



Town of Webster

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Select Board

Members

Michael P. Borek
Chair

Nanci A. Schofield
Member

Christine L. Schadler
Member

Leslie M. Palmer
*Administrative
Assistant*

Select Board Agenda

Monday, April 23, 2018 – 6:30 PM

NOTE: **The agenda is subject to change by the Select Board**

****The Board will go into non-public session as circumstances so warrant****

Pledge of Allegiance

6:30 PM – Administration
Finance

Other Business: Public Safety Building - Air quality and door seals
Acceptance of projector as a gift/donation to Town
Possible Zoning Violation on Frost Lane

Select Board Project Review

Public Comment

Non-Public Session

Town of Webster – Select Board Projects - 4/23/2018

#	Project	Owner	Next Step	Due Date
1	<u>Town Revaluation</u>	Therese Larson Chris Schadler		
2	<u>Clothespin Bridge Replacement</u> The Town of Webster is working with the State Aid Program. RFQs sent, 10 Engineering Firms returned the RFQ and, 4 selected for interviews	Michael Borek	Interview Engineering Firms	4/17/2018
3	<u>Pond Hill Road Culvert</u> Town engineer prepared plans. Need to review options.	Michael Borek	Select Board to review the elliptical and the box culvert options with the Road Agent and decide on a solution.	5/21/2018
4	<u>White Plains Road Culvert</u> Red listed bridge/culvert. HMPG grant was not awarded.	Leslie Palmer	Letter of Intent filed for PDM funding – application to be completed and submitted.	9/18/2018
5	<u>Salt Shed</u> Options needed to move forward. Option will be presented to the Select Board	Chris Schadler	Determine options and present to Select Board	TBD
6	<u>Road Preservation</u> Review Highways and Roads to complete the 6-year rotation plan for maintaining roads.	Michael Borek Emmitt Bean	Michael Borek will Meet with Emmitt Bean	TBD
7	<u>Town Hall Front Steps</u> The Front steps are very slippery with various kinds of weather.	Leslie Palmer	Determine options and present to Select Board	May 2018
8	<u>Deer Meadow Rd Guardrails</u>	Leslie Palmer Emmett Bean	CWS will call, Spring 2018, to schedule work Materials have been ordered	TBD
9	<u>Clothespin Bridge Guardrails</u>	Leslie Palmer Emmett Bean	Craig from CWS will call Emmett, Spring 2018, to meet at site and develop options for repair	TBD
10	<u>Bashan Hollow Rd – SPNHF Review</u>	Emmett Bean Erin Darrow	SPNHF review of project, now that project is complete, to make sure it meets conservation easement requirements	TBD

#	Project	Owner	Next Step	Due Date
11	<u>Sale of Tax Deeded Properties</u>	Select Board Karen King	Determine method of sale, determine recoverable costs, work with attorney on process	TBD
12	<u>Sale of Town Owned Properties</u>	Select Board Leslie Palmer	Review rules developed in 2017 Contact Realtor Contact Abutters	TBD
13	<u>Workplace Violence Training</u>	Leslie Palmer	Approve Harassment Policy Schedule Training Contact Staff and Volunteers	May 2018
14	<u>Policy Updates</u>	Chris Schadler Leslie Palmer	Review Policies Determine which need updating Schedule time to review, write	TBD
16	<u>Personnel Policy</u>	Chris Schadler	Review Current Policy	TBD
17	<u>Implement AccuFund Accounting Software Package</u>	Wendy Pinkham Leslie Palmer	Schedule Vendor	June 2018
18	<u>Public Information Meeting – Hazard Mitigation Plan 2018</u>	Leslie Palmer & Committee	Hold meeting (15-30 min during SB mtg)	May 21, 2018
19	<u>Purchase of supply cabinets and fire proof file cabinets</u>	Leslie Palmer Wendy Pinkham	Order supply cabinets and reorganize	Summer 2018
20	<u>Mutton Rd Culvert – Letter of Intent, project application due 9/18</u>	Select Board Emmett Bean Engineer	Discuss scope of work Discuss choice of engineer	May 2018
21	<u>Review options for new business in Town – economic development</u>	Chris Schadler		TBD
22	<u>Update of Census LUCA address list</u>	Leslie Palmer	Update address list with Town information	June 2018
23	<u>Master Plan Chapter 4 updates – Town Hall Facilities and Services</u>	Leslie Palmer	Meet with Sue Rauth to discuss further	May 17, 2018