



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
May 20, 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:** Heleen Kurk, Frank Campana, DPW Director Benji Knapp, JaNeen Lentsch, Nate Smith, Michael Rossman, Tom Clow, John Nikias

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

**PUBLIC COMMENT:** Heleen Kurk was present to remind the Board of the Town-wide yard sale happening on June 1st from 8:00 AM until 2:00 PM. If anyone is still interested in participating, please let her know by May 23rd. The map will be available for purchase at the Stone Memorial Building. Heleen Kurk commented regarding recycling at the Transfer Station: former DPW Director Carl Knapp had good foresight in maintaining separate recycling and current DPW Director Benji Knapp has wisely kept that model. Heleen Kurk suggested the Town website post up-to-date information regarding recycling, such as which number plastics can be recycled. Heleen Kurk inquired if glass was still being recycled in Town; DPW Director Knapp confirmed. Heleen Kurk also commented that she appreciates the e-news sent out by Finance Administrator Beth Rouse, as it is very convenient and a good step towards transparency. Chairman Hippler commented that the e-news feature is a function of the Town website, and Finance Administrator Rouse has only recently been using it. Heleen Kurk inquired regarding the usage; Town Administrator Bolton will check into it.

Frank Campana was present to inquire regarding the Chase Park fee discussion which will be addressed later this meeting. Per the Town ballot results of warrant article 29, Chase Park will be limited to residents only - how does this fit with fee increase? How will this be monitored and upheld? Will fees be increased for residents (PARC is already supported by taxpayers through budget)? Frank Campana also inquired regarding the minutes for PARC - the most recent electronic and hard copy available is from July 20, 2018. Frank Campana requested the Board representative to PARC follow up. Frank Campana also commented regarding potential purchase of mower, discussed at the Board meeting of May 13, 2019, and expressed appreciation for Benji's fiscal responsibility as well as intention to not enter CIP rotation. Frank Campana also expressed appreciation for Chairman Hippler's concern with presenting this potential purchase to taxpayers. Frank Campana also requested follow-up on what Town the mower previously belonged to.

Nathan Smith, president of the East Shore Drive Road Association, was present to request the Board's assistance regarding the road agreement. A new resident is looking to build and as a result it has become apparent that no one knows where the road officially is, as there is no road agreement

available. In addition, East Shore Drive requires quotes regarding betterment and needs help resolving encroachment issues. Chairman Hippler expressed concern with enforcement and unhappy residents. Vice Chair Meaney commented regarding discussions with Planning Board - review property deeds, Class V road options (residents pay for road to be surveyed, Town enforces right-of-way). Nathan Smith expressed concern with safety, poor maintenance, and checks and balances for abutters; not all members of East Shore Drive Road Association contributing appropriately because road agreement is insufficient (poor quality document from ~2000s) and payment is not tied to the deed. Nathan Smith also expressed concern with encroachment on water sources. Vice Chair Meaney inquired regarding attorney; Nathan Smith confirmed not. Chairman Hippler confirmed East Shore Drive is a Town-owned road. Chairman Hippler suggested the Town determine their level of responsibility and the East Shore Drive Road Association determine their level of responsibility with Attorney Bill Dresser.

#### **DEPARTMENT HEAD & COMMITTEE ITEMS:**

DPW - New Hire: DPW Director Benji Knapp was present with Michael Rossman, who had been interviewed by the Board during the nonpublic session for a truck driver position. Michael Rossman is able to start tomorrow morning at 6:30 AM, at a salary rate of \$17.06/ hour. He does not have his CDL yet, but will by November 15th, 2019, and salary will increase to \$17.56/hour. After the probationary period, the salary rate will increase to \$18.06/ hour. Vice Chair Meaney inquired regarding the CDL training - at the New England Tractor Trailer Training School? DPW Director Knapp confirmed; NETTTS is very reputable and Michael Rossman is paying for his own training. **Vice Chair Meaney moved to hire Michael Rossman as a truck driver for the DPW at the salary rates discussed above, Selectman Burdick seconded; passed 5-0-0.**

DPW - East Shore Drive: DPW Director Benji Knapp was present to comment regarding the need for stronger enforcement of bonding for Class VI road contractors. The Town enforces bonding for loggers, everyone should be treated the same.

DPW - Award Bids for Town-Wide Paving/ Overlay Project: DPW Director Benji Knapp was present to review the bid received for paving and distributed bid results to the Board. The shim and overlay were also put out to bid but will wait until bond is finalized. Chairman Hippler inquired regarding paving costs from previous year; DPW Director Knapp confirmed \$60/ton and then \$65/ton due to AC clause. Selectman Osborne inquired regarding minimum purchase of 20,000 tons; DPW Director Knapp confirmed estimated bid of 25,900 tons.

- **R&D Paving** at \$65.48/ton
- **Brox** at \$68.25/ton
- **Advanced Paving** at \$68.38/ton
- **Continental Paving** at \$69.75/ton
- **Pike** at \$78.00/ton

Chairman Hippler requested clarification regarding R&D Paving product; DPW Director Knapp confirmed product from Pike. Chairman Hippler inquired regarding tonnage for minimum and Selectman Osborne expressed concern with weather this summer; Vice Chair Meaney clarified summer 2019 and summer 2020. **Vice Chair Meaney moved to accept the paving bid from R&D Paving at \$65.48/ton, Selectman Snyder seconded; passed 5-0-0.**

DPW- Following up Regarding Mowing Tractor: DPW Director Benji Knapp was present to follow up on the mowing tractor purchase discussion from the previous Board meeting (May 13, 2019). DPW Director Knapp has reached out to previous owner (small Town in CT) 3 times but has not received a response; however, Sizemore is confident in mowing tractor. DPW Director Knapp commented regarding the boom mower for guardrails; Chairman Hippler inquired regarding height; Selectman Osborne and DPW Director Knapp confirmed 13-15 feet. DPW Director Knapp reminded the Board the current mower is rented for \$13,000/ month (originally budgeted for \$12,000/ month with difference coming out of the operating budget). The DPW is unable to mow the whole Town in a

month. Selectman Osborne has looked at the mowing tractor and it is in excellent shape. The Town Counsel has reviewed the potential purchase - there is no concern about additions to fleet. DPW Director Knapp commented regarding updated wiring harness. Town Administrator Bolton reminded the Board of previous conversations with CIP regarding proactive enlarging as Town grows - for example: lawn care (currently contracted out, would require purchasing lawn equipment and hiring CDL drivers for hauling). DPW Director Knapp reminded the Board the DPW's equipment priority is updating plow trucks in CIP rotation, not mower tractor. **Selectman Osborne motioned to allow DPW Director Knapp to purchase the used mowing tractor from Sizemore for \$20,000, Vice Chair Meaney seconded; passed 4-0-1 with Chairman Hippler abstaining.**

Chairman Hippler apologized to DPW Director Benji Knapp regarding Bogue Road email. Bogue Road is not included in the overlay project and is scheduled for reconstruction next year.

PARC - Chase Park Fee Increase & Chase Park No Smoking Policy Discussion: JaNeen Lentsch, a member of PARC, was present to review the recent PARC meeting (May 14, 2019) vote on fee increase. To help with overcrowding and residents being turned away, especially regarding parking, PARC suggests a fee increase for nonresidents only. JaNeen Lentsch compared Chase Park to Clough State Park, Greenfield State Park, and Sunapee State Park - Chase Park is smaller, has less parking, and is less expensive. JaNeen Lentsch inquired regarding public hearing and logistics of changing fees during the season (as Chase Park opens May 25, 2019); Town Administrator confirmed, will need appropriate signage and to inform attendants. Chairman Hippler inquired regarding warrant article 29 that specifies residents or other permitted users; JaNeen Lentsch confirmed lawyer will review. Chairman Hippler inquired regarding deeded language and reminded the Board that the warrant article takes effect next year. JaNeen Lentsch reviewed proposed changes:

- \$10 increase for non-resident daily parking access (now \$20)
- \$15 increase for non-resident daily boat ramp access (now \$45)
- no increase for residents
- no increase for seniors
- no increase for veterans

Chairman Hippler expressed concern with non-resident daily boat ramp access fee not being an even amount (possibly inefficient for attendants); JaNeen Lentsch clarified organically arising competitive pricing. Chairman Hippler inquired regarding PARC minutes, per the public comment earlier this evening; JaNeen Lentsch confirmed PARC has been meeting as scheduled with minutes taken by the Director (not electronic). JaNeen Lentsch will pass the concern along. The PARC rep is Jon Osborne. Vice Chair Meaney reminded JaNeen Lentsch that someone from PARC must give a copy of the minutes to the Town Clerk; Town Administrator Bolton suggested PARC send an electronic copy to the Town Office. Chairman Hippler inquired regarding motorize boat access at State Parks; Vice Chair Meaney confirmed Sunapee State Park and Hampton Beach State Park. Chairman Hippler suggested non-resident daily boat ramp access fee at \$40 (instead of \$45); the Board was in consensus. Town Administrator Bolton inquired regarding no smoking policy. Selectman Snyder inquired regarding existing no smoking policy; JaNeen Lentsch clarified smoking is currently limited to parking lot but difficult for attendants to enforce and lots of trash. PARC has suggested banning smoking altogether to avoid these issues. Town Administrator Bolton will add the no smoking policy to the public hearing and will follow up with a date.

Tom Clow was present to review information provided by the Southern New Hampshire Planning Commission regarding the 2020 census. In 2010, the Town was 1 single census tract however, due to population increase (8,000 person limit); the Town will be considered 2 census tracts. The Census Bureau has proposed 1 census tract comprised of the northwest quadrant of the Town and 1 census tract comprised of the northeast, southeast, and southwest quadrants of the Town. The SNHPC does

not think this would be the most appropriate division and instead proposes 1 census tract comprised of North Weare and 1 census tract comprised of South Weare. The Census Bureau may not accept this proposal. The Board was in consensus that a North/ South division would be the most appropriate. Town Administrator Bolton will follow up.

DPW Director Benji Knapp was asked to be a panelist for the UNH T2 Center due to the Town's preparation regarding road maintenance.

Selectman Snyder inquired regarding a follow-up with the NRRA solid waste advisory team, last discussed at the meeting of April 8, 2019. DPW Director Benji Knapp commented regarding efficiency of Town's Transfer Station. The Transfer Station currently accepts glass, although there are concerns about accepting it in the future. The Transfer Station not able to accept #3 plastic through #7 plastic because of the market. The Transfer Station may need to adjust employee hours in the future. Selectman Snyder reminded the Board of the NH Department of Labor comment regarding crowding of equipment and traffic flow. DPW Director Knapp clarified the Department of Labor comment was from 1992 when Town population was 5,000 and the Transfer Station had commingled recycling. The Town now has a population of 10,000 (and additional increase with summertime campground residents) and the Transfer Station has multistream recycling. DPW Director Knapp expressed concern with current Transfer Station set-up lasting another 10 years and commented regarding dedication of employees. Selectman Osborne commented regarding NH Department of Labor review; Town Administrator Bolton reminded the Board of potential costs to review process. DPW Director Knapp suggested reviewing best practices of neighboring Towns. Selectman Snyder expressed concern with reactive measures and commented regarding fatal accident in Northfield. Chairman Hippler inquired regarding inspection of compactor as well as Transfer Station building. Selectman Osborne reminded the Board that the Transfer Station compactor was installed in 1989 and then replaced in 2007, with a recommended half-life of 17 years. The Transfer Station was built in 1989 with only the update of 2 doors since. Chairman Hippler suggested report on Transfer Station building as well as compactor and recycling flow. Selectman Osborne commented regarding the Transfer Station septic system, as it has never been pumped and no one is sure of exact location. Due to location of leech field, Tim Redmond thinks the septic system may be located under the parking lot. Vice Chair Meaney inquired regarding installation of septic system.

**SIGNING OF THE FIRST HALF OF THE TAX WARRANT:** Town Administrator Bolton expressed concern with all the commotion created regarding the tax warrant not signed by May 15<sup>th</sup>, per RSA 76:15-a, while she was away at a conference. Selectman Snyder requested clarification regarding due dates. Town Administrator Bolton requested clarification from Selectman Snyder regarding phone call to Avitar Assessor Loren Martin. Town Administrator Bolton has followed up with Avitar regarding the staffing discussion raised by Selectman Snyder. Some of the questions asked to Avitar were relative to a town employee's role. Selectman Snyder expressed concern with completion of warrant in a timely fashion, so that it can be delivered to the Tax Collector so that bills can be printed and sent out for cash flow.

#### **MINUTES:**

Meeting Minutes 5/13: The Board agreed to table the minutes of May 13th.

#### **MANIFEST:**

**Chairman Hippler moved, Vice Chairman Meaney seconded:**

**To order the Treasurer to sign the payroll and accounts payables checks dated May 23, 2019 as included in the following manifests:**

<b>Payroll Manifest</b>	<b>\$ 54,360.00 (weekly &amp; monthly payroll)</b>
<b>Accounts Payable Manifest</b>	<b>\$ 33,220.29</b>
<b>Supplemental Accounts Payable Manifest</b>	<b>\$ 200.00</b>

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**Please vote:**

Selectman Snyder stated that she is abstaining because she expressed concern with fulfilling the financial obligations of the manifest, after a conversation with Town Treasurer Tina Connor regarding the general fund. Vice Chair Meaney expressed concern with dissent among the Board and suggested this issue should have been brought up at the previous week's meeting or should have been brought up within the Board first. Vice Chair Meaney also expressed confidence in the Town Treasurer and Finance Administrator. He felt that what was done here is somewhat unethical and undercutting this Board in general. Chairman Hippler reminded the Board they had received balances from the Finance Administrator at the previous meeting (May 13, 2019) and expressed concern with lack of trust. Selectman Snyder suggested that Town Administrator Bolton be able to provide more accurate figures regarding the general fund upon request. Chairman Hippler reminded the Board of differences between Town Office positions and contracted positions. Selectman Snyder expressed concern with being able to get information when Town Administrator Bolton is not available. Vice Chair Meaney expressed concern regarding micromanaging and reminded the Board they have agreed to use Chairman Hippler or Town Administrator Bolton as the main channel of communication.

**EAST SHORE DRIVE RIGHT-OF-WAY HANDRAIL INSTALLATION:** John Nikias could not be present but sent in a drawing to inquire regarding handrail installation on East Shore Drive right-of-way to the water. There is a Town-owned right-of-way for ~5 lots, 3 owned by John Nikias and 2 owned by neighbor. John Nikias requested permission to install a handrail for his neighbor. Selectman Burdick commented regarding potential safety issue, as neighbor is elderly. Vice Chair Meaney requested verification regarding the right-of-way; Town administrator Bolton clarified it is very evident. Selectman Osborne suggested posts at least 18 inches deep; Chairman Hippler suggested following code for dirt handrails. Selectman Osborne inquired regarding follow-up; Town Administrator Bolton will pull the permit so it is on file.

**Town Hall Projects:** Selectman Burdick confirmed Walker Roofing was at the Town Hall on Monday and Wednesday.

Security Camera Project: The security camera project at the Safety Complex should have been completed last week. Town Administrator Bolton has not yet heard from Emily Dauphinais but will follow up tomorrow.

Safety Complex Roof Replacement: A start date has not yet been set.

**Bike Rodeo:** The bike rodeo will happen on Saturday, June 22nd, behind the Town Office immediately following the Patriotic Celebration parade.

## ADMINISTRATIVE REPORT:

ACO Position: The position is open until Friday, May 17th. Town Administrator Bolton will follow up with Mike French tomorrow regarding the 3 applicants.

Chief of Police Search: The Chief of Police search is in progress and will be discussed further during the nonpublic session.

Staffing Changes/ Discussions: Kelly Dearborn-Luce will be starting part-time tomorrow. **Vice Chair Meaney motioned to hire Kelly Dearborn-Luce to fill the Land Use Department position full-time at \$16/hour, Selectman Burdick seconded; all in favor 5-0-0.**

Class VI Road Discussion: Town Administrator Bolton has not yet received a reply from the Attorney regarding the Worthley Road property (Wiss land).

Conservation Commission: There has been no follow-up regarding the Woods property.

Town Administrator Schedule: This week is scheduled as normal, unless Town Administrator Bolton needs to take a sick day.

**Chairman Hippler moved to accept the list of potential Chase Park employees presented this evening at the rates listed; Vice Chair Meaney seconded; passed 5-0-0.**

#### **CORRESPONDENCE:**

Selectman Snyder inquired regarding the Wilson property; Town Administrator Bolton confirms it will be the first order of business for new hire Kelly Dearborn-Luce. Mr. Wilson was originally included on the email due to health concerns.

Selectman Snyder inquired regarding the Building Inspector/ Code Enforcement position; Town Administrator Bolton confirmed out this week with no backup staff. Town Administrator Bolton has reached out to mutual aid agreement Towns and is waiting to hear back from Goffstown, Hopkinton, and maybe Henniker. Deering is too busy. New Boston and Henniker filled the position very recently. Town Administrator Bolton commented regarding PARC directorial position. Selectman Snyder inquired regarding janitorial/ custodial position; Town Administrator Bolton confirmed no update yet. Chairman Hippler commented regarding lack of funding and necessity of someone to overview and advance plan. Selectman Snyder commented regarding the sinks, steps, and toilets in the Town buildings that need to be cleaned regularly. Vice Chair Meaney commented regarding current custodial services for all Town buildings once a week; Selectman Snyder clarified they only take care of the trash and carpets. Town Administrator Bolton clarified the custodial services is twice a week.

Selectman Snyder inquired regarding bond rates; Town Administrator Bolton confirmed nothing from Bond Counsel Attorney Renelle L'Huillier at Devine, Millimet & Branch. The Town has committed to the municipal bond bank.

Chairman Hippler commented regarding the summer schedule - additional meetings as needed. Town Administrator Bolton reminded the Board that a 24-hour notice is required.

Chairman Hippler had emailed Mike French regarding the incidents on South Stark Highway and Thorndike Road.

Chairman Hippler commented regarding an email he had received from the NH Fish and Game Department regarding the status of euthanization of endangered wildlife. Chairman Hippler had forwarded the email to Town Administrator Bolton.

## **NONPUBLIC**

**Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 8:21 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**

**Vice Chairman Meaney moved, Chairman Hippler seconded to exit this nonpublic session @ 8:54 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**

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

**Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 8:55 PM, Vice Chairman Meaney seconded; passed 5-0-0.**

## **ADJOURNMENT**

A True Record.

A handwritten signature in cursive script that reads "Hannah Smith".

Hannah Smith  
Recording Secretary