



WEARE BOARD OF SELECTMEN
MEETING MINUTES
AUGUST 28, 2023

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

ABSENT:

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Jason Fiske- DPW Director, Tom Flaherty

Chairman Hippler called the meeting to order at 6:33 PM.

River Road Bridge Agreement: TA Bolton said she resent the list of Laura's questions. TA Bolton said one of the questions is if the Town can put the money upfront. Finance Director Rouse said yes there is \$669,000. TA Bolton asked the Selectmen to look at the agreement again because she had a couple of questions that were not big problems other than the subcontracting. Chair Hippler asked for clarification if this was the contract with the State of New Hampshire for the 2025 bridge replacement. TA Bolton said yes. Selectman Cahill said the magic term in the contract is that the Town is the sponsor or the applicant and it lays out the responsibilities. Selectman Cahill said most of the responsibilities are administrative and clerical. There is some physical oversight which would possibly mean having a project clerk. Selectman Cahill said everyone who will be able to bid on the project will be prequalified because it must go through the State's Bridge list. Chair Hippler asked if the questions that had been raised to Laura had been answered. DPW Director Fiske said yes. Selectman Blume asked if this was going to be a long-term solution to fixing the bridge or a short term. Chair Hippler said it would be the long-term solution and is a forty-year bridge. This will be a concrete-to-concrete replacement. Selectman Cahill said to TA Bolton's and the engineer's due diligence they were able to get the State to agree with the 80/20 match and the time frame was able to move up closer. Selectman Burdick asked if the amount of money they would be spending was \$669,000. Chair Hippler said the estimated amount is \$518,500 and the \$669,000 in the account.

Selectman Cahill motioned to accept the State Bridge and Federal Aid project agreement as presented State project number 14338 for the repair of the River Road Bridge with an 80/20 to be signed by the Board of Selectmen Chair. The estimated \$518,500 to come from the CRF Bridge Repair Fund. Seconded by Selectman Burdick. Motion passes 4-0-0

Award Steel Fabrication Bid for River Road Bridge: DPW Director Fiske said he put out an RFP for the repair of the panels that need to be done. He has spoken to at least half a dozen welding and fabrication shops. DPW Director Fiske said the Town did receive two bids from a single contractor. In his opinion, the Town should move along with it. DPW Director Fiske said all the angle clips, shims, fila strips, and formed angles are going to be the weathering steel on both bids. The only difference would be the channels because

of the availability of the weathering steel in the channels. Estimate B is not painted channels the other components would be the weathering steel. Estimate A is primed and painted channels with the weathering steel. They will need to touch up the paint on the channels after they are installed. DPW Director Fiske said that is why he is leaning towards estimate B because they will already have to buy the paint to touch up the channels. Chair Hippler asked if they were eventually going to be bolted into place. DPW Director Fiske said yes, they will be welded. Chair Hippler asked if most of the pieces would not be touched only the pieces where they are grounded and welded. Selectman Burdick asked how much surface area the contractor will be painting. DPW Director Fiske said a dozen square feet potentially. Chair Hippler asked if the plan would be to paint the channels in place or paint them and then set them in place. DPW Director Fiske said they would need to paint them in the shop and then put them in place. They would then do touch-up work if needed. Chair Hippler asked if it would be worth the Town of Weare's DPW time to do the painting. Selectman Blume asked how long DPW Director Fiske thought it would take to paint the channels. DPW Director Fiske said he thinks it will take about an hour. Selectman Blume asked when the contractor would be able to start. DPW Director Fiske said October 1st would be the deadline and would be less than a week to start.

Chair Hippler motioned to accept estimate number 1747-B from Ricks Truck and Trailer Repair for \$18,439 for the steel fabrication RFP for unpainted channels for bridge number 110-150 and to come from the Bridge Maintenance and Repair Fund CRF. Seconded by Selectman Burdick. Motion passes 4-0-0.

Hazardous Waste Day: DPW Director Fiske said that Hazardous Waste Day was Saturday and ran out of funds an hour and a half in. He said he is working on a plan for next year. They ran out of funds and still had a line out to the road. They blocked the road off at the end of the line because they had not had the Hazardous Waste Day in two years. Selectman Burdick asked how many fifty-five-gallon drums were filled. DPW Director Fiske said they took in 290 units and one of their units is a five-gallon bucket. Selectman Blume said he believes what DPW Director Fiske did was the right thing to do but would like to know how the other funds are being made up for. Chair Hippler said it is a line item in the budget. Chair Hippler suggested that it might be a good idea to try and make a warrant article to add to that specific line item in the budget. DPW Director Fiske said what he was thinking about doing was creating a warrant article to establish a fund that would allow for them to carry over if they do not spend it all. TA Bolton asked what does someone do if they were not able to make it. DPW Director Fiske said they can contact EPI or Clean Harbors.

Cemetery Trustees & Sexton Discussion: TA Bolton said she did get an email from the gentlemen about mapping and it would cost \$2,500 to do all three cemeteries. Selectman Cahill asked if he was going to shoot the lines. TA Bolton said he would do the lines and map it and what is on the headstone. Selectman Cahill said because he is not a contractor, they may need to add in the liability insurance. Chair Hippler said it would be prudent to abide by the policy and receive three quotes. Selectman Burdick suggested having him come in and speak with the Selectmen about what his scope of work would entail. TA Bolton said they can advertise and see what they get. Chair Hippler said for the sexton position for \$50.00. TA Bolton said that they can advertise the mapping with the sexton position. Chair Hippler suggested putting the Cemetery Trustees back on the ballot to become elected officials.

Policy for Contacting Town Counsel: Selectman Cahill asked how they currently go about contacting Town Counsel. Chair Hippler said currently the TA would hear the questions that committees or department heads may have before going straight to Town Counsel. Selectman Blume said they discussed getting a monthly report on if there were any communications. He said they also discussed the Selectmen reaching out individually for questions. Selectman Cahill said he is in favor of adding a monthly update in regards to Town Counsel in the TA report as an open-ended legal question. Chair Hippler asked if it should be monthly or quarterly. Selectman Blume said the Selectmen talked about doing it monthly because the bill is monthly. Chair Hippler said in the absence of the TA would there be a backup plan. Selectman

Cahill said the current system of having the TA assess the current situation. In the absence of the TA the Department Head or Commission could bring the issue up to the Selectmen at the next meeting if it can wait. If it can not wait then they can ask the question in an email to the Selectmen. Chair Hippler asked if it should go to the TA designee. Selectman Blume agreed that it should be a designee. TA Bolton will put the Policy together for review by the Selectmen and add it to the next work session.

Policy for Unsealing Nonpublic Minutes: Selectman Blume said he was unable to work on the unsealing policy since they worked on it last. He asked his fellow Board members if they had any other input regarding the policy. Selectman Cahill asked if they would choose work sessions and work chronologically. Selectman Blume said they could work in 2023 and then backward. Selectman Cahill asked if it was the goal to look at the nonpublic minutes within a year or two years. Selectman Blume said in reviewing 91-A and his interpretation is if you develop a policy, you are in the clear. If you do not develop a policy the review shall occur no more than ten years from the last time the public body restricted the minutes to public disclosure. Selectman Cahill said they need to have a broader discussion on the reasons why they were sealed. TA Bolton asked if he interprets it as they are good until 2033. Selectman Blume said the way he reads it would be that they would be good forever if they had a policy in place. Chair Hippler asked his fellow Board Members if this policy is something they should submit to Town Counsel to confirm verbiage and details to keep them until the Selectmen review them. The Selectmen agreed. The Selectmen will review the policy at the next work session.

Vice Chair Knapp arrived at 7:15 p.m.

Policy for Right to Know Requests: TA Bolton provided the Selectmen with examples of other Town's Right to Know Policies and forms. She said she likes how the Town of Haverhill does theirs. Selectman Blume asked what is incorrect about how the town handles the requests today. TA Bolton said she does not think there is anything incorrect, requests are usually brought to her or emailed. Selectman Blume asked if clarifying the form make the process cleaner. TA Bolton said she believes it will help. Selectman Blume said he liked the Northfield form it states that if they are from out of State the Town does not have to respond to them. Chair Hippler suggested using Haverhill's form and adding in the section about being out of State from the Northfield policy. Chair Hippler said having the form will minimize the banter back and forth. Selectman Blume said they could fill out the form or come before the Selectmen to ask the questions. Selectman Cahill asked his fellow Board members if they wanted to offer the USB drive option. Selectman Burdick asked if they were going to pay for the USB or bring one in a new unopened package. Selectman Blume suggested if there were questions that they could always contact the Selectmen as well. Selectman Blume spoke with the Town Clerk today and the Town has lost a lawsuit against the Right to Know request in 1993. He reviewed the order from the judge regarding the Right to Know to make sure they did not miss anything in creating the policy. Selectman Blume said he wanted to clarify that they have five days to respond to the request.

**MANIFEST: Chairman Hippler moved; Vice Chair Knapp seconded:
To order the Treasurer to sign the payroll and accounts payables checks dated August 31, 2023, as included in the following manifests:**

Checks Dated August 24, 2023

Payroll Manifest	\$ 75,112.05 <i>(Weekly payroll checks)</i>
Accounts Payable Manifest	\$ 76,681.89
Weare School District	\$ 500,000.00
John Stark District	\$ 400,000.00

TOTAL:	\$ 1,051,793.94
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Passed: 5-0-0

Chair Hippler rescinded the motion on the manifest. Seconded by Selectman Burdick. Motion passes 5-0-0.

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Chair Hippler motioned to also motioned to order the Treasurer to sign the payroll and accounts payable checks dated September 7, 2023, estimated to be \$90,000 for weekly payroll and an estimated \$90,000 accounts payable detailed report to be provided at the next scheduled Board of Selectmen meeting. Seconded by Selectmen Burick. Motion passes 5-0-0.

The Board of Selectmen will meet on September 11, 2023.

Joint Meeting Site Walk: TA Bolton said she received days they could do a site walk. TA Bolton said they could do the meeting on September 9th at 8:30 a.m. at East Road.

Trees in East Weare Cemetery: TA Bolton said Mr. Banks was in today and some dead pine trees have taken down the fence between his house and the cemetery. They are inside the fence. Chair Hippler said to have DPW Director Fiske look at the issue. TA Bolton will put together an RFP to remove the trees depending on the assessment of DPW Director Fiske.

Logging Timber Bid: Vice Chair Knapp asked if TA Bolton has heard back from Counsel in regards to the questions of the timber bid. TA Bolton said that counsel is not back until September 5th.

Contracts: TA Bolton will get a list of contracted services with expiration, who, and length of contract time.

Being there was no further business to come before the Board, Chair Hippler made a motion, and Selectman Blume seconded to adjourn at 7:57 p.m. Passed 5-0-0

ADJOURNMENT

A True Record.

Kearsten O'Brien

Kearsten O'Brien, Minute Taker

These minutes were transcribed from the following link: <https://www.youtube.com/watch?v=5rvRdVkItp0>