

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Minutes – September 28, 2015**

Staff Present: Bruce Johnson, Roger Becker, Michael Borek, Wendy Pinkham, Bob Dupuis, Rob Wolinski, Emmett Bean and Leslie Palmer

Public Present: Joan Doucette, Jere Buckley, Barbara Maki, Dee Blake, Tara Gunnigle, Jon Pearson, and Robert Lake

Chairman Johnson opened the meeting at 4:31 PM.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Selectman Becker moved to accept the 9/14/2015 Select Board minutes as amended to include the minutes from the two public hearings and to include a correction from “MS-5” to “MS-434.” Selectman Borek seconded the motion. All in favor, the motion was approved.
- Selectman Becker moved to accept the 9/21/2015 Select Board minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- A Pitney Bowes mail station with a 90 day free trial has been ordered for the office; a contract will be considered for next year.
- Assistant Palmer has looked into costs associated with upgrading the telephone system and the Town website, to be discussed further during budget work sessions.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Select Board signed the payroll and accounts payable manifests, the bank reconciliation for August 31st and an Intent to Cut.
- Administrator Pinkham presented the budget through September for Board review.

Police Chief Bob Dupuis presented or advised the Board of the following:

- 59 calls for service in the last two weeks.
- The Select Board approved a vacation leave request.
- The Drug Take Back Day held on September 26th was a success with 50lbs of drugs transferred to the DEA.
- Chief Dupuis indicated that he would also like to look into upgrades to the Police Department’s telephone system; Assistant Palmer provided vendor contact information to Michele Derby.

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

- 4 EMS calls and 1 CO detector activation in the last two weeks.
- Everything passed the recent pump test and will not need to be tested again for another year.
- Beltronics recently performed some radio work at the station including the reprogramming and installation of a radio head in Captain Dubuc’s truck.
- The Fire Department performed an inspection of Webster Elementary School on September 25th and found no major deficiencies.
- The Fire Department participated in a Mutual Aid drill on Saturday, September 26th on Pleasant St with the nearby towns of Salisbury, Boscawen, Warner, Hopkinton and Penacook Rescue. The drill provided a good hands on experience for some of the newer members of the department. The Fire Auxiliary provided food.
- Chief Dupuis will send Chief Wolinski a copy of the memo sent by the State of NH indicating that the plan to change municipal vehicle inspections to September has been suspended.
- Chief Wolinski attended a Capital Area Mutual Aid meeting the previous week and learned that dispatch fees should be about \$400 less next year. He will have 90% of his budget complete for review and is only waiting on the cost of the new ambulance.
- The Fire Department will participate in the Manchester Fire Prevention Parade on October 4th.
- The Fire Department will hold a Fire Prevention Day at Webster Elementary School on October 19th.
- The Fire Station will hold their annual Halloween Open House on Saturday, October 31st, from 5:30 PM to 7:00 PM.

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

- Road Agent Bean asked about the status of a letter being drafted to Mr. Wind regarding the ongoing water problem on his property. Administrative Assistant Palmer will draft a letter this week to be signed by Chairman Johnson on behalf of the Select Board.
- Salt and Sand will be ordered next week.
- The Little Hill Rd project is going well; paving will begin next week.
- Roadside mowing throughout Town continues.

Old Business:

- Follow through on three recent Public Hearings was discussed. TDS Telecom Cable Television Franchise Agreement – The Select Board will receive a signed and notarized copy of the Agreement. No further action is needed. No Through Trucking Ordinance on Gerrish Rd and Bashan Hollow Rd - The ordinance needs to be drafted and should include a definition of “truck” as well as exemptions. Signs will need to be ordered. Assistant Palmer and Chief Dupuis will look into how surrounding towns have drafted their ordinances; Chairman Johnson will send the RSA definition of “truck” to Assistant Palmer and Administrator Pinkham will contact the NH Prison Sign Shop. Assistant Palmer will draft an ordinance to be reviewed at the next Select Board meeting. Bashan Hollow Rd – No action is needed by the Select Board at this time. Paul Gagnon from the Society for the Protection on NH Forests has asked engineer Erin Darrow for more information to assist in his decision making regarding the conservation easement and possible condemnation.
- Pond Hill Rd – The Moose Plate Grant was submitted on September 25th. Designating Pond Hill Rd as an Emergency Lane was discussed as a means to allow work to be done to improve drainage. Jere Buckley confirmed that work done to improve drainage is not a violation of the statute regarding class VI road maintenance. Selectman Becker indicated that Town counsel weighed in on the best options available to the Town regarding Pond Hill Rd back in the late 1990s or early 2000s. Assistant Palmer and Administrator Pinkham will look into it; Sue Roberts noted that there was no legal opinion contained in the Pond Hill Rd file.
- Clothespin Bridge – Assistant Palmer will follow up with the State of NH to see if the cost estimate to replace the bridge has been completed as requested by the Town in 2014. Road Agent Bean is repairing the bridge prior to winter.

New Business:

- The Select Board reviewed the draft Warrant. Upcoming capital projects were discussed including the paving of the Town Hall parking lot and handicap access construction. Chairman Johnson requested that revision dates be tracked throughout the budget process. Budget work sessions will begin on October 12th. Police Chief Dupuis will present his budget on the 12th and both Road Agent Bean and Fire Chief Wolinski will present on October 26th.

Public Comment:

- Referencing an earlier conversation regarding water runoff issues with the Town Hall parking lot, Joan Doucette noted that water flows downhill, there is no way to prevent the water from draining even with the proposed paving.
- Jon Pearson stated that he is not in favor of the 4:30 PM start time for the Select Board meetings as it is hard for people that work to attend.
- Tara Gunnigle remarked that every other Board meets at 6:30 – 7:00 PM, and doesn’t understand why the Select Board can’t as well. She asked that the time be changed back to 6:30 PM to let working people join in.
- Barbara Maki asked if a compromise could be made to begin the Select Board meetings at 5:30 PM instead.
- Robert Lake asked why the Select Board meeting time was changed. Chairman Johnson explained that the time was changed to allow for greater efficiency for staff and to allow Select Board members time to attend other meetings later in the evening. Mr. Lake responded by saying the Select Board of changing the time so as not to get any “flak” from residents.

Chairman Johnson thanked the public for their comments.

At 5:47 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.” Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 6:17 PM and Selectman Becker seconded. All in favor, the motion was approved.

A motion was made by Chairman Johnson to seal the Non-Public minutes for six months. Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

The Select Board briefly discussed the Select board meeting time; the decision was made to stay with the 4:30 PM meeting time for now, particularly through budget review and possibly consider alternatives at a later date.

6:27 PM, Selectman Becker made a motion to adjourn; seconded by Selectman Borek and approved.

Respectfully Submitted, Leslie M. Palmer