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WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 15, 2024

**PRESENT:** JANICE MATHEWS- CHAIRMAN, BENJAMIN D. KNAPP- VICE CHAIRMAN, SALIM BLUME- SELECTMAN, JAMES DRURY- SELECTMAN, DAVID PRATTE-SELECTMAN.

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Rick Hippler

**These minutes were transcribed from the following link:**

[https://www.youtube.com/watch?v=mKkPS\\_z8Hkk](https://www.youtube.com/watch?v=mKkPS_z8Hkk)

Chairman Mathews called the meeting to order at 6:30 PM.

**Public Comment:** Rick Hippler of 278 Quaker Street said he had three things he wanted to discuss. The first is that nonpublic sessions being held by the BOS need to stay nonpublic. Second is the Police radios, he wanted to make sure the BOS does not lose track of that. The ARPA money was expended by the BOS to upgrade the radio system and the equipment. The equipment has already been purchased. Lastly, Mr. Hippler said that he heard Selectman Drury ask about the Capital Area Mutual Aid Agreement. Mr. Hippler said a couple of things from Chief Vezina and being an end user there are many things that they offer more than Goffstown Dispatch. It was more than monetary; it rolled in with the radio system and when Chief Moore and the BOS decided that they needed to go after the radios because it was critical; Chief Vezina asked what about the FD. The BOS at the time had hinged on the upgrade for both because it would be a lot more money but with the migration to the Capital Area, they started using their infrastructure. The radios do not cover the actual hard radios, but it does cover the infrastructure. There were multiple tests done to see how portables and mobiles worked.

Tom Clow of 125 Concord Stage Road said he was elected to the BOS eighteen years ago and at that time Helen Kurk the Chairman of the BOS had made the curtains in the board room. Mr. Clow said they are about twenty years old, and they are beginning to start to look crusty and at the end of their life cycle. Mr. Clow asked if the BOS could find somewhere in the budget to replace them. Mr. Clow said it is a small thing, but it comes down to taking pride.

**Center Square:** Sherry Burdick of 338 Deering Center Road said sometime late last fall she had talked about some of the headstones being broken and tipped over and some are so broken to the point they cannot be picked back up. Ms. Burdick contacted three different companies, Perry Brothers: one in Manchester, and one in Peterborough. Perry Brothers were the only ones who got back to her and gave her a list of tasks on a priority list. Perry Brothers came up with a quote to fix 163 monuments in Center Square for \$35,092 and could get started in late May or early June and work on it steadily and get it done through late fall. The owner said he would want to be paid monthly. Ms. Burdick said out of all the cemeteries this was the worst. Ms. Burdick said she would be happy to oversee the project if she is in good health. Selectman Pratte said

47 he did go on the website and looked at the cemeteries and saw there were 40 to 50 and asked if they were  
48 responsible for all of them including Collins Cemetery. TA Bolton said no that is private, and they want  
49 the town to take it over, but the Town does mow the cemetery. Ms. Burdick was thinking they could ask  
50 the Mildred Hall fund to see if they would be willing to donate towards the project so they can begin.  
51 Discussion ensued regarding the request. Chair Mathews asked if the work would be done on-site. Ms.  
52 Burdick said that it would be done on-site. Vice Chair Knapp said that he would be okay with voting to let  
53 Ms. Burdick move forward with the project as long as she gets permission from Mildred Hall to get up to  
54 the \$36,000. Selectman Blume said he thought it was a good ask and asked Ms. Burdick if she got emails  
55 from the other two companies. Ms. Burdick said she called them.

56  
57 **Selectman Blume moved to request up to \$35,092 from the Mildred Hall Fund for Town Cemetery**  
58 **work to include the monument repair. Seconded by Vice Chair Knapp. Motion passed 5-0-0.**  
59

60 TA Bolton will fill out the Mildred Hall Request form.  
61

62 **Sugar and Spice:** Kristi Provost is the Office Manager of Sugar and Spice and Darelene Laman is the  
63 Director. They met with the Board to review the request for a three (3) year lease on the current building.  
64 Chair Mathews said that they received the request for the lease renewal and would like to know more about  
65 the organization. Kristi said that she has been with the organization for 11 years and Darlene for 28 years.  
66 They are a nonprofit corporation, and they have a board of directors. Selectman Drury asked if it was a  
67 fully staffed board of directors. Kristi said they do have a full board and it changes every year and they  
68 help with fundraising. They try to keep prices low for the community and they are the only preschool in  
69 town that offers a Pre-K program. Selectman Pratte asked how many children are currently in the school.  
70 They currently have 30 they normally have 40 to 50 but because they are lacking staff. They can't take  
71 more. They no longer have a Kindergarten program. Chair Mathews said that the lease said they provide  
72 monthly financial aid reports and asked if they do that and what the town does with them. Kristi said no  
73 because when she took over it was not mentioned to her and when they renewed the lease every three years  
74 it was something that has never been asked of them before. Kristi said that she could supply the town with  
75 a profit and loss if they would like. Selectman Blume said it may be worth asking for the nonprofit status  
76 annually. Chair Mathews said that would be a good thing to ask for because if they were ever to change to  
77 for-profit then they might want to renegotiate the rent. Chair Mathews said the insurance lease says that  
78 they will do \$500,000 in property damage but the rider only shows \$100,000 in property damage. Kristi  
79 said that was something place when she started, and it has not changed. Krist did ask their insurance  
80 company about the policy they have, and she said it was sufficient but if the town is asking for that amount,  
81 then they can look into it more. Chair Mathews said they should ask their insurance company what they  
82 should have and then get back to Sugar and Spice.

83  
84 **Board of Selectman Policy:** Chair Mathews motioned to accept the revision to the Town of Weare Board  
85 of Selectmen meeting's operation policy dated April 15, 2024. Seconded by Selectman Blume. Motion  
86 passed 5-0-0.  
87

88 **Fire Department Integration:** Chair Mathews asked if there was any progress with updating the Policies  
89 with the Fire Department policy. TA Bolton said that she has not finished they have only found the Word  
90 document today and they had a PDF and tried to convert it, but it did not come out well. Selectman Blume  
91 said the biggest question he sees is does the department look and operate how the BOS would want it to  
92 and if so, they should leave it alone. Selectman Blume said what he means by that is whether it is going to  
93 be full-time staff or on-call. Selectman Blume asked Acting Chief Roarick how the department was split  
94 with EMT and Fire. Acting Chief Roarick said the department is not split, they have people doing different  
95 things. The full-time people are Firefighter EMTs. As far as training is concerned there is no difference  
96 between the paid-on call people and the full-time. Selectman Pratte asked how many paid-on-call people  
97 there are. Acting Chief Roarick said there are six now. Selectman Pratte asked what the number was in the  
98 last 12 months. Acting Chief Roarick said that 13 or 14 years ago when the Town was in a predicament,

99 the per diem came into play so there was coverage during the day. Discussion ensued regarding the number  
100 of staff and the hours worked by staff. Discussion ensued regarding the per diem employees because they  
101 are only allowed to work so many hours per year. Selectman Blume asked the average hourly rate for Per  
102 Diem employees. Acting Chief Roarick said he would have to ask Finance Director Rouse because he is  
103 not sure he knows they make more than full-time. After all, they are not getting insurance, sick time, or  
104 vacation time, and they are not paying into the retirement system. Selectman Blume asked does the  
105 equipment needs that are presented in the CIP in years going forward align with the call percentages that  
106 they have been seeing over the last couple of years. Acting Chief Roarick said yes it would, it is hard to  
107 say an EMT level compared to a Fire Fighter because when a fire call comes in you hop on a fire truck  
108 when an EMT call comes in you hop on an ambulance, so they need all of the equipment and everyone  
109 full-time that are utilizing it. Acting Chief Roarick said on a good note the new ambulance did finally come  
110 in but there are no radios in it yet and cannot be used until there are. They cannot inspect it through the  
111 State EMS until they get a mobile radio installed. Selectman Pratte said they need to decide on the status  
112 of the Chief. Vice Chair Knapp said it was voted on to have a part-time Chief so ultimately it is the decision  
113 to keep Acting Chief Roarick in the Part-Time Chief position. Selectman Drury said if they were to move  
114 Acting Chief Roarick to the part-time position that would bring the department down to only four full-  
115 timers. Acting Chief Roarick said that is correct and said if the BOS chooses to put him into the position it  
116 is going to get worse before it gets better. Acting Chief Roarick said if they decide to put him in the position  
117 he needs to retire and then he has to be separated from the Town of Weare for twenty-eight days before he  
118 could come back as a part-time employee. Chair Mathews said that is in any capacity. Vice Chair Knapp  
119 asked Acting Chief Roarick if he would like to stay as the part-time Chief or if would he like to be in a  
120 full-time position. Acting Chief Roarick said he went through the MRI part-time job interviews. Per the  
121 State of NH, he can only work a 25-hour week. Acting Chief Roarick said he would like to be the part-time  
122 Chief. In his heart, he does believe the department needs a full-time Chief and said maybe next year they  
123 could try it again because there is so much work that needs to be done. Vice Chair Knapp asked how they  
124 would operate for the 28 days. Acting Chief Roarick said they would have to find someone to come in for  
125 28 days and take over the Chief job as an interim Chief. TA Bolton said that you do have to give the  
126 retirement system 30 days' notice. TA Bolton said that losing Acting Chief Roarick for those days would  
127 also put them down a paramedic. Selectman Drury said Acting Chief Roarick would have to give a 30-day  
128 notice to the state then he would be off for 28 days for which the BOS would need a new Interim Chief,  
129 could that Chief be someone from within the group already, or should they come from outside. Acting  
130 Chief Roarick said that he is not sure if they have anyone internally who is qualified to take on the position.  
131 Acting Chief Roarick suggested looking into their mutual aid partners or going through MRI. Discussion  
132 ensued regarding moving Acting Chief Roarick to the part-time position. Chair Mathews said that she could  
133 not find in the minutes that Acting Chief Roarick was offered a salary. Acting Chief Roarick said he was  
134 not offered a salary. Chair Mathews said the job had a salary range of \$67,500 to 72,000. Acting Chief  
135 Roarick said the budget reflects what Chief Vezina was getting paid two years ago and that was the figure  
136 he was going to work on. Acting Chief Roarick said the salary was \$73,261 and that was two years ago.  
137 Selectman Drury said that he would suggest moving forward with moving Acting Chief Roarick from  
138 Acting Chief to Part-Time Chief but first, they should look for the interim chief, so they are not rushing  
139 for an arbitrary deadline.

140  
141 **Vice Chair Knapp motioned to hire Mark Roarick as the part-time Fire Chief with a salary of**  
142 **\$73,000 with an indefinite start date, pending retirement and the interim chief during his 28-day**  
143 **separation from the Town of Weare. Seconded by Selectman Pratte. Motion passed 4-0-1 abstention**  
144 **from Blume.**

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146 **MANIFEST: Chair Mathews moved; Selectman Pratte seconded:**

147 **To order the Treasurer to sign the payroll and accounts payables checks dated April 18, 2024, as**  
148 **included in the following manifests:**

149  
150 Checks Dated April 11, 2024

151	<b>Payroll Manifest</b>	<b>\$ 76,594.72</b> ( <i>Weekly payroll checks</i> )
152	<b>Accounts Payable Manifest</b>	<b>\$ 49,176.06</b>
153	<b>Supplemental Accounts Payable</b>	<b>\$ 4,089.68</b>
154	<b>John Stark Accounts Payable</b>	<b>\$ 250,000</b>
155	<b>Weare School Accounts Payable</b>	<b>\$500,000</b>

156  
157 **TOTAL:** **\$879,860.46**

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159 **Motion passed 5-0-0.**

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161 **Minutes: Chair Mathews moved to accept the April 1, 2024 minutes as amended. Seconded by**  
162 **Selectman Blume. Motion passed 4-0-1 abstention from Mathews.**

163  
164 **Town Administrators Report:** TA Bolton said that she was thinking of putting the sugar and spice lease  
165 on for April 22<sup>nd</sup> until after she checks with PRIMEX. TA Bolton asked if they were done with the fire  
166 integration. Chair Mathews said no not until they have the policies in place. TA Bolton said will fill out  
167 the forms for Mildred Hall. TA Bolton said that she did send out the building permits numbers to all and  
168 stated that if they do not like the format, please let her know. They have only received one person for the  
169 Building Inspector/ Code Enforcement Officer. Selectman Blume suggested reaching out to the applicant  
170 and letting him know that they will do final interviews sometime in May. Discussion regarding  
171 board/committee appointments and bringing in the new appointees. TA Bolton said that she put the River  
172 Road bridge as an ongoing discussion but has put the East Road Fields discussion towards the top of the  
173 priority list. Selectman Blume asked what the harm is in putting out the RFP as soon as they finalize them.  
174 TA Bolton said they are only good for 30 days unless you make the change right away. TA Bolton said she  
175 put it in the fall because they would be working on budgets, and it is for 2025. Selectman Blume said he  
176 would hate to rely on more money and not switch. Chair Mathews said that come October through January  
177 they are consumed with budget and getting it done this year before October. TA Bolton said she could do  
178 it in May/August. Chair Mathews asked if they were under contract with anyone. TA Bolton said lawn care  
179 is good through November of 2024 and then IT is up until the end of the year. Chair Mathews said that the  
180 Planning Board looked at the RFP for the Town Engineer and they found a typo they also the documents  
181 that they sent over to the Town Engineer will need a specific response time of 15 days and they did ask for  
182 more time to review them.

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184 **Correspondence and Other Business:** Chair Mathews said that she had mentioned last week about Mark  
185 Florence from Washington NH asking about the changeover to .gov. TA Bolton said that she is not sure  
186 she can share the process because the Town went from Weare.nh.gov to Wearenh.gov.

187  
188 Chair Mathews said two complaints came in and one was about sewage. Selectman Pratte will work on the  
189 complaint-logging process. TA Bolton said that she would have the health officer do what she could do.  
190 TA Bolton said for one of the complaints it is very clear there cannot be two dwellings on one lot that is  
191 part of the zoning, the trash part can be looked at by the health officer and then the woodstove in the camper  
192 can be sent over to the Fire Department. TA Bolton will reach out to the individual who submitted the  
193 complaint notifying them that they will be sending the Health Officer, Fire Chief, and Building Inspector  
194 to the site.

195  
196 Chair Mathews asked about the personal use of the Fire Vehicle and if there was an answer regarding that.  
197 TA Bolton said she did not have an answer because the policy had a draft on it and does not know where  
198 it came from. The BOS will look at the personal use of Town Vehicles and expand on what is in place.

199  
200 Chair Mathews said that she did not realize the magnitude of losing the computer files. They asked the IT  
201 person to reach out to Selectman Blume because he works in the IT field. Chair Mathews said they will  
202 need to ask the IT person for corrective action.

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Selectman Pratte said that Ray Banks got up at the Conservation Commission meeting and requested that the town look into repairs needed at the Buzzell Hill Road Cemetery. There are trees, large ditches, and culverts that are plugged. The Conservation Commission directed him to the BOS and to send pictures. He also asked when there would be a resolution for East Road. Selectman Pratte said they are working on it. The Duck Pond site walk was rescheduled for April 19<sup>th</sup> and will start at the town office. The Barden Property bid opening happened. The hayfields lease will be sent to BOS. The CC asked for the status of the gravel pit. TA Bolton said the AOT permit has not been renewed and it takes an engineer to review and determine what will be removed. The town purchased it with the intent to use the gravel pit. The CC will be approaching the BOS for legal advice on the Poor Farm property. The CC is targeting the forester RFP for the summer and would like to have a collaborative session with the BOS on the expectations. Chief Moore will be doing research regarding Flanders Memorial Road. Selectman Pratte said that they had a surplus auction deadline coming up.

Selectman Blume said that he is going back to what Mr. Hippler reminded the BOS about staying on top of the Police Radios. TA Bolton said they do have a site plan finally and they need to figure out where to keep the sections of the 10ft tower. Vice Chair Knapp said the concrete is not going to be a small job. TA Bolton said it should go out to bid for the concrete. Chair Mathews asked for a complete project update.

Selectman Drury said that PARC has been getting duplicate emails. TA Bolton said they need to remove their personal ones. They did their walk-throughs on Sunday of the fields to see the storm damage. John Stark is starting up a tennis team or club. There was a request to rename the ballfield at Bolton Park in memory of a longtime coach and were looking for what the policy would be on that. TA Bolton said she was asked because her family donated to the field. The only thing her brother-in-law wanted to do was name the park and put up a sign at the entrance, but other than that there was no stipulation. They talked about it when a couple donated money to the library. There was a bench installed in honor of them and when the librarian passed away a chess table was installed in his memory. The PARC will be having the hires come in soon. They will find out how many employees. There are going to be more East Road questions to continue as to when they will stop using the gravel.

**Chair Mathews motioned to enter into a nonpublic meeting at 9:40 p.m. to RSA 91: A-3 II (L). Selectman Blume seconded. Roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte – yes; Chair Mathews – yes; Selectman Blume – yes; Selectman Drury – yes. Passed 5-0-0**

**The Board reviewed the action items related to the non-meeting of 3/25/2024.**

**Chair Mathews moved to exit the nonpublic meeting at 9:50 p.m. Selectman Pratte seconded. Roll call vote was taken: Vice Chair Knapp – yes; Selectman Pratte – yes; Chair Mathews – yes; Selectman Blume – yes; Selectman Drury – yes. Passed 5-0-0**

**Being there was no further business to come before the Board, Selectman Blume made a motion, and Selectman Pratte seconded to adjourn at 9:51 p.m. Passed 5-0-0.**

**ADJOURNMENT**

A True Record.

*Kearsten O'Brien*

Kearsten O'Brien, Minute Taker