



# 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 6, 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 - Department Heads:

- A. Administrative Assistant
- B. Financial Administrator
- C. Other Department Heads in Attendance

### New Business:

1. Fire Department Radios
2. Acceptance of Gift, Webster Fire and Rescue Association donation of a drone, \$8,955.96, to the Webster Fire Department

### Review of Upcoming Projects – Worksheet Attached

### Public Comment

### Non-Public Session

**Town of Webster – Select Board Projects - 4/9/2018**

<b>#</b>	<b>Project</b>	<b>Owner</b>	<b>Next Step</b>	<b>Due Date</b>
1	<b><u>Clothespin Bridge Replacement</u></b> 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
2	<b><u>Pond Hill Road Culvert</u></b> 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.	TBD
3	<b><u>White Plains Road Culvert</u></b> 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
4	<b><u>Salt Shed</u></b> Options needed to move forward. Option will be presented to the Select Board	Chris Schadler	Determine options and present to Select Board	TBD
5	<b><u>Road Preservation</u></b> 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
6	<b><u>Town Hall Front Steps</u></b> The Front steps are very slippery with various kinds of weather.	Leslie Palmer	Determine options and present to Select Board	May 2018
7	<b><u>Dear Meadow Rd Guardrails</u></b>	Leslie Palmer Emmett Bean	CWS will call, Spring 2018, to schedule work Materials have been ordered	TBD
8	<b><u>Clothespin Bridge Guardrails</u></b>	Leslie Palmer Emmett Bean	Craig from CWS will call Emmett, Spring 2018, to meet at site and develop options for repair	TBD
9	<b><u>Bashan Hollow Rd – SPNHF Review</u></b>	Emmett Bean Erin Darrow	SPNHF review of project, now that project is complete, to make sure it meets conservation easement requirements	TBD
10	<b><u>Sale of Tax Deeded Properties</u></b>	Select Board Karen King	Determine method of sale, determine recoverable costs, work with attorney on	TBD

#	Project	Owner	Next Step	Due Date
			process	
11	<u>Sale of Town Owned Properties</u>	Select Board Leslie Palmer	Review rules developed in 2017 Contact Realtor Contact Abutters	TBD
12	<u>Workplace Violence Training</u>	Leslie Palmer	Approve Harassment Policy Schedule Training Contact Staff and Volunteers	May 2018
13	<u>Policy Updates</u>	Chris Schadler Leslie Palmer	Review Policies Determine which need updating Schedule time to review, write	TBD
14	<u>Implement AccuFund Accounting Software Package</u>	Wendy Pinkham Leslie Palmer	Schedule Vendor	June 2018
15	<u>Public Information Meeting – Hazard Mitigation Plan 2018</u>	Leslie Palmer & Committee	Hold meeting (15-30 min during SB mtg)	May 21, 2018
16	<u>Purchase of supply cabinets and fire proof file cabinets</u>	Leslie Palmer Wendy Pinkham	Order supply cabinets and reorganize	Summer 2018
17	<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