

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

4:00 pm Select Board's Meeting – October 28, 2013 – Work Session

Select Board present: Chairman Bruce Johnson, Selectman Roy Fanjoy; Selectman Mason Donovan arrived at 4:12 pm. Chairman Johnson stated the Board was meeting at 4:00 pm to get as much work done as possible in order for the Board to meet with the Police Advisory Committee at the 6:30 pm regular meeting.

The Select Board signed the following for Administrative Assistant Judith Jones who was out sick; Mrs. Larson sat in for Mrs. Jones:

- Selectman Fanjoy made a motion to accept the Select Board Minutes of October 15, 2013 as written; seconded by Chairman Johnson and approved unanimously.
- Selectman Fanjoy made a motion to accept the Non-public Session Select Board Minutes of October 15, 2013 as written; seconded by Chairman Johnson and approved unanimously. These minutes were sealed.
- Signed a letter of donation for Police Chief Dupuis for 4 tires accepted on 7/22/13.
- Signed a Veteran's Credit verification.
- Signed all bank reconciliations, accounts payable warrants, payroll warrants, voided check register etc.
- Signed Notice of Intent to Cut for Edward Phelps Map – 6-71-2.
- The list of Town owned lots for Select Board consideration to merge after the tax bills are run. After a brief discussion, Chairman Johnson asked this topic be put on the November 12th agenda along with the cost of the mergers to the Town.
- Financial Administrator Wendy Pinkham was on vacation.

Police Chief Robert Dupuis advised the Board of the following:

- 32 calls for service over the last two weeks;
- Requested a Non-Public session under RSA 91-A:3, II (a) to be done before adjournment of the public meeting;
- Two requests for vacation from two police officers; both requesting the same time off in April 2014– both requests were received by the Chief at the same time today. A brief discussion followed regarding coverage.
- The Chief spoke with Craig Saltmarsh from the Merrimack County Sheriff's Department regarding used equipment. Mr. Saltmarsh stated the County does not have a program of lending or exchanging used equipment.
- Chief Dupuis stated he could probably have officers from other towns to do some patrolling during the previously mentioned vacations and pay them out of the part-time police officer's line.
- Effective January 1, 2014, Chief Dupuis' hours worked must be reported to the New Hampshire Retirement System on a monthly basis. Chief Dupuis has been in contact with NHRS for them to give him their definition of "work"; would it include travel time, meetings, etc.

Fire Chief Robert Wolinski advised the Board of the following:

- Zero calls in the last two weeks.
- Webster participated in a 5th alarm Mutual Aid Drill in Bradford.
- Fire Prevention presentation at Webster Elementary School with the smoke trailer. Chief Wolinski stated the children seemed to enjoy it. Police Lt. Mitchell spoke to the children about how to be safe on Halloween.
- Halloween Open House will be at the Public Safety Building October 31st 6:00 pm – 8:30 pm. Smokey The Bear will be in attendance. There will be food and games.
- Dry hydrant at Clothespin Bridge Road was repaired and is in service.
- Paperwork has been completed and is in process for a new Dry Hydrant behind the Webster Elementary School in Pearson Park on the Blackwater River. Chief Wolinski estimates construction will be started perhaps sometime next week.
- ICS class – Selectmen Donovan and Fanjoy have signed up; Chairman Johnson is not able to attend due to prior commitments. Due to the timing of the class, Chief Dupuis was not able to spare manpower to attend.
- Chief Wolinski has been speaking with LGC re Fire Department By-Laws. Webster FD committee working on by-laws that just pertain to the association – hope to have complete by January 1, 2014.
- Air packs scheduled to be serviced at a cost of just under \$1,400.00 which was budgeted for, however, this is also the five year timeframe to "hydro" the cylinders, which will be an added cost ranging from \$1,900.00 to \$2,000.00. Chief Wolinski stated the department only budgeted for the \$1,400.00; could the hydro maintenance be taken out of Capital Reserve. Mrs. Larson will follow-up with Mrs. Jones.
- Chief Wolinski needs to purchase three high visibility jackets at a total cost of \$800.00 from *Boundtree* to be charged to the Gear Account. Selectman Fanjoy made a motion to approve the expenditure for the jackets and the Board will sign the purchase order after Mrs. Pinkham returns; seconded by Selectman Donovan and approved unanimously.
- Chief Wolinski suggested reducing the Air Pack capital reserve down from \$7,000.00 to \$5,000.00.
- Chief Wolinski will be on the agenda for the Select Board's work session on November 25th at 4:00 pm to discuss the Fire Department's budget. A brief discussion followed.
- Chairman Johnson suggested Chief Wolinski think about meeting with other Fire Chiefs regarding purchasing things in bulk or used equipment. Chief Wolinski stated that gear and equipment must comply with NFPA standards so it would be tough to go that route.

Old Business:

- Select Board will meet on Wednesday, October 13, 2013 at 7:00 pm at the Merrimack Valley High School Library, 106 Village Street, Penacook, NH 03303 with the Merrimack Valley School Board and other Select Boards.

B. J. Johnson

R. E. Fanjoy

M. W. Donovan

4:52 pm Selectman Fanjoy opened the two sealed bids for the Town owned Pillsbury Lake District lots Map 10-4-63 and Map 10-5-18. The first bid was from Mr. Fred Goodnow of 106 Centennial Drive for parcel 10-5-18 in the amount of \$202.02. Mr. Goodnow did verbally request to withdraw his bid but never came to the office to take back the sealed bid. The second bid was from Mr. Douglas R. Beattie of 114 Centennial Drive for parcel 10-5-18 in the amount of \$251.51. The Select Board reviewed the tax map to validate that both bidders were contiguous abutters to parcel 10-5-18. Chairman Johnson made a motion to accept the sealed bid for lot 10-5-18 in the amount of \$251.51 and award the 10-5-18 lot to Douglas R. Beattie with the requirement that the lot be merged with his 10-5-19 lot; seconded by Selectman Donovan and approved unanimously.

Old Business continued:

- Selectman Fanjoy discussed the Temporary Driveway Permits with the Planning Board at their meeting on October 17, 2013. Selectman Fanjoy stated the Planning Board agreed the only ones that would be required would be loggers. Selectman Fanjoy will contact LGC for a legal opinion.
- Chairman Johnson researched the possible change in the fiscal year for the Town from January – December to July – June. The pros for the change would be some of the departments' budgets are tied to the seasons particularly the Highway Department. It also affects the Welfare and Fuel Assistance; it would be in line with the school district budget; heating and fuel contracts. Selectman Donovan pointed out that in March at Town Meeting the Town would not be voting on a budget that had already spent monies during the first three months of the year. After a brief discussion, Chairman Johnson stated he would follow-up with the Town Administrator of New London since that town recently went through a similar change.
- Selectman Fanjoy stated that he was still waiting to hear from M.J. Turcotte.

New Business:

- Discuss 365 Cloud – Selectman Donovan stated this will have to be done anyway; the new server coming next year will not take the old software. It would be better to purchase this software now and it would benefit the Police and Fire Departments with secure e-mails. Selectman Donovan made a motion to allocate \$2,000.00 out of the Office Equipment Capital Reserve, established in 1994 to transition our Town e-mail over 365 Cloud; seconded by Selectman Fanjoy and approved unanimously.
- Chairman Johnson would like to follow the UNH three year road plan.
- Selectman Fanjoy stated he had a letter he meant to bring to the Board from a neighbor thanking the Town for the calcium on Pleasant Street. Selectman Fanjoy stated that a couple of other people had mentioned to him that the calcium had made a huge difference on the roads.
- Selectman Donovan stated he had contacted DOT about the bridge on White Plains Road. A DOT engineer will call the Town office to schedule a time to go out with the Road Agent and one of the Selectmen to talk about where they see the deficiencies in that bridge and what interim steps the Town could do instead of replacing the bridge in the future or ways in which the Town could extend the life of the bridge.
- Selectman Fanjoy advised that he and the Town's attorney did a tour of the property in Davisville. He took pictures which were turned over to Mrs. Jones, Administrative Assistant, and a copy to the Town's attorney; hopefully the case will be going to court within a week.
- Selectman Donovan advised that he had approached LGC regarding the recourse of recouping monies from the previous assessors, Avitar, involving the utility situation if the Town was found liable. LGC informed Selectman Donovan that it would be dependent upon Avitar's contract with the Town i.e., the contract would contain a "dispute statement" that would state what they are liable for. Mrs. Larson will ask Mrs. Jones for a copy of the contract.
- Supervisor's space – Select Board was OK with the space – no further discussion.
- Assessing RFP's – Chairman Johnson stated no decisions have been made; Chairman Johnson is still in discussion with Salisbury and Andover.
- Chairman Johnson informed the Board he will be starting to write the Select Board's piece for the Annual Town Report for 2013. The two Selectmen will send their contributions within the next two weeks via e-mail to Mrs. Jones and she will relay them to Chairman Johnson. Selectman Donovan suggested making a 10 minute presentation prior to Town Meeting to inform the residents of all the accomplishments of the Town during the past year.

5:29 pm Selectman Fanjoy made a motion to go into a non-public session pursuant to RSA 91-A:3 II (a) to discuss personnel issues with Selectman Donovan; seconded by Chairman Johnson. Roll call – Chairman Johnson – yes; Selectman Fanjoy – yes and Selectman Donovan – yes.

5:55 pm Chairman Johnson reconvened the meeting. Chairman Johnson made the following statement: "The Select Board discussed a concern from Jon Pearson to Selectman Donovan on October 22, 2013. After discussion, the Board has determined no further action is necessary." The Board voted to seal the minutes.

5:56 pm Selectman Donovan made a motion to adjourn; seconded by Selectman Fanjoy and approved unanimously.

Bruce G. Johnson, Chairman
BOS/tel

Roy E. Fanjoy

Mason W. Donovan

B. J. Johnson

R. E. Fanjoy

M. W. Donovan