

DRAFT



WEARE BOARD OF SELECTMEN
MEETING MINUTES
June 12, 2023

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

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Interim DPW Director Jason Fiske; Killian Donnelly

Chairman Hippler called the meeting to order at 6:30 PM. He then asked all present to join in the pledge of allegiance.

WORK SESSION:

Secondary Calcium Chloride Containment Discussion: Interim DPW Director Jason Fiske stated that what he just provided the Board was two emails regarding the secondary containment for the calcium chloride. The first was from the Enforcement Manager of the Hazardous Waste Management Bureau indicating that the storage of product calcium chloride to be used for road treatment would not fall under the hazardous waste regulations and suggested he reach out to Drinking Water and Groundwater Bureau as they do have requirements for regulated substances. The second email is from the supervisor of the Source Water Protection Program indicating that calcium chloride is not found on the list of substances and therefore is not required to have secondary containment and meet the requirements of this rule (Env-Wq 401, BMP's for Groundwater Protection). Chairman Hippler stated that with this information we can just move forward with it. **Chairman Hippler moved to award the dust control bid to Allstate's Construction at a liquid calcium chloride rate of \$1.40/gallon with a thousand gallon skid tank, pump sprayer, and 3,000 gallon storage tank to be on site at our location for a total of \$13,182.52, the cost per gallon of calcium will be on top of that at a rate of \$1.40/gallon with the funds to come from the gravel road maintenance line; Vice Chairman Knapp seconded the motion. Passed 3-0-2(Blume and Cahill).** Selectman Blume stated that he stated previously and again this evening that he abstains because he lives on a dirt road that this will be used on.

Secondary Oil Containment Discussion: Interim DPW Director Jason Fiske stated that he has nothing more for tonight on this. Chairman Hippler stated that the last discussion was to put it under the lean-to shed. Interim Director Fiske stated that he wanted to get some more numbers on it and had not been able to get any numbers because based on the last discussion the decision was to make it three sides. Interim Director Fiske will prepare an RFP for the Board to approve and put out to bid.

River Road Bridge Update: Interim DPW Director Jason Fiske stated that he has not had a chance to meet with the engineer, so he has no update yet. Vice Chairman Knapp asked what step it was on. Interim Director Fiske stated that they need to meet with the State to see if they will accept the new fix.

He will bring any updated information back to the Board as soon as he can. The engineer is putting together a set of engineered stamped drawings to be sent to the State.

MANIFEST: Chairman Hippler moved; Selectman Blume seconded:

To order the Treasurer to sign the payroll and accounts payables checks dated June 15, 2023, as included in the following manifests:

Payroll Manifest	\$ 72,707.48 <i>(Weekly payroll checks)</i>
Accounts Payable Manifest	\$ 177,394.67
TOTAL:	\$ 250,102.15

Passed 5-0-0

Solid Waste Ordinance Discussion: Selectman Cahill asked if everyone had a chance to review the sample ordinances provided. He focused on the Gilford sample and felt that would be a good starting point if we were going to cut and paste to ours. There are things that the Board needs to address, like seasonal property owners that own property but don't register vehicles in Weare. His concern is how do we deliver the message once we adopt new guidelines. Selectman Blume suggested an overhead map/layout of the property indicating where things need to go. Selectman Cahill stated that another decision to be made is are we going to continue to allow private haulers to come in, yes or no. We need to create a work list of what we want to see and how we can get people to adhere to the rules. The Board agreed to table the rest of this until the Board reviews the other packets.

Transfer Station Backhoe: Interim DPW Director Jason Fiske stated that he forgot this item. The hydraulic pump let go on the Fermac backhoe at the Transfer Station. He called Knoxland Equipment which is where it was originally bought. They sent him to a dealer in Massachusetts, who sent him to a dealer in West Virginia. He got a hold of the manufacturer, and they have a hydraulic pump in Turkey for \$4,500. Interim DPW Director Fiske stated that it may be worth going over to the White Farm in Concord and seeing if we can get a retired DOT machine. He felt that it is not worth putting \$4,500 into that machine. Currently they are using the Highway Department backhoe where it could be out doing road maintenance. The Board stated that Director Fiske should go ahead and look around and see what is out there and bring the findings back to the Board.

Comcast Franchise Agreement Discussion: Town Administrator Bolton stated that Bryan Christian from Comcast has offered to come to the Board meeting on June 19th to discuss the franchise agreement. The Board agreed. Town Administrator Bolton reported that she went through the draft, page by page, with the one that was reviewed by cable and there are a couple of changes that need some discussion or explanation. Selectman Blume stated that he has some questions as well. There needs to be an opportunity for the public to comment as required by sections 626H of the cable act. After the signing of the contract there is a paragraph that states we will get \$30,000 for new equipment, which can be used to possibly have another meeting room ready to livestream.

DPW Director Advertisement: Vice Chairman Knapp put together a draft for the Board to review. Some changes were made to the advertisement and a lengthy discussion took place with regard to the range to offer. At the end of the discussion, the salary range is to be \$70,000 - \$85,000 for the advertisement. Selectman Blume stated that he will stay a couple of minutes after the meeting to make sure Town Administrator Bolton has the advertisement correct. Chairman Hippler stated that earlier this evening there was a false statement made regarding the current Interim DPW Director does not know what he's doing down there. He felt that he's done a great job in the last eight months, as a matter of fact it was noted that he's done a hell of a job. Selectman Cahill agreed and stated that he felt it was inappropriate in this forum to make comments like that.

Exemption Worksheet: The Board reviewed the Elderly Exemption Qualifications Worksheet that was recently changed. The new worksheet provides more information so that a better decision can be made

with less back and forth with the taxpayer. This is what was done in similar fashion to the welfare application a few years ago. It better refines the application and streamlines. It is all very good information, but the font seemed small, maybe bump up the font and make it an additional page. One change was that under the total income section the Board would like to rearrange the order to read just as the RSA:

1. Deduct life insurance received on a death of an insured.
2. Deduct expenses & costs incurred in the course of conducting a business enterprise.
3. Deduct proceeds from sale of an asset (attach documentation)

The other change would be to change around the first page and put the order to be: Qualifications; Required Documentation; Income limits and Exemptions amounts and then Permission at the bottom. The Board agreed with all changes proposed by Selectman Blume. A clean copy will be sent back to the Board for final overview and have Town Administrator Bolton bring it up under her report.

Right to Know (RTK) RSA 91-A Checks and Balances Discussion: Town Administrator Bolton stated that she sent out a request to all other community administrators and managers to see how they handle right to know requests (RSA 91-A). Six communities replied back. Gilford, Haverhill and Plymouth all the right to know requests go to the Town Administrator then depending upon what is asked for the appropriate employees/departments the information is disseminated; all the responses go back to the Town Administrator who compiles them and gets them out to the requestor. This is the same way that we have been doing it. Durham does it the exact same way. Keene does it a little bit different and the reply was “We have so many that we have a form, it is submitted to the clerks office to the record keeper, he then circulates to the appropriate departments and IT also searches the emails. They collect the information then it goes to the city attorney’s office; that office does the redacting and gives the final documents back to the clerk’s office to be distributed to the requestor. It is expensive and takes way too long.” The Town of Weare appears to be handling it like all other communities that responded. The Board felt that our form may need to be changed. Town Administrator Bolton will get the other communities applications and look at changing ours.

Schedule Interviews: Town Administrator Bolton will schedule all applicants for Part Time Minute Taker and Building Inspector interviews for June 26, 2023, and give the Board copies of all applications/resume’s/cover letters at next meeting in preparation of the interviews.

Handicap Ramp at Town Office: Selectman Cahill stated that the Town Clerk has reached out to him to put together a proposal to fix the handicap ramp on the front of the building. The railing has been backed into and the ramp itself is getting worn out. There is a section of rail to be done and a few boards need to be re-fastened. The Board agreed that they will all take a look at it and have another conversation. Selectman Cahill stated that the Board needs to keep in mind the longevity of how long we are going to stay into this building and come up with a plan at a future agenda.

Chase Park: Selectman Blume stated that he went to Chase Park over the weekend. It was busy and things were great. He just wanted to say publicly that if you’re going to go down there, please don’t yell at a bunch of teenagers who are working there.

Being there was no further business to come before the Board, Selectman Burdick made a motion, Vice Chairman Knapp 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