

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
SEPTEMBER 23, 2019**

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

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L Bolton

GUESTS: Police Chief Chris Moore, Leland Hunter; James Drury; John Van

At 6:00 PM, Chairman Hippler called the meeting to order before entering nonpublic session.

NONPUBLIC

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:01 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler - yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 6:48 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0

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

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 6:49 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 7:00 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney – yes. Passed 5-0-0

The Board interviewed a potential candidate for the Police Department.

At 7:07 PM, Chairman Hippler opened the public meeting and asked those present to join in the Pledge of Allegiance.

PUBLIC COMMENT: John Van, Walker Hill Road was looking for an update on the radio system. Chairman Hippler stated that as of right now it was just discussed on Wednesday with the Town Administrator only. Chairman Hippler stated that he watched the video on the evening he was not here when Mr. Van was here and it is his opinion, as one board member, that a 3rd party evaluation shall be done with someone other than a potential candidate that would be interested in bidding on the system. Chairman Hippler suggested reaching out to Lakes Region Mutual Aid out of Laconia and Southwest Fire Mutual Aid out of Keene. Both of these companies maintain a very large system. They dispatch a lot and they have their own radio people. They are very well suited to provide the Town with an opinion of our needs. Mr. Van asked if that is something they are willing to do. Town Administrator Bolton stated that she reached out via email to both companies. Lakes Region replied to the email and there will be a conversation tomorrow afternoon. Town Administrator Bolton stated that she also has talked to Jack Dearborn who spent some time a couple of years ago with Chief Kelly and Chief Vezina about this very topic. Mr. Dearborn provided Town Administrator with a package that has not yet been studied. Mr. Van asked what the Board's thought on trying to do something this year. Chairman Hippler replied because of the process of having to go through CIP because it's over \$15,000, unfortunately it will probably be a next year ticket item. Chairman Hippler stated that we are not just sitting and waiting on it. It is something that's at the top of the priority list. The hard part will probably be to find a neutral third party to come and do a system evaluation. Mr. Van suggested maybe reaching out to the State Police. Vice Chairman Meaney stated that he suggested possibly bringing forth a warrant article, like we have done in the past with the bridges, to start putting money away this year to spread the cost. This is going to be a big ticket item and will not happen overnight, but if there is some funding, things could possibly get started sooner than later. Mr. Van suggested that it would be nice to have a number to go forward with to the voters.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Police Department: Chief Chris Moore was present. Chief Moore explained that the Body Worn Cameras (BWC) is on a five year contract which expires on October 1, 2019. Two quotes from Axon were received one is with a maintenance package and the other one is without. Chief Moore is recommending that we go without maintenance. In the operating budget he currently has in his budget the funds to purchase two cameras in case they break or the batteries deteriorate, which is usually what happens. It's a five year plan which was never put into his budget, so it's got to be a one-time purchase. For a five year plan without the maintenance, the total is \$46,472.60, with \$19,328.60 due the first year and \$6,786 for years 2-5; versus the plan with the maintenance which is a total of \$65,673.85, with \$15,681.85 due the first year and \$12,498.00 for years 2-5. The plan is based on 3 terabytes of data. Each additional terabyte is \$750 annually. They are currently at about 3 terabytes. NH State law says that the police need to keep everything for 90 days. They currently keep everything for 180 days so Chief Moore stated that he could restructure stuff and keep what is required for the full capabilities. Keeping all the items for 180 days is really enhancing the storage. With the existing staffing they can stay in line, but when the full complement of officers are here the storage may have to be increased, but Chief Moore felt he could find the \$750 when the time comes. There is no fine or penalty for exceeding the 3 terabytes. **Vice Chairman Meaney moved, Selectman Burdick to enter into a contract with AXON for the Body Worn Cameras (BWC) without maintenance; with \$19,328.60 the first years payment and years 2-5 being \$6,786.00 for a total of \$47,472.60 and to authorize the chairman to sign the contract. Passed 5-0-0**

ACO Car: Chief Moore stated that he has an email from Marc Phillips Automotive who did an assessment on both the crown Victoria cruisers last year on September 17, 2018. They pretty much stripped the ACO

car to use the parts on the other car, the Lieutenants car, to keep that operational. The email states that the ACO car is not a viable option as it is not a drivable vehicle for anyone. With that being said he has an authorization to send that vehicle to the State of NH surplus property auction being held on October 19th. All the emergency lights and siren will be removed before it goes to the auction. Chief Moore stated that his plan going forward is to take the Ford Explorer, Unit 6 from the police department fleet and repurpose it for the ACO and go to the CIP subcommittee with a request to replace that vehicle.

Chief Moore stated that he sent the Board the update on Officer Lewis. He has had his second surgery and is doing pretty good and now it is a matter of time.

Chairman Hippler asked Chief Moore about the bill for the laptop for the cruiser. Chief Moore stated that he told the Board about this the last time he was in. Town Administrator Bolton stated that invoice is for the computer for the cruiser and it is a sole source purchase through Patrol PC. This is the same unit/model that Goffstown uses who does our dispatching, so it's easier when they do any upgrades. Chief Moore stated that the Board thought there were new computers in the Dodge Chargers, however; they were not new computers, they were recycled and everything is reaching the end of their life cycle. One has already died, that's why this purchase. Another one is almost done so he is going to have to find money in his budget to replace that as well. The invoice is for one laptop and they will need a total of five, one for each front line computer. The laptop is military grade. The old units were tablets with holders/cradles and keyboards. Chief Moore offered to bring the sole source letter for the Board.

Chief Moore stated that he is also working on another project regarding record retention because currently everything has to be kept in hard copy or microfilm. Digital scanning/record keeping is not allowed. He is going to be working with trying to make a change to the State law. Currently they are paying for a storage unit for records. He would like to see the State allow laser fiche. The digital record keeping is not allowed due the fact that it could be manipulated easily. That would be on the agenda for next year.

Fire Department: Town Administrator Bolton stated that she has three quotes for the South Weare Fire Station Furnace. All three companies quoted for a furnace; a furnace with AC coil; and a furnace with AC Condenser. Granite State Plumbing and Heating; Leblanc Heating Company and Home Air Plus were the three bidders. Two of the companies were turnkey operations after installation and one did not include the electrical work. The following were the bids:

	Granite State P & H	Leblanc Heating Co.	Home Air Plus
Furnace Only	\$ 6,259	\$ 4,181	\$ 4,040
Furnace w/AC coil	\$ 6,635	\$ 4,881	\$ 4,660
Furnace w/AC Condenser	\$ 9,210	\$ 9,481	\$ 8,550
Notes:	Does not include electrical for condenser	Turn Key	Turn Key

The last price listed includes putting AC in the station as well. There have been condensation issues in the past with moisture; being an empty building no one is there daily to monitor the moisture. Selectman Burdick asked if there has been any thought of maybe looking at a mini system with solar panels, eliminating fuel all together. It has not been looked at but the Townes that have done it have expressed the large upfront costs, but over time those costs diminish and so does your electricity costs. **Vice Chairman Meaney moved to, pending insurance, award the bid to Leblanc Heating Company to install a new furnace in the South Weare Fire Station, it would be an Amana 100,000 BTU with an AC condenser, turn key for the total cost of \$9,481 and the money to come from the Government Building & Maintenance Capital Reserve Fund; Selectman Burdick seconded. Passed 4-0-1 (Chairman Hippler abstained)**

Cable Committee: Town Administrator Bolton stated that several months ago the school board contracted the cable committee to express their dissatisfaction about the sound quality on channel 17. After an investigation, it was clear to committee member Doug Alwine that they were right to be unhappy as the audio was barely audible with the TV sound turned all the way up. For two consecutive meetings the cable committee took the microphones from this meeting room in the Town office, and found the sound to be very much improved. Therefore the cable committee is recommending the purchase of 8 new microphones like the ones used at Town meeting. The microphones being proposed are made by Shure. Shure makes the industry standard mics that are used widely in many applications. Other vendors either make a higher end product that costs more, or a really cheap product that doesn't work well. It seems prudent to stick with a model that has served the town well for many years. The total for the 8 microphones is not to exceed \$2,260. **Selectman Snyder moved, Vice Chairman Meaney seconded to approve the purchase of 8 new Shure microphones for a cost not to exceed \$2,260 with the funds coming from the Cable Committee Capital Reserve Fund. Passed 5-0-0**

MINUTES:

July 29, 2019 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the July 29, 2019 minutes as amended. Passed 5-0-0

August 12, 2019 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the August 12, 2019 minutes as amended. Passed 4-0-1 (Selectman Osborne abstained)

August 26, 2019 Minutes: Vice Chairman Meaney moved, Selectman Burdick seconded to approve the August 26, 2019 minutes as written. Passed 4-0-1 (Chairman Hippler abstained)

September 5, 2019 Minutes: Chairman Hippler moved, Vice Chairman Meaney seconded to approve the September 5, 2019 minutes as written. Passed 4-0-1 (Selectman Burdick abstained)

MANIFEST:

Chairman Hippler moved to order the Treasurer to sign the payroll and accounts payable checks dated September 26, 2019 as included in the following manifest:

Payroll Manifest	\$ 56,507.75 (weekly & monthly payroll)
Supplemental Payroll Manifest	\$ 7,542.90 (3 rd quarter insurance buyouts)
Accounts Payable Manifest	\$ 290,721.47
Fire Department Accounts Payable Manifest	\$ 3,884.50
(Up to the following amount, pending approval by the BoFW)	
John Stark Regional Accounts Payable Manifest	\$ 250,000.00
TOTAL:	\$ 608,656.62

The following manifests were previously ordered to sign at the September 5, 2019 Board of Selectmen meeting:

Payroll Manifest	\$ 56,112.74 (Weekly & monthly payroll checks dated 09/12/19)
Accounts Payable Manifest	\$ 72,979.14 (Checks dated 09/12/19)
Fire Department Accounts Payable Manifest	\$ 9,347.77 (Pre-approved by BOFW's)
Payroll Manifest	\$ 52,340.14 (Weekly payroll checks dated 09/19/19)
Accounts Payable Manifest	\$ 54,234.54 (checks dated 09/19/19)

As there are no Selectmen's Meetings scheduled for Monday, September 30, 2019

To order the Treasurer to sign payroll checks dated October 3, 2019 estimated to be about \$65,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$70,000.00 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.

Vice Chairman Meaney seconded the motion. Passed 5-0-0

ADMINISTRATOR'S REPORT: Administrative Topics

Capital Improvements Schedule: CIP met with DPW on Tuesday, September 17th @ 8:30 AM; meeting with PARC and Fire Department on September 24th @ 8:30 AM; meeting with Police on October 1st @ 8:30 AM; wrap up planned for October 8th @ 8:30 AM.

Next BOS Meeting: Monday, October 7, 2019 we are hoping to set the tax rate. Department of Revenue Administration (DRA) stated that they will be starting to set rates after October 1st.

Radio Communications: This was briefly discussed earlier this evening. Southwestern NH Fire Mutual Aid in Keene was reached out to for a discussion regarding the current situation regarding our existing fire and police radios. Lakes Region Mutual Fire Aid in Laconia was also reached out to for the same issue. An email was received and there will be a conversation with the Chief Coordinator tomorrow afternoon. Jack Dearborn provided some input from when he worked with Chief Kelly a couple of years ago.

Tax Deeded Property Auction: The auction has been scheduled for Saturday, November 16, 2019 at 9 AM at Weare Middle School Cafetorium just like last year. Eviction notices have not been served yet, Town Administrator Bolton will check with Town Counsel on status.

E-Subscriber to Website: As of 7/24/19 there were 163 subscribers. It will be looked at and updated periodically, possibly quarterly.

ADMINISTRATOR'S REPORT: Government Building & Maintenance Projects

Town Hall List of Projects: Tom Miller from Walker Roofing came by on September 16, 2019. He viewed all of the drone pictures from John Van, while here. Town Administrator Bolton and Mr. Miller put together a quick list of items that need to be done. Mr. Miller is working on separate quotes for prices for next year.

Gordon Brown Buildings: Evidently miscommunication occurred as to how this was going to proceed. Three quotes could be obtained but due to the amount of funds left in the government building and maintenance fund this project will have to be put off until next year as well.

Town Office Propane Tank Conversion/Installation: The Town has received a quote from Irving and will keep it as backup for the Board to use to proceed with a CIP request.

Dog House @ Town Office: DPW will put this on their radar for the fall and schedule accordingly.

Town Hall Sign Replacement: The 50% deposit was sent to Roberge Signs, so the sign is in the making and should be here in 4-6 weeks.

Air Conditioners @ Town Office: A company was reached out to obtain a quote for backup for the Board to proceed with a CIP request.

Clinton Grove Bell Tower: Paint base of tower – a scope of work will be put together to obtain 3 quotes; there is a separate funding for the Clinton Grove Academy, so it might be able to be done this fall, but if temperatures don't stay up it may have to be a spring 2020 project.

Knotweed Email: Town Administrator Bolton stated that she would like to address the knotweed email that was forwarded from Chairman Hippler. The Board was emailed the backup for this project to address the email from one of the vendors. Basically there was an RFP put out “for quotes for 3 applications, fall 2019; spring 2020; fall 2020. The contractor is responsible for the purchase of all chemicals and obtaining all required permits from the State of NH. The contractor must provide proof of insurance. Please provide quote as price per day and approximate days per application.” Two quotes were received. One of the quotes was broken down by application with a specific cost for each application. The other quote covered treatment for the 2019 season with a suggested follow up treatment in the years 2020 and 2021 to ensure satisfactory control of the knotweed. The daily rate for crew and materials for the project was \$1,250 per day. They estimated the job at four working days; however, weather events may interfere with scheduling. Therefore the total cost of the job will not exceed \$5,600 in the event that the project takes more than four days to complete. Technically the quote did not follow the specification, but it was interpreted that the cost for the 2019 application was \$5,600 and the request was for 3 applications, so the \$5,600 was listed for all 3 bringing the total to \$16,800. It appears that there was some confusion all the way around and Town Administrator Bolton will reply to the vendor.

Heating Quotes for upcoming season: Town Administrator Bolton stated that currently the Board is paying \$1.663 for propane and \$2.764 for heating oil; which was for 11,100 gallons of propane and 2,500 gallons of heating oil. We have currently not met the total gallons proposed to buy in 2019, so the Board could wait until the total gallons were fulfilled or the Board could sign for new prices today and they will roll the totals into the next year. Chairman Hippler stated that he is not in favor of signing as it not following our purchasing policy. The Board stated that they would like to reach out to have all the tanks topped off and put it out to bid.

Job Description for the Administrative Secretary: Town Administrator Bolton provided the Board with a draft copy of the job description for the Administrative Secretary position. This job description was one that was done somewhat recently. A few changes were made to include welfare duties and assist the food pantry as needed, largely because the two features would go hand in hand. A job posting was drafted and handed to the Board for their review. The Board agreed to look at it and discuss it at their next meeting.

CORRESPONDENCE & OTHER BUSINESS

Sign at Gazebo: Selectman Burdick stated that she brought up the sign at the gazebo at the last Historical Society meeting. They had agreed to take the sign down and they will, but she felt that we should keep the post and put up something to alert the users that it is not a playground. There seems to be a lot of children with skateboard and scooters using them in the new gazebo. The Board agreed that a sign would be appropriate.

Warranty for the Gazebo: Selectman Osborne inquired to see if the warranty card has been filed with Reeds Ferry for the 30 year warranty.

Security Camera Training: Selectman Osborne asked Chief Moore if there is anyone other than Emily Dauphinais trained for the security cameras. Chief Moore indicated that to his knowledge it's only Emily. The bid indicated that training would be six people trained by the company. Selectman Osborne would like

to see more people trained before it gets too late and they won't get trained. Chief Moore explained that training on that was somewhat of a low priority because of the staff shortage.

Possible Speed and Dumping Complaint: Chairman Hippler stated that he and Chief Moore have talked about a complaint for a dump truck speeding and a possible dumping complaint on South Sugar Hill Road.

Durango: Selectman Osborne stated that we have a State Auction coming up and he would like to see the Town send the Durango. Town Administrator Bolton received notification from the DPW Director and it is planned to be taken over.

Boston Post Cane Award: Selectman Osborne asked if we are close to having a presentation of the Boston Post Cane Award for the oldest citizen. Town Administrator Bolton has to reach back out to the family for information for the presentation.

Sealed Bids requested for the 2002 International 6-wheeler: Chairman Hippler stated that he received notification that the DPW is looking for sealed bids for the 2002 International 6-wheeler. The advertisement is on the website and he is looking to just let people know it is up for bid. The advertisement started on 9/10/19 and ends 10/4/19.

Short Street Line Striping: Selectman Snyder stated that she got an email from a resident indicating that they have been writing to the Road Agent to have the stop lines repainted. Selectman Snyder stated that she went up there today to look and saw lines. DPW Director Knapp stated that they went there and painted it on Friday.

BOS Meeting Schedule: Vice Chairman Meaney stated that he had asked the Town Administrator to poll the other communities to see what their meeting schedule is for the Board of Selectmen. Thirty-three different communities were surveyed ranging in size from Concord, Keene and Merrimack to Berlin, Lincoln and Waterville Valley with 243. There was a pretty common theme. People meet twice a month, usually the 1st and 3rd weeks with additional meetings when necessary. The Board agreed to stay weekly through budget season and look at it again after deliberative session.

Being there was no further business to come before the Board, Chairman Hippler moved to adjourn at 9:00 PM, Vice Chairman Meaney seconded; passed 5-0-0.

ADJOURNMENT

A True Record.

Naomi L Bolton

Naomi L. Bolton
Recording Secretary