

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

Webster Board of Selectmen's Meeting – June 8, 2009 Recessed Session

7:07 P.M. Roll Call – Present: Chairman Thomas Mullins, Selectman David Klumb and Selectman George Hashem

This meeting was recessed from June 1, 2009. The Board signed the following for Administrative Assistant Judith Jones:

- Selectman Hashem made a motion to accept the minutes of June 1, 2009; seconded by Selectman Klumb and unanimously approved;
- A Timber Tax Levy and Warrant;
- Acknowledged a Certificate of Occupancy for David Witham – Map 8-8-3-2;
- Two reaffirmations of Veteran's Tax Credit; and
- One 2008 Abatement.

Selectman Hashem requested of Police Chief Brian Milano a dollar amount of the amount of funds needed in the Police budget needed to keep the two current Police Officers on until the end of the year. Selectman Hashem wanted to know so that he could anticipate how much and where the funds could possibly come from. No response was given by Chief Milano.

Chief Milano requested that the Board authorize the disposal of the "Jimmy" to be returned to the person who donated it originally. Selectman Hashem felt that it would not be prudent to give it away, suggesting that it be put up for bid. Upon review of Article 23 in the 2009 Warrant, which authorized the Board to "declare Town property to be surplus, dispose of said property as it may determine to be in the best interest of the Town" with any revenue to go into the General Fund to help defray taxes, the Board decided to put the "Jimmy" up for sealed bid. This will be properly advertised and the deadline will be July 13, 2008 at 7:30 P.M. at which time any and all bids would be opened.

The Board inquired whether Chief Milano had any comments on the three policies, Town Vehicle Policy, Vacation Policy and Work Hour Policy for the Police Department; proposed and discussed at the May 18<sup>th</sup> Selectmen's Meeting. Chief Milano advised that he had no further input or comments. Selectman Hashem again questioned how much money it would take to keep the two Police Officers through December and Chairman Mullins questioned what happens if there isn't enough funds. It was noted that all Departments were trying to be as frugal as possible. There being no further comments, Selectman Hashem made a motion to accept all three policies listed above as written; seconded by Selectman Klumb and approved. The policies were signed with copies to be provided to the Town Clerk.

Chairman Mullins asked Chief Milano as to what major changes had been made at the Police Department to cut costs. Chief Milano advised that the Secretary, one full-time officer and one part-time officer were gone, he was not using any part-time officers, and that the Department was not buying anything, including uniforms. Chairman Mullins noted that at an earlier meeting he understood that the part-time officers were on the rooster, just not working. Chief Milano advised that Rich LaValley had recently tenured his resignation. Chairman Mullins asked when that was. Chief Milano advised that he would check the resignation letter and provide a copy to the Board. Chief Milano noted that further resignations may be forthcoming. Selectman Hashem inquired as to the general reason that the officer resigned (specifics would have required a non-public session) with Chief Milano indicating that it had nothing to do with the Town.

Bruce Johnson requested that the three policies adopted above be read for the public's benefit. Selectman Hashem did so.

Questions followed: Roy Fanjoy inquired if the Vehicle Policy was generic, which it basically was. Roberta Costine inquired as to how many municipal vehicles there were – two in the Police Department and five (including the boat) for the Fire Department. Mr. Fanjoy inquired as to whether there was an issue that prompted the need for the vehicle policy. Chairman Mullins advised that as the Town has grown, there is a need for review and updates of policies to keep up with the times citing the restructuring of the Fire Department voted on at the Town Meeting this year as an example. Selectman Hashem asked that anyone with suggestions regarding the newly adopted policies to please bring it to the attention of the Board as policies can be changed at any time. Barbara Corliss requested that the policies be put on the website. Jim Roberts inquired about the glass in the cruiser, noting that the last repair of the window seemed excessive. Chief Milano advised that it was not special, but the recent breakage included more than just the glass. Chairman Mullins advised that Chief Milano recently provided the Board with the Standard Operating Procedures Manual. Chief Milano advised that hopefully he would work with the Board to make changes, additions, etc. He recommended caution be used about any Police policies would be posted on the website. Selectman Klumb noted that unless there was an obligation to post a Police policy, they would not be posted. Chairman Mullins asked for suggestions of how to proceed with the review of the policies. Chief Milano advised that he was looking for input from the Board. He noted that the Department has been operating under the SOP currently in place for the past eleven years, indicating that they were working fine and noting that he felt that the Department's record speaks for itself. He advised that if the Board saw areas that needed to be addressed, he would be glad to work with the Board. He felt that it would be counter productive to work on any policy changes independently. Chairman Mullins mentioned that the job descriptions may need addressing due to the new configuration of the Department. Chief Milano requested time to review any suggestions and then meet with the Board, again saying he would like to sit with the Board as a team. Chairman Mullins noted that the goal was to get the most from the Department due to the limited resources available referring to the Chief's choice of current personnel. Chief Milano advised that he had followed the Personnel Policy by letting the last to be hired to be the first to go. He noted that with a manpower shortage, he needed to retain the officer with the most experience.

Mr. Fanjoy inquired as to when the Chief expected his current budget to force further cuts. Chief Milano noted that with vacation and any other benefits due an officer on separation, it may be earlier than October. Mr. Fanjoy requested a rough dollar amount to keep the current positions in place for the year. Chief Milano responded with a figure of \$7,000 to be added to the current budget to operate until the end of the year. Mr. Fanjoy queried as to what it would cost to replace the Lieutenant, assuming that any new hire would not be certified. Chief Milano advised that it would mean 14 weeks at the academy times the officer's salary, exclusive of any field training, equipment, uniforms, etc. Mr. Johnson recommended that the Town do all it

can to keep what is currently available in order to best use the Town's funds and to forestall any emergencies. Selectman Klumb noted that emergencies are unpredictable. Mr. Johnson used the last ice storm as an example. There was a short discussion on the response effort, which involved all the major Departments. Selectman Hashem again noted that the Board still had several months to go before any more decisions could be made regarding the transfer of funds. John Clark advised that team work is necessary. He advised that the Board needs to consider how cuts are made and recommended the Board make smart use of the money available, including use of any possible grants. Selectman Hashem advised that all options available are being considered. Sue Roberts noted that all the Departments have been asked to cut spending with Road Agent Emmett Bean citing some of the money saving steps he has taken. Ms. Corliss inquired as to what possible grants might be available to the Town regarding the shortfall. She was advised that grants were not typically for operating budgets, only for new programs such as a new Police Officer, special patrol time usually as an overtime opportunity. Chris Vary had concerns as to what is the point of trying to review the Police Policies at a time when funds and man power are short and the Board is looking for the best Police coverage. He recommended that as the Chief had stated that the SOP had been in place for 11 years, why not leave it up to the Chief. Selectman Klumb noted that to review policies on a regular basis is prudent. Chairman Mullins noted that "hind site" was always easier and that the Board was now playing "catch up", when Mr. Vary inquired as to why the Board was now trying to make policy changes, when they probably should have been doing it several years earlier.

There was discussion on the budget in general. Selectman Hashem noted that the operating budget should reflect the needs of the Town and the Board should not allow over-budgeting just so that extra purchases could possibly be made at the end of the year. Chairman Mullins noted that the Board has tried to set up Capital Reserves so that the Town is not impacted by emergency spending, noting that there are changes being proposed by the State that would seriously impact the revenues to the Town. He noted that the issues of revenue from the State are only going to get worse and that the Town needs to try to adapt.

Normandie Blake asked Chief Milano if there were grants available for such things as DWI patrol. Chief Milano advised that there were grants available, but that he did not have the personnel available, noting that the grants were usually geared towards overtime when an officer was not covering the Town in their daily duties. Mrs. Blake also recommended that the Board wait until after the March Town Meeting to review and amend policies with the Police Department.

Mr. Johnson inquired about a shortage he heard mentioned in the Cemetery Department. Selectman Hashem advised that there was no issue, only that the initial proposal of moving funds from the cemetery budget to cover Public Safety was overstated, and reminded them that the Board has the authority to move funds.

The Board acknowledged a memorandum from Code Enforcement Officer John Pianka regarding the ability of Towns to enforce the State Building Code. This seemed to be an FYI as this does not apply to the Webster as we do not have a building inspector. However, the Code could be enforced by the State Fire Marshall's Office. Chairman Mullins will review this memo with Fire Chief Adam Pouliot.

Steve Balch requested a response from the Board regarding his complaint filed on March 13<sup>th</sup>. Chief Milano advised that he had responded quite some time ago.

8:08 P.M. Selectman Hashem made a motion to go into non-public session per RSA 91-A:3 II (c) to include Police Chief Milano; Deputy Fire Chief Jon King; Steve Balch and AA Mrs. Jones; seconded by Selectman Klumb. Roll Call: Chairman Mullins – yes; Selectman Klumb – yes and Selectman Hashem – yes.

8:17 P.M. Chairman Mullins reconvened the meeting. He advised that the Board received information regarding the incident and requested more information regarding the citizen's complaint. No other decisions were made.

8:17 PM. Selectman Hashem made a motion to adjourn; seconded by Selectman Klumb and approved.

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Thomas S. Mullins  
BOS/jj

David E. Klumb

George K. Hashem