

DRAFT



WEARE BOARD OF SELECTMEN
MEETING MINUTES
July 31, 2023

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

GUESTS: Jason Fiske- Interim DPW Director, Police Chief Moore, Tom Flaherty- Weare Historical Society, Finance Administrator Beth Rouse, Frank Campana

Old Home Day Update: Tom Flaherty historical society Vice President came to the Board of Selectmen's meeting to discuss Old Home Day. There are going to be two segments, the traditional Old Home Day is going to be around the Stone Building Library. It will be held Saturday, August 12 from 10 am to 2 pm. There will be food provided by the Sons of the Legion this year. The Boy Scouts and Girl Scouts will have desserts and drinks. There will be demos such as a blacksmith, woodcutting and hewing, a bounce house for children, and a vendor fair. They will have a raffle of items from the vendors. The museum will be open and merchandise sales from the Historical Society. John Knox will bring his menagerie of classic cars and rum them alongside the middle school. There will be handicapped parking in front of the legion. The last segment of Old Home Day will be the last Village Play. This year the play will be outside with a stage and PA System set up. They are encouraging people to come out to Center Park with blankets or lawn chairs to the performance. The first performance will be on August 11th at 6 pm and two performances during the day on August 12th. There is unlimited capacity because it will be outside. There are going to be porta-potties available to individuals attending. Selectman Burdick asked where they would hold the play if it rains. Mr. Flaherty said the backup plan would be to hold the play at the Middle School. There will be limited food offerings on Friday night during the play. If it rains on Saturday, they will at least have gotten the one performance in.

Mechanic Job Description and Job Posting: DPW Director Fiske said he asked other municipalities for their job descriptions for mechanics to compare to their current. He presented the Board of Selectmen with the updated job description. Selectman Blume suggested taking out Town Administrator or Board of Selectmen where it speaks about supervision exercised. He believes that the supervision should just be under the DPW Director and if they have questioned the Board of Selectmen or Town Administrator will need to speak with the DPW Director. Selectman Blume had one grammatical correction in the bullet point area preforms should be performed. Selectman Cahill would like clarity on what level is the Select Board going to allow the DPW Director to potentially change the job description and responsibilities of the mechanic without approval from the Board of Selectmen. Selectman Blume said it tightens up the chain of command to only go to DPW Director, therefore if the Board of Selectmen have concerns, they can go and address them with the DPW Director. Selectman Cahill asked how he would suggest that section reads within the job description. Selectman Blume said it will read "may be assigned to oversee, direct, and or provide training to other employees as assigned by the Director of Public Works. Chair Hippler asked about

the certifications of inspection licenses and the wording. He would suggest it says New Hampshire license in automotive, truck, and bus. Selectman Blume suggested the section about tools should state a maintained list of all personally owned tools used at the Town facility if any and provide the list to the supervisor. Chair Hippler said to make a job description up and provide it to the Board of Selectmen for review. DPW Director said the pay scale is \$26.19.

WPD Policy & Updates & Accreditation Process: Police Chief Moore said he saw an advertisement for a retired Police Chief who does policy updates for accreditation. His fee is extremely low and has a long list of references. He is finishing up in Dunbarton and once he is completed, Weare will be next. Chief Moore will be meeting with him in a couple of weeks. The process of revising the policies is going to take one to one and a half years. It will come out of the Police Department training budget. He will not need extra funds. The New Hampshire law enforcement accreditation commission has started a new accreditation process which is much cheaper than the previous process. The new accreditation process is thirteen hundred dollars and there are no on-site visits. They just must submit the 114 different proofs that they certify them after they finish their policy update. Vice Chair Knapp asked what the estimated cost of the person helping write the policies was. Chief Moore said seventeen hundred and fifty dollars which is all-inclusive.

Contract Wrecker Direction: Chief Moore said they have only had two contract wreckers. The main reason they only have two is because they must have a 30-minute response time. Chief Moore suggested adopting a policy like New Boston has which is an analysis of surrounding jurisdictions, what the average rates are, and they set the median rate if they want to be on the wreckers list. Chair Hippler said it sounds like it would set a flat fee. Chief Moore said they already have a flat fee and it is posted on the website which is why they only have two companies. They would still need to come to an agreement with the policy it would allow for the Board of Selectmen to come into the mix of policy if they wish. Selectman Burdick asked who is currently on the list. Chief Moore said Danny's on Henniker and JM. Duvall's will do the heavy things. Vice Chair Knapp said it is probably hard to put a flat rate on the heavy equipment. Selectman Cahill asked Chief Moore about increasing the response time to 45 min rather than 30 min. Chief Moore said that if they increase the call time to 45 minutes, they may get more people on the list. Chair Hippler does not have an issue with increasing the response time. Vice Chair Knapp suggested that Chief Moore update the policy and bring it back to the Board of Selectmen. Chief Moore said that the policy would be for only traffic hazard-type accidents and breakdowns.

Office 365: Chief Moore stated that the licenses use to come with the computers and now they must buy them for each person. The Police Department needs to upgrade to Microsoft Office 365. The cost for the upgrade is \$1,864.00. He did not budget for it this year but will be adding it to the budget for next year. The ongoing cost will be \$16.50 per officer per month. The total annual cost will be \$3,168.00.

Temporary Parking for Old Home Day: Chief Moore did update the parking violation ordinance to no parking anytime except by permit per RSA 411. The Selectmen must vote and sign it. Chief Moore will then file it with the clerk. Selectman Blume asked why it will begin on Wednesday. Chief Moore said it gives people more time to move their cars and for the Police Department to run plates and contact the individuals to see if they will voluntarily move the vehicles.

Chair Hippler moved to approve the amendment to the parking violation ordinance for disability-accessible parking for the 2023 Old Home Day beginning at noon on August 9th and will end on August 10th at 10 pm. Seconded by Selectman Burdick. Vote passes 5-0-0

Zoning Variance Application Items for East Weare Station: Chief Moore said that he needs authorization from the Board of Selectmen to apply for the variance to the ZBA and pull the building permits because the Town is the owner of the property.

Selectman Blume motioned to allow the Chair to sign the property owner affidavit authorizing Police Chief Moore to submit the Zoning Board Variance application. Seconded by Selectman Cahill. The vote passes 4-0-1.

Police Chief Moore said the second item is the geotechnical survey to test the soil. One of the variances that they would have to do for zoning is if it is within 150 of a State Road to ensure that the tower is solid and will not fall down. This test will allow an engineer to stamp and certify the plans. The cost for this typically can cost six to eight thousand dollars but they were able to find one for eight hundred dollars. Selectman Cahill stated for the Chiefs scheduling it would be 21 days from when you place the concrete to when it will reach design strength. Chair Hippler asked how the surveyor was able to drop it by 90%. Police Chief Moore said the surveyor is familiar with the soil around here and that he will not need to do core samples. He will just need to look at the hole and watch the hole being so he can see the soil being extracted as he goes down the hole. Then he can put his certification on the plan. Selectman Cahill said the surveyor will be looking for virgin soil and make sure that it has never been disturbed. Chair Hippler asked the other Selectmen if they were okay with it. Selectman Cahill said presuming that it's virgin soil. Selectman Cahill asked how deep the pad was. Police Chief Moore said it is six foot six inches and they dug down six feet for the first test hole.

Selectman Cahill motioned to authorize Police Chief Moore to accept the Geotechnical Services Inc proposal number 172-23 for the sum of eight hundred dollars to provide a soil analysis before placement of the concrete for the new tower at 888 Stage Road and for the Chair to sign the document. Seconded by Selectman Blume. The vote passes 4-0-1.

Police Chief Moore said that they will be required to put a security barrier around the tower once it is erected. Police Chief Moore asked the Board of Selectmen if they would be doing a fence if not, he would be asking for a variance on the fence. Chair Hippler said for liability purposes they would be putting up a fence. Police Chief Moore asked if the Board of Selectmen would like him to apply for a variance for the landscaping plan around the tower or if would they like to come up with one. Selectman Cahill said considering what they are building he would go the variance. Chair Hippler agreed. Police Chief Moore provided the site plan to the Board of Selectmen for review. Vice Chair Knapp asked what size they would need to get the right reception coverage. Police Chief Moore said they would need 120 feet for the coverage. They are looking at a couple of different designs based on wind ratings. The tower will have an engineer stamp on them. Chair Hippler said his only concern is that Motorola approves it as well. Police Chief Moore agreed. Police Chief Moore said he would suggest that they send the project to the Town Attorney for review and recommendation. The town ordinance is not intended to regulate wireless telecommunication facilities where the town is the owner per RSA 674-540. The Board of Selectmen administers and forces the ordinance. It clearly states that the article intends to encourage carriers to locate existing buildings and structures where possible. 32.3 defines a carrier as a company that provides wireless telecommunications services sometimes also referred to as a provider. The town is neither a carrier nor a provider. This ordinance intends to govern the process where the town is the applicant. When you look at what defines a wireless telecommunications facility in section 32.2.02 essential services in public utilities, wireless telecommunication facilities shall not be considered infrastructure, essential services, or public utilities. Police Chief Moore said we are infrastructure and essential service. This is an emergency communications tower for the health, safety, and welfare of the public, and town employees. Chair Hippler said that he would recommend having all the paperwork looked after before they start digging into the ground.

2023 2nd Quarter Budget Overview Presentation: Finance Administrator Beth Rouse presented a 2nd quarter budget overview. The operating budget for 2023 is eight million one hundred and thirty-five thousand. It does not include capital warrant articles or capital reserves. She broke the budget down into four categories contracts, payroll, non-discretionary items, and discretionary items. She looks at the budget as a whole and individually to make sure that the department heads are staying within their budgets. Payroll

is 61% of the budget, contracts are 11% of the budget, non-discretionary items are 22% and discretionary items are 6%. Payroll was approved for four million nine hundred and twenty-two thousand. So far two million one hundred and fifty-one thousand has been expended. At the end of the second quarter, they should be at 50%. There are a lot of vacancies currently. For the non-discretionary items, they were approved one million eight hundred and thirteen thousand dollars. They have spent 63% of that but it sounds like they have spent a lot. The insurance is five hundred thousand for property liability, workers comp, and unemployment. Capital mutual aid is another hundred thousand. Chair Hippler asked if some of that was a one-time payment. Finance Administrator Rouse said that is correct, it is a very large one-time payment that is not split up over 12 months. Contracts were approved for eight hundred eighty-four thousand and have spent six hundred and ten thousand. Chair Hippler asked if some of that was one-time payments as well. Finance Administrator Rouse said that is correct. Selectman Cahill asked what the following expenses were. Finance Administrator Rouse said it is a hauling contract that the Board of Selectmen signed to have a company hall for the transfer station. Selectman Blume asked what the long-term debt looks like currently. Finance Administrator Rouse said they only have two bonds right now one will be paid in 2029 and the other in 2026. Only 37% of the discretionary items have been spent. The area of concern right now is building maintenance. All departments are over in their building maintenance. They have not used capital reserves yet because they have been small repairs not large. Vehicle repairs are over this year for the Police Department so they will be watching that. There was a very larger sewer repair. The largest concern is vacancies. Chair Hippler asked where they were at with the fuel rate setting. Finance Administrator Rouse said they were under the estimate was seventy-six thousand. Finance Administrator Rouse said that NH Retirement has changed its rates effective July 1st. She is asking to change the detailed vendor rates. The Police Officers get paid the same she just must change how vendors get billed. The rate has gone down about two dollars except for the Gilford Police Department because they have flat rate charges.

Chair Hippler motioned to approve the proposed rates for holiday non-holiday outside vendor work as provided by Finance Administrator Rouse. Seconded by Selectman Burdick. The vote passes 5-0-0.

Selectman Blume asked Finance Administrator Rouse if she saw anywhere that could be cut while in the planning phase of the budget. Finance Administrator Rouse said that would be the fuel price. Selectman Blume said if there is any extra money left over in the budgets it would be nice to return it to the taxpayers. Chair Hippler said they do that during the tax rate setting. Discussion ensued.

Solid Waste Ordinance: Selectman Cahill said he reached out to DES for clarity and would like to sit down and go step by step to figure out what they are trying to accomplish. Selectman Cahill asked if everyone was able to look at the 149 M17. The Selectmen said yes, Vice Chair said he would like to read through it one more time. Selectman Blume said he feels like the entire Board should have discussed with DES. Selectman Cahill said he was trying to get educated and he was not speaking for the Board. Selectman Blume would have appreciated it if an offer was made to speak with DES as well. Selectman Cahill said that he will offer next time as long as it doesn't create a quorum and they can coordinate a good time. Selectman Burdick said she would like to have DES come in and speak with them to answer questions. Vice Chair Knapp said his strategy on the policy was not to make it so specific they need to come back often to amend the policy. Chair Hippler agreed with Selectman Cahill that the Board needs to identify its objectives. Selectman Cahill said his biggest question coming out of the meeting was seeing a copy of the 1982 permit and if it specifically says they take in commercial, industrial, along with residential waste. The other question to him is why John Stark uses their transfer station as opposed to their own. The Board of Selectmen will continue to work on the Solid Waste Ordinance.

**MANIFEST: Chairman Hippler moved; Selectman Cahill seconded:
To order the Treasurer to sign the payroll and accounts payables checks dated August 3, 2023, as included in the following manifests:**

Checks Dated July 31, 2023

Payroll Manifest	\$ 72,106.22 (<i>Weekly payroll checks</i>)
Accounts Payable Manifest	\$ 6,858.68
Weare School District	\$ 500,000

TOTAL:	\$ 578,964.90
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Passed: 5-0-0

Chairman Hippler motioned to close the public meeting and enter into non-public at 8:17 pm for purpose of RSA 91: A-3 II (b). Selectman Cahill seconded. All in favor. 5-0-0.

The Board discussed the two interviewees that came before them at the last meeting.

Chairman Hippler motioned to close the nonpublic for purpose of RSA 91: A-3 II (b) and enter the public meeting at 8:39

Selectman Burdick motioned to seal and restrict the nonpublic minutes. Selectman Blume seconded All in favor 5-0-0.

Being there was no further business to come before the Board, Chairman Hippler made a motion, and Selectman Cahill seconded to adjourn at 8:45 pm. Passed 5-0-0

ADJOURNMENT

A True Record.

Kearsten O'Brien

Kearsten O'Brien, Minute Taker