

TOWN OF WEBSTER

SELECT BOARD

MEETING MINUTES MONDAY DECEMBER 18, 2023

The Select Board held a meeting on Monday, December 18, 2023. The meeting was held at 945 Battle Street, Webster, NH 03303

Select Board Members present: Marlo Herrick, Normandie Blake.

Also present: Town Administrator Dana Hadley, Police Chief Stephen Adams. Road Agent/Fire Chief Emmet Bean, Land Use Coordinator Russell Tatro.

Acting Chairperson Herrick opened the meeting at 4:09pm with the pledge of allegiance. She then asked if there were any announcements. Administrator Hadley announced that because of the holiday he planned to close the office early at 12:00pm on Friday, December 22.

Acting Chairperson Herrick moved to the first item on the agenda, the request for qualifications.

Administrator Hadley informed the Board that he had been instructed by VHB, the Engineering firm designing Clothespin Bridge Road, that the Town would need to send requests for qualified engineering firms for the construction part of the project. He added that they needed to use a separate firm as part of the federal funding requirements. Acting Chairperson Herrick asked if a bid had been sent out to Michie Corp. Administrator Hadley responded that he didn't believe they were, but he would check into it.

Police Chief Stephen Adams had a separate item to bring up before the Board moved to the next item on the agenda. He informed the Board that they were still waiting for a rifle to be delivered that had been purchased in January of 2022. He had the same rifle at home, and he was willing to sell it to the Town for \$800.00 if the Board wanted to. The rifle they were waiting on had cost the Town \$1,200.00 and if they purchased his rifle, it would save the Town \$400.00. The Board agreed to purchase the rifle from the Police Chief.

Acting Chairperson Herrick moved to the next item on the agenda, encumbrances.

Administrator Hadley informed the Board that things had not been as dire as he had previously mentioned, and they would have some funds available to encumber. However, he recommended that any approved encumbrances be contingent on funds still being available at the end of the month. Chief Adams informed the Board that he wanted to encumber \$8,914.00 for the Town's portion of the server upgrade for the Merrimack County Dispatch. Administrator Hadley suggested that the funds come from the full-time officer line because the line had the funds available due to being down a full-time officer for most of the year. The Board agreed this made sense.

MOTION: Selectwoman Herrick

To approve the encumbrance of \$8,914.00 for the Town's portion of the Merrimack County Dispatch Server replacement, contingent upon funds being available at the end of the year.

SECOND: Selectwoman Blake

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 2 to 0.

Fire Chief/Road Agent Emmett Bean informed the Board that he had a bill for \$2,723.00 to replace the nozzle one of the fire engines. It had been discovered at the control burn earlier in the month that one of the nozzles had been defective. He felt the bill could be put in before the end of the month but wanted to make the Board aware of it in case it needed to be encumbered.

1 Acting Chairperson Herrick moved to the next item on the agenda, code enforcement.

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3 Administrator Hadley informed the Board that he had several code enforcements issued he wanted to
4 bring before the Board. The first was that the Code Inspector had gone out to inspect a lot on Centennial
5 Drive where the neighbor complained that several outbuildings had been placed too close to the property
6 line. Coordinator Tatro added that he had reached out to the property owner, and he had agreed to move
7 the structures by the end of April. Road Agent Bean asked for the paved apron at the end of the driveway.
8 Coordinator Tatro responded that he was still waiting for the owner of the property to apply for the
9 driveway permit.

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11 Coordinator Tatro stated that he also had several other issues that had been brought to the office's
12 attention. There was someone allegedly living in a camper behind someone's house on Battle Street. He
13 had also received a call from an appraisal firm asking if a property on Battle Street had a permit for the
14 in-law apartment in the basement and after doing research it had been determined that they never got
15 approved for it. He had also been contacted by an owner that an issue that the Board had addressed this
16 summer hadn't been resolved. He asked the Board if they would give them their approval to contact the
17 Town's Attorney to address these matters and the Board gave their approval.

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19 Acting Chairperson Herrick moved to the next item on the agenda, correspondence.

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21 Administrator Hadley informed the Board that he had received several pieces of correspondence from the
22 State regarding funding for Clothespin Bridge. He has also received correspondence regarding the
23 submitted date for the Town Report. The final piece of correspondence was an abatement request for a
24 property penalty that should have been taken off prior to the printing of the Tax bills. The Board reviewed
25 the abatement and signed it.

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27 Acting Chairperson Herrick moved to the next item on the agenda, motions and approvals.

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29 **MOTION:** Selectwoman Blake

30 *To approve the public minutes from 12/8/23, 11/27/23 NP, 11/28/23 NP, & 12/4/24 as amended and the*
31 *Non-Public minutes from 11/20/23 as written.*

32 **SECOND:** Selectwoman Herrick

33 **NORMANDIE BLAKE – YES**

34 **MARLO HERRICK – YES**

35 **The motion passed 2 to 0.**

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37 Road Agent Bean informed the Board that the Board that he had been contacted earlier in the day by
38 Coordinator Tatro who let him know that a tree had fallen on a house at 41 Franklin Pierce Drive. He had
39 gone to check it out and confirmed that the Tree had fallen from the Town owned lot next to her property.
40 He had arranged to have the tree removed and it would cost approximately \$2000.00. He also suggested
41 having several other trees on the lot cut that were leaning over the neighbor's lot. Member Herrick asked
42 how much that would cost. Road Agent Bean responded that would be an additional \$5000.00.
43 Administrator Hadley added that he would put in an insurance claim with Primex when he had the report
44 from the Police department.

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46 **MOTION:** Selectwoman Herrick

47 *To approve \$7000.00 for the tree removal on Franklin Pierce Drive.*

48 **SECOND:** Selectwoman Herrick

49 **NORMANDIE BLAKE – YES**

50 **MARLO HERRICK – YES**

51 **The motion passed 2 to 0.**

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3 **MOTION:** Selectwoman Herrick
4 *To adjourn the meeting at 7:57pm*
5 **SECOND:** Selectwoman Herrick
6 **NORMANDIE BLAKE – YES**
7 **MARLO HERRICK – YES**
8 **The motion passed 2 to 0.**
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11 *Minutes taken by Russell Tatro.*

Approved as Written 1/2/24