

Town of Webster  
Selectboard Minutes  
January 17, 2023  
Minutes Approved February 6, 2023

Selectboard Members Present: David Hemenway, Chair  
Normandie Blake  
Marlo Herrick  
Also, Present: Dana Hadley, Town Administrator  
Stephen Adams, Town Administrator

The meeting was called to order at 6:38 p.m. by Chairman David Hemenway and the meeting opened with the Pledge Allegiance.

Announcements

The Town Administrator announced that Neal Cass, the Hopkinton Town Administrator will be at the February 6<sup>th</sup> selectboard meeting to discuss the transfer center. The CIP committee and Conservation Commission will be invited to this meeting.

The Town received the proposed rfp (Request for Proposals) from the engineer working on the replacement of the culvert on White Plains Road. It is expected that this will be released within the next two weeks.

Dave Hemenway announced that on Wednesday, January 18<sup>th</sup> the energy committee will host their second public meeting to gather input regard the Community Power Project.

Stephen Adams said the vendor that the town is working on for the proposed sign at the Public Safety Building has informed him the company is offering a 15% discount on the price of the sign in January and 10% in February. This project has not been approved by the Selectboard to date. The Board has asked that the planning board review prior to a decision.

Dave Hemenway announced the date is approaching to sign up to run for a Town Office. It is from January 25<sup>th</sup> to February 3<sup>rd</sup>.

Old Business

*2023 proposed warrant articles.*

The Town Administrator reviewed the proposed draft 2023 Warrant. There was discussion about the warrant article for compensation and benefits for the Town Clerk. Selectboard chair Hemenway said he is in favor to present an article to the voters in the interest of clarification . He stated the town clerk should speak to the article to outline what they want the compensation to be. There also are warrants to “readopt” the Optional Veteran’s Tax Credit and the All-Veteran’s

Tax Credit. This was required by the Department of Revenue Administration. The reason is not clear at this time, however we will be able to explain it by the Public Hearing..

Selectboard Chair Hemenway reviewed the current census of exemptions and credits that the Town currently offers to property owners. He noted the Town does not offer a credit for the deaf. He would like to put an article forward for the voters to consider this exemption. He also mentioned that the Board should review the dollar amounts to be sure they are up to date.

#### *Budget and Budget Hearing Scheduling*

The Town Administrator spoke to the Board regarding the Election's Registration and Vital Records budget. The budget was increased to allow anticipated additional training for the new Town Clerk. The Town Clerk stipend was changed to match the warrant article from 2019. In the overall budget a reduction to the Health Insurance line.

#### *Personnel Policy*

The Town Administrator asked the Board to sign the document to be inserted into the updated Personnel Policy manual. The Board signed the document.

#### *Town Clerk Update*

The Town Administrator asked the board to appoint Nancy Webster as Assistant Town Clerk in order to process candidates for Town Offices.

*Motion: Dave Hemenway made a motion to appoint Nancy Webster as Assistant Town Clerk for purposes of candidate registration as recommended by the Secretary of State.*

#### *Second by Dee Blake*

Vote in the affirmative

#### New Business

#### *Select Board Questionnaire*

The Board filled out the Select Board Questionnaire in preparation for the 2022 Audit.

#### *Abatements*

The Board signed an abatement for owners at the campground that no longer have property at the campground.

#### *Timber Tax*

The Board signed the warrant to assess Timber Tax for wood cut.

### Correspondence

There was no correspondence to review.

### Public Comment

Dave Hemenway noted that he attended a meeting at the school district for area Selectboards. School officials reviewed changes to the school district's proposed budget.

### Select Board Motions and Approvals

#### Approval of draft meeting minutes

*Motion: David Hemenway moved to approve the minutes of December 19<sup>th</sup>, 2022 Seconded by Normandie Blake.*

Vote in the affirmative

*Motion: Marlo Herrick moved to approve the minutes of December 29<sup>th</sup>, 2022. Seconded by Normandie Blake.*

Vote in the affirmative with Selectboard Member Hemenway abstaining as was not present at that meeting.

*Motion: Marlo Herrick moved to approve the nonpublic minutes of December 29<sup>th</sup>, 2022. Seconded by Normandie Blake.*

Vote in the affirmative with Selectboard Member Hemenway abstaining as was not present at that meeting.

*Motion: David Hemenway moved to approve the minutes of January 3<sup>rd</sup>, 2023. Public and Non-Public as written. Seconded by Normandie Blake.*

Vote in the affirmative.

### *Signing of Documents*

The Board signed Purchase Orders for purchase being made from the encumbrances.

*Motion: David Hemenway to enter into a non public session pursuant to RSA 91A:3 2a(personnel) Second by Normandie Blake*

### Roll Call Vote

Hemenway-yes                      Blake-Yes      Herrick-yes

Entered a non-public session at 8:28 p.m.

The Public Session resumed at 10:38. There were no further actions taken as a result of the Non-Public Session

Adjournment

*Motion: David Hemenway to adjourn the meeting. Second by Normandie Blake*

Vote in the affirmative.

Meeting adjourned at 10:39 p.m.  
Respectfully Submitted,

Dana Hadley, Town Administrator