

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

Final Minutes – June 8, 2015 - Approved June 22, 2015

Present: Bruce Johnson, Roger Becker, Michael Borek, Wendy Pinkham, Phil Mitchell, Rob Wolinski, Emmett Bean, Sue Roberts, Jere Buckley, Greg Roberts, Bob Gould, Harold Janeway, Richard Inman, Roy Fanjoy, Mary Jo MacGowen and Leslie Palmer

Chairman Johnson opened the meeting at 4:30 PM.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Chairman Johnson moved to accept the 5/26/15 Select Board minutes as amended. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Dog Warrant on behalf of the Town Clerk along with a list of dog owners that have failed to register or renew their dog licenses
- An application for property tax credit
- Permission for use of a recreation vehicle
- Chairman Johnson moved to request that the Trustees of Trust Funds issue a check in the amount of \$15,745.81 payable to the Town of Webster from the Compensated Absences Expendable Trust Fund, Account #780193066, established on 3/17/2012, to reimburse the Town for Judy Jones' retirement payout. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to authorize payment of \$140.00 to Robert Pearson for the new bulletin board at the Town Office, to be paid from Impact Fees. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request that the Trustees of Trust Funds issue a check in the amount of \$1,995.00 payable to the Town of Webster from the Bridge/Culvert Improvements & Related Items Capital Reserve Fund, Account #780187829, for the purpose of paying Right Angle Engineering, PLLC invoices #496 and #497 relative to the Bashan Hollow Rd Improvement Project. Selectman Becker seconded the motion. All in favor, the motion was approved.

Financial Administrator Wendy Pinkham presented the following to the Board:

- Welcome letter from Primex
- Primex Membership Agreement signed by Chairman Johnson
- Primex Power of Attorney and Designation of Agent, signed by Chairman Johnson, designating Administrator Pinkham as the Agent
- Legislative highlights of interest to the Town published in the Legislative Bulletin #24

Police Lieutenant Phil Mitchell presented or advised the Board of the following:

- 12 motor vehicle stops, no arrests
- 43 calls for service, nothing major
- Lt. Mitchell reported that over \$500 was raised during the recent DARE Pancake Breakfast at Cozy Pond Camp Ground; approximately \$300 is spent each year on the program. Chairman Johnson asked that future DARE events be posted in the Grapevine in an effort to attract more Webster residents.
- Lt. Mitchell received an estimate from a plumber for repairs at the Safety Building. A check valve needs to be replaced; the work is not to exceed \$400.

Fire Chief Rob Wolinski presented or advised the Board of the following:

- 80 calls for service, year to date
- 2 more brush fires in the past week
- 1 fire alarm activation
- 8 EMS calls
- The Fire Department and the Police Department will be holding a Relay Event at the Elementary School this Thursday, June 11th.
- The Fire Department will participate in Field Day at the Elementary School on June 17th.
- The Fire Department will hold a Chicken Barbeque on Saturday, June 20th, from 4:30 PM to 7:00 PM. Tickets will be sold in advance and at the door.
- Chief Wolinski recommended conducting a final walkthrough of the Safety Building now that is almost complete. Administrative Assistant Palmer will contact Frank Anzalone to schedule a walkthrough with the Board and Chief Wolinski next week prior to approval of the final invoice.
- The safety cabinet recently purchased has come in. Hoses have not been ordered yet; Chief Wolinski will provide pricing information to the Board at the next meeting.
- No one has been hired to do mowing yet. Members of the department will continue to take care of it until someone is chosen. Chairman Johnson noted that there is money in the budget for mowing and suggested that a member of the department be paid to mow the lawn at a rate of \$30 per cut, once a week. Chief Wolinski will ask if anyone in the department is interested and will advertise in the Grapevine if no one comes forward.

New Business:

- Sarah Kimball met with the Board to request a waiver of fees to use the Town Hall for fundraising events for the 8th grade Washington D.C. trip. Chairman Johnson also suggested she contact the owner of Cozy Pond Camp Ground for some potential event ideas at that location. Selectman Becker moved to waive Town Hall Rental Fees for Sarah Kimball for fundraising events for the 8th Grade Washington D.C. trip. Selectman Borek seconded the motion. All in favor, the motion was approved.

Old Business:

- Efficiency Statement: Upon review and discussion, the Board dispensed with the statement as it is unnecessary. Selectman Borek moved to dispense with the Efficiency Statement. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Select Board Bylaws: Chairman Johnson recommended some minor changes to the document which were approved by the Board. Selectman Borek moved to approve the Select Board Bylaws as amended. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Returned Check Policy: Language was amended. Chairman Johnson will forward the amended language to Assistant Palmer to be reviewed by the Tax Collector, Town Clerk and Police Chief. Following staff feedback, a final document will be presented for review and approval at the next Board meeting.
- Pond Hill Rd Project: The Select Board reviewed Tim Riel's plans to reset and clean out culverts and clean out ditches on both sides of the road. The consensus of the Board was to include a liability statement along with the submitted plans to be signed by Mr. Riel. Assistant Palmer will forward the document to Road Agent Bean for review and then to Mr. Riel for signature, to be considered at the next Board meeting.

Selectman Becker brought forward a letter of appreciation from JD Colcord to the Highway Department for the "wonderful job of keeping the roads safe and drivable" this past winter.

Chairman Johnson opened the meeting to Public Comment.

Jere Buckley commented that the liability of taking on the culvert repair on Pond Hill Rd is large for the property holder but also unavoidable.

Greg Roberts asked for some clarification on the subject of dog licensing; discussion followed as to the process of civil forfeiture and related fees.

Administrator Pinkham will contact the Hopkinton Town Administrator regarding the Memorandum of Understanding between towns regarding insurance coverage at the Transfer Station. The MOU has not yet been signed by the Hopkinton Board of Selectmen.

At 6:00 PM, Erin Darrow from Right Angle Engineering, PLLC addressed the Board to provide background and cost estimates related to two projects: White Plains Rd Improvement Project and Bashan Hollow Rd Improvement Project.

The White Plains Rd Improvement Project was discussed first. Ms. Darrow discussed the structural deficiencies in the road. She has submitted a letter of intent to FEMA for Pre-Disaster Mitigation Grant money; the project has been reviewed and she has received approval to move forward. She recommended completing a Benefit Cost Analysis (BCA) to be submitted for FEMA review to determine the viability of the Grant. In addition to the BCA, she also recommended conducting a Base Plan Survey and a Wetlands Delineation. Both of these items need to be completed regardless of Grant money approval and their completion will make the application more competitive. Following continued discussion of the project, the Board approved the start of the application process. Selectman Borek moved to authorize Right Angle Engineering, PLLC to start the application process for FEMA Grant money associated with the White Plains Rd Improvement Project for \$1,300, the Base Plan Survey, \$2,800 and the Wetlands Delineation, \$750. Selectman Becker seconded the motion. All in favor, the motion was approved.

Next, the Bashan Hollow Rd Improvement Project was discussed. Ms. Darrow explained that a survey needs to be conducted to determine the Right of Way before any work can begin. Depending on what is found in the survey and through research into historic DOT records, the Town may need to define the Right of Way. Following continued discussion of the project, Chairman Johnson asked for the input of the public in attendance:

- Bob Gould – He expressed concern that if the road is straightened (one option provided) it will result in increased speed and will also encourage more truck traffic. Selectman Borek and Selectman Becker both noted that the road could be posted for trucks. Road Agent Bean reiterated that the blind curve poses a danger when plowing; Mr. Gould countered that perhaps a mirror could be installed to allow plow drivers to see around the corner.
- Harold Janeway – He noted that until the Town knows about the Right of Way, "we don't know what we don't know."
- Richard Inman – He feels that straightening the road will make it safer; he hasn't seen that the sharp corner deters speeders now. The potential for accidents will be about the same if the line of site is improved only, as the angle of the road is flat.
- Roy Fanjoy – He asked about a wetlands permit. Ms. Darrow responded that she recommends conducting a wetlands delineation.
- Mary Jo MacGowen – She asked about stormwater related to the project. Ms. Darrow explained how stormwater management would be handled so as not to require easement condemnation.
- Jere Buckley – He asked for clarification on the point that the Selectmen may be the ones to decide the Right of Way? Ms. Darrow answered yes, that can happen with old roads.

Following further discussion, Ms. Darrow recommended conducting the Right of Way Survey and the Wetlands Delineation. Selectman Borek moved to authorize Right Angle Engineering, PLLC to conduct a Right of Way Survey for the Bashan Hollow Rd Improvement Project, \$3,000 and the Wetlands Delineation, \$1,000. Selectman Becker seconded the motion. All in favor, the motion was approved.

7:24 PM, Selectman Becker made a motion to adjourn; seconded by Selectman Borek and approved.

Respectfully Submitted, Leslie M. Palmer

Bruce G. Johnson

Michael P. Borek

Roger A. Becker