

**TOWN OF WEBSTER**  
*Office of Selectmen*  
945 Battle Street/Rte. 127  
**Webster, NH 03303**

Webster Board of Selectmen's Meeting – May 18, 2009

7:04 P.M. Roll Call – Present: Chairman Thomas Mullins, Selectman David Klumb and Selectman George Hashem

The Board signed the payroll check and vendor manifests as well as the following for Administrative Assistant Judith Jones:

- Selectman Klumb made a motion to accept the minutes of April 20, 2009; seconded by Selectman Hashem and approved. Selectman Klumb made a motion to accept the minutes of May 4, 2009 as written; seconded by Selectman Hashem and approved. The Board resigned the Selectmen Minutes of March 23, 2009 and April 6, 2009 in order to correctly identify the roll of each Board of Selectmen.
- An Intent to Cut for Paul Pearson, Map 2-38-1;
- Two Veteran Tax Credit reaffirmations;
- Two original copies of the Tax Collector's Warrant property Tax Levy for 2009-PO1;
- Acknowledged an affidavit of Execution of Real Estate Tax Lien;
- Land Use Change Tax for Steven and Susan Youngs Map 1-3 and the accompanying Current Use LUCT Tax Collector's Warrant;
- A letter of authorization for Treasurer Mary Welch to withdraw the school district funds and interest to date;
- A 2008 Abatement was approved;
- Purchase Order #16 for Webster Parks & Recreation to Home Depot for Lime & Fertilizer in the amount of \$379.92; and
- Acknowledged vacation leave for Mrs. Jones for May 25, 2009 until June 1, 2009.

Police Chief Brian Milano presented his semi-monthly report. Chairman Mullins asked if that was all. Chief Milano stated that that was all he had.

Fire Chief Adam Pouliot provided a recommended Schedule of Fees for Fire and Life Safety Codes. Selectman Klumb made a motion to accept the Fire Chief's recommended Schedule of Fees for modifications and upgrades to existing structures; typically heating systems, change in use and modifications exclusive of new construction, whether it were residential or commercial; seconded by Selectman Hashem and approved. Chief Pouliot recommended the appointment of Corey Welcome as Deputy Fire Warden. Selectman Hashem made a motion to accept the recommended appointment of Mr. Welcome as Deputy Fire Warden; seconded by Selectman Klumb and approved. Chief Pouliot advised that the defibrillator is being repaired and expected back as soon as possible.

Road Agent Emmett Bean advised that he was dealing with the beaver population that was causing issues with the culverts.

Resident Bruce Johnson had two questions for the Board. He asked what the next step in moving around funds was. Selectman Hashem again explained that the Board had moved \$22,000, which was as much as the Board could at the time until a better understanding of where the budget is as the year progresses. He noted that all departments were proceeding as frugally as possible, advising that if the Board moved more funds at this time, the Board could not move the funds back. Mr. Johnson explained what he expected, after the Board indicated that they would listen to the public and then saying that he had heard folks at the last several Board meetings expressing the desire to keep Public Safety as intact as possible. Selectman Klumb confirmed what Selectman

Hashem said above as well as reminding all that he had explained at the Town Meeting that cuts in funding would affect services and that the Board would do the best that they could if the budget were cut. Chairman Mullins explained again how the Board had all worked independently to find funds to fill the gaps, with all Board Members being close in their recommendations, and that the Board had done all they can do at this time. Mr. Johnson again reiterated what he had heard at the last few meetings regarding keeping the Public Safety in tact as much as possible. Chairman Mullins then read excerpts from RSA 32:10 regarding the "Transfer of Appropriations", hoping that the public in attendance would better understand how the process works. Selectman Hashem said that the Board was using their best judgment and would find as much as possible for the Public Safety budget as the year progresses.

Resident John Clark supported Mr. Johnson's recommendations, expressing hope that the Board had a leadership plan. He inquired as to what the Personnel Policy said about the order of lay-offs due to economic issues. Financial Administrator Wendy Pinkham advised that the policy indicated that the order would be part-time then full-time employees at the discretion of the Department Head. Selectman Hashem noted that the Police Department has laid-off the part-time office help and cut back on the part-time officers' hours. Mr. Clark inquired how much had been cut from the part-time line. Selectman Hashem advised that approximately \$3,500 had been cut with some returned when the \$15,000 was put back into the Police budget. He noted that the Board could not tell the Police Chief how to handle lay-offs in his Department. Noting that a full-time Police Officer had been laid-off, Mr. Clark inquired as to where the employee benefits had been applied. The Board noted that some was absorbed with the officer's termination pay. Mr. Clark, under the right-to-know law, inquired about the current on-going litigation with the Campground and how much had been spent to date. Chairman Mullins requested that he put his request in writing as the details were not available at this meeting. Mr. Clark again inquired as to what was the litigation. Selectman Klumb advised that the Campground was suing the Zoning Board of Adjustment.

Chairman Mullins advised of the need to review, update and implement the Town's policies and job descriptions, noting that the Town has grown considerably and that there may be miscommunication because clear policies are not in place. The Board will contact the Local Government Center, Agencies and other towns for assistance in developing or amending policies. Using the Police Department as an example, noting he would also be asking the Fire Department (Chief Pouliot had left the meeting to respond to a call), he advised that the Board did not have copies of any policies the Department Heads may have in place with that Department. The Board wants to gather all policies that are currently in place for a thorough review of everything. He is in hopes that once everything is available, that some of the communication issues will be cleared up. Chief Milano indicated that he could have copies of any policies in place to the Board sometime this week. Chairman Mullins referred to the visit from Butch Burbank, LGC Representative, where a taser policy was discussed asking Chief Milano if one was in place. Chief Milano advised that he would review the one that Police Standards and Training recommends, noting that the tasers would not be used until a policy was in place.

Selectman Hashem drafted a suggested vacation policy for the Police Chief, which gives the Board contact information, and felt the policy was reasonable. A copy was given to the Chief for review. Chief Milano was not aware of any problems regarding contact. He noted that he has not been given advance notice of any policies being proposed that apply to him and that his employment contract says he is not subject to any Town Policies. The Board tabled this issue until the next meeting so that all would be given a chance to review the policy.

The Board reviewed a revised proposed "Work Hour Policy for the Police Department", which was read by Selectman Klumb. Discussion led to the addition of "or as needed for court coverage". This will be discussed at the next meeting as well.

Selectman Hashem read excerpts from the proposed "Town Vehicle Policy", which applies to Fire and Police as they are the only Town owned vehicles at this time. This will be discussed at the next meeting as well. All of

the policies discussed tonight will be forwarded to the Police and Fire Chiefs for their review. Roy Fanjoy inquired about the Chief of Police having a vehicle at home. He was advised that the Chief has the use of a vehicle in his contract. Mr. Fanjoy asked about the Lieutenant. The Board advised that he would have use of a vehicle if he were on call. Mr. Clark noted that there was an issue of liability if any officer has an incident while in a private vehicle and responding to a call, asking the Board to consider that. He also recommended that the Board discuss policies with the Chief of Police in private as opposed to public regarding these issues. Selectman Klumb advised that the Board must discuss such policies in public session with Chairman Mullins noting that the Board has received outside advice on these issues. The Board and Mr. Clark agreed to disagree on the presentation of such information publicly.

Chairman Mullins recommended the appointment of Barbara Corliss to the Landfill Committee, advising that Ms. Corliss is interested, has read up on the issues and even attended a meeting. Selectman Hashem made a motion to appoint Barbara Corliss to the Landfill Committee; seconded by Selectman Klumb and approved.

The Board received a letter from the Town of Warner regarding possible zoning violations on a property that crosses the two Town Lines. Mrs. Jones will invite the Warner Board of Selectmen to the next Webster Selectmen's Meeting whenever the Warner Board would be available.

Selectman Klumb inquired as to where the Police GMC was at this time. Chief Milano advised that it was at the Public Safety Building where any equipment was being removed for possible use later. Mrs. Pinkham asked to be notified when it was no longer in use so that the insurance could be removed.

Resident Sue McGinnis inquired about where the fees for building inspections would be posted and when were permits needed as she felt it was not clear to residents as to when a permit was required. The fees will be posted on the web-site. Chairman Mullins advised that a permit was needed only for new construction of residences but that the State requires Life Safety Codes be enforced by the State Fire Marshall through the Fire Chief for such things as a change of use from a residential use to a commercial use.

8:05 P.M. Selectman Klumb made a motion to adjourn; seconded by Selectman Hashem and approved.

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Thomas S. Mullins  
BOS/jj

David E. Klumb

George K. Hashem