

**DRAFT**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
March 27, 2023**

**PRESENT:** KEVIN J. CAHILL, SELECTMAN; BENJAMIN D. KNAPP, SELECTMAN; FREDERICK W. HIPPLER, CHAIRMAN; SALLIM BLUME, SELECTMAN; SHERRY BURDICK, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Police Chief Chris Moore; Finance Administrator Beth Rouse; Sgt. Brandon Montplaisir; Officer Barry Charest; Sgt. Austin Maguire; Leigh Bosse.

**OPEN PUBLIC PORTION OF MEETING:**

Chairman Hippler called the meeting to order at 6:44 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, Selectman Knapp seconded:**

*To order the Treasurer to sign the payroll and accounts payables checks dated March 30, 2023 as included in the following manifests:*

<i>Payroll Manifest</i>	\$	88,985.08 (Weekly payroll)
<i>Accounts Payable Manifest</i>	\$	82,428.34
<i>Supplemental Accounts Payable Manifest</i>	\$	51,592.00
<b>Total</b>	<b>\$</b>	<b>223,005.42</b>

**Passed 5-0-0**

**DISUCSS POLICE CBA – MOU’S:**

Sgt. Brandon Montplaisir, Office Barry Charest and Sgt. Austin Maguire were present to discuss additional MOU’s with the Board. The Union took the already redacted CBA copy that was sent on January 10<sup>th</sup> by Attorney Broth to be TA’d (Tentatively Agreed) and made changes in handwriting, which is what we are discussing tonight. On March 6<sup>th</sup>, prior to Town meeting when the MOU for details was signed, the Union asked for a meeting for a further discussion for possible corrections/changes or possible MOU’s. The Board asked to wait until after Town meeting to see if the CBA passes or not, which brings us here tonight. The Union went through the items article by article, page by page, explaining the differences and changes. Selectman Cahill asked for clarification, that the Board is going to accept the language that the Union is drafting without the review of Attorney Broth. Chairman Hippler replied no, but the concept the Union is proposing is still to be reviewed by Attorney Broth. The Union stated that they will have Steve Arnold; the Union Rep from NEPBA will review it as well. Selectman Cahill added, so that we are all on the same page this is a continuation of our negotiation because of the hurried time that it was not reviewed prior to it being accepted. The draft was accepted on January 10<sup>th</sup>. Sgt. Montplaisir replied that the 8% was accepted and that it was a tentative agreement during negotiations that we already got 10 military days.

Chairman Cahill further added, we are not continuing the negotiations. Sgt. Montplaisir stated he would say that they are clarifying negotiations, not continuing. Selectman Cahill stated that it is part of the negotiations, just like we have clarified the five to eleven to eight percent that was the clarification during the negotiation. The Board is going to have to have Attorney Broth look at this because this is a continuance of our negotiations. The Union agreed. Sgt. Montplaisir asked how does this affect the timeline for April 1<sup>st</sup>, hence, they are trying to get in here and get clarification on this for the last couple of months. Chairman Hippler asked as far as what? Sgt. Montplaisir replied as far as getting into their contract. Chairman Hippler stated that MOU's can go in any time in the contract timeline. It does not have to be before April 1, it can be after April 1<sup>st</sup>. The Board can make those changes at this level. Selectman Blume asked who would be the one responsible for noting the edits and submitting it to whom for final approval. Sgt. Montplaisir stated that Sgt. Maguire can send that off to their union rep and get it to the Town within two days if not sooner. They will send it to the whole board. Chairman Hippler stated that regardless this is going to be an MOU. This is not negotiations; this is a board level discussion. It is going to be an MOU regardless of whether it is April 1<sup>st</sup> or April 15<sup>th</sup> or whatever. After discussing the changes/MOU's Chairman Hippler asked that the Union send all the changes to the Town Administrator and Board members. Chairman Hippler asked Chief Moore where we stand with staffing. Chief Moore stated that currently we are down two with one certified in the works. Sgt. Montplaisir stated that they have one new officer so technically they would be down three as the new officer is not available to be by himself. Selectman Cahill asked where the money was coming from. The response was that it would come from overtime for staffing shortages.

**EAST ROAD FIRING RANGE:** Chairman Hippler stated that looking back at the YouTube video from October 3, 2022 permission for use of the town owned property off East Road was given the nod with the condition that permission needs to be worked out with the DPW Director, as the pit is active. The Union asked to get on the next week's Board agenda to discuss a comment made in public.

**RADIO PROJECT UPDATE:** Police Chief Moore reported the next step is to have a balloon test conducted on the East Weare Fire Station. In a balloon test the company flies a red balloon at the proposed height of anticipated tower to be able to then run testing and to provide a visual to show how much of the tower will be seen from neighbors and people driving the road. Selectman Blume read all the information and questioned who would be responsible for any critical software bug and who would be responsible for updating any switches, routers, etc. Chief Moore stated that probably our IT person, but was unsure of the reply, but indicated that he would look into it and let the Board know.

**TOWN ADMINISTRATOR JOB DESCRIPTION:** The Board went through the latest draft page by page and made further changes. Tonight's changes will be made by the Town Administrator and sent back to everyone in hopes of getting it finalized at the next meeting.

Town Administrator Bolton reminded the Board that it is 8:30 PM. There are still two employees in the audience. What would the Board like to handle next? The Board agreed to address the two employees. Selectman Knapp asked if the Board is going to skip the DPW Job Description and Police Chief Job Description, when those would be discussed. Chairman Hippler stated that he was thinking another meeting this week to clean these up. Selectman Knapp felt that the DPW Job Description should be taken up next, as we will be looking for one. Selectman Cahill stated that these are being done and came about when it came time to do evaluations the Board needed to have a job description. Selectman Knapp stated he brings this up because he will not be available next Monday and would like to be here for that discussion. The Board agreed to schedule the next meeting after meeting with Chief Moore and Finance Administrator Beth Rouse.

**PERMISSION FOR AUTHORIZATION TO SIGN FOR NEW TAHOE:** Chief Moore stated that he is here tonight to get authorization/permission from the Board to sign the paperwork for the new Tahoe described in the warrant article it is ready. Documentation means warranty, purchase and sales, etc.

**Chairman Hippler moved to allow Chief Moore to sign documents related to the Tahoe voted on at Town Meeting that was approved, Selectman Blume seconded. Passed 5-0-0**

**ARTICLE #7 – NON-UNION RAISE ARTICLE:** Finance Administrator Beth Rouse provided the Board with a memo addressing Article #7 that was approved at Town Meeting for the non-union raises. With the current staffing we have now, there was a small surplus of funds remaining after the 5% was allocated. There was a lot of talk from the transfer station department heads and the library department heads about trying to get those part-time wages up. With the surplus we had from the warrant article, the proposal was to use \$1,649 for an additional \$1.25/hour to the part-time Transfer Station employees and \$2,988.00 for an additional \$0.75/hour to the part-time Library personnel. Chairman Hippler stated that the obligation that was put to the Town does not change. The intention of the warrant does not change, but for a retainage package, Chairman Hippler felt it was appropriate for the part-time help across the board. Selectman Blume questioned that the money is obligated to be spent on non-union pay increases, correct. Selectman Knapp asked what happens if the Town becomes fully staffed. Finance Administrator Rouse replied that this is not vacancy money. **Chairman Hippler moved to accept and enact the warrant article allocation document presented to the Board by the Finance Administrator, Selectman Knapp seconded the motion. Passed 5-0-0**

Finance Administrator Rouse asked if the Board would like to or is ready to discuss the bottom half of the memo. Town Administrator Bolton replied no not at this time. She and Chairman Hippler have briefly talked about reallocations but that is a bigger discussion for another night. The immediate need was the first half of the memo for tonight.

**REMAINDER OF WORK SESSION DISCUSSION:** Chairman Hippler pointed out that we addressed four of the items on the agenda but agrees that another meeting night should be selected. Selectman Knapp stated that Thursday would be the best this week. The Board agreed to reconvene Thursday, March 30<sup>th</sup> @ 6:30 PM. The agenda will be the DPW Director Job Description and the Police Chief Job Description. If the nonpublic comes to fruition, we can add that to a work session, particularly due to the employee shortage. The Board agreed. The Town Administrator will get the new draft to the Board for the Town Administrator's Job Description. The Board also agreed to add the election of Chairman and Vice Chairman at Thursday's meeting as well. Selectman Blume asked if there was additional information possibly a resume or application to be sent ahead of the meeting.

**Being there was no further business to come before the Board, Chairman Hippler made a motion, Selectman Burdick seconded to adjourn at 8:53 PM. Passed 5-0-0**

## **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

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