

**Town of Webster  
Office of Select Board  
945 Battle Street  
Webster, NH 03303  
Final Minutes – May 9, 2016  
Approved May 23, 2016**

Staff Present: Bruce Johnson, Michael Borek, Nanci Schofield, Wendy Pinkham, Phil Mitchell, Mary Smith, Emmett Bean and Leslie Palmer

Chairman Johnson opened the meeting at 6:30 PM.

Tax Collector Karen King met with the Select Board to continue the review of properties on the tax deed list. Following further discussion, the Board signed the prepared deed waivers.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Selectman Borek moved to accept the 04/25/2016 Select Board minutes as written. Chairman Johnson seconded the motion. All in favor, the motion was approved.
- Selectman Borek moved to accept the 05/03/2016 Select Board Work Session minutes as written. Chairman Johnson seconded the motion. All in favor, the motion was approved.
- Selectman Borek moved to accept the 05/03/2016 Select Board Non-Public minutes as written. Chairman Johnson seconded the motion. All in favor, the motion was approved.
- Selectwoman Schofield moved to accept the 05/08/2016 Select Board Work Session minutes as written. Chairman Johnson seconded the motion. All in favor, the motion was approved.
- Selectwoman Schofield moved to accept the 05/08/2016 Select Board Non-Public minutes as written. Chairman Johnson seconded the motion. All in favor, the motion was approved.
- The Select Board approved payment to Granite Roots for work completed at the Public Safety Building. PO #10 was amended to include screw verification and replacement in addition to roof boot replacement. Chairman Johnson moved to request that the Trustees of the Trust Funds issue a check in the amount of \$1,628.50 payable to Granite Roots Construction from the Public Safety Building Capital Reserve Fund, Account #780193439, to pay invoice #1036 for roof boot replacement and screw verification and replacement. Selectman Borek seconded the motion. All in favor, the motion was approved.

The Board signed the following for Financial Administrator Wendy Pinkham:

- The Select Board signed the payroll and accounts payable manifests and timber bills.
- The Select Board, Interim Police Chief Phil Mitchell and Road Agent Emmett Bean signed the Federal Surplus Contract Renewal. Administrator Pinkham will contact Deputy Fire Chief Ryan Dubuc so that he may also have signing permission.

Interim Police Chief Phil Mitchell presented or advised the Board of the following:

- 48 calls for service in the last two weeks.
- Interim Chief Mitchell presented a vacation request for Board approval.
- The Webster Police Department participated in the National Drug Take Back Day on Saturday, April 20<sup>th</sup> with good results.
- Cozy Pond Campground will be sponsoring the annual Dare Pancake Breakfast on May 29<sup>th</sup> beginning at 9:00 AM. Administrative Assistant Palmer will post the event on the Town's website.
- Interim Chief Mitchell continues to work on software options related to the new police cruiser laptops.
- A vacation request for Officer Dan Shapiro was presented for Board approval. Because there is a potential discrepancy between what he has accrued and what he should be accruing according to policy, Selectwoman Schofield will look into the situation further and the Board will make its decision at the next Select Board meeting.

- Regarding the unregistered vehicles on the Fisher property, Interim Chief Mitchell has sent a certified letter to the owner's last known address in hopes of contacting him.

Fire Chief Emmett Bean presented or advised the Board of the following:

- 60 calls for service, year to date; the department has responded to several medical calls, a mutual aid call and searched for the location of a brush fire in the last week.
- Repairs to the Public Safety Building are complete and carpet has been installed in the Fire Chief's office.
- The Fire Department has three new members: Ben Smith, Gordon Welch and Kevin Culpon.
- Interim Police Chief Mitchell will change the timer for the lights at the Fire Station.
- The Fire Department will host a Chicken BBQ on July 30<sup>th</sup>; proceeds will be donated to the Old Home Day Committee to help pay for this year's fireworks display. Deputy Chief Dubuc will contact Administrative Assistant Palmer with more details, to be advertised on the Town's website.

Road Agent Emmett Bean presented or advised the Board of the following:

- Dirt roads in Town have been graded and smoothed.
- Cold patching took place today, May 9<sup>th</sup> and will continue tomorrow.
- Work will begin on Dustin Rd in another week when things dry out further.
- Discussion took place on ongoing road projects; Administrative Assistant Palmer will request a status update from Erin Darrow at Right Angle Engineering.
- The Road Agent contract will be signed at the next Select Board meeting.

#### **Old Business:**

- Chris Chesley met with the Board to discuss 155 Battle St. He is not pursuing a business at this address and the cars that remain on the property are registered. He is hauling for a company in which cars are brought from point A to point B; nothing comes to the house. Chairman Johnson noted the improvements to the property and expressed his appreciation for Mr. Chelsey's efforts.
- The Select Board approved the adoption of a Workplace Violence Policy. Primex will be contacted to develop a training plan for staff and Town officials. Chairman Johnson moved to adopt the Workplace Violence Policy on May 9, 2016. Selectman Borek seconded the motion. All in favor, the motion was approved.

Administrative Assistant Palmer advised that the Tax Warrant will be printed on Friday, May 13<sup>th</sup>.

At 7:22 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIC, to discuss "matters which, if discussed in public, would affect adversely the reputation of any person..." Roll call was taken, Chairman Johnson – yes, Selectman Borek – yes, Selectwoman Schofield – yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 7:39 PM and Selectman Borek seconded. All in favor the motion was approved.

Paving of the Town Hall parking lot was discussed. Information will be pulled together to be discussed further two meetings from now.

The Select Board reviewed a wetland permit for dock repair.

At 7:46 PM, Chairman Johnson made a motion to adjourn; seconded by Selectman Borek and approved.

*Respectfully Submitted, Leslie M. Palmer*