

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 4, 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: Dani-Jean Stuart; Fire Chief Bob Vezina; Police Chief Chris Moore; Frank Campana; Tom Clow; DPW Director Benji Knapp

Chairman Hippler called the meeting to order at 6:30 PM.

NONPUBLIC SESSION: Chairman Hippler moved, Selectman Burdick seconded to enter into nonpublic session @ 6:30 p.m. pursuant to the authority granted in RSA 91-A: 3II (c). A roll call vote was taken, Selectmen Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler - yes; Selectman Burdick - yes; Selectman Van - yes. Passed 5-0-0

Chairman Hippler moved, Selectmen Van seconded to exit this nonpublic session @ 6:41 p.m. A roll call vote was taken, Selectmen Cahill – yes; Vice Chairman Osborne – yes; Chairman Hippler - yes; Selectman Burdick - yes; Selectman Van - yes. Passed 5-0-0

The Board met with a resident of Waterman Road regarding impending legal issues.

Chairman Hippler welcomed everyone, stated the Board started at 6:30 PM with a nonpublic session regarding Waterman Road, bringing us to 6:45 PM and asked everyone present to join in the pledge of allegiance.

PUBLIC COMMENT: Frank Campana, Quaker Street stated that he sat in the last Selectmen’s meeting when there were a couple of appointments to the planning board. It was interesting to see how well of that process of appointing people went. In fact that meeting it went so well that both of the appointments of the planning board did not have to be here to speak. Usually in the process the Board has people come in and say why they want to be on a particular board to be appointed or reappointed. He compares this to last year, about the same time, there were a couple of people looking for reappointments, and he is not coming to the defense of anybody, but there were two appointments that came before the board and neither person, never got past a nomination, so there appears to be a 180 degree difference between the last meeting and a year ago. He feels that the decisions were made very personally, on the personalities. The people that were not nominated last year had differing views from the Board of Selectmen and it was in relation to the budget and the process. They had differing views of the Board of Selectmen on the budgets. One was

servicing on the Finance Committee and had a different view of the Finance Committee, so it was nothing but personalities last year. He thinks the process needs to be reexamined. Mr. Campana continued, again at the last meeting it came up to the Board from Selectman Burdick about the gutters needed on the Brown building on East Street. There was a comment made by a board member that we can't do gutters because we have a default budget. Mr. Campana recalled last year when the roof was discussed about that building and Selectman Van was a proponent of how that was to be funded and it was not to be funded by taxpayers money and that was the agreement of the Board. Research was done as requested by the Board to look who was responsible for maintaining that building. So when the gutters were mentioned at the last meeting, nothing was said other than it has to go on the back burner because we have a default budget. Why wasn't the comparison raised like the roof and state that the Town does not fund gutters.

APPOINTMENT TO PLANNING BOARD – NEW MEMBERS:

Dani-Jean Stuart was present and thanked the Board for their patience. She lives over on 50B Center Book Lane. Chairman Hippler asked, why the Planning Board? Ms. Stuart replied that she was on the Planning Board in Londonderry and found it to be a very challenging exercise. She moved there in 1998, came to Weare in 2005 because it is beautiful here. She couldn't wait to get out of the Town she grew up in, it was very rural so as a teenager who wanted out, where is she living now. She grew up in Tyngsboro Mass and 40-50 years ago it was a lot like this. Ms. Stuart thought the Planning Board has an impact on the quality of life for people in time for generations to come. It is important work. In Londonderry they were struggling with closing the barn door after the horse was out. We are not going to prevent people developing their property, they have a right to do that, but perhaps now to look at how we shape how commercial might look in Weare while try to maintain the rural character. Selectman Cahill asked Ms. Stuart how she sees that character if she had to envision it. Is it clapboards and black shutters or something else? Ms. Stuart replied that she is more thinking about how do we preserve what it looks like from the road. What can we do to not have pavement to the edge of the road or big buildings to the edge of the road? She is not quite sure how to do that here, but that's what the planning board's job is to look at all that to see what we can do reasonable. **Vice Chairman Osborne moved, Selectman Burdick seconded to appoint Dani-Jean Stuart to the Planning Board for a 3-year term as an alternate. Passed 5-0-0**

DEPARTMENT/COMMITTEE ITEMS:

Selectmen Van stated that before Director Knapp gets started he wanted to announce that he has conflicts with this and he is going to be recusing himself from any discussion and voting. He asked if the Board would like him to sit in the audience. The Board agreed he was fine to retain his seat on the Board.

Award bids for trucks, paving and crushing: Director Knapp welcomed Selectman Cahill to the Board. Director Knapp stated that he sent all his bids out, the 10 wheel plow truck, the medium duty truck, as well as the equipment for both trucks, paving, reclaiming and gravel crushing.

10-Wheel Truck bids received:

Allegiance – HV513

Cab & Chassis	\$127,250.00	Stainless Oil Pan	\$2,300
Trade Allowance	<u>(\$15,000.00)</u>	Stainless Fuel Tank Straps	\$ 225
Sub-Total	\$112,250.00	Stainless DEF Cover	\$ 175
<u>Extended Warranties*</u>	<u>\$ 14,044.00</u>	Air Compressor Discharge	
Bid Total:	\$126,294.00	Line w/Stainless Braid	\$ 100
		Chassis coating w/E Coat Primer	\$ 500
		Galvanized Frame	\$1,900

Allegiance – Hx520

Cab & Chassis	\$143,745.00	Aluminum Air Tanks	\$ 400
Trade Allowance	<u>(\$15,000.00)</u>	Stainless Fuel Tank Straps	\$ 225
Sub-Total	\$128,745.00	Stainless DEF Cover	\$ 175
<u>Extended Warranties*</u>	<u>\$ 6,404.00</u>	Air Compressor Discharge	
		Lines w/Stainless Braid	\$ 100

Truck Total:	\$135,149.00	Chassis coating w/E Coat Primer	\$ 500
Plus Extras (see right)	\$ 1,400.00		
Bid Total	\$136,549.00		

McDevitt Trucks – Western Star

Cab & Chassis	\$146,853.00
Trade Allowance	(\$ 5,500.00)
Sub-Total	\$141,353.00
<u>Extended Warranties*</u>	<u>\$ 7,111.00</u>
Bid Total	\$148,464.00

*Extended Warranties 7 years/150,000 on engine and transmission & 2 year/towing

Director Knapp would like to recommend to the Board of Selectmen to purchase the Hx520 International from Allegiance, which was formerly Liberty International. The Western Star as quoted and priced is what we have always purchased, but it is more money than he has. The HV513 has the Navistar motor in it which has not had great reviews. The Hx520 has the X15 Cummins in it. It has been a very impressive truck and was always way out of price until now. The trucks are about a year out from order to delivery. Town Administrator Bolton asked if the Western Star quoted was just like the previous 4 that we purchased. Director Knapp replied yes with a couple of exceptions to slight change in the cab. Town Administrator Bolton stated that between the Western Star and the body/equipment we are short \$1,700. We will be trading a 2005 Volvo 6 wheeler. The board discussed uniformity and keeping with the same trucks and equipment. Director Knapp stated that he has had good luck with the International's as well. Selectman Cahill stated that he thinks that there is value in consistency. **Vice Chairman Osborne moved to award the 10 wheel truck bid to Allegiance for the Hx520 for the price of \$136,549.00, Selectman Burdick seconded the motion. Passed 3-0-2 (Chairman Hippler and Selectman Van)**

Medium Size Truck:

Allegiance – CV515

Cab & Chassis	\$68,925.00	Key Fob, Remote Start	\$ 275
Trade Allowance	(\$5,000.00)	Diff Lock, Torque proportioning limited slip	\$ 1,350
Sub-total	\$63,925.00	Silicon Heater Hoses	\$ 125
		Power Heated Mirrors	\$ 250
		Skid Plate to Protect Transfer Case	\$ 425
		Propshaft Guard	\$ 125
		Camera System, rear view	\$ 550
		Rear Window Defrost	\$ 225
		Power Inverter	\$ 175

MacMulkin Chevrolet – Silverado

Cab & Chassis	\$63,876.00
Trade Allowance	(\$6,000.00)
Sub-Total	\$57,876.00

Director Knapp stated that he was recommending the Chevrolet from MacMulkin. The Silverado comes factory with a lot of the options that were priced out with the International. Selectman Van asked about extended warranties. Director Knapp stated that he didn't ask for any warranties. The Ram dealership called with questions but no one submitted the bid. The lead time they indicated was that they hope to get it here in a year. **Chairman Hippler moved, Vice Chairman Osborne seconded to accept the bid from MacMulkin Chevrolet for the Silverado for \$57,876.00. Passed 4-0-1 (Selectman Van)**

10 Wheeler Truck Body & Plow Equipment:

H.P. Fairfield

Tenco Equipment \$113,250.00

Donovan Equipment

Submitted "No Bid"

Chairman Hippler moved, Vice Chairman Osborne seconded to award the bid to HP Fairfield for the 10 wheel body and plow equipment for a cost of \$113,250.00. Passed 4-0-1 (Selectman Van)

Medium Size Truck Body & Plow Equipment:

H.P. Fairfield

Tenco Equipment \$71,450

Donovan Equipment

Submitted "No Bid"

Chairman Hippler moved, Vice Chairman Osborne seconded to award the bid to HP Fairfield for the medium size truck body and plow equipment for a cost of \$71,450.00. Passed 4-0-1 (Selectman Van). Director Knapp stated that he did reach out to three companies.

Gravel Crushing:

Big Foote \$3.20/ton

Director Knapp would like to crush some rocks that he has at the East Road pit. He did an approximate tonnage, but he will stay there as long as we want him to stay there. Big Foote is local and he has done the crushing and does a terrific job. **Selectman Burdick moved, Vice Chairman Osborne seconded to award the gravel crushing to Big Foote for a price of \$3.20/ton. Passed 4-0-1 (Selectman Van).**

Paving and Reclaiming Bids:

Advanced Paving & Excavating

Reclaim	\$ 1.80/Square Yard
2" Binder	\$79.30/Ton
3/8" Top	\$82.50/Ton
Handwork	\$

GMI Asphalt

Reclaim	\$ 1.08/Square Yard
2" Binder	\$78.60/Ton
3/8" Top	\$80.20/Ton
Handwork	\$160.00/Ton

R & D Paving

Reclaim	\$ 0.79/Square Yard
2" Binder	\$74.50/Ton
3/8" Top	\$75.50/Ton
Handwork	\$155.00/Ton

Director Knapp stated that he reached out to five companies and received three bids. He is recommending R & D Paving. We have used them for many years and they have done a great job. **Vice Chairman Osborne moved, Selectman Burdick seconded to award the paving and reclamation bid to R & D Paving for the bid as presented. Passed 4-0-1 (Selectman Van).**

Transfer Station – Recycling Storage Bay: Vice Chairman Osborne stated that the Board is all aware of the pictures of the Transfer Station the Selectman Cahill took. He wanted the Board to know that he spoke to Director Knapp over the weekend. He is fully aware of it and now that winter is over he will get to repairing it. Director Knapp stated that it is not going to fall down. Selectman Cahill spent time down to the transfer station and noticed the building. He shared his photos with a structural engineer. According to the visual is that the roof is loading from the salt shed roof onto the 8 posts that are sticking out of the ground. The design of it doesn't meet any engineering standards, but there are some considerations. Selectman Cahill stated that he is looking at the liability of it and it's shaky. Director Knapp indicated that they look like they were hit with the skid steer. Selectman Cahill would like to look at it together with Director Knapp to come up with a plan. Chairman Hippler stated that he is fine with repairing with what is there, due to not having the money. Selectman Van stated that he thinks it would be a good idea to have someone come in and give us some ideas. Selectman Cahill stated that he believes that there is something there to be salvaged. He's merely expressing to the Board that there is a risk.

Thank you for job DPW did during the winter: Selectman Van thanked Director Knapp for the good job he and the crew did this winter. Selectmen Cahill stated that Christmas morning, in particular was extremely slippery and the crew did a great job. Director Knapp responded that it was the worst ice he has seen in his 21 years. He double sanded, lost 5 trucks of his own in the ditches, but in the end was able to get the job done. Selectman Cahill stated it was well done, excellent job.

Reappointments to Concord Regional Solid Waste/Resource Recovery Cooperative (CRSW/RRC): Town Administrator Bolton received a letter from CRSW/RRC indicating that our 2 appointments are due to be reappointed. Director Knapp is currently the member and Bill Herman is the alternate that represents Weare. Is that going to remain the same? Director Knapp replied yes. **Chairman Hippler moved, Selectman Van seconded to reappoint Director Knapp and Bill Herman to the Concord Resource Recovery Committee for Weare. Passed 5-0-0**

River Road Bridge: Director Knapp stated that the bridge by Buzzell Hill Road was red listed approximately 6 years ago. Weare has 3 red listed bridges in town, 1 is an actual bridge (River Road) and 2 are culverts (Francestown Road and Lull Road). The Town received prices to repair/replace all 3 bridges about 5-6 years ago. The 20%, which is the Town's portion was then divided up over 4 years and asked for through the Capital Improvements Program. We have the 20% as originally budgeted for. At that time the River Road Bridge was posted 20 tons. The Town did a repaired in 2016 to be able to remove the posting. Also the Town met with the State to see what we could do to move this bridge up because the repair was only going to give us a 5-6 year fix. Over these 5-6 years the State funding ran out, the person in charge retired and someone new took over, everything got lost so we had to start again. The State contacted Director Knapp a few days ago, after they sent an email a couple of months ago this winter and informed the Town the River Road Bridge had to be posted 6 tons by this Friday. Director Knapp complied but it has created many, many issues. Vice Chairman Osborne asked when that bridge is supposed to be done. Director Knapp stated on paper it says 2026, but there has been discussion about how we can get this moved up. What was told on the phone and what arrived on paper were two different things. The other issue is that the prices are going to be completely different from 5-6 years ago, again creating a problem. The State stated that there can be repairs made again to increase or remove the posting. Director Knapp and Town Administrator Bolton will work on this and come back to the Board with prices.

Fire Department: Fire Chief Bob Vezina was present to discuss a couple of items. First, after the passage of the warrant article to go to Capital Area Mutual Aid, one of the housekeeping pieces is that we have to have a letter signed by the Board of Selectmen, basically asking to be accepted into the membership. It is really just a formality as the governing body, because the legislative body already approved it. **Selectman Van moved, Selectman Cahill seconded to authorize Chairman Hippler to sign a letter to Capital Area Mutual Aid for membership. Passed 4-0-1 (Chairman Hippler).**

Chief Vezina stated that two weeks ago the Board was looking for an update on this project. As everyone knows the project was proposed and it passed Town meeting. The letter was just approved to ask for membership tonight. His department has been working on the workbook, as he will refer to it, which includes many excel tabs of collecting our data (run cards, apparatus, radio identification, contact lists, cell phone numbers, etc.). The workbook will be uploaded into the system in Concord to be used as part of the dispatch service. They needed to identify what the response districts are. That will all get mapped. All E-9-1-1 location data will get mapped so that when someone calls it will generate the appropriate response depending upon what the call for service is. The target date of switching over is September 1, 2022, which will result in a prorated cost to Capital Area of 25% of the annual cost, which was all in the warrant article to be funded by the movement of some funds in the existing operating budget added to some new money. The Town of Washington, NH is the most recent town to join the Capital Area. They did the same thing, got approval at town meeting and were up and running by July 1st. There is a lot of work and a lot of moving pieces but it is moving forward. We have a 30 day minimum notice with Goffstown to let them know we will be moving to Capital. Chief Vezina is going to reach out and give them a heads up and explain what we are intending to do, as we will be needing to get some data out of them. He anticipates talking with the police chief over there in about a week or so.

Chief Vezina stated that at the safety complex on the domestic hot water there is a circulating valve so that it pushes and pulls the hot water through the building so you don't have to wait hours on end to get hot water at the kitchen sink. It has been an issue on the fire side of the building for a long time. What happened was when the water heater was switched out a while ago the circulating system that is on there now is not compatible with the Rinnia Burner. Scott Dinsmore did some checking to see what would be a better solution. Chief Vezina would like to proceed, ultimately looking to get that up and running again. He has a quote from the Granite Group but he is not sure if that is the price to go with as he is not sure that is what would work best. Chief Vezina stated that he would like to move forward with the concept but not necessarily the number on the quote as it is not final. He was looking for possibly an up to amount of parts to come from the Government Building Capital Reserve Fund, as he would pick up the labor. **Selectman Van moved, Chairman Hippler seconded to allow the Fire Chief to continue searching for a water circulation device, to spend no more than \$1,250.00 in parts out of the Government Building & Maintenance Fund and return back to the Board with a labor estimate afterwards. Passed 5-0-0**

Selectman Van wanted clarification from Chief Vezina as to the statement made by Mr. Dearborn at the last meeting which indicated that the Town would still be required by Capital Area to pay up to about \$400,000 for Capital Area to move into town. Chief Vezina stated that he is not sure exactly what Mr. Dearborn was speaking too. We had talked at some point in the radio discussion over the last two years of utilizing Mine Hill as a simulcast site for Capital, as we kind of rebuilt everything. They went out all around town with Capital Area. There were a couple of sections in town that voice was fine and acceptable but they couldn't open the two-tone pagers in a couple of spots, which is where that discussion came from. Up to even 6 months ago there was talk of possibly still doing a simulcast site or not. Now we are at the finish line and the Board is trying to come in under a certain number, Chief Vezina feels that they will be fine with the turn key system with Capital. The fail safe solution could be and he doesn't see this happening is if fire can't get on the portable to Capital, they still have the repeaters in the vehicles they would simply switch over to the newly upgraded police frequency and call Goffstown. Selectman Van reiterated to be clear that there is no added radio infrastructure cost to switch to Capital Area. Chief Vezina replied correct.

Police Department: Police Chief Chris Moore stated that what he is going to be talking about is budget and what he is looking for from the Board, and not necessarily tonight, is the direction the Board would like to see them go as a police department based on the budget/staffing.

- The 1993 Town of Weare Annual Report states Southern NH Planning Commission completed an update to the Master Plan to meet the needs and requests for service calls from citizens. State and national staffing levels are approximately two full-time officers for 1,000 people; which, at the 1993 population of 6,400, equates to 12 officers. Weare now has a population of 9,092. So the

ratio of police officers per capita, WPD should have a staff of 18, we remain at 12. Chief Moore was not looking for more officers at this time as Weare has a low crime rate and they can get what they need to do with 12 officers at this time.

- When Chief Moore was hired he identified multiple budgetary shortfalls in the police department's budget. In 2020 an attempt was made to accommodate for them by eliminating the contracted prosecutor. The funding of \$78K was lost by the police department when the budget failed.
- WPD's budget has been available for public view since last year. With the failure of the Town budget WPD now has a short fall of \$46,603. This shortfall was able to be compensated for previously due to staffing shortages. As the department is fully staffed now, funding will not be available.
- The budgetary shortfall was compounded with the failure of the warrant article to purchase a new police cruiser. Since Chief Moore has been here, one vehicle was approved for purchase over 3 years despite the fact we have not had a full sleet of approved vehicles. Since we are authorized 8 vehicles that establishes a life-cycle of 24 years for each vehicle. He indicated that he routinely hears comments that "the Chief is asking for" or "the department wants". The department nor the Chief want anything he replied. He is making the recommendations on what the community needs to have a police department which is staffed and equipped to meet citizen's calls for assistance. Without funding of equipment, adjustments need to be made.
- 24/7 coverage: If the WPD went to 24/7 coverage that would be correlated to a budget which would pass and support departmental equipment needs. Chief looked at last year's calls for service between 3 AM – 7 AM. There were 90, which WPD officers didn't handle. Many additional handled by officers still around. Of those which were referred to NH State Police Department (NHSPD), they are primarily handled by a trooper returning the call. NHSPD frequently would response to alarm calls or serious accidents but most everything else was held for day shift WPD. Three were handled by mutual aid (New Boston). Fourteen of the 90 involved a tree in the road. The Chief recommended when WFD has staff on duty they respond to place hazard signs if necessary.

New Hampshire has an RSA 106-B:15 (5) sets out that troopers have primary jurisdiction on all turnpikes, toll roads, limited access highways, interstate highways and towns without full time police coverage.

A State Police trooper has a more restricted jurisdiction in Towns of more than 3,000 or any city. Within such place a trooper may only act when:

- Enforcing motor vehicle laws or the regulations relative to the transportation of hazardous materials;
- When he or she witnesses a crime;
- Is in pursuit of a law violator or suspected violator;
- In search of a person wanted for a crime committed outside its limits;
- In search of a witness of such crime;
- Is faced with a public safety exigent circumstances;
- When acting as an agent of the director or motor vehicles enforcing rules pertaining to driver licenses, registrations and the inspection of motor vehicles;
- When requested to act by an official of another law enforcement agency;
- When ordered by the governor

In order to make up the budget shortfalls the Chief is making the following recommendations:

- Suspend the Patriotic Festival. Is it ethical to plan and pay for a parade and party when funding basic safety equipment has been denied? WPD spent \$1,300 last year on overtime related to this event.
- Hiring freeze of the ACO position, budget \$16,302
- Hiring freeze of an officer should there be a vacancy until a budget is passed. The budget can currently equip a staff of 11 officers, not 12

- VIN verifications will only be completed at WPD, saves mileage/gas on vehicles
- Lockouts will only be performed in emergency situations, when a child or animal locked in vehicle. Saves mileage/gas on vehicles
- Doubling up in patrol cars, saves on mileage in gas but increases response times
- Reorganize ACO duties/response:
 - WPD only investigates animals being at large if they are a threat to the public or injured
 - Animals may be dropped off at WPD if staffing allows
 - Citizen assistance – 5 volunteers on-call who can care for animals until picked up by owner or transport to SCPA if necessary using ACO vehicle

Chief is currently working with the Finance Administrator to propose MOU's to the CBA, which could be cost saving. Since they can save money in the budget we are preparing these items prior to negotiations. A couple of samples are compensatory time and annual vacation buyback program. Once gone over with the Finance Administrator they will be presented to the Board for consideration.

Selectman Burdick stated that you need \$46,000 for equipment. Chief Moore replied that it is not all equipment. Selectman Burdick stated that at year end we purchased vests, Tasers, etc. that she thought brought the department up to good shape. Chief Moore replied, it did bring them up to good shape, but everything is in life-cycle management. For instance we upgraded some Tasers but left 3 in the proposed budget which did not pass so he has zero for Tasers this year.

Range at Transfer Station: Chief Moore stated that he had one last thing to talk about. Sgt. Frisbie did a great job researching the firing range behind the transfer station. The talked to Primex about possibly reopening the range just for Weare Police. Director Knapp is on board with it. Primex does not have an issue with it. The only way they would have an issue with it is, if they were going to add a building to it. There is no intention to add a building. If approved for use, they will post all sides "No Trespassing". They would run a range flag before they went hot to signal everyone. The reason this is coming into play is that they are transitioning to the Sig pistols which have the red dot in them and it takes 20 hours of training per officer. Going through Goffstown Fish and Game, they have to go to their president who then has to go to their board, then if approved they have to find a volunteer for 4 Wednesday's in a row to get everyone through that training. Having their own range wouldn't be such a burden to Goffstown Fish & Game. There is a deficiency as they only have one instructor through the academy to teach firearms. This would be a big benefit as they do pay overtime to do this certification, whereas they can do it on Wednesdays. This would be closed to the public and posted no trespassing. The cost to get this up and running would be a couple of hundred dollars. Chairman Hippler recalled that Primex told us no in prior years and was curious why the change now. There was a list of items needed to be done to bring it up to speed. Selectman Van recalled back then it was thought about being used for public and private. The Board would like to have Primex physically come and inspect and provide the Board a letter.

MANIFEST:

Chairman Hippler moved, Selectman Van seconded **to order the Treasurer to sign the payroll and accounts payables checks dated April 7, 2022 as included in the following manifests:**

Payroll Manifest	\$ 67,548.91	<i>(Weekly & fire monthly payroll)</i>
Accounts Payable Manifest	\$ 95,682.91	
Supplemental Accounts Payable Manifest	\$ 11,903.45	
Weare School District Payable Manifest	\$ 400,000.00	
TOTAL:	\$ 575,135.27	

The following manifests were previously ordered to sign at the March 21, 2022 Board of Selectmen meeting:

Payroll Manifest \$ 78,255.32 (Weekly, monthly & quarterly payroll checks dated 3/31/22)

Accounts Payable Manifest \$ 86,884.26

As there is no Selectmen meeting scheduled for Monday, April 11, 2022

Please vote:

To order the Treasurer to sign payrolls checks dated April 14, 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 21, 2022: Selectman Van moved, Chairman Hippler seconded to approve the March 21, 2022 minutes as amended. Vote: 5-0-0

ADMINISTRATOR'S REPORT:

1. Joint Loss Management Committee: Town Administrator Bolton stated that she has discussed this with a lot of employees and there is a lot of interest in getting this back up and rejuvenated. She has some suggested members of employees and department heads that would literally encompass all departments, Library, DPW, Police, Fire and Town office. The current chairman was unavailable so before moving forward Town Administrator Bolton wants to have a conversation with her first.
2. Radio Communication: Chief Vezina was here tonight and provided an update under department heads regarding Capital. Two-Way Communication regarding the possibility of having the DPW do some groundwork and Granite State Communications for engineering, those numbers need to be checked on. Chairman Hippler stated that the other item we need to discuss with Two-Way is that we encumbered around \$33K to make a temporary fix for the interim between all these improvements and today and has there been any headway on that.
3. Contracts (Lawn Care, IT, Cleaning Services and Forester): Town Administrator Bolton stated that all these contracts were approved back in the late fall of 2021. She is now working with the vendors to make sure all the insurance certificates are in place and up to date. She is asking if the Board would authorize Town Administrator Bolton to sign the contracts once proper insurance is in place versus making them wait until the next Board meeting. **Selectman Van moved, Selectman Burdick moved to authorize Town Administrator Bolton to sign the contracts for lawn care, IT, cleaning services and forester once insurances are in place and report back afterwards. Passed 5-0-0**
4. Tennis Courts: The Board of Selectmen and Town Administrator and any members from Parks and Recreation will be having a site walk on Monday, April 18th at 6:30 PM, before the regular meeting. Then returning to the Town Office for a 7 PM start of the business meeting.
5. ARPA Expenditure Categories: Prior to the end of 2021, monies were encumbered to purchase AC units with HEPA filter, water systems, air purifiers, etc. Town Administrator Bolton will put together RFP's so that these can be put out to bid, awarded and scheduled.
6. Collins Cemetery – this item is going to be a back burner item and worked on as can

7. Cemetery Trustees: There is still work that needs to be done on this. Town Administrator Bolton has been approached this week for two burials. Calls will need to be made to the funeral homes and other professionals to see exactly what the Board has to do, as they will be the Trustees as of the second week of June.
8. Asbestos Testing on 487 North Stark Highway (Barden): Town Administrator Bolton stated now that frost appears to be gone the three companies will be re-contacted this week for prices so that project can be moved forward. Town Administrator Bolton was approached this week from someone that offered to go up and dismantle it and haul it away.
9. Driveway Bond Policy: This item will remain on the list so it is not forgotten. DPW Director Knapp and Town Administrator Bolton will work on this so it will be in place before next fall.
10. Rabies Clinic: A reminder that this will be held at the Town Hall, next Wednesday, April 13, 2022 from 5:30 PM to 6:30 PM and it is \$10 per dog or cat.
11. 2022 Default Budget: Numbers are being finalized and we will be in a good place to have that discussion at the next meeting, April 18th.
12. Weare Representatives Meeting: They have not been scheduled yet, but will be scheduled for an upcoming meeting.
13. Town Hall List of Projects: Selectman Cahill provided a name, but has not been reached as of tonight, but will be shortly.
14. Town Hall Bathroom Renovations: Town Administrator Bolton stated that she has three names of small contractors to contact for prices. Due to the Pine Tree Riot 250th Committee using the hall all week for rehearsals, no one will be reached until after that and the rabies clinic.
15. Riverdale Road/River Road: We just need to meet with the owner and get this finalized, so the rest of the steps can be started.
16. Clinton Grove Bell Tower: Town Administrator Bolton removed this item off the list. An account balance list from the Finance Administrator was provided to all board members. There is over \$99,000 in the Mildred Hall Clinton Grove Academy fund. Vice Chairman Osborne stated that now we can move forward and figure out what needs to be done and get it out to bid. Selectman Burdick stated that it just needs to get scraped and painted.
17. Rental Housing Ordinance: Town Administrator Bolton handed out draft copies of a proposed rental ordinance that Town Counsel has reviewed. It was put on hold until after Town meeting stuff, so now is the time to look at it for consideration. The State is currently working on a house bill that has to do with short term rentals. Any ordinance must be in place by July 1st but there are several stipulations stated in the proposed bill. The proposed draft appears to be in order of what is being expected, with some possible tweaking which would then require another review by Town Counsel before any public hearing can be scheduled. The plan is to review this with Fire Chief Vezina as it includes his involvement. All Board members are encouraged to review this so that we can discuss any changes.

EXOFFICIO UPDATES:

None since last meeting.

CORRESPONDENCE/OTHER BUSINESS:

Gordon Brown Barn Gutters: Selectman Van stated he would like to bring up a topic real quick that was brought up earlier tonight by one of our citizens, Mr. Campana regarding the gutters. He made a very good point about no tax money. It didn't even dawn on him and he thanked Mr. Campana for bringing it up. It was all part of the agreement. The Board can authorize the gutters to be installed but not paid for. Selectman Burdick stated that it was authorized last year. Selectman Van asked why it was brought up again. Selectman Burdick stated that because the gentleman that was going to do the roof and gutters didn't have insurance coverage for the roofing part. Town Administrator Bolton stated that this Board still needs to authorize any work done and approve the vendor. Selectman Burdick will work on getting bids.

Email to Selectman Van regarding property for sale on Route 114: Selectman Van received an email regarding if a property that was for sale on Route 114 was buildable. Selectman Van forwarded it to Town Administrator Bolton. Town Administrator Bolton informed the Board that the person was emailed and that the property as noted on the tax card indicates it is unbuildable due to all the rights of access, air, view and light over, from, or to the limited access highway were conveyed by grantor to the State of NH in 1966. The tax card for the property known as tax map 408 lot 162 has the book and page and plan number.

Parks and Rec Director Email regarding the lawn care contract: Selectman Van received an email that was directed to Town Administrator Bolton regarding the lawn care contract for the fields. The email was regarding Purington Field from Weare Athletic Club (WAC). The request was for Stockhaus Enterprises to remove the bases and replace them with some break away versions. The question was, is that part of the contract. The consensus of the Board was that it is not. The other part is being on a default budget and an already scarce budget there is no money in the Parks budget for that. Peter Stockhaus talked with Town Administrator Bolton informing him that he is welcome to get quotes for additional work, but that all quotes for the Town or for WAC need to come to the Board of Selectmen and be approved here as they are the stewards and owners of the properties. In this case WAC is welcome to solicit a quote from Peter, which the Town would approve, but WAC would pay for.

Volunteers needed for PRLAC and SNHPC: Chairman Hippler stated that Richard "Dick" Ludders has informed the Board that he has been on the Piscataquog River Local Advisory Committee (PRLAC) since 1994 and will be stepping down. The Board would like to thank Mr. Ludders for his dedicated service for all these years, but we will need a replacement. Chairman Hippler added that we also need to solicit a replacement for Tom Clow who is on the Southern NH Planning Commission (SNHPC). Town Administrator Bolton suggested that we solicit both openings (PRLAC and SNHPC) to all the land use boards and anyone else that might want to step up and volunteer.

Email from Old Francestown Road resident regarding a stone wall: Chairman Hippler stated that today the entire Board received an email from an Old Francestown Road resident making a claim regarding part of a stonewall missing. At this time the Board is acknowledging the receipt of the email, but will have to go take a look at the property.

Transfer Station Update: Selectman Cahill stated that during his meeting with Jack Dearborn on March 28th he mentioned that he and another board member were working with Director Knapp on a revamped recycling transfer station based on what discussed with the Board to take the transfer station project on himself he just wanted clarification. Is this a three person project? Selectman Van asked if the Board ever Jack Dearborn to do this. The Board members indicated that it didn't sound familiar to them. Town Administrator Bolton stated that at CIP Director Knapp has talked about doing something with the transfer station in the near future. Especially as we are getting down in years on some of the payments so it could have totally been an innocent offer to help by Mr. Dearborn. The Board indicated that Mr. Dearborn has not been officially asked, so it will be for Selectman Cahill to continue with. Selectman Cahill has visited and researched several of the surrounding towns Transfer Stations. The Board has been invited for an after-hours tour of the Goffstown Transfer Station by Adam Jacobs, Director of Public Works and Gary the Facility Supervisor, some night around 6 PM. He recommends that we do this. It is probably the

transfer station of the future. Very efficiently run operation with two men. A lot of the trash is picked up versus coming to the transfer station. They do not have mandatory recycling, per say. The bottom line is this is at least a year out. Immediately he would think the board would act on it, that we are currently taking mattresses and furniture without a charge. The superintendent feels that we're basically a dumping ground for that type of stuff. He has trailers pulling in with 20 box springs and mattresses with no stickers on the vehicles, etc. Selectman Cahill stated that an immediate operational change would be to charge for furniture and mattresses. The next suggestion is to remove cash and go to credit card and checks until a scale is installed. Next is that every transaction would be recorded. Vice Chairman Osborne stated that there is a cash register programmed with the items. Selectman Van stated that this technical discussion should be done with Director Knapp.

Flow Chart used in Building/Land Use Department: Selectman Cahill stated that in trying to understand the variance process he was led to a flow chart that is hanging in the building department. Mr. Cahill stated that in speaking as a citizen, his time frame for filing an appeal with the ZBA was running out. He was being directed to the flow chart. Mr. Cahill asked if the chart, which is confusing at best, is this law or is it something that the Board of Selectmen voted on. He was told no. So he immediately put the chart away as it was not something that he could rest his hat on, so he filed the appeal as his 30 day window was running out. He felt that it is important to the Board, as they are being represented on this chart to address. This is hanging on the wall in the building department right now. Chairman Hippler recalled where that incepted from and seeing that. Mr. Cahill asked if it was enforceable. Chairman Hippler replied negative. This board never accepted it and as far as it being the adopted policy the Board has never adopted it. This flow chart is currently hanging on the wall in the building department and they are currently operating by this. The building inspector, Romeo, actually walked Mr. Cahill through it and indicated how it flows. At first glance, Mr. Cahill asked to be put on the Planning Board agenda and the Conservation Commission agenda but when this was discussed with Jack Dearborn on the 28th he indicated no you are wasting your time and don't go to those meetings. Town Administrator Bolton stated that she has been asked to put together a meeting/work session with the Board of Selectmen; Planning Board; Zoning Board; Building Inspector; Zoning Enforcement Officer; Administrative Assistant and Town Counsel to discuss items like the flow chart and other items so that everyone can get on the same page. Town Administrator Bolton felt in her opinion it is a little backwards. The Board agreed to have Town Administrator Bolton have the flow charts removed from the walls until our work session is complete.

NONPUBLIC SESSION:

Chairman Hippler moved, Selectman Van seconded to enter into nonpublic session @ 9:09 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 @ 9:37 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 9:38 pm. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton, Town Administrator