

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

6:32 pm Select Board's Meeting – September 16, 2013

Select Board present: Chairman Bruce Johnson and Selectman Roy Fanjoy. Selectman Mason Donovan was absent.

The Select Board signed the payroll and check manifests.

The Select Board signed the following for Administrative Assistant Judith Jones:

- Selectman Fanjoy made a motion to accept the September 3, 2013 Select Board minutes as written; seconded by Chairman Johnson and approved.
- Selectman Fanjoy made a motion to withdraw \$161 from the Webster Legal Expendable Trust Fund, established in 2008, for legal expenses; seconded by Chairman Johnson and approved.
- The Board reviewed the Summary Inventory of Valuation MS-1 for 2013 and signed copies for the office. Mrs. Jones requested and was granted permission to contact Town Counsel to inquire as to where the Town was regarding the Unitil 2011 Abatement.
- A vacation leave slip for one day for Mrs. Jones.

Police Chief Dupuis advised the Board of the following:

- There will be a Pancake Breakfast on 9/28/13 from 7 am to 10 am to benefit the DARE Program.
- 43 calls for service in the last two weeks with highlights read.
- The speed limit trailer has been on numerous roads, recording the number of cars and the speed with the results read.
- Ground disturbances on the Public Safety Building grounds may be from wild turkeys.
- The rodent issue at the PSB has continued. Chief Dupuis had an estimate from JP Pest Services. He will get a second estimate and make a decision to take care of the issue. A Purchase Order will be prepared for the next meeting.
- He is redoing the policy regarding Search Warrants as he received recommendations made by the Attorney General's Office after they evaluated an incident. A draft will be provided to the Select Board for their review.

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

- The August bank reconciliation.
- The Board reviewed the Revised Estimated Revenues MS-4 for 2013, though it has already been submitted electronically to DRA.
- Chairman Johnson had asked Mrs. Pinkham to inquire about the Payment in Lieu of Taxes relative to the Flood Control area. Department of Revenue advised that the Town would receive full funding for 2013 & 2014, but nothing more from 2011 & 2012, when only the State portion was received.
- Eric Shanley, from Mainstay Technologies, proposed that the Town approve a change regarding the e-mail service as Microsoft will no longer support the e-mails through the server after 2014. The new program is called Office 365 through the "Cloud". The cost would be \$2,000 for conversion and \$42 annually per e-mail address, but would eliminate the current "Postini" cost. This would include e-mails for the Police Department and Town Office. This will be a secure e-mail which the PD does not currently have. This will be discussed at the next meeting. Mrs. Pinkham will advise Mainstay of the decision.
- She thanked the Board for moving her office, which is now in with the Tax Collector.

Chief Dupuis advised that at the last Joint Loss Management Committee meeting, NHMA Representative Ron O'Keefe advised that the chairs in the kitchen area at the PSB were not safety compliant and this needs to be corrected. A solution will be found.

Chief Dupuis was asked by MJ Turcotte about a sub-station in the Pillsbury Lake Community. He asked Mrs. Pinkham to look into the liability and found that it was substantial and complicated. Chief Dupuis recommended that Ms. Turcotte take the information regarding the liability to the PL Management for review and then get back to him to which she agreed.

Fire Chief Robert Wolinski advised the Board of the following:

- Four calls for service in the past two weeks.
- Jon King plans to rejoin the Department.
- The boat has now been registered. He noted that it had originally been registered in 2007.
- One member has signed up for the Emergency Vehicle Driving Training Class as discussed. This will be the equivalent of a CDL license.
- The Incident Command System class has been confirmed for November 5th & 7th from 7pm-10pm and 9th from 8am-4pm at the PSB. The Police Department is welcome.
- He has discussed the residence on Corn Hill Road with Deputy Health Inspector Nancy VanLoan and found that the owners are registered with and approved by the State. Former Fire Chief Adam Pouliot did an inspection in 2008. The State has asked Chief Wolinski to track the number of calls made to this residence and to keep them informed as other arrangements may be necessary.
- The ambulance radio will be fixed on Thursday.
- Repairs to the dry hydrant on Clothespin Bridge Road are planned by the end of October.
- He met with an Andover student from MVSD regarding his senior project. The student will be working on a Smokey the Bear Project funded through a grant. The sign will be put at the PSB. Chief Wolinski will work on a post for the project.
- He advised that Sally Becker has applied for a grant for a back board meant to bear heavier weights, which he recommends. The cost is \$900 and the grant is for 1/3 off the purchase price. A purchase order will be prepared for the next meeting.

- Purchase Order #24 to Bergeron Protective Clothing for four firefighter helmets in the amount of \$1,000 was signed.
- Discussed the need for better storage cabinets at the station, especially for gas. He was in hopes that something would be available through surplus.
- The light bar on the forestry truck should be ready soon.

Road Agent Emmett Bean advised the Board of the following:

- He is preparing sand for the winter and planning on Sand/Seal projects as weather permits.
- He plans on paving projects for Little Hill, Deer Meadow Road and Lake Road.
- Lieutenant Mitchell assisted Mr. Bean with a downed tree on Roby Road for which he expressed his thanks.
- New and missing street signs have been put up in a number of places throughout Town.

Chairman Johnson advised that the results from the UNH Road Study were available and needed to be reviewed for possible changes. This will be discussed at the September 30th work session at 4:00 pm. Discussion followed re: increased road traffic, etc.

Energy Committee Member Marty Bender discussed the electrical costs and the number of Unil accounts at the Town Hall. He is recommending that two accounts be closed due to conversion to LED lights at the Salt Shed and three exterior lights at the TH at a cost of \$1,140 with a potential savings payback in two years. Chairman Johnson made a motion to expend the \$1,140 to come from the Town Hall Capital Reserve if not available from any other source; seconded by Selectman Fanjoy and approved. There was additional discussion on the exterior TH lights, etc.

Old Business:

- Chairman Johnson contacted NHMA regarding a single Warrant Article for the annual operating budget. This is commonly done by surrounding towns. It was agreed that it is key to educate the public on this process. Discussion ensued.
- Ron O'Keefe from NHMA can provide the training mandated by Highway Safety regarding use of the "stick" for traffic control.

New Business:

- No bids were received for the PSB project.
- Selectman Fanjoy, Mr. Bean and Tom Smith will meet at 3:00 pm on 9/30 at Bashan Hollow to review road safety issues. Selectman Donovan will be asked to attend if available. Meetings will be posted as needed.
- Mrs. Pinkham will provide the Department Heads with their annual budget requests with a return timetable, working up a procedure statement for new budget lines to aid any new Departments and Committees.
- Chairman Johnson nominated Rob Wolinski to the Hazard Mitigation Committee without a term; seconded by Selectman Fanjoy and approved.
- The Board agreed to the following for the two Pillsbury Lake lots offered for sale per Town Meeting: a minimum bid of \$200 for each lot; a \$250 processing fee; \$25 check required to the registry for LCHIP; and a \$40 required fee for the Voluntary Merger to be paid upon processing.
- The office move is complete. Mrs. Jones will contact Yestremski Electrical regarding computer hookups in the Conference room.
- Three assessing RFP's were received and opened. Chairman Johnson will present these at the Shared Service's Meeting for discussion on the 19th and report back to the Select Board. A post-bid meeting may be held.

Selectman Fanjoy will provide dates after September 30th that he would be available to accompany Attorney Bart Mayer for a site visit to the Davisville property. From this list Attorney Mayer will coordinate dates and rain dates with the Town of Warner. Attorney Mayer had requested two Select Board members attend. It was suggested that Police Chief Dupuis be present as well.

Merrimack Valley School Board invited the Select Board to a meeting on October 30th at 7:00 PM in the High School Library. This meeting will be posted. MVSD also invited the public to attend a meeting at 6:00 pm on October 8, 2013 at the Elementary School to discuss the search for a Superintendent.

A request by the Police Advisory Committee to meet privately with the Select Board was reviewed. After discussion that any meeting would need to be in public, it was decided that Chairman Johnson would respond to their request.

Mr. Bean advised that one of the old snowplows was beyond repair after the 2013 spring storms. He will get prices for replacement for the Board's review. There was continued discussion regarding snow equipment used for maintenance.

8:55 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

B. J. Johnson

R. E. Fanjoy