

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Draft Minutes – September 12, 2016**

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

Public Present: Gordon Welch, Roy Fanjoy

Chairman Johnson opened the meeting at 6:30 PM.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Chairman Johnson moved to accept the August 29, 2016 Select Board minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the August 29, 2016 Select Board Non-Public Session II minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the August 29, 2016 Select Board Non-Public Session I sealed minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- The Select Board signed the appointment letter for Mike Jette as Treasurer (Board Motion at previous meeting).
- The Select Board signed an approval for a resident to unmerge lots previously merged by the Town as permitted by RSA 674:39-aa, "Restoration of Involuntary Merged Lots."
- The Select Board set the minimum bid for Pillsbury Lake lots at \$200.00; letters will go out to abutters later this month.
- The Select Board reviewed its letter of response to be sent to a resident who disputed claims of a zoning violation stemming from an illegal home business. Selectwoman Schofield recused herself from the conversation and the response.
- On behalf of Financial Administrator Wendy Pinkham, the Select Board signed the payroll and accounts payable manifests, the August bank reconciliation and PO #21 to Granite State Glass for \$325 to pay for the purchase and installation of 2 sets of BB door hinges at the Public Safety Building. The Select Board was also provided with an updated budget for review.

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

- 40 calls for service in the last two weeks.
- The certified letter sent to Mr. Fisher at his new address was accepted but he has not contacted the Police Department yet.
- The radar trailer has been out on several roads throughout Town and will be out again this week. Interim Chief Mitchell is in the process of downloading the data received to date.
- Interim Chief Mitchell was called out twice in the last two weeks.

Chairman Johnson made a statement clarifying that the Select Board has made a *Conditional Offer of Employment* to Ben Liberatore, and has not hired him.

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

- 4 calls for service in the last two weeks.
- The ambulance is back in service following needed repairs. Gordon Welch remarked that it looks new.
- Fire Chief Bean explained the need for new tires for the Tanker. He is researching alternatives but estimates it will cost about \$500 per tire and asked if he could purchase the tires from the FD Equipment Expendable Trust Fund, as it is an unanticipated purchase. The Board approved the request. Chairman Johnson approved the purchase and installation of six new tires for the Tanker from the FD Equipment Expendable Trust Fund, up to \$3,500. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Good turnout and support continues at the Wednesday night meetings. The inventory was worked on at the latest meeting.
- Fire Chief Bean reported that there are several firehouse members who have not been sworn in. The Town Clerk will come to a meeting and swear them in.

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

- 100 feet of pipe has been installed on Dear Meadow Rd. The road still needs to be tarred.
- Road Agent Bean met with engineer Erin Darrow at Bashan Hollow Rd to review the plan and work done. They also reviewed permits for Pond Hill Rd.
- Ditching took place on Pleasant St.
- New Hampshire Dr. was ditched and pipe was cleaned.
- Drainage repair took place on Granite Way.
- Engineer Erin Darrow will attend the next Select Board meeting to discuss Clothespin Bridge.

The Select Board discussed the schedule for upcoming budget meetings. Meetings will take place every other Monday evening at 6:30 PM beginning on October 17th. The Board then discussed the budget provided. Chairman Johnson indicated that he has a few questions for Administrator Pinkham when she returns from vacation. Selectman Borek questioned the subtotals under the “Administration” portion. Administrative Assistant Palmer will take a look at the formulas.

The Select Board meeting scheduled for October 10th will be changed to ***Tuesday, October 11th***, as the 10th is Columbus Day.

Treasurer Mary Smith presented or advised the Board of the following:

- Treasurer Smith presented her letter of resignation to the Select Board. She reported that she will be meeting with new Treasurer Mike Jette this Wednesday night. Chairman Johnson thanked her for her work and for her assistance with the transition.

Public Comment:

- Roy Fanjoy commended the Road Agent for the work completed on Bashan Hollow Rd. He noted that it won't even be evident that work was done to the road with natural growth over the next couple of years. Chairman Johnson observed that grass is already growing on Gerrish Rd. following recent work there.

At 7:10 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIb, to discuss “the hiring of any person as a public employee.” Selectman Borek seconded the motion. 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 7:44 PM and Selectwoman Schofield seconded. All in favor the motion was approved.

At 7:45 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIa, to discuss “the dismissal, promotion, or compensation of any public employee.” Selectman Borek seconded the motion. 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 8:16 PM and Selectwoman Schofield seconded. All in favor the motion was approved.

Action Items:

- Mike will update the Personnel Policy
- Emmett will look into the costs associated with work needed on Chadwick Hill
- Emmett will develop a list of roads to be considered Emergency Lanes
- Emmett will estimate money available through year end for plowing and sanding.
- Emmett will put the sign pole out in front of the Town Hall. (currently cannot be located)
- Leslie will review the subtotal formulas in the administration portion of the budget

At 8:17 PM, Chairman Johnson made a motion to adjourn; seconded by Selectman Borek and approved.

Respectfully Submitted, Leslie M. Palmer