

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Select Board Minutes – August 27, 2018
Approved September 10, 2018**

Staff Present: Michael Borek, Nanci Schofield, Christine Schadler, Wendy Pinkham, Steve Adams, Emmett Bean, Ryan Dubuc and Leslie Palmer

Public Present: Bruce Johnson, Paula Fanjoy, Gordy Welch, Bob Pearson, Sue Roberts

Chairman Borek opened the Select Board meeting at 6:32 PM. He welcomed and thanked everyone for attending.

Administration

- Selectwoman Schadler moved to approve the July 30, 2018 Select Board minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Selectwoman Schofield moved to approve the August 10, 2018 Select Board Work Session minutes as written. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.
- Selectwoman Schofield moved to approve the August 13, 2018 Select Board Session minutes as written. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.
- The Select Board approved payment of the following invoices:

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$500.00 for invoice #5404 payable to Fleece & Flower Farm, LLC to cut a tree from the Bill Pearson Memorial Park from the Highway Building Maintenance Expendable Trust Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Highways and Roads CR (Deer Meadow Rd Project)

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$1,412.00 for invoice #5426053 payable to Everett J. Prescott, Inc for 200 ft of soil-tite pipe for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$921.32 for invoice #18-1366 payable to Boscawen Sand & Gravel for 118.88 tons of $\frac{3}{4}$ " quarry pack for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$675.00 for invoice #5390 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$740.00 for invoice #5394 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$1045.71 for invoice #18-1406 payable to Boscawen Sand & Gravel for 134.93 tons of $\frac{3}{4}$ " quarry pack for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$3,470.00 for invoice #5395 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$1,109.57 for invoice #18-1407 payable to Boscawen Sand & Gravel for 143.17 tons of $\frac{3}{4}$ " quarry pack for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$3,607.50 for invoice #5396 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$278.61 for invoice #18-1421 payable to Boscawen Sand & Gravel for 35.95 tons of $\frac{3}{4}$ " quarry pack for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$2,207.50 for invoice #5397 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$844.67 for invoice #18-1436 payable to Boscawen Sand & Gravel for 108.99 tons of $\frac{3}{4}$ " quarry pack for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$3,217.50 for invoice #5400 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$1,075.62 for invoice #18-1442 payable to Boscawen Sand & Gravel for 138.79 tons of $\frac{3}{4}$ " quarry pack for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$2,485.00 for invoice #5401 payable to Fleece & Flower Farm, LLC for labor and equipment for Deer Meadow Rd from the Highways and Roads Capital Reserve Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

- The Select Board signed the MS-1, Summary Valuation of Inventory.
- Administrative Assistant Palmer reported that the Town has received \$4,867.50 in FEMA money for debris cleanup from the October storm. The Town will also be receiving \$243.38 to cover administrative costs soon. She has a Recovery meeting scheduled with FEMA and HSEM on Friday, August 31st, to close out the project. Road Agent Bean will provide Financial Administrator Pinkham with a breakdown of where the FEMA money should be applied in the Highways and Roads budget. Selectwoman Schadler observed that with more storms occurring, the Town should count on spending more money than planned on. The establishment of a 1% contingency fund to cover such costs was discussed as a strategy, to be discussed further during budget talks.
- Road Agent Bean reported that he is all set with his work on Deer Meadow Rd until the Water Precinct completes its water line portion of the project. Paving is scheduled to begin on the third week of September. Chairman Borek asked if the school buses are all set. Road Agent Bean replied that equipment has been moved and road work signs have been placed on either end of the road in preparation. Road Agent Bean noted that everyone has been fantastic to work with on Deer Meadow Rd. Calcium was put on the road today. Police Chief Adams said that everything looks really good and that there have no issues.

Jon Pearson – House Fire

Jon Pearson asked for Select Board permission to place a mobile home on his property while he rebuilds his damaged home. The Select Board approved the request and asked that he let the Town know when the mobile home is placed on the property. The Select Board will sign a 90 day Recreational Vehicle permit at that time and renew the permit every 90 days as needed.

Board Motion: Chairman Borek moved to approve the use of a temporary mobile home by Jon Pearson while rebuilding his home. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Supervisors of the Checklist

Sarah Chalsma, Supervisor of the Checklist, met with the Select Board to discuss preparations for the upcoming Primary Election. She reported that they have not heard from the Moderator, so she and Town Clerk Michele Derby have been going ahead and performing many of the duties that the Moderator is responsible for. She provided the Select Board with

a copy of the latest Election Manual for review. Supervisor Chalsma confirmed that all Select Board members are required to be at the election. If a member cannot attend, they can appoint a Select Board member pro tem. She explained that she needs the Select Board members there to assist with such things as the voting tablet and to greet voters. She has spoken with Lt. Mitchell about cones and parking. She reported that the Supervisors have attended election training and that there are still more sessions to be held for anyone involved with elections. She explained that the Select Board is responsible developing a Continuity of Operations Plan for elections. There will be a meeting for all people involved with the election on September 9th at 6:30 PM at the Town Hall. There is a lot of new information to share. There are several new ballot clerks as a result of the State's crackdown on the requirement to have 2 Democrats and 2 Republicans represented at the election. Chairman Borek will contact the Moderator to discuss the upcoming election further.

Finance

- The Select Board signed the AP and payroll manifests, the MS-535, Financial Report of the Town Budget, and 5 timber bills.
- Chairman Borek signed a form authorizing the NH Tax Kiosk to deposit funds into the Town's new bank, Franklin Savings.
- Financial Administrator Pinkham provided the Select Board with an updated budget to be reviewed in more detail at the next Select Board meeting with Department Heads.

Project Updates

- Salt Shed – Selectwoman Schadler reported that the Salt Shed Committee will be meeting in the Town Hall Conference Room tomorrow, August 28th at 5:30 PM to meet with the land owner interested in potentially selling property to the Town. The Select Board confirmed that Road Agent Bean is a full, voting member of the Committee. Discussion followed on the repair of the existing salt/sand shed roof. The Town has received insurance money for the repair and can recover depreciation costs once the project is complete. Because the original proposal for the work is over \$10,000, the Town will need to obtain 3 bids for the work. Also, Selectwoman Schadler will work with Road Agent Bean to mitigate wetland damage to the existing salt/sand shed lot. Jon Pearson suggested purchasing the entire lot of land to be used for future projects, as the Town will continue to grow.
- Road Preservation – Upcoming road projects were discussed as was the funding of the rest of the Capital Reserve Account. Financial Administrator Pinkham advised that funding the reserve now may make it difficult to make the Merrimack Valley School payment in November. A brief discussion on cash flow followed; Selectwoman Schofield will work with Financial Administrator Pinkham on cash flow issues. Road projects on the Road Preservation spreadsheet were reviewed. Chairman Borek asked that the Road Agent keep to the costs developed on the spreadsheet that was brought forward at Town Meeting. Selectwoman Schofield requested a work session be scheduled to discuss the budget; Chairman Borek replied that one is in the works.

Police

- Police Chief Adams reported that dog licensing has been completed. Out of 37 cases, only 2 dogs remain unlicensed.
- Police Chief Adams reported that Officer Westgate, along with Phil Stritmatter, investigated a complaint of live vermin on the Town owned property at 18 Mt. Vernon Rd. Administrative Assistant Palmer will look into the cost associated with the clean-up of the trash on the property.
- Police Chief Adams asked about the status of the concrete pad replacement. Based on the estimated costs brought forward by Road Agent Bean, the Select Board has determined that the project is not affordable this year. The Select Board would therefore like to put the project out to bid for next year. Fire Chief Bean and Police Chief Adams will meet to develop a plan in the meantime to possibly include patching and signage. Bruce Johnson stated that he has full confidence that they will come up with a solution and suggested that Fleece and Flower Farm put in a bid for the project.

Public Comment:

- Deputy Fire Chief Dubuc asked why the Fire Department has not received their stipends. It was clarified that stipends are processed on the last pay period of the month. Selectwoman Schofield normally reviews the quarterly calculations, but had not done so yet. But, after a review of the payroll manifest, she saw that Financial Administrator Pinkham had processed the stipends in this check run. Following discussion on stipend calculations, Selectwoman Schofield will review the stipends and send her calculations to Deputy Fire Chief Dubuc.

- Jon Pearson asked about the status of the Personnel Policy update. Selectwoman Schadler responded that she and Administrative Assistant Palmer held several meetings and have developed a draft document to be reviewed by the Select Board. Mr. Pearson spoke to the misuse of Town funds, referencing the fact that the Town provides benefits to part time employees. Mr. Pearson also asked about the issues surrounding insurance benefits, and asked if Selectwoman Schofield had spoken to the Town's Attorney about it. Chairman Borek replied that insurance benefits are being worked on as part of the Personnel Policy update and it is not a simple thing. The Select Board hopes to have an answer this fall. Mr. Pearson noted that in an earlier meeting, he was quoted as saying that he had concerns about transparency but that the fact that the Town is not following policies was not included. He asked Chairman Borek if the Town was following policies. Chairman Borek replied that he would not answer that question, that the Town was working on policy updates and ended the conversation.
- Selectwoman Schofield requested that meeting rules be written due to her frustration at the rudeness projected at this meeting.
- Bruce Johnson thanked the Select Board for all it does; Paula Fanjoy echoed the sentiment.

At 8:58 PM, Chairman Borek requested to go into Non-Public session under RSA 91-A:3 II (c) to discuss "matters which, if discussed in public, would likely affect adversely the reputation of any person..." Selectwoman Schofield seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 9:35 PM, Chairman Borek made a motion to come out of Non-Public Session I. Selectwoman Schofield seconded the motion. All in favor the motion was approved.

Chairman Borek made a motion to seal the Non-Public Session I minutes. Selectwoman Schofield seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 9:35 PM, Chairman Borek requested to go into Non-Public session under RSA 91-A:3 II (c) to discuss "matters which, if discussed in public, would likely affect adversely the reputation of any person..." Selectwoman Schofield seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 10:06 PM, Chairman Borek made a motion to come out of Non-Public Session II. Selectwoman Schadler seconded the motion. All in favor the motion was approved.

Chairman Borek made a motion to seal the Non-Public Session II minutes. Selectwoman Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 10:07 PM, Chairman Borek made a motion to adjourn. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Respectfully Submitted,

Leslie M. Palmer