

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 4, 2023

**PRESENT:** FREDERICK W. HIPPLER CHAIRMAN, BENJAMIN D. KNAPP VICE CHAIRMAN; SALIM BLUME, SELECTMAN; SHERRY M. BURDICK, SELECTMAN; JANICE MATHEWS, SELECTMAN.

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Chief Chris Moore, Officer Andrew Vallaro, Frank Campana, Bobbi-Jo Plamondon, Kyle Parker, Andrew Lesmereise, Eldon Townes Jr, Jack Shepard, Tom Flaherty, Jon Morton, Beth Rouse, James Drury, Darcie Dearborn, Shawna Dearborn, Tom Clow, Maria Fossiano, Jason Fiske, Neal Kurk.

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

Chair Hippler called the meeting to order at 6:32 PM.

**Chair Hippler motioned to end the public meeting and enter into a nonpublic meeting at 6:32 p.m. to RSA 91: A-3 II (b). Selectman Mathews seconded. Roll call vote: Mathews-yes; Knapp-yes; Hippler-yes; Blume-yes; Burdick-yes. All in favor. 5-0-0**

Chief Moore met with the Board and a candidate for a promotional interview, from officer to Corporal. The candidate passed all the phases with great success. The Board agreed to promote the officer and hold the promotional ceremony at the December 18<sup>th</sup> meeting. The candidate left and Chief Moore stayed to discuss a potential candidate to fill the one vacant position he has left in the department. The candidate was a former department member looking to return. The consensus of the Board was to have the Chief move forward.

**Chair Hipper motioned to come out of nonpublic at 6:51 PM. Seconded by Selectman Blume. Roll call vote: Mathews-yes; Knapp-yes; Hippler-yes; Blume-yes; Burdick-yes. All in favor. 5-0-0**

Chair Hippler opened the meeting, welcomed everyone, stated that the Board started with a non-public session with Chief Moore to interview a promotional candidate and then asked everyone to join in the pledge of allegiance.

**Appointments:** Chair Hippler asked what Bobbi-Jo Plamondon enjoyed most about being on the Zoning Board of Adjustments. Ms. Plamondon said it is interesting to her and it is something she has the time to volunteer for.

**Selectman Blume motioned to re-appoint Bobbi Jo Plamondon to the Zoning Board of Adjustment with a term ending in March of 2026. Seconded by Selectman Burdick. Motion passed 5-0-0.**

Chair Hippler asked if this was his first time with the Cable Committee. Andrew Lesmerise said he has been working with John Lawton and Doug Alwine for about a year and a half and they have been showing him what they do. Mr. Lesmerise said that he worked for Geek Squad for about seven years and was in the Army before that. Selectman Blume asked if Mr. Lesmerise had any ideas on how to improve things. Mr. Lesmerise said not yet but there are plenty of ways that they could do a backup solution to help keep any files safe.

**Chair Hippler moved to appointed Andrew Lesmerise to the Cable Committee for a term ending in March of 2026. Seconded by Selectman Blume. Motion passed 5-0-0.**

**Public Comment:** Kyle Parker of 483 Old Francestown Road said that he is happy that the Certified Building Plan is on the agenda for discussion. At this time, he does not have anything to say about the topic until he hears what the BOS will be speaking about and would like the chance to speak if appropriate during the discussion.

Elden Townes Jr. of 111 Huntington Hill Road said he is here to voice his opinion about the building certification-engineered stamped plans. Mr. Townes said it is a burden on the homeowners, it costs money, and it has caused confusion when the current Building Inspector can make suggestions outside of an engineered stamp plan. Mr. Townes would also like to see the BOS correspondence tonight in regard to an email he sent them about winter sand specs and further specs on any bids the BOS has such as the forestry bid. Mr. Townes said lastly the BOS needs to get weight scales at the transfer station they do not know where the profit and loss begins and ends.

John Morton of 61 Eastman Way said the BOS should have a copy of the letter from the Attorney general's office. In the letter, it says it was submitted to clarify what appears to be a misconception that has developed concerning conflicts of interest involving local officials. On November 1<sup>st</sup> during the Finance Committee meeting, Chief Moore stood up and said he had spoken to the public integrity unit, and they gave him direction with regards to one of the members of the finance committee needing to recuse themselves per the public integrity unit. In the letter, it states that is not true. The public integrity unit said that they review all criminal allegations against State and local law enforcement officers. They do not review local conflicts of interest, nor do they investigate local town officials aside from Law Enforcement Officers. It does say the Chief was also asked to relay this information to the Town Officials and correct any inaccuracy. Mr. Morton said to his knowledge there have not been any corrections. There is nothing in the finance committee minutes or the BOS minutes. Mr. Morton asked if the BOS had any corrections. Chair Hippler said to be honest this was the first time he had seen it.

Frank Campana of 322 Quaker Street said on the 27<sup>th</sup> of November there was a presentation by the Police Chief for his budget. Mr. Campana said there is a new line 286a for a police cruiser. Mr. Campana said he is encouraging the BOS to take out line 286a from the Police Department budget. Mr. Campana said by having the cruiser within the Police Department budget the Chief is skirting around putting it into the CIP and allowing the voters the say of the Police Department getting a new cruiser. If this holds for the Police Chief, then the Road Agent should put all his vehicles in an operating budget.

Darcie Dearborn of 247 Old Francestown Road spoke regarding the engineered stamped plans. Her daughter hired someone to draw the plans and went back to the person drawing them and told him the town wanted engineered stamped plans and the person drawing them had never heard of the request and called the town himself to figure it out and then quit on her daughter. Ms. Dearborn said that she has called other towns to see if they require plans and most of them said they did not need them and sent them a paper stating if your single-family home is under 4,000 sqft you do not need engineered plans.

**Certified Building Plan Discussion:** Jack Shepard the current Building Inspector for Goffstown started in the Town of Weare on February 22<sup>nd</sup>, 2023. He gave his education and work background. Mr. Shepard

is a believer in the international building code which the Governor adopted in 2023, which covers the IBC (commercial code) and IRC (residential code). It protects the homeowner against any imperfections in the code. Mr. Shepard said he feels it would be an injustice if the town went against the ICC and IRC codes. Selectman Burdick asked Mr. Shepard if he had heard of RSA 310a:42. Mr. Shepard said that is part of the State Architectural Designers and it does not cover the structural designers. The ICC is more stringent because it catches structural. The ICC is the international commercial code and supersedes it because the governor signed it into place. Selectman Mathews said that part of the same sentence states where required by the statutes of jurisdiction and what would be the jurisdiction. Mr. Shepard said the jurisdiction would either be the Town if it is more restrictive than what the state has mandated and signed into law. Mr. Shepard explained how the changed adopted codes changed over. Selectman Mathews asked how Mr. Shepard reconciles RSA 310a:52 with requiring it for everything. Mr. Shepard said that he goes back to the Governor's signature adopted within the State's legislature. Selectman Burdick asked why you need an engineer's stamp on a simple single-family home. Mr. Shepard said the same argument came out at the legislature when they were passing the bill. This was put in place before the building began. This is set up for new construction. Selectman Blume said with the liability would it be beneficial to not have a town building inspector and make the state inspect it. Mr. Shepard said you could but then you would need to pay the state and they charge \$350 every time they go out. Chair Hippler asked how much the stamped plans typically run. Mr. Shepard said they are around \$1,200 and some people could charge more. Selectman Blume said he is curious why the Town adopted State regulations if the state is going to supersede them anyway. Selectman Mathews said that she still has the question about R106 because it is a national document, and it gives the jurisdiction which is either Weare or NH or both the right to say we do not want this and we do require it. Selectman Mathews said she feels this is a circular discussion. Chair Hippler said that they have followed the state code and adopted it and now the code has changed the adoption is modified to the updated code adoption. Vice Chair Knapp said that he does not understand why it would not be required for an addition. Mr. Shepard explained that the foundation is already there and the lumber yard that builds the trusses is going to supply you with the plans that are up to code. Chair Hippler said that this is a hard discussion, but it is to help reduce the liability to the town and is not opposed to having more discussion on the topic. Selectman Mathews said that she agrees with the risk reduction, and she cannot reconcile in her mind what they are asking is supported by the documents and they cannot be asking something that is over and above without having taken that to a town vote. Mr. Shepard suggested getting NHMA and PRIMEX for more information. The BOS agreed to contact NHMA and PRIMEX. Mr. Townes asks if the townsperson gets the stamp, and the building inspector requests something different outside of that stamp, where does the liability lay? Chair Hippler said he believes it would fall on the town. Mr. Townes said that he does not think they need the stamp. Kyle Parker said that he believes that Selectman Mathews is correct about R106 and if you read the first sentence and the subparagraphs it gives the jurisdiction to whether they are going to require that stamp and if you can find an engineer to do it for \$1,200 that is small. Mr. Parker said that as an ICC-certified inspector, they should be able to approve the plan, and then if something is done wrong in the frame you catch it and have it fixed. Mr. Parker said with the State inspectors they will not come out and look at the frame you will still need an inspector.

**Department Head Updates:** DPW Director Fiske presented the proposed 2024 budget. He said that he had some plans to adjust the on-call. There was an increase in advertising because they needed help. Chair Hippler asked about the note for wages and driver operators. DPW Director Fiske said that was the \$0.50 from six months ago. There is a new line for asset management software. Drug testing went up and he would like to tie in medical cards for the employees as well. It comes from the same facility where they do their drug testing. DPW Director Fiske said that he thinks it will provide a healthier workforce for them and if they want to go get it, they can. DPW Director Fiske said the fuels and oil have gone up. Signs and posts have gone up. They replaced many signs this year due to theft and damage. There was an increase in salt. The state bid went up significantly this coming year for salt. Uniforms went up a little and they did not have much interest in companies bidding for uniforms. There was a cost increase on weed control, they were unable to get as much done this year. The street lighting line is down due to usage. The transfer station bonus is the same as the highway department. The building maintenance went up they spent time trying to

improve storage and rebuild the back shed. The NRRA dues went up 3% and the cost of wheelabrator went up to \$90 a ton this coming year. The fees went up for testing at the landfill. DPW Director Fiske said he increased the amount for hazardous waste day to hopefully avoid the situation they had this year. Selectman Mathews asked if the list of items that are charged to people to dispose of items would be going up. DPW Director Fiske said that it is all revolving funds. DPW Director Fiske said they went up on training by \$49 to make sure they can keep on training every year. Chair Hippler said that when they hired DPW Director Fiske was asked to get his sewer certification, but it seems more cost-efficient to have someone else take it. Selectman Mathews asked if lines 508 and 518 were truly offsetting each other. TA Bolton said one is done by an employee and the other is contracted. Vice Chair Knapp said when they hired DPW Director Fiske one was to have an employee who had the certification, and the other reason was to adjust the salary higher because the rest of the Public Works Department budget did not have the money. Chair Hippler said Vice Chair Knapp was not wrong. Vice Chair Knapp said it would be going against what the BOS said if they did that. Selectman Blume asked about the \$8,000 for the software. DPW Director Fiske said it is asset management. It will cover equipment, roads, and making work orders. With the software they will be able to print off reports and be able to fix things, they will be able to take a picture of something and able to upload it to an iPad. The system can also keep track of time and hours, this can be for employees and equipment. DPW Director Fiske went into detail about the program and presented a PowerPoint to the BOS. Selectman Burdick asked if DPW Director Fiske looked into other software to use. DPW Fiske said he had this as one option and this is the software program Goffstown uses and had good reviews. They will be able to take the GIS data and enter it into the system. Selectman Blume said that a system like this would be good for the town, but it is a lot of money and asked if the price included training. DPW Director Fiske said that there is year-round support from them. DPW Director Fiske went through the prices and what they cover. Vice Chair Knapp asked if there was a contract that stated they were locked into that price for so many years. Selectman Blume asked if Fire or PD could log into the software and track vehicle maintenance. DPW Director Fiske said he thinks that they would be able to. Each employee can have a login and there could be one or two that have the authority to change things in the system. Selectman Mathews asked if this was going to be purchased with end-of-year funds. DPW Director Fiske said yes. Chair Hippler asked if the BOS was opposed to going out to bid. Selectman Mathews said she is not opposed to going out to bid, but she is not keen on setting something up using end-of-year funds and committing the taxpayer for years to come. Vice Chair Knapp said that if this was purchased with end-of-year funds would it still go into the proposed budget but not in the default budget? Chair Hippler said it would be somewhere along those lines.

DPW Director Fiske said that he and TA Bolton received a letter informing the Town if they wanted the 6-ton limit they would need to hire their engineer to inspect and they are short-staffed and will not take the previous person's word for it. DPW Director Fiske said that all of the work done was on beams flagged by DOT and they had fixed the deficiencies they marked. DPW Director Fiske said there have not been inspections since 2021. Vice Chair Knapp asked why they did not go with a temporary bridge. TA Bolton said there were group meetings and they decided that because it was an eight-stringer repair and now they are saying the condition assessment was completed in 2021 with two additional years of exposure is not necessarily a significant duration of time and deterioration rate at this bridge makes the additional exposure much more relevant to the stringers not rehabilitated in the scope does not assess the remaining 48 stringers and there is still a potential that one of them controls the load posting. Vice Chair Knapp asked where they were dollar-wise. Explained the process they needed to take to the BOS. Discussion ensued.

**Chair Hippler motioned to approve and solicit the request for qualifications for the River Road Bridge Project 110/150 over the Piscataquog, State project 14338 as written by the New Hampshire DOT as written with the provisions if any dates change the BOS can change the listed dates in the draft. Seconded by Selectman Burdick. Motion passed 5-0-0.**

DPW Director Fiske explained the process after the inspection is completed the BOS discussed concerns about the after-inspection math.

Vice Chair Knapp motioned to allow TA Bolton and DPW Director Fiske to contact Jacobs and have them inspect River Road/ Buzzell Hill Road with up to \$10,000 out of the operating budget provided they can do the inspection by the end of 2023 and give the BOS a consensus. Seconded by Chair Hippler. Motion passed 4-1-0. Opposed Blume.

Neal Kurk with the Finance Committee said that with the proposal of \$8,000 within the DPW Directors budget is there a way that it could be quantified for example over the next two or three years to show townspeople the dollar amount of the efficiencies mentioned? Mr. Kurk also asked if there could be a negotiation to guarantee it will not go up for five years or more than the inflation rate. Mr. Kurk said that putting the money at the end of the year to go to the system seems unfair to the townspeople because that is not something they voted for in the budget.

**Correspondence:** DPW Director Fiske said there was correspondence to the sand bid. DPW Director Fiske they could have taken into account the route from which pit they were getting sand. Price wise, they were far off and different materials. DPW Director Fiske asked each bidder about their winter sand types and the specifications on them. Chair Hippler said there was also discussion on the Felch Farm and how the BOS needs to be clear in the RFP what they want in the bid.

Selectman Mathews asked about T-3. DPW Director Fiske said the motor is there and they are working on it.

Chair Hippler said they received an email from Conservation Commission Chair Fulton and asked to table the forester contract.

**MANIFEST: Vice Chair Knapp moved; Selectman Mathews seconded:**  
**To order the Treasurer to sign the payroll and accounts payables checks dated December 7<sup>th</sup>, 2023, as included in the following manifests:**

<u>Checks Dated December 7<sup>th</sup>, 2023,</u>	
<b>Payroll Manifest</b>	<b>\$ 76, 341.98</b> <i>(Weekly payroll checks)</i>
<b>Accounts Payable Manifest</b>	<b>\$ 44,204.83</b>
<b>TOTAL:</b>	<b>\$ 120,546.81</b>
<b>Passed: 5-0-0</b>	

**Minutes:**

**Motion made by Selectman Blume to approve the September 25, 2023 minutes as amended. Seconded by Selectman Burdick. Motion passed 4-0-1. Abstention Mathews.**

**Motion made by Selectman Blume to approve the October 9, 2023 minutes as amended. Seconded by Vice Chair Knapp. Motion passed 4-0-1. Abstention Mathews.**

**Motion made by Chair Hippler to approve the October 19, 2023 as amended. Seconded Burdick. Motioned passed 4-0-1. Abstention Mathews.**

**Selectman Blume said in the October 23, 2023 minutes there was a statement from Diana Dickenson that will need to be amended.**

**Town Administrators report:**  
**General Items:**



1. DPW Department Items:

- ☐ River Road Bridge Update – to be discussed tonight.
- ☐ Transfer Station Stickers – deadline has expired, and monitoring still needs to happen consistently.
- ☐ Transfer Station Demo – open item

Selectman Mathews said during a meeting there was a gentleman who came up and spoke about being overcharged for a mattress. TA Bolton said that she sent him an email and explained that all the policies for the transfer station are online. If after reading the policies, he had further questions he was welcome to reply. She has not heard back.

2. Police Department Items:

- ☐ Radio Communication Project – Chief Moore and the Town Administrator working together to try to get the project underway. Updates will be provided as we move forward.
- ☐ CBA Negotiations – The next negotiation meeting is scheduled for 12/13 from 5-7 PM – upstairs in the Town Office building.

3. Parks & Recreation Items:

- ☐ Minute Taker – at this time our current minute taker has not confirmed she will take on these
- ☐ Bolton Field – Driveway and drainage work – DPW putting together a proposal.
- ☐ Boat Ramp Repair Options:
- ☐ DPW proposal – after water is drawn down in the fall

4. Conservation Commission Items:

- ☐ Asbestos Remediation on 487 North Stark Highway – Mr. Lemay is working on an RFP for the asbestos remediation that he will bring to the Commission's next meeting for approval to post.
- ☐ Forester Contract – discussion with BOS – Chairman Fulton sick to be added to future agenda.

5. Town Office/Town Administrator/Board of Selectmen Items:

- ☐ Joint Loss Management Committee – on hold until Fire Chief position are filled.
- ☐ Collins Cemetery – to be worked on as time allows.
- ☐ Asbestos Testing on Buzzell Hill Road property returned positive for asbestos – on hold for now
- ☐ Rental/Hospitality Ordinance – tabled, will be reevaluated and resubmitted in the future.
- ☐ Police Chief Job Description – on hold – BOS agreed to remove this item
- ☐ Perambulation with Neighboring Towns:
  - Henniker – on hold until Spring 2024
  - Francetown – on hold until Spring 2024
  - Goffstown – letter sent – no reply to date
  - Hopkinton – letter sent – no reply to date
  - Deering – letter sent - no reply to date
  - New Boston – not to be done again until 2025
- ☐ TA schedule – off Tuesday (regular schedule)
- ☐ Service Contract Listing – provided by Finance Director to the Board – info for budget season
- ☐ Deliberative Session – Saturday, February 3, 2024 – WMS – 9 AM
- ☐ Thibeault Gravel Permit – provided the Board with the Devriendt lease and the BOS minutes of 9-11-23. Looking for interpretation, cease and desist? There is still material on #409-104. The BOS said it would sit on the property until the BOS gets further complaints.
- ☐ Eviction Notices – Landlord and Tenant Writs were signed and provided to the Sheriff's office.
- ☐ Once I receive the service returns, the Board can move forward with the auction. This could be months, so we can anticipate a spring auction in 2024.
- ☐ Right to Know Training – Town Counsel provided training on November 28th, starting at 6:30 PM, via Zoom. The video is available on request.

6. Correspondence:

- ☐ Email from Eldon Townes Jr. – re: gravel bid awards

7. Work Session Items:

- ☐ Solid Waste Ordinance – DES and the Town had a good walk-through on Thursday, 11/30/23. Further discussion needs to occur.
- ☐ Forester – roles, authorities, and contract discussion – to be rescheduled, CC Chair sick
- ☐ Cemetery Sexton – posted – no end date – no applicants or inquiries to date
- ☐ RFP for mapping cemetery gravesites – spoke with Betty Straw, Chairman of the Mildred Hall Committee. She is going to drop off an application for me to fill out for the \$2,500. Once the application is filled out a meeting will be scheduled.

8. Right to Know Requests pending:

- ☐ Darrin Brown Law Office – (Hopkinton’s attorney) – Meadowsend’s attorney and our Town Counsel has swapped emails regarding turning over documents for this request on behalf of the Conservation Commission. Hopkinton’s attorney has been kept apprised of the status.
- ☐ Tara Mann – email sent to all on Wednesday, November 29<sup>th</sup>

9. Legal: Drummond Woodsum: Total of invoices: \$1,212.12

- ☐ 2022 & 2023 Police Department Negotiations - \$1,212.12
- ☐

10. Pending litigation with Town re: fall into Transfer Station hopper 2/2021: Mediation is scheduled for January 29, 2024. Time and location, TBD.

11. Budget Schedule:

- ☐ 12/4 – Highway, Transfer Station, Water & Sewer – DPW Director Jason Fiske to present
- ☐ 12/11 - Fire Department – Acting Chief Mark Roarick to present
- ☐ 12/18 – Rest of Budgets – Finance Administrator Beth Rouse to present

12. Finance Committee Schedule: the schedule for the rest of 2023:

- ☐ Wednesday, December 6<sup>th</sup> @ 7 PM – to hear Police & DPW Proposed budgets
- ☐ Wednesday, December 20<sup>th</sup> @ 7:00 PM – to hear Fire & rest of proposed budgets
- ☐ Thursday, December 21<sup>st</sup> @ 7:00 PM – to hear school budgets

13. Ethics Committee Schedule: all forms are online, finishing up documents and FAQ’s.

- ☐ The schedule for the rest of 2023:
- ☐ Wednesday, December 6<sup>th</sup> – 6 PM
- ☐ Wednesday, December 20<sup>th</sup> – 6 PM

14. NHMA – 2024 SB2 March Town Meeting Calendar:

- ☐ Monday, Nov. 13<sup>th</sup> – 1st day to accept petitions to amend zoning ordinance, historic district ordinance, or building code for consideration at the March 12, 2024 town meeting.
- ☐ Wednesday, Dec. 13<sup>th</sup> – last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the March 12, 2024 town meeting.
- ☐ Tuesday, January 9, 2024 – last day for voters to petition the select board to include an article in the town meeting warrant.
- ☐ Monday, January 15, 2024 – Public hearing on the 2024 annual budget
- ☐ Wednesday, January 24, 2024 – 1st day for candidates to file declarations of candidacy
- ☐ Monday, January 29, 2024 – last day for Planning Board to hold a final public hearing on the adoption or amendment of zoning ordinance, historic district ordinance, or budget code.
- ☐ Monday, January 29, 2024 – last day for the select board to post warrant and budget at all polling

places and at the clerk's office or town hall

- ☐ Friday, February 3, 2024 – last day for candidates to file declarations of candidacy
- ☐ Saturday, February 3, 2024 – Deliberative Session – Weare Middle School Café – 9 AM

15. Exofficio Updates:

- ☐ Planning Board – Vice Chairman Knapp
- ☐ Parks & Recreation – Selectman Blume
- ☐ Conservation Commission – Selectman Burdick
- ☐ Cemetery Trustees – checks were mailed out to both vendors for Lawn Care

Building Maintenance Projects:

1. Town Hall List of Projects – open – Casey Rodd from Rodd Roofing Company, St. Johnsbury, VT – one possible contractor for the Stone Building and Town Hall
2. Riverdale Road/River Road – December 5<sup>th</sup> to go to Zoning Board and December 14<sup>th</sup> to go to Planning Board for approvals.
3. Solar Committee – David Erikson is scheduled to come to the December 11, 2023, meeting to provide the Board with an update.
4. Town Office Building Replacement Generator – Irving is scheduled to set up two new tanks on Wednesday, December 6, 2023. On Thursday, they will be back to run the line hook it up, and test it. I have notified A-Pro of the schedule to see if he can be here at the same time.
5. Town Office HVAC in the vault in the basement – RFP to be developed per purchasing policy from detailed quote provided by Granite State Plumbing and Heating.
6. Furnace Fall Services – AJ LeBlanc was emailed again to schedule furnace cleanings for:  
888 Concord Stage Road – East Weare Fire Station  
797 South Stark Highway – South Weare Fire Station  
\*\*No date for service has been scheduled as of tonight. \*\*
7. Furnace Fall Services – Irving was called and emailed for fall service cleaning for the following buildings. A follow-up email has been sent for cleaning dates. Still no date.  
15 Flanders Memorial Road – Town Office – heating oil  
16 North Stark Highway – Town Hall - propane  
10 Paige Memorial Lane – Library – propane  
4 Paige Memorial Lane – Stone Memorial Building - propane  
144 North Stark Highway – Safety Complex – propane  
\*\*No date for service has been scheduled as of tonight. \*\*
8. Town Office Handicap Ramp – Brett Hadley stopped in last week to measure and get together a budget quote for a concrete handicap ramp.

**Correspondence:** TA Bolton said she sent the Attorney general's letter to the Police Chief because he had not seen it yet and there were some inaccuracies he said. TA Bolton will follow up with him.

Selectman Blume asked if they had anything in regard to East Road from Town Counsel. TA Bolton asked for an answer, and she has not heard anything.

Selectman Blume asked when they were going to do Department Head Reviews. Chair Hippler said they need to get it done and should probably do them at a work session meeting. Vice Chair Knapp asked about the exit interviews. Chair Hippler said they could do them at the next meeting.

Chair Hippler said there was correspondence from Kevin Cahill asking for a written response before unsealing a review of any sealed minutes. Selectman Blume said he considers them in draft form and when they review them it will be addressed which minutes they are reviewing.



Selectman Burdick said she has reviewed the minutes, and many people keep coming back looking for responses and at some point, they need to respond but she does not know what they are looking for.

**Chair Hippler motioned to end the public meeting and enter into a nonpublic meeting at 10:42 p.m. to RSA 91: A-3 II (c). Selectman Blume seconded. Roll call vote: Mathews-yes; Knapp-yes; Hippler-yes; Blume-yes; Burdick-yes. All in favor. 5-0-0**

Chairman Hippler gave the Board an update on his non-public session meeting he had with the Board of Firewards at their last meeting regarding timekeeping and the hourly rate for the Acting Fire Chief.

**Chair Hippler motioned to come out of nonpublic at 10:50 PM. Seconded by Selectman Blume. Roll call vote: Mathews-yes; Knapp-yes; Hippler-yes; Blume-yes; Burdick-yes. All in favor. 5-0-0**

**Being there was no further business to come before the Board, Selectman Mathews made a motion, and Selectman Blume seconded to adjourn at 10:51 p.m. Passed 5-0-0**

## **ADJOURNMENT**

A True Record.

*Kearsten O'Brien*

Kearsten O'Brien, Minute Taker