

**Town of Webster  
Office of Select Board  
945 Battle Street  
Webster, NH 03303  
Final Minutes – January 2, 2018  
Approved January 16, 2018**

Staff Present: Bruce Johnson, Michael Borek, Nanci Schofield, Phil Mitchell, Jon Adinolfo, Michele Derby, Emmett Bean, Ryan Dubuc, Wendy Pinkham and Leslie Palmer

Public Present: Chris Schadler, Jon Pearson, Adam Pearson, Tara Gunnigle

**Administration**

- Selectman Borek moved to accept the December 18, 2017 Select Board minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the December 18, 2017 Select Board Non-Public Session sealed minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Administrative Assistant Palmer reported that she has spoken with a potential candidate for the position of Emergency Management Director, as recommended by Gary French. He will speak with Mr. French about the role and responsibilities and will follow up with Administrative Assistant Palmer as to whether he would like to take the position. Lt. Mitchell also expressed interest in the position.
- Administrative Assistant Palmer reported that according to Primex, the Town's Harassment Policy is not in compliance. Primex provided sample language to draft a new policy. Administrative Assistant Palmer provided the Select Board with a draft policy for review, to be tentatively approved at the next Select Board meeting. Because this policy needs to be in force and distributed to staff, the Harassment Training scheduled originally for January 16<sup>th</sup> will be postponed until January 30<sup>th</sup>. Selectman Borek asked if Primex would conduct training in the evening or on a Saturday as an alternative. Selectwoman Schofield asked about the possibility of videotaping the Primex training for those who cannot attend and recommended asking members of the Historical Society if they are interested in the training. Administrative Assistant Palmer will contact Primex. Police Officer Jon Adinolfo indicated that he is a certified trainer in workplace safety, relative staff and public interaction. The Select Board has indicated that it is interested in this type of training as well, as the Primex training focuses on employee to employee harassment. When asked by Conservation Commission Chair Chris Schadler if Committee members would be included, Administrative Assistant Palmer replied that she will send out invitations to Committee/Commission Chairs to share with their members.
- Selectman Borek provided a list of potential members to be invited to join the Clothespin Bridge Committee for Select Board discussion. The purpose of the Committee is to review engineering proposals, chose the firms to interview, and then interview and chose the firm to work with. The selected engineering firm will work with the Committee through the engineering design process. Selectman Borek and Administrative Assistant Palmer will contact potential members and finalize the timeline of steps to be taken.
- Administrative Assistant Palmer provided the Select Board with a solar array update provided by Granite State Solar (GSS) by email to the Board shortly before the start of the meeting. GSS will be wrapping up loose ends tomorrow and the fence should be complete by Friday. Final cleanup of brush will take place in the spring. GSS will submit Exhibit B and photos to Unitil and will then wait for Unitil to install the net meters.
- Maintenance of the Public Safety roof was discussed. Fire Chief Emmett Bean provided the Select Board with some recent photos of the snow and ice on the roof. Chairman Johnson explained Pete Swislosky's maintenance plan based on a review of the roof with architect Frank Anzalone. Snow will be removed with a snow rake. If snow needs to come down completely, a lift would need to be brought in with three men to do the work. Mr. Swislosky indicated that the maintenance required is an insulation issue, not a roof issue. Lt. Mitchell responded that the building was built to 2003 standards. Jon Pearson concurred that the insulation is inadequate, and it needs to be corrected. Although expensive, he spoke in favor of fixing the insulation to avoid paying for maintenance that does not solve the problem. Following further discussion on roof maintenance, Selectman Borek asked that another roofing contractor come out an offer a second opinion; he provided Administrative Assistant Palmer with contact information for New Horizons Roofing. She will also contact Mr. Swislosky about clearing the snow currently on the roof. Lt. Mitchell suggested contacting Energy Improvements regarding insulation quotes.

## **Finance**

- The Select Board signed the November bank reconciliation, a check register manifest and 2 intents to cut.

Chairman Johnson made the following personal statement:

*I would like to take a moment to make a personal comment, speaking only for myself, not for the Select Board. I'd like to thank the Police, Fire, and Highways, for responding to a recent call to my house. I was struck not only by the expertise and professionalism shared by all who responded, and by putting my mind at ease, but I was also struck by how well our 3 different public safety departments worked so well together. To Jordan who was the first on scene, while a fire call, just having a first responder on scene so quickly put my mind at ease, thank you. To Emmett, as Road Agent, who sanded tricky parts of my road to make it safer for responding firefighters, thank you. To Ryan and others who took time out of their night with their families to respond, to make sure my family and I were safe, thank you. I often say that the Town of Webster is a service business, that it's the people that make this Town work, and that was made clearer than ever that night. Thank you to all.*

## **Police**

- 70 calls for service including a Conduct after an Accident.
- The Police Department continues to work with the SPCA on a case in which 5 dogs were voluntarily turned over.
- 5 reportable motor vehicle accidents.
- 53 motor vehicle warnings and 7 motor vehicle summons were issued.
- The DARE graduation on December 7<sup>th</sup> went well.
- Officer Westgate started the full time police academy today and will graduate on April 20, 2018.
- The 2016 cruiser is at Grappone Ford. Lt. Mitchell is still working on the cost of the repairs as well as the availability of the cruiser.
- Lt. Mitchell will have the battery tested in car 3 as the battery was dead this morning.
- All officers have completed their mandatory year end training for Police Standards and Training.

Police Officer Jon Adinolfo addressed the Select Board and expressed his support for Lt. Mitchell to become Police Chief noting that he has 100% backing from all members of the department. Lt. Mitchell has shared his proposed budget with Officer Adinolfo and he feels that his proposal is an excellent option. Officer Adinolfo shared that Lt. Mitchell is developing good working relationships in Town and is more than qualified to be Chief. The Select Board thanked Officer Adinolfo for his feedback.

Chairman Johnson made the following statement:

*Mr. Liberatore's contract was declared null and void by the Select Board as a result of his failure to secure certification from New Hampshire Police Standards and Training Council, and he is no longer the police chief of the Town of Webster.*

## **Fire**

- 200 calls for service, year to date.
- One member, an EMT, has left the department, but another level II firefighter who is also an EMT/Paramedic has joined.
- Fire Chief Bean reported that things are going well and that he has a great team.
- The Webster Fire Department, along with the Hooksett Fire Department is hosting a presentation on the Motown fire on Wednesday, January 24<sup>th</sup>.
- Fire trucks are being kept inside as much as possible during cold weather. A low temperature sensor has been installed and both fire and police staff regularly check the building and vehicles.
- The Fire Department will hold a refresher CRP class on January 10<sup>th</sup>.

Tara Gunnigle asked about the purchase of fire department radios and the establishment of a capital reserve fund. It was confirmed that the cost per radio has increased. Chairman Johnson explained that the Town will eventually establish a capital reserve fund for the purchase of radios but that this year and next, money will be appropriated for the purchase of new radios. There remains the possibility of grant funding for the purchase as well.

## **Highways and Roads**

- December has been a busy month with more snow in December alone than in past winters, along with two rain storms.
- Salt has been ordered, and there will be more sand when it is warmer.

- Selectman Borek remarked that the roads look good.

The Select Board briefly discussed the schedule for the two upcoming meetings. The next meeting will be held in the Library on Tuesday, January 16<sup>th</sup>. Granite State Solar, the Energy Committee, the CIP Committee and Mainstay Technologies will be invited to speak at the meeting or perhaps the next one on January 29<sup>th</sup>, to be confirmed.

Adam Pearson, discussing the solar array, expressed concern that it didn't appear that footings were put in and suggested that the Select Board ask GSS about that. Tara Gunnigle asked about the status of the PUC Rebate, Administrative Assistant Palmer confirmed that the timing of the rebate is contingent upon the project being completed, not a specific deadline. Jon Pearson asked if crushed stone was going to be used under the array for preventative maintenance, as was asked about earlier on. Chairman Johnson replied that additional money was not appropriated to add crushed stone and that it was not part of the original proposal. Selectwoman Schofield indicated that it would be discussed with GSS when they meet with the Board. Adam Pearson discussed future projects and the importance of oversight during construction.

### **Budget Work Session**

Chairman Johnson provided Select Board members with potential cuts to budget lines to be considered. Following discussion, the Select Board asked that the Highways and Roads and Fire Department budgets be looked at again for potential cuts in light of the increases resulting from capital reserve requests from both departments. Selectman Borek will meet with Emmett Bean next week to go through both budgets. Reductions were made in the Town Hall Improvements and Welfare capital reserve requests resulting in a \$11,000 savings.

Chairman Johnson asked if there was public comment related to the budget.

- Adam Pearson noted that he would rather see the increase in Select Board stipends go the Highway Department.
- Tara Gunnigle asked about staffing levels in the Police Department. Lt. Mitchell confirmed that the budget reflects 2 full time officers beginning in April and 2 part time officers to fill in when needed. Chairman Johnson replied that a decision on the police chief position has not been made yet and is the last piece to be finalized. Ms. Gunnigle again spoke in favor of breaking out the operational budget into separate warrant articles. Chairman Johnson replied that this request has previously been voted down by residents. Selectman Borek explained that if the operational budget is split into separate warrant articles, inter-fund transfers between departments would not be possible.
- When asked by Karrie Jenovese, Financial Administrator Pinkham explained that the \$2,500 in the Tax Collector expenses/computer line item goes toward fees related to liening and deeding.
- Dee Blake remarked that the Select Board performs a lot of work for the stipends they receive. Chairman Johnson said he would be voting in favor of it (he will not be on the Board next year) as it shows a good faith effort to support the Board.
- When asked by Denise Frost, Financial Administrator Pinkham confirmed that the stipend in the Library budget is for one position; she will provide Ms. Frost with the salary figure.

At 8:44 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 II (c), to discuss matters which "if discussed in public, would likely affect adversely the reputation of any person..." Selectman Borek seconded the motion. Roll call was taken, Chairman Johnson – yes, Selectman Borek – yes, Selectwoman Schofield – yes.

At 9:45 PM, a motion was made by Chairman Johnson to come out of Non-Public Session and Selectman Borek seconded. All in favor, the motion was approved.

A motion was made by Chairman Johnson to seal the Non-Public Session minutes. Selectman Borek seconded the motion. All in favor, the motion was approved.

At 9:47 PM, Selectman Borek made a motion to adjourn, seconded by Chairman Johnson. All in favor, the motion was approved.

### **Action Items**

- Leslie will contact Primex
- Leslie will contact New Horizons Roofing
- Mike will meet with Emmett
- Wendy will provide salary information to Denise

*Respectfully Submitted, Leslie M. Palmer*