

**Town of Webster**  
**Office of Select Board**  
**945 Battle Street**  
**Webster, NH 03303**  
**Final Work Session Minutes – January 18, 2016**  
**Approved February 1, 2016**

Staff Present: Bruce Johnson, Roger Becker, Wendy Pinkham, Phil Mitchell and Leslie Palmer

Chairman Johnson opened the meeting at 4:30 PM.

Administrative Assistant Leslie Palmer presented the following to the Board:

- On behalf of the Select Board, Chairman Johnson signed a letter drafted to the Hopkinton Select Board clarifying the percentages that Webster pays for the Transfer Station, based on a review of both Town Meeting votes and contract language.
- The Select Board has chosen to appoint Gary French as Emergency Management Director; Administrative Assistant Palmer will meet with Mr. French to begin the appointment process.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Select Board signed the payroll and accounts payable manifests.

Police Lieutenant Phil Mitchell presented or advised the Board of the following:

- 39 calls for service in the last two weeks.
- Lt. Mitchell will be attending First Line Supervisor Training at the Police Academy Wednesday, January 20<sup>th</sup> through Friday, January 22<sup>nd</sup>.
- The Select Board signed PO #1 for the purchase of a Low Temperature Alarm for the truck bays at the Public Safety Building. The alarm will notify the Police Department when the temperature drops below 45 degrees.
- Arrangements for Chief Dupuis' retirement party were discussed. The party will take place on Thursday, February 4<sup>th</sup> from 5:00 PM to 7:00 PM at the Public Safety Building. The event has been posted on the Town's website.
- Chief Dupuis' last day is February 8<sup>th</sup>. Lt. Mitchell will report to the Select Board as interim Department Head. He will work with Chief Dupuis on the transition.

**Budget Work Session:**

Warrant Articles were reviewed in light of recent road project information provided by Road Agent Emmett Bean, Sue Roberts and Erin Darrow of Right Angle Engineering. Ms. Darrow will be providing the Board with cost estimates related to Clothespin Bridge.

Chairman Johnson and Selectman Becker will meet for a Work Session on Monday, January 25<sup>th</sup> at 4 PM to prepare a Powerpoint presentation for Town Meeting.

At 4:53 PM, Selectman Becker made a motion to adjourn; seconded by Chairman Johnson and approved.

*Respectfully Submitted, Leslie M. Palmer*