

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

Webster Board of Selectmen's Meeting – January 4, 2010 – Recessed Session from 12/28/09

7:05 P.M. Present: Chairman Thomas Mullins, Selectman Klumb and Selectman George Hashem.

The Board signed the following for Administrative Assistant Judith Jones:

- The Board signed a letter of withdrawal to Concord Solid Waste/Resource Recovery Cooperative, which will now go to the Town of Hopkinton for Hopkinton's Board of Selectmen's signatures;
- A Certificate of Adoption of the Personnel Policies and Procedures with an effective date of 12/29/09 to be on file with the Town Clerk;
- A letter to Karen King appointing her as Tax Collector until March 9, 2010;
- Purchase Order #34 to Yestramski Electrical Services, Inc. for a generator controller plus labor to install in the amount of \$906;
- Purchase Order #35 to Yestramski Electrical Services, Inc. for repairs of wiring in the generator panel; and
- Appointment to the Supervisors of the Checklist of Barbara Corliss.

Selectman Hashem made a motion to encumber \$360 from the Town Hall Maintenance line per the above Purchase Order #35; seconded by Selectman Klumb and approved.

Financial Administrator Wendy Pinkham advised that the previously encumbered \$6,000 to pay an insurance claim has been paid prior to the end of the year and recommended the Board withdraw their encumbrance. Selectman Hashem made a motion to un-encumber an amount not to exceed \$6,000 made at the December 28, 2009 meeting for an insurance claim; seconded by Selectman Klumb and approved.

The Board reviewed the 2010 projected revenues provided by Mrs. Pinkham. She explained that those figures provided by the State were set, with the remaining amounts based on projections.

Selectman Hashem made a motion to allow the Town Clerk to change all Town owned vehicle titles and registrations to read "Town of Webster, 945 Battle Street, Webster, NH 03303"; seconded by Selectman Klumb and approved.

Mrs. Pinkham had a request from the Fire Department to encumber from the 2009 budget the amount of \$315.40 from gasoline and \$257.09 from diesel as the Fire Department is under contract with the State for fuel. Selectman Klumb made a motion to encumber the above stated amounts; seconded by Selectman Hashem and approved.

7:20 P.M. Officer-in-Charge Don Gross requested a non-public session pursuant to RSA 91-A:3 II (b) regarding hiring. Selectman Klumb made a motion to go into non-public session pursuant to RSA 91-A:3 II (b) to discuss hiring; seconded by Selectman Hashem. Roll call: Chairman Mullins – yes; Selectman Klumb – yes and Selectman Hashem – yes. Mrs. Jones was requested to attend.

7:40 P.M. Chairman Mullins reconvened the meeting advising that the Board discussed hiring issues and voted to seal the minutes for two weeks.

Barbara Corliss passed out a four-page packet, relative to Part-Time Chief and other Police Department information, to those in attendance. Mr. Gross asked if there were any questions and the following discussion ensued.

George Cummings, regarding the comment of "unable to find" in the packet provided, said that some of the information was probably not easily extracted from the system data and would need to be extracted manually. Mr. Gross is working on that in hopes to have more information in time. Lieutenant Mitchell was certain that the information was there, but may be coded differently, suggesting that they may be able to use software support to extract this. Mr. Gross advised that he was looking for trends of crime, time line, etc.

Roy Fanjoy, a retired Battalion Chief, didn't see how a Chief could accomplish the necessary tasks in 20 hours, feeling that this was a formula for failure. He recommended that the first two years be more hours. Mr. Gross didn't disagree, but felt that 20 hours was sufficient to administer the office, thereby giving the officers more time for patrol. Mr. Fanjoy felt that the townspeople liked to see the person in charge on duty. Mr. Gross noted that the previous SOP was for the Chief to be in the station 85% of the time, feeling that this was unnecessary. Mr. Fanjoy agreed, but still felt that the new Chief needed more time. Mr. Gross agreed that the officers on duty have to be more self-sufficient. Mr. Fanjoy recommended starting with more hours then cutting back, which Mr. Gross advised was not an easy thing to do. Mrs. Corliss said she believes in organizational structuring saying that a Chief needs to be focused on the mission of keeping the Department running, which involves training of the officers, equipment maintenance, making sure all State and

Federal requirements are met, etc. She noted that if the Chief were out patrolling, he couldn't be focused on the administration of the Department. Mr. Fanjoy questioned why not just hire an administrator. Mr. Gross said that there were advantages and disadvantages, noting that a Chief is governed by Statute; an administrator is not and that could present a problem. He noted that a Chief can do back-up; public services, etc. He also noted that there were currently no major problems with the Department or the Town, only that the Department needed some things updated, needed to get officers on for the best coverage and utilize the agencies in place i.e. the State Police. He advised that he is working on a starting point. Normandie Blake said she had been covering Police Departments for 35 years and didn't feel that the 20 hours a week was enough for the Chief, recommending perhaps 30 hours a week, noting that people want to see the chief out in the public. Mr. Gross advised that the Chief can make him or her self available to the public. He then explained the typical expectation of a Chief and his Department. Martin Bourque felt that 20 hours was sufficient; noting that more hours could always be added. Regarding data not found, he agreed that it was probably just not able to be located at this time. Mr. Gross again said that they may have to look at the software and its capabilities.

8:02 P.M. Road Agent Emmett Bean requested a non-public session to discuss his contract. Selectman Klumb made a motion to go into non-public session pursuant to RSA 91:A-3 II (b) with the Road Agent to discuss his contract; seconded by Selectman Hashem. Roll call: Chairman Mullins – yes; Selectman Klumb – yes; and Selectman Hashem – yes. Mrs. Jones was requested to attend.

8:14 P.M. Chairman Mullins reconvened the meeting. He advised that the Board reviewed a draft of the Road Agent's contract, which will be sent to Town Counsel for review.

The Board reviewed and discussed the revenues with Mrs. Pinkham and then continued review of the budget. Lt. Mitchell inquired as to why the Police Department had the wages broken out by individual officers. Chairman Mullins advised that he had made this request in order to avoid the issues from last year's cuts. He felt that this way, if a cut were made, it could be made to a specific line item, wanting to avoid the issues like last year's cut to the budget. Lt. Mitchell was concerned that the vote could turn into a popularity contest. Selectman Hashem felt that if it were broken out for one department, then it should be done for all. Mrs. Pinkham advised that in the report of appropriations to the State, there is only one line, i.e. Police, etc. Chairman Mullins said that the report to the State and the vote at the Town Meeting were not related. He agreed that he would go with doing the break-out for all. Mrs. Corliss agreed that there should be some breakdown of expenses in order for the voters to make an informed decision, but felt full-time, part-time, etc. would be enough and would like to see personalities left out. Sue Roberts inquired that should there be another cut in the budget; wouldn't it then be up to the Police Chief, if we have one, to decide? Chairman Mullins said that it was solely the Select Board that could move money between the lines. Bruce Johnson recommended that the Police budget be printed as presented by Mr. Gross. After much discussion and comments from those present, no decisions were made by the Board at this time regarding the break out of wages for all departments on the warrant.

The Board continued review of the proposed budget. Currently, the proposed budget is approximately \$50,000 more than last year's actual budget. Lt. Mitchell inquired about a warrant article for the purchase of a new cruiser, expected to be approximately \$27,000, to come for the existing Capital Reserve. He will discuss the specifics for the vehicle with Mr. Gross. This article will be added to the warrant. Chairman Mullins wanted to include verbiage as to the disposal of the cruiser to be replaced. The Road Agent provided a list of needs for the road sealing, as requested by the Board. Mr. Bean advised that the roads needed to have an overlay before they are sealed. After review and much discussion it was decided to stay with the proposed \$40,000 for road sealing this year.

There was confusion regarding the bond warrant article for \$70,000 with Hopkinton. Hopkinton is bonding for a total of \$350,000. Mrs. Pinkham suggested that we consider paying Webster's share of \$70,000 in one or possibly two years payments as opposed to locking into the bond. Mrs. Jones will contact Neal Cass and clarify when the funds are expected to be spent and will request Hopkinton's wording of their warrant article so that Webster's will coincide. When questioned as to what the well was all about, Chairman Mullins explained that the two towns now needed to supply a more permanent solution, noting that bottled water had been supplied, for the water needs of a nearby development.

9:05 P.M. Selectmen Klumb made a motion to adjourn; seconded by Selectman Hashem and approved.

Thomas S. Mullins-Chairman
BOS/jj

David E. Klumb

George K. Hashem