

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Minutes – September 10, 2018
Approved September 24, 2018**

Staff Present: Michael Borek, Nanci Schofield, Christine Schadler, Wendy Pinkham, Steve Adams, Michele Derby and Leslie Palmer

Public Present: Roy Fanjoy, Paula Fanjoy, Betsy Janeway, Dee Blake

Chairman Borek opened the meeting at 6:30 PM and thanked everyone for coming, explaining that tonight's meeting is a Department Head Meeting.

Roy Fanjoy noted that he and Paula listened to the tape of the last Select Board meeting and it was difficult at times to distinguish who was speaking. He recommended that people state their name before speaking. Also, the audio was difficult to hear because of background noise. Administrative Assistant Palmer explained that the projector was in use. Mr. Fanjoy recommended that the audio recorder be placed in the center of the table to alleviate the problem.

Administration

- Selectwoman Schadler moved to approve the August 27, 2018 Select Board minutes as amended as follows: Change "Town Hall Conference Room" to "Town Hall" in the first paragraph on page 3, add the sentence "Selectwoman Schofield requested a work session be scheduled to discuss the budget; Chairman Borek replied that one is in the works." to the second bullet point under Project Updates, and add the sentence "Selectwoman Schofield requested that meeting rules be written due to her frustration at the rudeness projected at this meeting." to the second to last bullet point under Public Comment. Chairman Borek seconded the motion. All in favor, the motion was approved.
- The Select Board discussed Selectwoman Schofield's request to develop meeting rules as a result of the rudeness displayed at the last Select Board meeting. Select Board members will individually work on meeting rules and send their feedback to Administrative Assistant Palmer, to be reviewed at the next Select Board meeting.
- Chairman Borek moved to approve the August 27, 2018 Non-Public Session I sealed minutes as written. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.
- Chairman Borek moved to approve the August 27, 2018 Non-Public Session II sealed minutes as amended to add "into" and remove "out of" in the first paragraph. 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 \$167.26 to Brenda Silver for painting the Town Hall stairs from the Town Hall Improvements Capital Reserve 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 \$2,115.00 for invoice #5407 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 \$308.37 for invoice #18-1466 payable to Boscawen Sand & Gravel for 39.79 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 \$1,742.50 for invoice #5408 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 \$1,145.68 for invoice #18-1480 payable to Boscawen Sand & Gravel for 147.83 tons of ¾” 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 \$180.00 for invoice #5409 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.

Road Preservation Expendable Trust Fund

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$2,138.15 for invoice #18-1481 payable to Boscawen Sand & Gravel for 275.89 tons of ¾” quarry pack for Province Rd from the Road Preservation Expendable Trust 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 \$1,790.00 for invoice #5410 payable to Fleece & Flower Farm, LLC for labor and equipment for Province Rd from the Road Preservation Expendable Trust 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 \$2,484.73 for invoice #18-1496 payable to Boscawen Sand & Gravel for 320.61 tons of ¾” quarry pack for Province Rd from the Road Preservation Expendable Trust 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 \$1,635.00 for invoice #5412 payable to Fleece & Flower Farm, LLC for labor and equipment for Province Rd from the Road Preservation Expendable Trust 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 \$428.96 for invoice #18-1500 payable to Boscawen Sand & Gravel for 55.35 tons of ¾” quarry pack for Province Rd from the Road Preservation Expendable Trust 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 \$810.00 for invoice #5414 payable to Fleece & Flower Farm, LLC for labor and equipment for Province Rd from the Road Preservation Expendable Trust 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 \$2,112.03 for invoice #18-1501 payable to Boscawen Sand & Gravel for 272.52 tons of ¾” quarry pack for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust 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 \$2,445.00 for invoice #5413 payable to Fleece & Flower Farm, LLC for labor and equipment for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust 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 \$1,591.31 for invoice #18-1512 payable to Boscawen Sand & Gravel for 205.33 tons of ¾” quarry pack for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust 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 \$1,745.00 for invoice #5415 payable to Fleece & Flower Farm, LLC for labor and equipment for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust 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 \$1,710.97 for invoice #18-1545 payable to Boscawen Sand & Gravel for 220.77 tons of ¾” quarry pack for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust 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 \$1,470.00 for invoice #5419 payable to Fleece & Flower Farm, LLC for labor and equipment for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust 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 \$1,675.63 for invoice #18-1555 payable to Boscawen Sand & Gravel for 216.21 tons of $\frac{3}{4}$ " quarry pack for Clough-Sanborn Hill Rd from the Road Preservation Expendable Trust Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Finance:

- The Select Board signed the AP and payroll manifests, the check warrant for the first deposit into Franklin Savings Bank (FSB), the August bank reconciliation for FSB and the June, July and August Bank reconciliations for Merrimack County Savings Bank (MCSB).
- The Select Board reviewed the MS-434, Revised Revenues.
- The Select Board deferred approval of a PO from the Fire Department pending further information. Chairman Borek will contact Fire Chief Bean for clarification.
- Financial Administrator Pinkham reported that Beth from AccuFund will be in tomorrow, September 11th, to work on setting up the budget in the new system. She will be in on September 17th and again on September 20th to do a mock payroll check run before going live with payroll on October 5th. Today's AP run used AccuFund; the Select Board liked the layout of the new manifest. Financial Administrator Pinkham reported that the transition is going well.
- Referencing the earlier check deposit into FSB, the Town's auditor has recommended transferring money by ACH as a more secure method. Financial Administrator Pinkham will speak with Treasurer Mike Jette and suggest that he contact someone else at MCSB about an ACH transfer, as the MCSB was reluctant to do it the first time. Another deposit will be made to FBS to transfer most of the money, but enough will be left to cover payroll until the transition is complete.
- Financial Administrator Pinkham reported that she is still waiting for uncashed stipend checks to be returned to her from a non-participating fire department member. She needs the checks to close out the account. Chairman Borek will discuss this further with Fire Chief Bean.
- The current budget was presented to the Select Board, to be reviewed at the next Select Board meeting.

Police:

- Police Chief Steve Adams reported that it has been a busy couple of weeks. A lot of traffic came through Town last weekend as a result of the Hopkinton Fair; he made 35 stops alone on Saturday night.
- There have been a few DWIs, a theft and a domestic violence case in the last couple of weeks.
- The Police Department budget is in great shape and the things continue to run smoothly.

Signs on Town Owned Property

A resident reported to the Select Board that two business signs have been placed on Town owned property at the corner of Detour Rd and Pleasant St. The Select Board confirmed that the Town did not give permission to do so. The Select Board asked Police Chief Adams to have the Police Department remove the signs and call the business owners to retrieve them.

Proposals for Town Owned Property Clean-up

The Select Board reviewed two proposals for clean-up of the interior and exterior areas of the Town owned property at 18 Mt. Vernon Terrace. Numerous complaints have been received from neighbors who have seen live vermin as a result of the trash on the property. Following a brief discussion, the Select Board approved the proposals for the clean-up to be followed by extermination. Administrative Assistant Palmer will call an exterminator to schedule an appointment following the clean-up.

Board Motion: Chairman Borek moved to approve the proposal from Phil Mitchell & Sons, Inc to clean-up the inside of the house at 18 Mt Vernon Terrace for \$2,810 and the proposal from Phil Mitchell & Sons, Inc to clean-up the exterior of the property at 18 Mt Vernon Terrace for \$1,550. Selectwoman Schadler seconded the motion. Selectwoman Schofield recused herself.

Schedule Work Session for Personnel Policy Review

The Select Board will review the draft Personnel Policy at its next regularly scheduled Select Board meeting on September 24th. Administrative Assistant Palmer will send out latest draft and print copies for Select Board review prior to the meeting.

Budget Work Session

The current operating budget will be reviewed by the Select Board at its next meeting. Normally, the second meeting of the month is a Project Update meeting, but the meeting on September 24th will instead be a meeting to review the budget and the draft Personnel Policy. Projects with upcoming deadlines will be reviewed briefly if time permits. Administrative Assistant Palmer will send out a letter to Department Heads and Committee Chairs that 2019 budgets are due to the Select Board by October 22nd and to be prepared to meet with the Select Board in November to review. If no budget is received by then, last year's numbers will be used (2018). Roy Fanjoy suggested adding a line item for tree removal, referencing the recent tree that was removed near the Old Home Day grease pole. He added that there is another tree nearby that will need to be removed soon. Discussion followed on adding a line in the budget or creating a new expendable trust fund for Town owned property maintenance. Mr. Fanjoy referenced Police Chief Adam's earlier report of a recent theft. Police Chief Adams replied that the theft involved a known person to the victim and does not represent an increase in break-ins in Town.

Cozy Pond Camping Resort

Selectwoman Schadler reported that she spoke to Joe DiPrima, owner of the campground, who confirmed that no business is being run within the campground. He "would never allow that to happen." He also stated that there are always "for sale" signs on a number of campers in the park and that this does not represent business being conducted there. Roy Fanjoy added that Mr. DiPrima will be at the ZBA meeting tomorrow evening seeking approval for more camp sites, although not all will developed yet. He is seeking approval now in order to work on water and sewer plans for the campground. Mr. Fanjoy stated that he has been a good neighbor to the Town and that he will attend the ZBA meeting to lend his support.

Winter Maintenance at the Public Safety Building

Michele Derby explained that handicap access to the Public Safety Building has been a problem for the last few winters. Snow that falls off the roof is plowed into a pile which blocks handicap parking next to the ramp. Police Chief Adams acknowledged that it is difficult to remove the snow in that area. Discussion followed on hiring someone to shovel the walkways and perhaps clear the snow from the handicap parking area with the proper equipment. The person hired could also be on call to clear snow from the roof as needed. Discussion followed on having the Road Agent use his equipment to remove the snow, as an added charge to the plowing, as an alternative. Administrative Assistant Palmer will draft an RFP for snow shoveling/snow removal, to be reviewed further by the Select Board.

Other Business

Financial Administrator Pinkham reported that plumber Tyler Cross repaired a leak under the Library's bathroom sink and also repaired the drain for the Town Hall water purification system last week.

Selectwoman Schofield asked that the stop sign at Dingits Corner be added to the next Select Board agenda for discussion. Those in attendance agreed that the placement of the sign needs to be changed.

At 8:07 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 Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 8:31PM, Chairman Borek made a motion to come out of Non-Public Session. Selectwoman Schofield seconded the motion. All in favor the motion was approved.

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

At 8:31PM, Chairman Borek made a motion to adjourn. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Respectfully Submitted,

Leslie M. Palmer