

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

6:31 pm Select Board's Meeting – August 5, 2013

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 reminded all that the August 19th Select Board's Meeting will be held at 6:30 pm at the Old Meeting House.

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

- Selectman Fanjoy made a motion to accept the Select Board's minutes of July 22, 2013 as written. Selectman Donovan made the following amendment under Old Business on Page 2 second bullet after the word "transfer" to read as follows: "...and there would be no use restrictions other than district covenants". Selectman Fanjoy made a motion to accept the 7/22/13 minutes as amended; seconded by Chairman Johnson and approved. The amended minutes will be prepared for signature at the August 19th meeting.
- Selectman Fanjoy made a motion to have the July 22nd Non-public Session I minutes made public; seconded by Chairman Johnson and approved. Selectman Fanjoy then made a motion to accept the Select Board's Non-public Session I Minutes of July 22, 2013 as written; seconded by Chairman Johnson and approved. Selectman Donovan did not vote as he was not present to read the written minutes. Chairman Johnson read a letter he prepared to Former Fire Chief Colin Colby thanking him for his service to the Town. Selectman Fanjoy made a motion to accept the letter; seconded by Selectman Donovan and approved.
- Selectman Fanjoy made a motion to accept the July 22nd Non-public Session II minutes; seconded by Chairman Johnson and approved. Selectman Donovan did not vote as he was not present. These minutes are sealed.
- A sick leave slip for Mrs. Jones.
- A Land Use Change Tax Correction to be filed with the Merrimack County Registry of Deeds.
- Selectman Fanjoy made a motion to withdraw \$4,172.73 from the Public Safety Building Capital Reserve, established in 1986, for labor and materials needed to divert the water run-off issues at the PSB; seconded by Selectman Donovan and approved by the Select Board and Police Chief Robert Dupuis.

The Board signed the following for Financial Administrator Wendy Pinkham:

- An Excavation Warrant.
- PO #21 for Webster Fire Department to Twin Rivers Office Machines for a laptop computer in the amount of \$299.
- PO #23 for Webster Fire Department to Valley Fire Equipment for a light bar and installation in the amount of \$1,607.72.
- Reviewed four Beltronic's invoices from December, 2012 for miscellaneous pager issues that will not come from the 2013 budget per advice of the auditors. An adjustment will be made when the audit is done for 2013.
- The Board authorized Mrs. Pinkham to sign Huckleberry's Authorization for propane bid.
- Vacation Leave Slip for Mrs. Pinkham.

Police Chief Dupuis advised the Board of the following:

- 28 calls for service over the past two weeks with highlights read.
- The Police Advisory Committee plans to have a table at Old Home Day and will borrow a tent from the Fire Department. Discussion followed.
- Chief Dupuis will provide sign-up sheets for the proposed Defensive Training Program at Old Home Day at the PAC table.
- A request pursuant to RSA 91:A for electronic arrest reports was received by all NH Police Department from a Florida resident. A Chief from Claremont will draft a standard response for the Departments to use. A second similar request was also made from another source. The person requesting the information will be advised that RSA 91:A does not apply to this request as they are not a NH resident; however someone from NH could get paper copies, for which there would be a charge. The Select Board agreed.
- Chief Dupuis discussed the graphics for the new cruiser. The final decision was to go with Ian Graphics in Northfield, who formerly did the graphics, for \$925. Any additional funds needed beyond the Town appropriation will come from the Pistol Permit Fees.
- He is having a wooden box made at the State Prison for the cruiser for \$400; much less than the steel version used previously.
- During an investigation on Centennial Drive, it was noted a possible apartment in use, which would be a Zoning Violation. The assessor did a site visit today. This issue will be on the next agenda and Chief Dupuis will provide updates as they become available.

Chairman Johnson recommended a priority list for the Public Safety Building as follows: the roof, pavement on the south side, sealing, striping, and fobs and/or cameras. Chief Dupuis mentioned the "dog houses", which is included in the roofing.

Fire Department Captain Robert (Jake) Drown advised the Board of the following:

- 89 calls to date.
- The light bar on the forestry truck and the garage doors serving the Fire Department are fixed.
- Mrs. Pinkham advised of the unsuccessful recovery of the FD computer data by Mainstay Computers. A new "used" lap top was purchased with upgrades done by Mainstay while they were on site. There will now be daily backups done going forward, with the recommendation

to buy additional backup storage units. Data may need to be recreated from the beginning of 2013 to date. FD Personnel files will be brought to the office for proper storage. Discussion continued on whether to pursue additional recovery methods and costs, which did not seem feasible.

7:00 pm Selectman Donovan signed off the phone at this time.

Emmett Bean has followed up on the PO for a radio for the ambulance to be purchased from Beltronics, now ordered and expected to be installed in two weeks. Currently a loaner is being used.

Road Agent Bean reported that he is working on Little Hill. After discussion it was decided that the "Byway" signs will be put in place soon by Mr. Bean and the request to move rocks back onto the stonewall on the southerly side of the Town Hall will be done soon as requested by the abutter as this is part of their boundary lines. A short recess was taken at 7:16 pm to review the project. The request from the abutter also included the moving of the propane tank from the property line. Mrs. Jones will follow up on the removal of the propane tank and respond to the abutter's letter in writing as requested regarding the completion of these projects.

7:29 pm Chairman Johnson reconvened the meeting. Selectman Fanjoy thanked Mr. Bean for accompanying the UNH engineers during the review of the roads, with a write-up forthcoming expected from UNH. Selectman Fanjoy inquired about the calcium for Pleasant Street. Mr. Bean advised that the calcium has not yet been delivered as he is waiting for appropriate weather. Chief Dupuis advised that a reduction of the speed limit has been requested for Tyler Road, which he is looking into. This led to a short discussion regarding any possible reports to be generated during use of the speed trailer, which Chief Dupuis advised could be made available.

Old Business:

- Selectman Fanjoy will attend the August 12th PAC.
- Copart is in the process of completing their application for a "junkyard".
- Chairman Johnson read the "Efficiency Statement" as updated as well as drafts of the "notes" to be posted on the inside and outside office doors during open hours. This will be discussed further at the August 19th meeting. This led to the discussion of the safety of the staff during office hours and possible changes to improve the safety for all employees.

New Business:

- The Board reviewed a request from AT & T for upgrades to their facility on Dustin Road, as is allowed in the Zoning Ordinances. After discussion Selectman Fanjoy made a motion to approve AT & T's request to upgrade their Personal Wireless Facility on Dustin Road as per the submitted plan dated 8/2/13; seconded by Chairman Johnson and approved. Secretary Therese Larson will advise AT & T of the Board's decision.
- A request to put the updated assessing data live for public viewing was not approved as the cost for 31 to 45 days is \$750 and no funds are available for this. Jere Buckley then read a letter of concern about the assessing information and the assessing manual requesting that they be made available to the public and the importance of this information. The assessors will be asked to make the "Manual", once prepared, available on the website or by other electronic means. Discussion ensued on the cost of copies of assessment cards.
- The Board acknowledged the Department of Health and Human Services appointments of Health Officer P. Nicholas Van Loan and Deputy Health Officer Nancy Van Loan for a term of July 1, 2013 to July 1, 2016.

Jennifer Mock, from Central NH Regional Planning, will be at the office on August 8th at 8:30 am to complete a broadband map for Webster.

Chairman Johnson advised that the Board will review the following at the August 19th 2013 4:00 pm Works Session at the Town Hall: the fee schedule; the Ethic and Personnel Policies; Selectman Donovan will report on a review of the DSL contracts offered by TDS for the PSB and the Town Hall; and open and discuss the RFP's for the Public Safety Building roof and snow removal issues.

Chairman Johnson opened discussion to the public. There were no public comments.

8:25 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