	\$276,052.00
Install cost	<u>\$269,533.00</u>
Motorola Total:	\$545,585.00
Two-Way costs	<u>\$404,215.00</u> – towers, pads, sheds, wiring, etc.
	\$949,800.00

The warranty is one year once installed and cut over for use. If the Town decided to lease, Motorola provides that program as well. It would be a municipal lease for a specific period of time. Mr. Cruikshank stated that they also do “payment in arrears”, which means that you sign the contract but if you don’t have the money available yet, they can push the first payment out for up to two years if need be, just so the project could get started. This project is technically two separate projects, you have the Motorola project and the civil project for all the work that needs to be done, but it call all be wrapped into the lease.

Selectmen Van asked how the supply chain was for the Motorola equipment. Mr. Cruikshank replied that it is not great. All of the equipment is manufactured in the US, but all the parts and components come from Asia. It depends what you’re ordering. The stuff that is included in this project is not horrible it’s more or less the mobile radios that have been taking a long time. There are some obscure parts that they need to find to complete a mobile radio, like a bolt or connector that they are having trouble with, so it could take some time. They are told that it could clear up towards the end of the year, but with everything going on in the world right now they don’t know.

Selectman Van asked the warranty that is mentioned, is that a coverage warranty or an equipment warranty. Mr. Cruikshank stated it is an equipment warranty, on all equipment and services and install. Chairman Hippler asked the duration. Mr. Cruikshank stated that is the one year. It’s a one year from system cut over (when the use begins). After the year, you can renew a maintenance contract with Motorola or with Two-Way directly. He would recommend doing that.

Selectman Van asked what the ballpark cost on a maintenance contract. Mr. Dearborn stated that he talked with Two-Way about this and because it is new equipment, the price would be roughly the same that we

are charged today by R&R, around \$16,000 for the actual radio equipment not the batteries and handhelds (consumables). In the warranty is advanced replacements, which are spares in case one went down.

Selectman Cahill asked if the maintenance contract is through Motorola. Mr. Cruikshank replied that you can do them through Motorola, typically for systems of this size you can go to one of their service providers and contract directly with them and its less money. The reason for doing that here is that there are no dispatch consoles involved here.

Mr. Cruikshank went thought the lease information and billing milestones only for the Motorola equipment. The milestones were 25% upon signing of the contract; after that Motorola would get together with all parties to determine and verify the equipment, once that is done we would be billed 60% , then 10% upon install; then final acceptance testing and would be billed the final 5% for completion. If the Town decided to lease the milestones would not be relevant. This billing milestone is only for Motorola's cost. All of the civil work done by Two-Way needs to be completed before Motorola can get started. Mr. Cruikshank thought that Two-Way offers a similar milestone with his costs, but would need to verify that with him. He showed a 2, 3, 4 and 5 year lease rates, which are today's rates but can be held up to a month.

Scott Cruikshank mentioned that Belknap County is using 100% of their ARPA money for their radio projects just recently, if that helps. Chairman Hippler asked Mr. Cruikshank to forward that list to Town Administrator Bolton so we can check with them. Selectman Van stated that realistically if the Town signed a contract with Motorola in the next month the Town would be looking at least one calendar year before switch over. Mr. Cruikshank agreed largely for the civil work. He would state a year and a half speaking conservatively.

Mr. Dearborn briefly discussed the Fire could get 100% analog coverage in the Town of Weare by adding just one simulcast antenna for Capital Area coverage. Selectman Van stated that would be a Capital Area issue not a Town of Weare issue. Mr. Dearborn replied that they want you to buy it and pay for the maintenance over time on their lease. The Town could work with Motorola but Mr. Dearborn stated the Town has to buy it. Selectman Burdick asked what the cost of that would be. Mr. Dearborn stated that it's about \$380,000 back in December, so today probably \$400,000.

Mr. Dearborn further stated that when we do the tower on Mine Hill, we are going to have do some engineering, if we could include the potential for locating of the microwave tower for Wolf Hill we would save money without having to go through another design when that happens. Eventually we will need to have generators on site as well, in case of power outage.

Chairman Hippler thanked Scott for all his hard work and indicated that we will probably be in touch. Mr. Cruikshank replied that if he can be of any help with Granite State Telephone he would be happy to help. Jack Dearborn stated that he got the specifications from Bill at Two-Way. The Board encumbered some money from the 2021 year end budget of about \$35,000. Any antenna work that might be redundant to this project might free up about \$16,000. Any bills that will come from the engineering from Granite State are not accounted for and maybe we could use these funds for that. Another suggestion was that if the Board wanted to pay for Two-Way to go negotiate with Granite State on the engineering it would be good money spent. Selectman Burdick asked the pad size of the towers. Mr. Dearborn stated that it is a 60,000 pound pad to be able to hold the 100 foot tower in place. The antenna doesn't way much maybe 2 tons, but it needs to stay in place to withstand 150 MPH for a 3 second gust. These towers are designed to stay there and resistant of any natural disaster like that. Selectmen Burdick asked if the Town owns 20 feet behind the East Weare fire station. It will need to be looked at before construction was to start.

## **DEPARTMENT/COMMITTEE ITEMS:**

Reappoint Planning Board Member: **Selectman Van moved to reappoint Bruce Fillmore to the Planning Board as a member for a 3 year term, Chairman Hippler seconded the motion. Vote: 5-0-0**

Appoint Alternate to Planning Board: Town Administrator Bolton stated that he has enjoyed his time on the Planning Board as an exofficio and would like to continue as a resident. This would make the Planning Board's forth alternate. **Selectman Van moved to appoint Jack Meaney to the Planning Board as an alternate for a 3 year term, Selectman Osborne seconded the motion. Vote: 5-0-0**

**ELECT CHAIR AND VICE CHAIR FOR THE BOARD:**

Chairman: Selectman Van nominated Rick Hippler to be the Chair of the Board, Selectman Burdick seconded the motion. Vote: 4-0-1 (Hippler)

Vice Chairman: Selectman Van nominated Jon Osborne to be the Vice Chair of the Board, Selectman Burdick seconded the motion. Vote: 4-0-1 (Osborne)

**BOS – SELECT COMMITTEE FOR REPRESENTATION:**

Chairman Hippler explained to Selectman Cahill that there are various committees, commissions or subcommittees that require an exofficio. There are currently four active committees and one inactive committee. The Board members selected the following representation for 2022:

- CIP Subcommittee – Vice Chairman Jon Osborne
- Planning Board – Selectman Sherry Burdick
- Parks and Recreation – Selectman John Van
- Stone Fund – Chairman Rick Hippler

**MANIFEST:**

Chairman Hippler moved, Selectman Van seconded **to order the Treasurer to sign the payroll and accounts payables checks dated March 24, 2022 as included in the following manifests:**

<b>Payroll Manifest</b>	<b>\$</b>	<b>70,930.21</b> ( <i>Weekly payroll</i> )
<b>Accounts Payable Manifest</b>	<b>\$</b>	<b>53,224.68</b>
<b>John Stark Accounts Payable Manifest</b>	<b>\$</b>	<b>500,000.00</b>
<b>Weare School District Payable Manifest</b>	<b>\$</b>	<b>600,000.00</b>
<b>TOTAL:</b>	<b>\$</b>	<b>1,224,154.89</b>

*The following manifests were previously ordered to sign at the March 7, 2022 Board of Selectmen meeting:*

<i>Payroll Manifest</i>	<i>\$ 78,255.32 (Weekly payroll checks dated 3/17/22)</i>
<i>Accounts Payable Manifest</i>	<i>\$ 26,988.64</i>

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**As there is no Selectmen meeting scheduled for Monday, March 28, 2022**

Please vote:

**To order the Treasurer to sign payrolls checks dated March 31, 2022 estimated to be about \$75,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$90,000.00 for accounts payables that cannot wait until the next scheduled meeting. Reports and actual check amounts will**

**be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.**     Vote: 5-0-0

#### **MINUTES:**

March 7, 2022: Chairman Hippler moved, Selectman Van seconded to approve the March 7, 2022 minutes as amended. Vote: 4-0-1 (Selectman Cahill)

#### **ADMINISTRATOR'S REPORT:**

1. Payroll Change Notice: Town Administrator Bolton stated that she has signed all the other employee payroll change notice slips as passage of Article 4 for the 3% raise, but can't approve her own slip. It only has one signature so a motion would be necessary. Selectman Van moved, Selectman Burdick seconded to authorize Chairman Hippler to sign the payroll change notice slip for Town Administrator Bolton's 3% raise per Article 4, 2022 Town Meeting. Vote: 5-0-0
2. Deputy Forest Fire Warden Appointment Form: Town Administrator Bolton stated that she received an appointment form from Chief Vezina that would authorize Amanda Charest to become the Deputy Forest Fire Warden to allow her to issue fire permits. It does not require a motion as there are enough signature lines for 3 Selectmen signatures. Board members Osborne, Van and Burdick signed the form.
3. Radio Discussion – occurred this evening earlier
4. Forester Contract – just needs to finalize with all signatures
5. Tennis Court – awaiting notification of when we are scheduled for the repair to be done. Selectman Van was asked by the Parks and Recreation Director to meet with her on site this past weekend. They met and the cracking is seemingly getting worse. There is actually chunks of asphalt floating in between the different cracks. There are also some raised lips which could be just an act of a frost heave. In communicating with a couple members of the Parks & Recreation board, they've all agreed that it's probably best to just let it sit for now until at least the middle of April if not later than that. Selectman Van's personal feeling is possibly keeping it closed until it gets resurfaced. This will be discussed further down the agenda.
6. Collins Cemetery – will be pursuing the abandonment action per RSA
7. Cemetery Trustees – The warrant article that turns the duties over to the Board of Selectmen passed. Town Administrator Bolton is unsure how to proceed without talking to Town Counsel. We had some write-ins, but after 90 days the Board is in charge. Town Administrator Bolton stated that she has some resources by way of town residents knowledgeable in those areas that she will lean towards for some help. The Town of Amherst has some cemetery software they use and we would be interested in seeing exactly what that does or can do for the Town of Weare.
8. Asbestos Testing at 487 North Stark Highway (Barden property) – Due to the weather we have had and with the ground not completely thawed it will be tough to get the three companies up to the structure for asbestos testing. In another week or two, weather dependent this project will move forward with testing and then plan from there. Selectmen Cahill asked where this property is located. It was explained that this is the property that the Conservation Commission purchased in the fall. There is currently a building/structure on the property after the purchase it was agreed that the town would remove the building, but we need to first see if the building contains any asbestos, therefore testing needs to be done first.
9. Driveway Bond Policy – The Highway Department is still on call for a couple more weeks. Once that is over the plan is to work with DPW Director Knapp to come up with a driveway bond policy.



10. Rabies Clinic – The Town will be holding a rabies clinic for cats and dogs at the Town Hall on Wednesday, April 13<sup>th</sup> from 5:30 PM – 6:30 PM for \$10 each.
11. 2022 Default Budget – Town Administrator Bolton stated that we are crunching numbers to see how we are going to be able to cover everything largely due to the inflationary numbers with a 3 year old budget. The plan is that once we have got everything all put together it will be provided to the Board. There are currently a couple of vacancies in the Town Office building. Things are going to be tight for sure with the increased cost of salt, fuel, etc. We will try to also forecast ahead if possible.
12. State Representatives to meet with BOS – Town Administrator Bolton stated that in her communications with other Town Managers and Administrators there is a lot of stuff going on at the State house that may or may not affect the Town of Weare good or bad. There is also lots of media talking about things that may be happening with regards to retirement, gas taxes, etc. TA Bolton felt that it would be nice to invite the representatives in to discuss what has happened and what may be coming. It is an election year and it would be good for the community to see and hear from them. Ruth Ward is our Senator and she has been in before to introduce herself, pass out her contact information and let us know to reach her if we needed anything. The Board agreed that it would be a good idea. Future dates will be planned.
13. Town Hall Bathrooms Renovations - still in search of a contractor to do some work who is not booked way out. Town Administrator Bolton wanted to further discuss the use of the Town Hall further down. We have opened it for the Pine Tree Riot 250<sup>th</sup> Event which is a great use as well as for the rabies clinic for the Town, but with a default budget and the cost of electricity and heating fuel the Board needs to really think about opening it after that.
14. Riverdale Road/River Road – Keach Nordstrum has completed the surveying of the area and property and a plan has been drawn. DPW Director Knapp will need to take the plan down to the homeowner to verify where the lot line will need to be drawn. After that the plan will be finalized and the Town will need to assist the homeowner to zoning for the nonconforming lot size and the planning board for the approval, then deeds get drawn and the intersection can be fixed.
15. Clinton Grove Bell Tower – Vice Chairman Osborne asked why this project is still on hold. Town Administrator Bolton explained that was the Board's wishes quite a while ago. It is kept on the list so that it doesn't get lost. Vice Chairman Osborne stated that is just under \$100,000 in a fund for the Clinton Grove Academy. Town Administrator Bolton will confirm the balance and let the Board know at the next meeting.

#### **EXOFFICIO UPDATES:**

Parks & Recreation: Selectman Van stated that he was at the elections when the committee met last, so he was not there to attend, and has no update.

Conservation Commission: Selectman Burdick is not the exofficio for that commission, but there was a snow storm and their last meeting was cancelled.

Stone Fund: Chairman Hippler stated that they still meet twice a year but haven't met recently.

CIP Subcommittee: Vice Chairman Osborne stated that they won't begin meeting again until September.

Custodian Position Details - Selectman Van stated that this item on the Town Administrator's report should be eliminated. Seeing that we have a default budget it was the consensus to remove it from the list.

Joint Loss Management Committee – Selectman Van stated that this committee hasn't met since COVID. Town Administrator Bolton stated that by State law and our insurance company Primex we have to have

this committee. It is comprised of a combination of employees and department heads that meet. They have to also inspect all town buildings to see if there is any issues (tripping hazards, etc.) that need to be fixed. Also when there are workers compensation claims this committee looks at the accidents to see if there is something that we may have been neglect on. Town Administrator Bolton will work on getting this back in order.

### **OTHER BUSINESS:**

Gordon Brown Barn: Selectman Burdick stated last year she talked about getting some gravel put down to keep the water from going in. She would like to reach out to the DPW Director to meet him there to see what he may suggest doing. It was talked about at the site walk. Selectman Burdick stated the other item is that there was discussion about putting gutters on the building. The person that quoted her for the roof and gutters was not insured to do the roof but could do the gutters. She would like to approach him to get a quote again. Chairman Hippler stated getting a number is fine, but again we are on a default budget and if it could be fundraised, grants, etc.

Stone Building: Selectman Burdick stated that over the last 3-4 days we have lost about an 8 foot section off the cap on the back of the building facing the library, the end toward the legion. The Board said that we need to find someone pronto that is capable of putting it on. Selectman Burdick stated that it will need to be soldered as well. Selectman Cahill asked if we might reach out to ROD out of St. Johnsbury, Vermont, as they will be doing work at St. Paul's this summer.

Tennis Courts: Selectman Van stated that he sent everyone an email to go look at the tennis courts. The concerns that were brought to him were that there are raised portions of asphalt on the playing field. His concern is that someone is going to hit it and fall/trip. His concern is from a liability standpoint. There are some Park members that say everyone is responsible for their own actions, but it is Town property and he would like to see it stay closed until the resurfacing is done. Chairman Hippler stated that he is on the revisit side because things may settle back down. He would suggest revisiting at the end of April. The Board scheduled a site walk together on Monday, April 18<sup>th</sup> @ 6:30 PM at the tennis courts to take a look and the meeting would start at 7 PM. Selectman Cahill stated that he will go by and take a look at it. He will take pictures tomorrow so that we will have a benchmark to see if anything changes on the 18<sup>th</sup>.

Recycling Program: Selectman Cahill stated that he has a project that he would like to pursue. It's connect to the warrant article with the retaining of the recyclable funds. He met with Director Knapp and the supervisor of the Transfer Station down there try to create a vision of what the transfer station is going to look like in 3 to 5 years. He doesn't feel that the current model is sustainable or that we can actually go through a full blown recycling facility and manage that on the budget that we currently have. Mr. Knapp was very receptive to that. One of the things, front and center right now is how do we ramp up actual recycling. We have certain mandates but we've allowed that not to be enforced to the letter of the law. He's creating a new program and talked to some of the new members of the school board and sort of getting a grassroots ground-up effort into the elementary school and building up from there. There's some crazy numbers and then you head into a recession and recycling takes off for whatever reason. For instance aluminum cans, 34 aluminum cans are yielding 60 cents. The average person uses 32 cans per week, so you're nearing 62 cents per resident in Weare. Mr. Knapp is going to see about putting back up the sign for residents to know what items are yielding. Selectman Cahill was simply looking for the Board's blessing to continue and maybe in a couple of months there could be a presentation. Chairman Hippler stated that we have briefly discussed the fact that we certainly have outgrown what we have for facilities now. He would like to come back with a couple of different models, possibly a hybrid.

Email from Senator Ruth Ward: Chairman Hippler received an email from Senator Ruth Ward regarding the work that will be on the culvert at Otter Brook, just south of Lanctot's. They have started but the email indicated that there will be some traffic devices there but wanted the community to be aware of it.

Old Code Enforcement Truck: Chairman Hippler stated that while he was at the Transfer Station this weekend he noticed that the building inspector's old truck is still down there. He wants to make sure that it makes it way to the spring auction at the White Farm in Concord. Now that snow has gone the board wondered if there is a possibility that it can go over to the White Farm early.

Tax Deeded Town Properties: Chairman Hippler asked where we are at with the tax deeded property on Route 77 (Dustin Tavern Road). Town Administrator Bolton stated that the Town has 3 pieces of property that the town could schedule an auction for in the fall. All 3 have occupants, but due to COVID and the time of year evictions could not happen. Town Counsel will be contacted to start that process could start the 1<sup>st</sup> of May so that a fall auction could be scheduled.

Motorola Radios: Chairman Hippler stated that he would like to confirm where the Fire Department is with regards to the radios. He is not willing to sign anything with Motorola until the Board hears from Coordinator Gilbert from Capital Area and Chief Vezina as far as how that's all going to go and to see if they need any additional things. Chairman Hippler stated that he would like to thank Jack, Scott and Bill for all their hard work at this but again we have other departments that we can't forget about.

#### **NONPUBLIC SESSION:**

**Chairman Hippler moved, Selectman Van seconded to enter into nonpublic session @ 8:11 p.m. pursuant to the authority granted in RSA 91-A: 3II (c). A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Selectman Van - yes. Passed 5-0-0**

**Chairman Hippler moved, Selectman Van seconded to exit this nonpublic session @ 8:25 p.m. A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Selectman Van – yes. Passed 5-0-0**

**Selectman Van moved, Vice Chairman Osborne seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0**

**Chairman Hippler moved, Selectman Van seconded to enter into nonpublic session @ 8:26 p.m. pursuant to the authority granted in RSA 91-A: 3II (a & c). A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Selectman Van - yes. Passed 5-0-0**

**Selectman Van moved, Chairman Hippler seconded to exit this nonpublic session @ 8:59 p.m. A roll call vote was taken, Selectman Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler – yes; Selectman Burdick – yes; Selectman Van – yes. Passed 5-0-0**

**Selectman Van moved, Chairman Hippler seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0**

**Being there was no further business to come before the Board, Selectman Van made a motion, Chairman Hippler seconded to adjourn at 9:00 pm. Passed 5-0-0**

#### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton

Town Administrator