

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
March 13, 2023

**PRESENT:** KEVIN J. CAHILL, SELECTMAN; JONATHAN H. OSBORNE, VICE CHAIRMAN; FREDERICK W. HIPPLER, CHAIRMAN; SELECTMAN SHERRY BURDICK (arrived @ 6:57 PM).

**ABSENT:** JOHN VAN LOENDERSLOOT, SELECTMAN.

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Jennifer Ramsey; Justin Hart; David Lundeen; Nick Fox.

**OPEN PUBLIC PORTION OF MEETING:**

Chairman Hippler called the meeting to order at 6:37 PM, followed by the pledge of allegiance. Chairman Hippler stated that we were going to start with an interview but that was cancelled.

**MANIFEST:**

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

*To order the Treasurer to sign the payroll and accounts payables checks dated March 16, 2023 as included in the following manifests:*

|                         |    |                            |
|-------------------------|----|----------------------------|
| <i>Payroll Manifest</i> | \$ | 69,292.46 (Weekly payroll) |
|-------------------------|----|----------------------------|

|                                  |    |            |
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| <i>Accounts Payable Manifest</i> | \$ | 192,156.38 |
|----------------------------------|----|------------|

|              |    |            |
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| <i>Total</i> | \$ | 261,448.84 |
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**Passed 3-0-0**

**BOLTON FIELD LIGHTS:**

Jennifer Ramsey, President of the John Stark Jr. Generals Football Association and Nick Hart, Vice President were present. Ms. Ramsey explained that they would like to install permanent lighting on the field house at the football field at Bolton Memorial Park. Together with the Weare Athletic Club (WAC) and the John Stark Jr. Generals Football Association (JSJGFA) are looking to install six (6) LED lights on the shed next to the football field. They have been working with Bryan Ash, Principle/Owner of Ash Communications Security Electrical Services to contract his work, pending town approval and a building permit. Both WAC and JSJGFA will pay for these services/installation and any future maintenance of these lights. The current light situation at the football/lacrosse field is not ideal, currently the use 3 large diesel powered transportable lights. The kind of lights you might see on the side of the road at a construction site. These large lights have had high continued maintenance costs, expensive fuel costs, are often unreliable and are very loud, making it very difficult for the kids to hear on the field. The expected

power usage of these lights is expected to be very low because they are LED's. They are proposing to add six lights that are 300 watts or .330 kilowatts. Combining the expected usage of both teams, they are expecting to utilize these lights, 2 hours a day, 5 days a week for approximately 4 months (2 months for lacrosse and 2 months for football) to total expect usage is 128 total hours use in one year. The estimate the total cost to run these lights is approximately \$76 per year. The Weare Athletic Club and John Stark Jr. Generals Football Association are looking for approval from the Weare Parks and Recreation Department and the Weare Board of Selectmen to install these six (6) lights on the football shed at Bolton Memorial Field, of which the installation, service or maintenance of such lights will be completely paid for by both WAC and JSJGFA. The town currently pays for the electricity at the football shed and therefore the only expense to the Town would be approximately \$76 a year for electricity to run these lights.

David Lundeen, Vice Chairman of the Parks and Recreation stated that they would like to see something in writing regarding the maintenance. The Board stated that in paragraph two, which will be incorporated into the minutes as part of the record, says it all. Vice Chairman Lundeen asked if there would be night games. Ms. Ramsey replied no these would not provide enough lighting for that.

**Chairman Hippler moved, Selectman Cahill seconded to allow John Stark Jr. Generals Football Association and Weare Athletic Club to install six (6) LED lights on the shed at Bolton Field as described in the packet of information provided by them with understanding that it will be done by the building code and inspected by the Town of Weare upon installation and completion. Passed 3-0-0**

**HOUSEHOLD HAZARDOUS WASTE DAY:** Town Administrator Bolton stated that we have been able to find another vendor for hazardous waste day but needs the Board approval. **Chairman Hippler moved, Selectman Cahill seconded to host Hazardous Waste Day on August 26, 2023 from 8 AM to 12 Noon for a cost of between \$9,100 - \$9,600. Passed 3-0-0**

**TOWN HALL BATHROOM RENOVATIONS:** Town Administrator Bolton explained that she used the same format as we used for the Library Chimney project but used the scope of the work as advertised. The only thing that is missing is the notation to add the bidders bid. Selectman Cahill stated that Wednesday at 2 PM a meeting is tentatively scheduled to sign the contract. (Selectman Burdick arrived at 6:57 PM). Chairman Hippler brought Selectman Burdick up to speed and recapped what the Board as done earlier. **Chairman Hippler moved, Vice Chairman Osborne seconded to accept the Town Hall Renovations Contract as written and to authorize Town Administrator Bolton to sign the contract. Passed 4-0-0**

**CEMETERY CONTRACT:** Town Administrator Bolton explained that the three references provided were homeowners with no bad references. The Board stated that these gentlemen have worked in the cemeteries before with the current contractor. The plan would be to draft up a new contract with Zero Turn, LLC for the duration of the contract for the same price. **Chairman Hippler moved, Vice Chairman Osborne seconded to award the balance of the cemetery contract to Zero Turn, LLC from Robert Saybill and authorize Town Administrator Bolton to sign the contract. Passed 4-0-0**

**TOWN ADMINISTRATOR JOB DESCRIPTION:** There was a current Town Administrator Job Description dated March 2009, which was agreed to and attached to the contract when Town Administrator Bolton was first hired. A new proposed job description was drafted and the Board worked off the new proposed description. Section by section was reviewed together and changes were agreed upon and made. The Board would like a copy of this newly changed Town Administrator Job Description forwarded to Attorney Broth for his review.

**DPW JOB DESCRIPTION:** The Board did the same thing, reviewed the draft DPW Job Description, made agreed upon changes. This newly changed job description will also be forwarded to Attorney Broth for his review.

**POLICE CHIEF JOB DESCRIPTION:** Chief Moore provided the Board with a current copy of the Police Chief Job Description dated 2017 and a copy of Norfolk, VA's Police Chief Job Description. The Virginia job description was from Chief Moore's former employer. Chairman Hippler stated that we are getting two hours into this work session and he asked if the Board would be interested in capping the work sessions to 2-2 ½ hours. The Board agreed and this will be added to the next work session.

#### **OTHER BUSINESS:**

Last Meeting: Chairman Hippler stated that tonight is the last meeting for John Van Loendersloot and he would like to thank him for his three years of service. He added that it may or may not be the last meeting for Vice Chairman Osborne, depending upon the outcome of tomorrow's vote. He would like to still take the time and thank Jon Osborne for his last six years of service. Selectman Cahill also wanted to thank Jon Osborne personally for all his service.

Snow Day: Town Administrator Bolton stated that there have been predictions of large amounts of snow with possible power outages. The Town Clerk's Office will be closed, as they will both be over at the elections. If there is no power, there is no heat or bathrooms. **Selectman Burdick moved, Selectman Cahill seconded to call it a snow day for tomorrow. Passed 4-0-0**

Election Coverage: Chairman Hippler stated that he would be there earlier than expected. Selectman Burdick stated that she will be there first thing in the morning and can stay to around 1:30-2 PM. Selectman Cahill will be in as soon as he can to relieve Selectman Burdick. Selectman Van will be there between 4-5 and stay to sign the boxes. Chairman Hippler, Selectman Cahill and Selectman Van will be available to sign the boxes.

**Being there was no further business to come before the Board, Vice Chairman Osborne made a motion, Chairman Hippler seconded to adjourn at 8:45 pm. Passed 4-0-0**

#### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton, Town Administrator  
From notes and YouTube Video