

**Office of Select Board
945 Battle Street/Rte. 127
Webster, NH 03303**

6:30 pm Select Board's Meeting – September 3, 2013 – Tuesday

Select Board present: Chairman Bruce Johnson, Selectman Roy Fanjoy and Selectman Mason Donovan via the phone for a short time.

The Select Board signed the payroll and check manifests.

Chairman Johnson talked to the Dot Proulx, Supervisor of the Checklist, regarding moving their office space. After discussion it was decided to move them into the office with Administrative Assistant Judith Jones and Financial Administrator Wendy Pinkham will move to the Tax Collector's office; tentative moving date scheduled for September 14th.

The Board reviewed the fee schedule proposed by Selectman Donovan and minor changes were made. Selectman Fanjoy made a motion to adopt the fee schedule as amended; seconded by Selectman Donovan and approved.

The Select Board signed the following for Administrative Assistant Mrs. Jones:

- Selectman Donovan recommended to amend the 8/19/13 work session minutes to remove the word "not" from the 5th bulleted item. Selectman Fanjoy made a motion to accept the minutes of the 8/19/13 work session as amended; seconded by Selectman Donovan and approved.
- The Board approved adding the word "have" to the 8th bulleted item under Acting Fire Chief Robert Wolinski to read "...doesn't have the time." Selectman Fanjoy made a motion to accept the 8/19/13 Selectmen's Minutes as amended; seconded by Selectman Donovan and approved.
- A Veteran's Exemption was approved.
- The Board signed the appointment sheet for Fire Chief Robert Wolinski.
- Received clarification regarding the need to refer Copart to the Zoning Board of Adjustment and Planning Board.
- Chairman Johnson recommended that Mrs. Jones send the Select Board draft minutes to the Board by Thursday of the meeting week for their review with the draft to be posted on the Website by following Monday (Note: Holidays may affect this schedule).

The Board signed paperwork or discussed the following with Financial Administrator Wendy Pinkham:

- Explained the Health Trust paperwork to be distributed to all employees due to the new Obama Care.
- Budgets through August for review, pointing out several overspent lines.
- Chairman Johnson signed the Property Liability Trust paperwork for Wendy Parker.
- Mrs. Pinkham advised that Primex, a former vendor, had contacted Webster about providing services.
- Vacation Leave Slip for Mrs. Pinkham.

Around 7:00 pm Selectman Donovan signed off the phone.

Police Chief Dupuis advised the Board of the following:

- Chief Dupuis requested vacation leave for himself.
- Reported that there was possibly an additional family living at 33 Centennial Drive – uncertain of separate kitchen facilities, but none indicated by assessors. There are no known zoning violations as long as there are no separate kitchen facilities.
- Advised of knowledge of the rental of rooms at 98 Pearson Hill Road – no action taken.
- Town of Salisbury was billed and paid for four hours police coverage from Webster for services rendered regarding a missing juvenile.
- 42 calls for service over the past two weeks with highlights read.
- Chief Dupuis showed a sample of an improved officer's lightweight leather belt. The estimated cost for three belts would be under \$1,000 without the optional flashlight holder.
- An application for a part-time officer is expected.
- A letter of appreciations for Police mutual aid support during their shortage of officers was received from the Town of Boscawen.
- Notification was received from Highway Safety regarding new training requirements relative to the use of "sticks" during emergencies, which may include the Fire Department. Mrs. Jones will call NHMA legal counsel for further information on these requirements.
- Discussed the flashing school lights. The decision was to return the key to the school and to advise them that there will be no further involvement from the Town.
- Selectman Fanjoy asked Chief Dupuis for clarification of the statistics provided from printouts from the speed trailer.
- Chairman Johnson thanked Chief Dupuis for the high "visibility" of a cruiser during peak school traffic hours.

Fire Department Chief Robert Wolinski advised the Board of the following:

- Only four calls for service in the past two weeks.
- The Fire Association has purchased aluminum grave markers for those Firefighters buried in the Webster cemeteries.
- Air pac testing, needed every two years, will be scheduled this year. No purchase order will be needed for this standard expense.
- Pump testing will be \$150 per pump plus travel time or approximately \$600 if no extras are needed and will only be done this year if funds are available in the budget.
- The Elementary School inspection went well with only minor issues that are easily resolved.

- Registering of the Fire Department rescue “boat” still needs to be resolved.
- Fire training at a residence to be destroyed on West Wind Village went well. Discussed a Town owned property with a building for future training.
- Firehouse Software is repaired and they were able to recover the Fire Department lost data through April of this year.
- The light bar for the forestry truck is on order.
- Matt King has rejoined the Fire Department as of August 29th.
- A PO will be done to reorder Fire Department tee shirts and sweat shirts at a cost of \$1,134.
- Three items mentioned: Jake Drown will attend the Joint Loss Management Meeting for Chief Wolinski; Chief Wolinski will be at the Haz Mat ordeal on the 23rd, and concerns about a residence whereby the owner has requesting “lift” assistance several times will be researched.
- Chief Wolinski has been reviewing and making modifications to driveway applications when pertinent.
- Incident Command System training will tentatively be on November 5th, 7th and 9th and will be open to the Police as well.
- Briefly discussed dry hydrant repairs and new installations with the Clothespin Bridge Road hydrant being a priority for repairs.
- Selectman Fanjoy reminded Chief Wolinski that Worker's Comp claims must be filed within five calendar days.

There was discussion regarding open pavement in the Pillsbury Lake District, believed to be the District's financial responsibility. Selectman Fanjoy will research this with Road Agent Emmett Bean as well as discuss inquiries received regarding grading of Mutton Road and the Lake Road paving project.

Old Business:

- Selectman Fanjoy will attend the September 9th PAC. Copies of the Town Survey results will be made for the committee for consideration as they are looking for projects and goals and may be able to utilize some of the information. Appropriate copies will be made for the Committee Members and the Select Board will discuss this further at their September 16th meeting.

New Business:

- It was noted that resident David MacAllen expressed interest in the PSB project. The bid due date for this project is September 16th.
- The Board discussed the Personnel Policy relative to leave compensation. Discussion will continue on September 16th.
- Chairman Johnson contacted NHMA legal services to discuss Bashan Hollow Road and possible solutions regarding heavy trucks, etc. The decision was to be sure that the street signs were in place and to further discuss this issue with Road Agent Bean.
- Discussed the following briefly:
 - There is no evidence of a separate living quarters being used at 33 Centennial Drive though there are multiple residents.
 - There was no evidence of someone residing at Mellon Company on Battle Street.
 - Mrs. Jones will contact the Health Officer regarding use of 1110 Corn Hill Road as assisted living and check on any certifications needed.
- A representative for Senator Ayotte will be at the Town Hall to meet with residents on September 13th from 10:30 am to 11:30 am.
- Chairman Johnson received positive comments about the thank you letters sent to Old Home Day volunteers.
- Chairman Johnson received input from NHMA legal services regarding the placement of a “box top” collection box for the School PTO. After discussion it was agreed to allow a small space on the counter and to allow any non-profit organization to utilize this space.
- It was decided that it was unnecessary for the Board to hold a work session on September 13th.

Chairman Johnson will research the pros and cons of having a single Warrant Article for the entire operating budget on the 2014 Town Warrant.

The Board noted the following for the September 16th agenda: Safety Building bids; Assessing RFP bids; Ethics & Personnel Policy and Updates on Bashan Hollow Road and the following for the September 30th agenda: Town Survey and what is the next step and set meetings for budgets.

Selectman Fanjoy advised that he had the preliminary report from the UNH students on the road study done earlier this year with Select Board Members and the Road Agent.

As the public had left the meeting earlier, there was no public input.

9:27 pm Selectman Fanjoy made a motion to adjourn the meeting; seconded by Chairman Johnson and approved.

Bruce G. Johnson, Chairman
BOS/jj

Roy E. Fanjoy

Mason W. Donovan

B. J. Johnson

R. E. Fanjoy

M. W. Donovan