

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 2, 2023

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

TOWN ADMINISTRATOR: Naomi L. Bolton (Excused)

GUESTS:

These minutes were transcribed from the following link: <https://www.youtube.com/watch?v=7ol1N48UtJo>

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

Chairman 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 Burdick seconded. All in favor. 5-0-0

Police Chief Moore requested that the Board of Selectmen consider rehiring an Officer who left in 2022 on good terms.

Chairman Hippler motioned to come out of non-public at 6:50 p.m. Selectman Cahill seconded. All in favor. 5-0-0

Chairman Hippler opened the public meeting at 6:52 p.m.

Chimney at the Library: Selectman Cahill said that he was notified that the mason would be completed on Saturday, which was the completion date for the schedule. Selectman Cahill said that he made a trip down around 3 P.M. and the staging was still up. Selectman Cahill said there were some quality issues along with the incomplete work and he reached out to the mason because he has only been able to connect with his tenders who have been doing the labor. Selectman Cahill said that he did have the direct conversation with the mason regarding his perspective of the work performed to date there was some pushback, and then a conclusion that if he was not satisfied the contractual date had expired. If he was not willing to complete the work per the contract, we could move on from there. Selectman Cahill said that led to his agreement to make a request tonight for a seven-day extension. Selectman Cahill said that as a single board member and a non-employee of the town, he cannot make any decision. Selectman Cahill said they did work today and still have a considerable amount to do, because he is beyond the completion date without a request for an extension the options are to say stop and explain they are not satisfied with the work and do not allow him to correct the mistakes and he is contractually done. Selectman Cahill said he had not been paid anything and made sure there was a hold. That would mean the BOS would have to bring in another mason to complete the work and settle for the difference. Selectman Cahill said with the summer

they have had with the rain it may not be easy to find another mason. Chair Hippler said he agreed that it may be impossible to find another mason to do the work and would be agreeable to the extension. Selectman Burdick said the work that has been completed is not good. Vice Chair Knapp was agreeable to extending the week and giving Selectman Cahill the authority to oversee the project while Town Administrator Bolton is out. Selectman Cahill said there needs to be a contract that is updated and signed. Selectman Cahill said that he wrote the September 30th date in the scope of work to beat the frost. The consensus of the Board of Selectmen was to extend the contracted work by seven days and to allow Selectman Cahill to oversee and be the representative of the Board of Selectmen for the library chimney project to the extent to say the quality of work is or is not up to the specification of the contracted work.

Cemetery Sexton – Advertisement & Job Description: The BOS reviewed the Ad and the Job description. Selectman Blume said the only question he had was in the last sentence of the first paragraph and if the town would be hiring someone who is going to get paid by someone else or would the town be paying the person. Chair Hippler said he believes it would be a passing-through account. Selectman Blume suggested taking out where the money is coming from because they are going to get paid by the town. Finance Director Rouse clarified that the position was paid directly but that was with the cemetery trustees. Selectman Cahill said he agreed with Selectman Blume to refine and take out the language of where the payment is coming from. The BOS agreed to the amendments to the job descriptions and asked that Finance Director Rouse post the position.

General Services Maintenance Person/Handyman: The BOS reviewed the General Services Maintenance person/ handyman job advertisement. Chairman Hippler said it looked verbatim to what they had asked for. Selectman Burdick asked if they would want to put a range of pay. Chair Hippler said no because everyone is going to be different. The BOS agreed to post the position of General Services Maintenance person/ handyman.

Invitation to bid on Electrical & Plumbing on Town Buildings for 2024: The BOS reviewed the invitation to bid on the electrical and plumbing work for Town Buildings for 2024. Selectman Blume said there was language about the owner rejecting and should be changed to the Town or Board of Selectmen. Chair Hippler said to change it to of the Town. Selectman Blume said the year needs to be changed in the invitation. The BOS agreed to put the invitation to bid out for electrical and plumbing work.

Approve RFP for mapping cemetery gravesites: The BOS reviewed the RFP for mapping the cemetery gravesites. Selectman Blume said to change the list of tasks to bullet points. The BOS agreed with the amendments to the RFP.

Policy for Unsealing Non-Public Session Minutes: The BOS reviewed the recommendations from the Town Counsel regarding the policy for unsealing non-public minutes. Selectman Blume said there were two remarks. The first is that when they go to Board Members they should be BCC'd. Selectman Blume said the response of the HB 321 was 20 30. Selectman Cahill asked if the review was to take place annually. Selectman Blume said that Town Counsel did suggest reviewing them annually. Chair Hippler asked if they start with 2022 and move forward. Selectman Blume said they talked about it at a previous meeting and started with the most recent ones and moved backward. Selectman Cahill said if they are going to do it annually would the review take place close to the first of the year? Selectman Burdick said it should be after budget season. Selectman Blume suggested doing it closer to the Town Meeting because the Board could change after the meeting. Chair Hippler suggested reviewing the minutes in February for the year prior and cutting it off on December 31st, that way the BOS is consistent. The BOS agreed to tentatively schedule the unsealing of non-public minutes for the last week of February 2024.

Review Policy for Legal Opinions & Contacting Town Counsel: Selectman Blume said the policy does not give department heads an avenue to when they can reach out to Town Counsel it mentions that they can reach out to NHMA. Vice Chair Knapp and Chair Hippler said they should go through the Town

Administrator before reaching out to the Town Counsel. Selectman Blume said he thought it was good that the document said that the Department Head may need to reach out to the BOS Chair as a backup. Selectman Cahill said that if this policy is not in a place where future BOS members can access it will fall through the cracks. The Board worked on the wording to include Chairs of Committees and Boards to contact the attorney after a majority vote from their prospective Boards/Committees. The replies from the Attorney should go to the prospective Chairs as well as the Board of Selectmen and the Town Administrator. The BOS will look over the Policy again with the changes in two weeks.

Review Policy for Right to Know: The BOS reviewed the recommendations from the Town Counsel for the Right to Know Policy. Selectman Blume said it is important for the Board to know if a request was made and if it was or was not responded to within five days. Selectman Cahill clarified that they have five days to inform the person requesting the information how long it will take them to gather all the information being requested. The BOS recommended that their email as well as the Town Administrator’s email should appear on all letterhead. The BOS recommended that the document be a PDF form fillable and put on the Town’s website. If the individual does not fill out the form the Town Official who received the request will fill the form out to keep a paper copy trail of the initial request and what has been fulfilled of the request.

Town Seal Policy: The BOS said they do not remember seeing the policy sent to them. Selectman Cahill said that all he could remember was that someone was using the Town Seal without the BOS permission. They are allowed to ask the person to take it down. Chair Hippler read RSA 31:93 regarding Town Seals. Selectman Blume would like to know if the policy has been sent to Town Counsel in the past and would like to see the response. The Board requested that a copy of the Town Seal Policy be sent to them and they will review it at their next meeting.

Purchasing Policy: Selectman Cahill asked how often they would have to adjust the income limits. Chair Hippler said this has been a question and the reason why they came up with sole sourcing and bulk purchasing. Chair Hippler said the numbers are getting close to updating but they work and asked if there should be a stipulation that if the TA had to approve a purchase the BOS be notified. Selectman Cahill said that he is okay with the 2,500 and three vendors going in front of the Town Administrator. Vice Chair Knapp asked if the wording was still in there that they accept state bids. Finance Director Rouse said it is under B1. Selectman Blume suggested putting the purchases of \$2,500 on the administrator's report. The BOS agreed. With some minor corrections, the Board agreed that they would formally approve the amendments at their next meeting.

Approve Elderly Exemption Worksheet: The Board reviewed the Elderly Exemption worksheet. Selectman Blume had suggested a larger font size change and asked that the actual page numbers be sequential.

MANIFEST: Chairman Hippler moved; Selectman Blume seconded:
To order the Treasurer to sign the payroll and accounts payables checks dated October 5, 2023, as included in the following manifests:

Checks Dated August 28, 2023

Payroll Manifest	\$ 71,805.83 <i>(Weekly payroll checks)</i>
Accounts Payable Manifest	\$ 71266.92
John Stark Accounts Payable Manifest	\$ 250,000.00
Weare School Accounts Payable Manifest	\$ 250,000.00

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TOTAL:	\$ 643,072.75
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Passed: 5-0-0

Correspondence/Other Business: Selectman Cahill stated he reached out to John Stark Regional High School to inquire if any high schoolers needed community service. He will be overseeing a few on Saturday, October 7th at the Transfer Station for the 'soft start' of the new decal program. The Board permitted Selectman Cahill to sign the community service hour documentation for those who attend. Chair Hippler said that if he is overseeing it, he is okay with it. The BOS agreed to allow Selectman Cahill to sign off on the volunteer hours.

Selectman Blume said he met with the IT person last Wednesday. Selectman Blume asked if the Town had a network diagram and the IT person said no. Selectman Blume said he is not authorized to allow any expenses for IT. Selectman Blume said it is his interpretation that the IT person would make one for the Town and not charge but he could have misunderstood. Selectman Blume said it sounded like the IT person would like to come before the BOS to explain upgrade routes.

Selectman Burdick said she went to the Transfer Station and said she walked down the line and not many cars had stickers. She also was asked when the demolition would be open. She said she responded and said she did not know. Vice Chair Knapp said that they should try and open the demolition as soon as possible. Selectman Blume asked if they could have a nonpublic on Monday to speak with DPW Director Fiske about it.

Being there was no further business to come before the Board, Chair Hippler made a motion, and Selectman Blume seconded to adjourn at 9:02 p.m. Passed 5-0-0

ADJOURNMENT

A True Record.

Kearsten O'Brien

Kearsten O'Brien, Minute Taker