

TOWN OF WEBSTER

SELECT BOARD

MEETING MINUTES TUESDAY JANUARY 16, 2024

The Select Board held a meeting on Tuesday, January 16, 2024. The meeting was held at 945 Battle Street, Webster, NH 03303

Select Board Members present: David Hemenway, Marlo Herrick, Normandie Blake.

Also present: Town Administrator Dana Hadley, Police Chief Stephen Adams, Town Clerk Mary Welch, Land Use Coordinator Russell Tatro, Robert & Stephanie Klages, Eric Hansen, Gerry Smith, and Irvin Gordon.

Chairperson Hemenway opened the meeting at 6:29pm with the pledge of allegiance. He then stated that he was happy to be back in Webster. He announced that the State Primary was next week on January 23, 2024, from 8:00am to 7:00pm. He also announced that there would be a Public Information for Webster Community Power on 1/29/24 at 6:30 in the Grange Hall and that Community Power mailers would arrive to each resident in the mail. His final announcement was that the Town was still looking for a snow shoveler and that anyone interested should contact the Town Office.

Chairperson Hemenway moved to the first item in the agenda, the appointment with Town Clerk Welch regarding the appointment of her Deputy.

Town Clerk Welch informed the Board that she had found a candidate for the position of Deputy Town Clerk Stephanie Klages. She then provided the Board with her candidate's application and resume to review. The Board then asked Ms. Klages why she was interested in the position. Ms. Klages responded that she had moved to the Town about a year ago and was interested in part-time work. She also wanted to get to know the community better. Her husband had sent her the job posting and she decided to interview. The Board thanked her for her interest and signed off on the appointment paperwork.

Coordinator Tatro stated that he had a matter to discuss on this topic. He stated that Mr. Klages had offered to be on the Zoning Board of Adjustments and asked the Board if they wanted to interview him while he was at the meeting. The Board agreed they could. Chairperson Hemenway asked Mr. Klages why he was interested in the position. Mr. Klages informed the Board that he was interested in the operations of the Town and was also interested in getting more involved with the community. He felt that his experience as a software engineer would be of use on the Board. The Board thanked Mr. Klages for his interest and agreed to appoint him.

MOTION: Chairperson Hemenway

To appoint Robert Klages to a three-year term on the Zoning Board of Adjustments

SECOND: Selectwoman Blake

DAVID HEMENWAY – YES

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 3 to 0.

Chairperson Hemenway moved to the next item on the agenda, the appointment with Eric Hansen regarding Guide Board Hill Road.

Mr. Hansen thanked the Board for meeting with him again on this topic. He then asked if Senator Inman's Office had reached out to the Town. Administrator Hadley and Chairperson Hemenway both responded that they had not. Mr. Hansen then provided the Board that he had written to the Senator hoping to apply pressure on the Army Corps. Of Engineers to respond to his inquiry regarding the maintenance of Guide

1 Board Hill Road. The Board reviewed the letter and hoped to at some point be able to discuss the topic
2 with a representative of the Army Corps. Of Engineers. The Board and Mr. Hansen then briefly discussed
3 the history of Guide Board Hill Road.
4

5 Chairperson Hemenway moved to the next item on the agenda, the Pond Hill Culvert Estimate.
6

7 Administrator Hadley informed the Board that he had received the estimate from Mitchi Corp. for the cost
8 of replacing the culvert on Pond Hill Road. The engineering would cost approximately \$15,500 and the
9 materials would be about \$56,628. Chairperson Hemenway noted that the estimate did not include the
10 approximate cost of the road work. He estimated the construction would likely cost an additional \$75,000.
11

12 Administrator Hadley then informed the Board that an agreement between the Austin's and the Town
13 existed from 1985. At that time the Town had been discussing Westwind Village Road. In this agreement
14 the Austin's took responsibility for the maintenance of the bridge/culvert. Chairperson Hemenway then
15 read the agreement to the Board and those in attendance. After reading the agreement he commented that
16 it seemed that the Austin's and the Winnapocket Association are the interested parties. He felt that they
17 should work with the owners of Westwind Village to work on funding the culvert and this appeared that it
18 was not something for the Town to handle. He then asked Administrator Hadley to forward the quote
19 information to the Lake Association and Administrator Hadley responded that he already had.
20

21 Chairperson Hemenway moved to the next item on the agenda, the Clothespin Bridge Request for
22 Qualification (RFQ).
23

24 Administrator Hadley informed the Board that he had requested RFQ's from five NHDOT qualified firms
25 and the Town had only received one response from the engineering firm Wright Pierce. He asked the
26 Board if they wanted him to send out the proposals again. Chairperson Hemenway responded that he was
27 concerned that fulfilling the requests again would further delay the project. Administrator Hadley
28 responded that he could contact VHB and ask them what the next step would be, and he bring the
29 response to the next meeting.
30

31 Chairperson Hemenway moved to the next item on the agenda, the 2024 Budget.
32

33 Administrator Hadley informed the Board that they still had work to do on next year's budget and asked if
34 the Board would like them to set up a work session. He also informed the Board that he had set up a
35 tentative work session on Monday, January 22 at 5:30pm to finalize the agreement for the Transfer
36 Station. The Board agreed to the meeting with the Hopkinton Select Board and Scheduled the Budget
37 work session on the same day at 2:00pm.
38

39 Chairperson Hemenway then reminded the Board that this would be a two-step process. The first being
40 they would put the Warrant on for the new agreement and then after they would need to work with
41 Hopkinton on updating the ordinance. Selectwoman Herrick asked Administrator Hadley if he could get
42 the figures from Hopkinton that they were using to justify the increase to commercial trash disposal and
43 Administrator Hadley responded that he would.
44

45 Chairperson Hemenway moved to the next item on the agenda, the Assessing Contract.
46

47 Administrator Hadley informed the Board that he had received the new contracts from CNP and asked if
48 the Board would sign them. Chairperson Hemenway asked if they had the updated Utility Appraiser
49 contract. Administrator Hadley responded that they did, and the price had stayed the same as anticipated.
50 The Board reviewed and signed the contracts.
51

Chairperson Hemenway moved to the next item on the agenda, the 2024 Audit Questionnaire.

The Board reviewed the questions and answered them. Administrator Hadley took down their responses and. He would have the questionnaire ready for the Board to sign at the next meeting.

Chairperson Hemenway moved to the next item on the agenda, correspondence.

Administrator Hadley informed the Board that they had received letters from the Census department regarding boundaries, a letter from NHDRA informing the Town that the CNP had requested an extension for the UsePap manual, and a letter from MT Trash expressing their concern about the new commercial hauling rates at the Transfer Station.

MOTION: Selectwoman Herrick

To approve the minutes from 1/2/24 as written.

SECOND: Selectwoman Blake

DAVID HEMENWAY – ABSTAIN

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 2 to 0 with 1 abstention.

MOTION: Selectwoman Herrick

To approve the non-public minutes from 1/2/24 as written.

SECOND: Selectwoman Blake

DAVID HEMENWAY – ABSTAIN

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 2 to 0 with 1 abstention.

MOTION: Selectwoman Herrick

To enter non-public session under RSA 91-A:3IIa regarding personnel at 7:49

SECOND: Selectwoman Blake

DAVID HEMENWAY – YES

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 3 to 0.

The Board exited non-public session at 8:34pm

MOTION: Selectwoman Herrick

To adjourn the meeting at 8:35

SECOND: Selectwoman Blake

DAVID HEMENWAY – YES

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 3 to 0.

Minutes taken by Russell Tatro.