

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

6:30 pm – Select Board’s Meeting – December 23, 2013

Select Board present: Chairman Bruce Johnson, Selectman Fanjoy and Selectman Mason Donovan.

Chairman Johnson welcomed everyone and wished them a Happy Holiday. He advised that the meeting would start with the Police Chief.

The Select Board signed the payroll and check manifests.

Police Chief Dupuis advised the Board of the following:

- Minor changes were made to the “Alarm Ordinance” from the last meeting. Selectman Fanjoy made a motion to accept the Town of Webster NH Alarm Ordinance as written; seconded by Selectman Donovan and approved. This will go on the Website and be sent to the Grapevine.
- 34 calls for service entered in the computer. Chief Dupuis noted that this report did not include all of the last five days of calls for service.
- He contacted the adjuster for Concord Group re: removal of the burned home on White Plains Road. He was told that the claim was paid and that the building now belonged to the US Government and the Department of Agriculture. He spoke with a gentleman doing research on this at the Department of Agriculture, the mortgage holders, who advised that he would get back to Chief Dupuis when completed.
- Chief Dupuis started the traffic study on Bashan Hollow Road. He has looked at other towns doing studies for guidance and is working on the Scenic Road designation aspect as well. To date, he has set the radar in that area and has done some measurements.
- He requested that the PO for \$500 to the Barn Store be encumbered as he has not yet purchased the gun and ammo, to which the Board agreed.
- He discussed the recovery of a stolen generator and the efforts completed to find the responsible party.

6:43 pm Selectman Donovan made a motion to go into non-public session pursuant to RSA 91-A:3 II (a) with Chief Dupuis to discuss personnel issues; seconded by Selectman Fanjoy. Roll call: Chairman Johnson – yes; Selectman Fanjoy – yes and Selectman Donovan – yes.

6:55 pm Chairman Johnson reconvened the meeting and advised that the Board voted to seal the minutes.

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

- Selectman Fanjoy made a motion to accept as written the Select Board’s minutes of 12/9/13; seconded by Selectman Donovan and approved.
- Selectman Fanjoy made a motion to accept as written the Select Board’s Work Session minutes of 12/13/13; seconded by Selectman Donovan and approved.
- Selectman Fanjoy made a motion to accept as written the Select Board’s Work Session minutes 12/16/13; seconded by Selectman Donovan and approved.
- Selectman Donovan made a motion to accept as written the Select Board’s Non-Public Session of 12/16/13; seconded by Selectman Fanjoy and approved. These minutes are sealed.
- Selectman Fanjoy made a motion to withdraw \$361.57 from the Legal Expendable Trust Fund, established in 2008, to pay legal expenses; seconded by Selectman Donovan and approved.
- A sick leave slip for Mrs. Jones.
- Copies of the 2014 Town Warrant draft was reviewed. Chairman Johnson noted that the Board could still make changes during the Public Hearing. Mrs. Jones will call LGC for clarification regarding changes allowed at the Public Hearing. Discussion ensued on the Warrant Article draft.

The Board reviewed the Conservation Commissioner’s recommendation regarding Town owned property and their potential conservation value. Selectman Donovan recommended that the first seven lots, shown as having conservation value, be put on the 2014 Town Warrant for the Town to vote on as to whether to conserve them or not, to which the Board agreed. Selectman Donovan will write a Thank You draft for the Board’s signature to the CC for their efforts regarding this project as they were the first to respond to the Board’s request as to possible uses of Town owned properties.

The Select Board signed the following for Financial Advisor Wendy Pinkham:

- Resigned the October bank reconciliation and the November bank reconciliation.
- New budgets through today were provided to the Board.
- She explained that funds were remaining in the 2013 budget under computers/consultants and requested the purchase of a new computer from this line for her. Later Selectman Fanjoy made a motion to approve the new computer for her, seconded by Selectman Donovan and approved. The Board then signed PO #41 for the Office to Mainstay Technologies. LLC for a Dell computer in the amount of \$822.50.
- Mrs. Pinkham advised that Deb Gallant of Hopkinton had not provided the 4th quarter payment due for the Landfill. Therefore, she requested to do a check run on December 30th to include this expense, highway expenses and any other 2013 bills, to which the Board agreed. Treasurer Mary Smith questioned as to whether impact fees could be used for this, as funds may be available for this. Mrs. Pinkham will let her know.
- Mrs. Pinkham noted two 2014 budget line items lowered based on new information received. The Board will again review the budget and decide on any additional budget meetings needed.
- Health Trust paperwork was received regarding payment holidays from 2011-2012 resulting in a surplus of \$3,324.59, for which a check will be received and will be applied to revenue. A Board vote will be needed to give a payment holiday to those who contributed to this payment.

Chairman Johnson asked Selectman Donovan what could be done for him to agree with the proposed budget. Selectman Donovan advised that he did not agree with the “across the board 3% raise”, though he agreed to 3% for the Town Office staff, but not for the PD as they received an increase last year. He noted an approximate 6% total increase in the Town budget, saying that this would not be the only increase for the taxpayers. Discussion ensued.

B. J. Johnson

R. E. Fanjoy

M. W. Donovan

Mrs. Jones reminded the Board that a tally vote was needed at the end of every WA. Chairman Johnson recalled that last year this vote was taken after the Public Hearing. Mrs. Jones will call LGC to clarify any monetary or word changes allowed at the PH and any need for a second PH.

Fire Chief Wolinski discussed or advised the Board of the following:

- Thanked the Board for attending last Thursdays FD Meeting, where Marge Blanchette was honored for her 30 years of EMT services to Webster. Mrs. Blanchette was very appreciative of the recognition.
- The FD is up to 150 total calls for the year.
- The FD Christmas Party, sponsored by the Association, is being held Saturday at the Red Blazer in Concord.
- The Board approved changes in the PSB kitchen area and will receive help with the renovations from the Police Department.
- He requested an interfund transfer from the maint./air pacs budget line to the dry hydrant budget line to purchase the coupler needed for the new dry hydrant. He requested the approximately \$350 needed be encumbered, to which the Board agreed. A PO will be prepared before 12/30/13.
- He inquired about the Warrant Article for the formation of the FD. The prompted a short discussion regarding the WA's and the order.
- He discussed the roof on the Safety Building regarding "dog houses" needed and ice buildup issues. A lengthy discussion ensued. This included solutions to the pavement issues on the south of the building, though the trenching for the water run-off was completed, sinking pavement and the cement pads, which are oversized for the needs and causing problems. Chief Wolinski will attempt to find someone for these projects.

Chairman Johnson has read surrounding town's minutes that indicated that Department Heads are not in attendance at every meeting. After discussion it was decided to request Department Heads attend on a monthly basis, though they are welcome anytime. Mrs. Jones will notify everyone.

Chairman Johnson explained that the 2018 assessing contract looked different as it was the revaluation year. The Board then signed this contract. Mrs. Jones will now get these to Mr. Earls for his signature.

Chairman Johnson inquired about the Personnel Policy regarding providing past employees with references. Selectman Donovan advised that this was to keep the Town's liability at a minimum. He advised that a letter of commendation could be put in the employee's personnel file, to which the employee would then be able to request a copy. The decision was for Chairman Johnson to contact LGC for guidance. The Board then signed the Personnel Policy as voted upon on December 9, 2013.

Tim Greene met with the Board to discuss the "Letter of Intent" for upgrades to the AT & T Cell Tower on Pearson Hill Road. He advised them that this was the same as the "Letter of Intent" for improvements to the Dustin Road US Cellular tower in August, which was approved by the Board. Later in the meeting he referred the Board to SB 101 from which he read excerpts. PB Chairman Jere Buckley had e-mailed the Board in support of approving this, which Chairman Johnson advised was the purpose of further discussion. Lengthy discussion ensued. The final Board decision was to stand by their vote to refer Mr. Greene to the PB and ZBA.

Recommended encumbrances from the 2013 budget:

| | | |
|--------------------------------|---|--------------------------------------|
| 415006-190 | Auditor | \$ 500.00 |
| 421009-612 | Police Ammunition | \$ 500.00 (PO #36) |
| 422008-630 | Maint. Air Packs – interfund transfer approved from this line to: | |
| 422007-630 | Maint. Dry Hydrants | \$ 350.00 (PO to be signed 12/30/13) |
| TOTAL 2013 ENCUMBRANCES | | \$1,350.00 |

Selectman Fanjoy made a motion to encumber the above items in the amount of \$1,350; seconded by Selectman Donovan and approved.

Upon request by the Board, Mrs. Jones will write Moderator Robert Pearson and invite him to be the moderator at the Public Hearing on 2/11/14.

Selectman Donovan drafted a "Mileage Reimbursement" policy for consideration. After discussion it was decided to incorporate this into the Personnel Policy to be voted upon on 1/6/14.

Selectman Donovan discussed the current "Waiver of Fees" for usage of the Town Hall being followed in the past and not formally voted upon by the current Board. After discussion it was decided to allow the use by the Daniel Webster Grange Hall as per the 5/14/90 agreement; funerals for residents of Webster or parents of the deceased who live in Webster; and an annually requested waiver for each non-profit organization based in Webster, of which an annual proof of insurance will be requested. All governmental agencies would be exempt i.e. Town Committees; school; etc. Selectman Donovan will put this in a formal form for review. Mrs. Pinkham inquired about the necessary for "Certificate of Insurance" from all renters, which could result in a hardship for some, noting that "gross negligence" would have to be proven to make a claim against the Town. Selectman Donovan advised that event insurance was a possibility. Mrs. Jones advised that past practice was to not allow New Year's Eve parties, to which the Board agreed.

A letter was received from PL Management regarding non-compliance of out buildings and setbacks in the PLD at a residence on Mt. Vernon Terrace. The decision was to have Mrs. Jones write the resident(s) a letter advising them that a Select Board member will contact them to do an inspection regarding Zoning Ordinance setbacks of outbuildings by mid-January, 2014.

9:07 p.m. Selectman Donovan made a motion to adjourn; seconded by Selectman Fanjoy and approved.

Bruce G. Johnson, Chairman
 BOS/jj

Roy E. Fanjoy

Mason W. Donovan

 B. J. Johnson

 R. E. Fanjoy

 M. W. Donovan