

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Select Board Minutes – September 24, 2018
Approved October 8, 2018**

Staff Present: Michael Borek, Nanci Schofield, Christine Schadler, Wendy Pinkham, Therese Larson, Steve Adams and Leslie Palmer

Public Present: Bruce Johnson, Dee Blake, Gordy Welch, Jaye Bowe

Chairman Borek opened the Select Board meeting at 6:30 PM. He welcomed and thanked everyone for attending, adding he expected to have a good and respectful meeting. He explained that tonight's meeting would not be a project update meeting. The Select Board will review the operating budget followed by a non-public session to review the draft Personnel Policy.

2018 Hazard Mitigation Plan Adoption:

Hazard Mitigation Plan Update Committee member Leslie Palmer presented the Certificate of Adoption, 2018 to the Select Board for approval and signature. A draft version of the Plan and an outline explaining the update process and contents of the plan were available to the Select Board and audience members to review. The draft Plan is also posted on the Emergency Management page of the Town's website. The outline (attached) contained information on the following:

Introduction and Overview (Chapters 1-2):

- The purpose of the Hazard Mitigation Plan.
- Eligibility of the Town to apply for and receive FEMA mitigation funds.
- The reasons for updating the Town's 2012 Plan.
- The planning process used to update the Plan.
- A review of the Hazard Mitigation Committee, including membership, along with a description of the Committee's meetings and work sessions.
- The publicity involved, including who was invited and who from the public attended.
- Town demographics of interest.

Content of the Hazard Mitigation Plan (Chapters 3-8 and 10):

- The goals and objectives of the Plan.
- The main hazards in the community.
- Some of the recent disasters occurring in Webster, including those that FEMA reimbursed.
- Hazard events that could be expected in the future.
- A description of the inventory of community and critical facilities and their potential value if damaged.
- Some capabilities that Departments have already to support mitigation.
- Some completed 2012 actions and those deferred to 2018.
- Some new actions identified by the Committee.
- Some priority action projects the Town should undertake in the next 5 years.
- Discussion of important appendices and review of maps created.

Review Implementation (Chapters 9 and 11) and next steps for the draft HMP 2018:

- CNHRPC submits the Certificate with final Plan to NH HSEM and FEMA.
- FEMA provides a Letter of Formal Approval indicating that the Plan will expire in 5 years.

The Select Board adopted the plan and signed the Certificate of Adoption.

Administration

- Chairman Borek moved to approve the September 10, 2018 Select Board minutes as amended to add the word "been" to the second bullet point under Police, to add quotes around the phrase "would never allow that to happen" under Cozy Pond Camping Resort and to complete non-public Board motions. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

- Chairman Borek moved to approve the September 10, 2018 Select Board Non-Public Session sealed minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Borek moved to approve the appointment of Jennifer Buck as an Inspector of Elections. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Administrative Assistant Palmer presented the Select Board with a nomination form for the Local River Management Advisory Committee. Selectwoman Schadler explained that the other Boards also received nomination forms and that the Planning Board has recommended nominee Sue Roman. The Conservation Commission also has a potential nominee in mind. Given this, the Select Board did not recommend a nomination pending further information from the Conservation Commission.
- Land Use Coordinator Therese Larson met with the Select Board to discuss the purchase of a residence from a company that provides brain injury services to residents on behalf of the State's Department of Health and Human Services. This company, Neuroscience International, would like the Town to provide a letter that verifies they meet all applicable zoning rules. They plan on establishing a residential home of eight clients who will be receiving these services. Both Land Use Coordinator Larson and Administrative Assistant Palmer have spoken with members of the organization and have gathered as much information as possible prior to contacting Town Counsel to review the situation. Selectwoman Schadler noted that the Town is zoned residential/agricultural and that as business crops up, the Town is very reactive to it. As part of the Master Plan discussions, there is talk about the future – do we want to establish a business district or continue to “spot zone” as we do now? Jaye Bowe said that she is very familiar with this company and this purchase, noting that the company plays “close to the vest” and suggested that the Town be prudent in dealing with them. Dee Blake referenced Boscawen and the Community Bridges facility there, noting that residents were concerned that they would not be paying taxes. Administrative Assistant Palmer confirmed that this organization is not a non-profit organization, but if it were, the Town would want to enter into a PILT (payment in lieu of taxes) agreement. Although this organization is a for profit company, case law in New Hampshire shows that such companies do need to apply for a commercial exception with the ZBA if they are carrying out the work on behalf of the State. This is why it is necessary for Town Counsel to review the case. Gordy Welch expressed concern that this residence could turn into another Austin Home, noting that emergency responders spend a lot of time there. Administrative Assistant Palmer replied that she and Land Use Coordinator Larson suggested to the owners that they meet with first responders as part of this process.
- The Select Board reviewed a letter from a resident about development in the Pillsbury Lake District. In the letter, the resident stated that the Town issued one too many building permits in 2008 and expressed concern that there is no process in place to track the number of building permits to be issued. She wanted the Select Board to be advised. Land Use Coordinator responded that as far as 2008 goes, we cannot do anything about that, and she is not aware of what happened at that time. She assured that the Select Board that there is in fact a process for tracking permits. She agreed with the writer's calculation of the number of permits that should be issued in the district based on the number of houses in the district. Land Use Coordinator Larson confirmed when asked that there is no growth management ordinance in place; it expired in 2010. Chairman Borek replied that perhaps that is something to be considered again. Because growth management is a part of the Zoning Ordinance, this would be a Planning Board discussion.
- The Select Board approved payment of the following invoices:

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$200.00 for invoice #4149 payable to Cross Country Appraisal Group for legal assistance in the Eversource and Unutil cases from the Legal Expendable Trust Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$635.50 for statements #135151 and #135152 payable to Upton & Hatfield, LLP for legal services from the Legal Expendable Trust Fund. Selectwoman Schadler seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Borek requested the Trustees of Trust Funds issue a check for \$1,657.50 for invoice #5425 payable to Fleece & Flower Farm, LLC for labor and equipment for Clough & Sanborn Hill Rd from the Road Preservation Expendable Trust Fund. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Finance

- The Select Board signed the AP and payroll manifests and the voided check register.
- The Select Board signed PO #22 to Eyson Lifesaving Equipment Co for \$539.94 for the purchase of 6 Inflatable

Life Jackets/vests. After a brief review of the Fire Department budget lines, the account was changed to Fire Department Equipment for the purchase.

Police

- The Select Board signed PO #23 to Goodyear Auto Service Center for \$633.20 for the purchase of 4 Goodyear Wrangler tires.
- The new cruiser is currently at Ossipee Mountain Electronics and should be back next Tuesday or Wednesday.
- Police Adams reported that things continue to be busy and noted that Webster had more activity than surrounding towns this past month. When asked why, he answered that calls were for minor things primarily and that the Hopkinton fair led to more traffic violations.

Other Business:

- Selectwoman Schadler reported that she had been contacted by a resident regarding the narrowness at the end of Bashan Hollow Rd who suggested adding signage such as “One Lane Ahead” to warn drivers. Police Chief Adams confirmed that two vehicles cannot pass at the same time. When asked by Selectwoman Schadler, Financial Administrator Pinkham explained that Road Agent Bean purchases signs in his budget and he lets her know what to purchase. The Select Board asked Administrative Assistant Palmer to contact Road Agent Bean about purchasing signs to be placed at either end of the culvert on Bashan Hollow Rd.
- Chairman Borek asked Administrative Assistant Palmer to contact VHB for an update on their work developing a scope of work and fee for Clothespin Bridge, to be discussed at the next Select Board meeting.
- Chairman Borek asked that the Select Board look at maintenance on Mutton Rd prior to winter. Selectwoman Schofield replied that that Board needs to meet with Road Agent Bean to discuss this. Selectwoman Schadler responded that the Scenic Road Committee is one meeting away from developing a scenic road policy and that the Committee is waiting for a response on the draft policy from Road Agent Bean. Chairman Borek asked that this be discussed at the next Select Board meeting.
- Gordy Welch asked about the guardrail on Clothespin Bridge, commenting that it needs to be in place before snow flies and someone goes off the road. Administrative Assistant Palmer explained that CWS has experienced delays in receiving the guardrails and that she has periodically been checking in with CWS as to the status of the project. She will contact CWS again this week for an update.
- Bruce Johnson reported that the Boscawen Highway Department has been working the Corn Hill Rd Bridge which refutes Boscawen’s earlier claim that they do not own it; both Webster and Boscawen own the bridge and are responsible for repairing it. This project is listed in Webster’s Hazard Mitigation Plan.
- Jaye Bowe referred to the earlier discussion on signage and suggested using the State Prison shop for affordability. Financial Administrator Pinkham confirmed that the Town buys its signs from the State Prison shop.
- Selectwoman Schofield reminded the other Board members that they had planned to meet with the Town of Hopkinton Select Board during the budget season to review the Transfer Station budget. Administrative Assistant Palmer will contact Town Administrator Neal Cass to schedule a meeting.
- The Select Board agreed that Webster Youth Soccer could remove a small tree next to the field that is posing a safety risk to the soccer players. Administrative Assistant Palmer will contact them to let them know.
- The Select Board discussed the date of the next Select Board meeting. It was suggested that the Select Board hold a work session at 5:30 PM on Wednesday, October 10th. Monday, October 8th is the Columbus Day Holiday.

Budget Review:

The Select Board reviewed the current operating budget. Department Head Budgets for 2019 are due to the Select Board by October 22nd.

At 8:27 PM, Chairman Borek 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...” Selectwoman Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 8:37 PM, Chairman Borek made a motion to come out of Non-Public Session I. Selectwoman Schadler seconded the motion. All in favor the motion was approved.

Chairman Borek made a motion to seal the Non-Public Session I minutes. Selectwoman Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 8:38 PM, Chairman Borek requested to go into Non-Public session under RSA 91-A:3 II (a) to discuss “the dismissal, promotion or compensation of any public employee...” Selectwoman Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 9:45 PM, Chairman Borek made a motion to come out of Non-Public Session II. Selectwoman Schadler seconded the motion. All in favor the motion was approved.

At 9:45 PM, Chairman Borek requested to go into Non-Public session under RSA 91-A:3 II (l) to discuss “consideration of legal advice provided by legal counsel...” Selectwoman Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 9:50 PM, Chairman Borek made a motion to come out of Non-Public Session III. Selectwoman Schofield seconded the motion. All in favor the motion was approved.

Chairman Borek made a motion to seal the Non-Public Session III minutes. Selectwoman Schadler seconded the motion. Roll call was taken, Chairman Borek – yes, Selectwoman Schofield – yes, Selectwoman Schadler – yes.

At 9:53 PM, Chairman Borek made a motion to adjourn. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Respectfully Submitted,

Leslie M. Palmer

Introduction and Overview: Chapters 1 – 2

Chapter 1: Planning Process

The overall purpose of the Hazard Mitigation Plan is to reduce future life and property losses caused by hazard events before they occur by the identification of appropriate actions that are implemented during the 5 year duration of the plan.

The plan has been updated and rewritten into a more concise format and to incorporate the newest material required by FEMA in addition to updating the Town's newest information since 2012.

The 2018 plan update was developed over a six month period, with a group of Town members and volunteers and the CNHRPC comprising the majority of the Hazard Mitigation Committee.

The meetings and tasks of the Hazard Mitigation Plan Update Committee were dictated by Agendas. Work sessions were designed to accomplish what could not be completed at meetings due to time constraints. In between meetings, Town staff and volunteers and CNHRPC staff research and collected information for the Chapters. CNHRPC updated and rewrote Chapters, tables and sections as appropriate.

Many individuals were invited to participate in the Committee meetings including the Merrimack valley School District and Webster Elementary School, Town Boards and Committees, US Army Corps of Engineers, Pillsbury Lake Water District, Capital Area Public Health Network, Neighboring Emergency Management Directors, representatives from Utility companies (Unitil and Eversource) and the NH Homeland Security and Emergency Management Representative who attended several meetings. The Committee itself was comprised of the primary Town departments including Administration, Police, Land Use, Select Board and Emergency Management. Public Meeting Notices were posted on the Town's website and on the Town Hall Boards. Monthly press releases were sent to the Concord Monitor, Grapevine and the Merrimack Valley Voice. A special webpage was developed to post information on meetings as well. The CNHRPC, a quasi-governmental regional organization of which Webster is a member, contributed to the development of the plan by facilitating the meetings and guiding the planning process and preparing the Plan documents, Appendices and Maps. A Public Information Meeting was held on May 21st at a regularly scheduled Select Board meeting.

Chapter 2: Community Profile

For New Hampshire and specifically the Central NH region, Webster is considered a small-sized community in terms of land area. Webster's proportion of forested land use, farm land use, and commercial land use is similar to many small towns in the region. The Town contains more exempt land use acreage likely because of the Blackwater River Reservoir and contains slightly less residential land use acreage.

Content of the Hazard Mitigation Plan: Chapters 3 – 8

Chapter 3: Goals and Objectives

The overall purpose of the plan is to reduce future life and property losses caused by hazard events before they occur by the identification of appropriate actions that are implemented during the 5 year duration of the plan. The overall **Goals** of this plan provide a macro-level view of what emergency managers want to accomplish to keep the Town's life, property and infrastructure safer from natural disasters. **Objectives** begin to narrow down the focus of the overall goals into hazard mitigation statements.

The Committee developed 3 goals:

1. To reduce the risk of injury and the loss of life in the Town from natural hazards and disasters and impacts from secondary hazards.
2. To reduce the risk of potential damages in Town to public and private property.
3. To promote public awareness of hazard mitigation planning and activities to the Town's residents, visitors and businesses.

The Committee developed 12 objectives by addressing primary hazard events that could impact Webster.

Minimizing damages associated with:

1. Flood Hazards – damages from floodwaters
2. Flood Hazards - damages from erosion and flooded roads
3. Fire Hazards
4. Wind Hazards
5. Extreme Temperature Hazards – damages from both severe winter weather and excessive heat events
6. Extreme Temperature Hazards – minimize the threat of public health events from cold and warm weather
7. Human Hazards – human threats, sabotage, terrorism, etc.
8. Human Hazards – minimize exposure to discarded needles found in public areas
9. Technological Hazards – minimize impacts to travelers through blocked transportation systems
10. Technological Hazards – communication systems, water utilities, bridges and roadways

11. Technological Hazards – minimize damages from electrical power failure

12. Technological Hazards – hazardous materials exposure, chemical spills, etc.

Chapter 4: Hazard Risk Assessment

Natural disasters, and to a lesser extent, technological and human hazards that have occurred or have the potential to occur in Town were assessed in a Hazard Risk Assessment to determine their overall risk to the community. 27 hazards were identified in the following categories, as recommended in the state's 2013 Hazard Mitigation Plan:

Flood Hazards

Wind Hazards Fire Hazards

Extreme Temperature

Earth Hazards

Technological Hazards

Human Hazards

The committee measured each hazard's probability of occurrence and its impact to the Town to develop overall risk.

Highest ranked risk hazards:

Hurricanes and Tropical Storms

River Ice Jams

Severe Winter Weather

Severe Winds, rain storms, thunder storms

Rapid snow pack melt

Tornados

Riverine Scouring, Erosion Channel Movement

Drought

A table was created with descriptions of events and the ranking of each.

The Town has received FEMA funding for many events - recent disasters include the most recent October wind storm, 2013 Snow storm NEMO and 2012 Hurricane Sandy to name a few. A table was created to capture this data as well.

Existing and Potential Future Hazards were identified, including road washouts, ice jams, rapid snow melt, downbursts, hurricanes and tropical storms, lightning, etc. Locations in Town which could be affected were also identified, and a chart with descriptions was created.

Chapter 5: Community Vulnerability Assessment and Loss Estimation

The Committee developed and/or updated a list of critical and community facilities and conducted a vulnerability assessment, which can be found in appendix A of the plan, and on Maps 3 and 4. Critical facilities include the town offices, police and fire departments, contracted highway department, transfer station, educational facilities (Webster Elementary School) and utilities. Community facilities, which would require more emergency services during a disaster, were identified including daycare centers, the Austin Home, cemeteries, churches, many of the businesses in town, recreational and gathering sites (Blackwater Reservoir, Cozy Pond Camp Ground). Areas of future development were also identified, large tracts of land which could be subdivided, former CoPart building.

The committee estimated the potential dollar value if these facilities were damaged. For example, the assessed value of all residential, commercial and industrial structures in town is \$127,599,000. So, if a wind event damaged 1% to 5% of buildings in town, it would have a dollar impact of \$1.3 million to \$6.4 million dollars. This does not include damage to land or infrastructure.

Chapter 6: Capability Assessment

The committee inventoried local mitigation capabilities which are existing authorities, plans, ordinances, policies, mutual aid, programs, staffing, technical skills and assets, funding, outreach, public education and resources that reduce hazard impacts or that could be used to help implement hazard mitigation activities. A chart was developed with each capability, its description, the location of the capability, the level of effectiveness, who is responsible, the changes to the capability since the last plan, and future improvements to the capability. Each department was asked to weigh in this. For example, under select board responsibilities, we identified:

Weight limit ordinance that was developed in 2009 – this policy was adopted to help control the damage to the road infrastructure. The location of the capability is the roadways in town. The level of effectiveness was deemed to be high. Changes since the last plan – reviewed periodically but limits have not changed. Future improvements include keeping the ordinance up to date to comply with the needs of the town.

Chapter 7: Prior Action Status

The committee developed mitigation actions to emphasize both new and existing buildings and infrastructure to better protect the populations and properties of Webster. Referring to the last HazMit plan in 2012, the committee determined which actions have been completed, deleted or deferred to the 2018 plan. Some actions were deleted merely because they are now included in the town's emergency operations plan.

Examples of deleted actions:

In 2012, the committee identified the action of adopting a local building code. It was deleted from the 2012 plan because in 2007 the town voted it down.

Develop a school evacuation plan – this was deleted because it has been under taken as a preparedness activity in the emergency operations plan.

Examples of deferred mitigation actions:

In 2012, repair clothespin bridge, it was deferred because more time was required for completion

Also, White Plains Rd culvert upgrade, same reason.

Examples of completed actions:

Install repeater for emergency support – the repeater was installed in October 2017

Install fire index signage at PBS - June 2013

Educating the public about storm preparation – updates to the town's new website, April 2017

Require ICS (incident command systems) and NIMS (national incident management systems) certification for town and emergency personnel – Administrative Assistant and Emergency Management Director, October 2016

Chapter 8: Action Matrix

The Committee identified 5 deferred mitigation actions and 24 new mitigation actions. Each action identified at least one hazard mitigated which correlates to the 3 goals and objectives identified earlier. A short description and evaluation is provided and the affected location is listed.

2 deferred actions include the replacement of Clothespin Bridge and the White Plains Rd culvert upgrade.

New actions:

Purchase land and construct a new town salt shed to protect the quality of the Blackwater River. It is considered a medium term project, 3-4 years. The select board is responsible. The hazards mitigated include flood, scouring and erosion, wind, storms, hazardous materials. The approximate cost to the Town is \$200,000.

Develop a database to update and utilize the 2013 RSMS data. This is considered a short term project, 1-2 years. The select board is responsible and the hazards mitigated are flood, scouring and erosion, storms, wind and wildfire. The approximate cost to the Town is in in-kind donation staff and volunteer time.

Upgrade Detour Rd to protect from erosion after Clothespin Bridge is completed. This is considered a long term project, 4-5 years. The select board is responsible. The hazards mitigated include flood, scouring and erosion, and storms. The approximate cost to the Town is \$250,000.

Chapter 9: Annual Implementation and Evaluation

Re-establish a permanent Hazard Mitigation Committee to oversee the Plan and meet quarterly.

Mitigation actions are to be accomplished yearly, most to be done by departments at no cost.

Some mitigation actions may need to be included in the operating budget or brought before Town Meeting for consideration.

The Hazard Mitigation Plan needs to be reviewed and updated each year.

Chapter 10: Appendices

Appendix A – Critical and Community Facility Vulnerability Assessment

Appendix B – Annual Plan Evaluation and Implementation Worksheets

Appendix C – Meeting Information

Appendix D – Plan Approval Documentation

Chapter 11: Maps

Map 1 – Potential Hazards

Map 2 – Past Hazards

Map 3 – Critical and Community Facilities

Map 4 – Potential Hazards and Losses

Next Steps for the Draft Hazard Mitigation Plan 2018

CNHRPC submits the Plan's Certificate of Adoption with the final version of the Plan to NHHSEM/FEMA.

FEMA provides a Letter of Formal Approval indicating the Plan will expire in 5 years.

The Town implements the plan – the Hazard Mitigation Committee meets quarterly and completes the action identified in the Plan between 2018 – 2023.