

# TOWN OF WEBSTER

## SELECT BOARD

### MEETING MINUTES MONDAY FEBRUARY 5, 2024

The Select Board held a meeting on Monday, February 5, 2024. The meeting was held at 945 Battle Street, Webster, NH 03303

**Select Board Members present:** David Hemenway, Marlo Herrick, Normandie Blake.

**Also present:** Town Administrator Dana Hadley, Police Chief Stephen Adams, Fire Chief/Road Agent Emmett Bean, Sara Kimball, Tara Gunnigle, Cheri Lux, Kim Fortune.

Chairperson Hemenway opened the meeting at 6:29pm with the pledge of allegiance. He then announced that the Budget Public Hearing would be tomorrow night at 6:30pm. Administrator Hadley then announced that the next Select Board meeting would be held on February 20<sup>th</sup> because of the holiday on the 19<sup>th</sup>.

Chairperson Hemenway moved to the First item on the agenda, the appointment with Sara Kimball regarding the Hall.

Ms. Kimball thanked the Board for letting her speak and asked if the Board would consider getting a more permanent letter signed outside of the Town Office. Chairperson Hemenway commented that they were currently getting a digital sign at the Police Department and Member Herrick asked if the digital sign would fit her needs. Ms. Kimball believed that it would. The Board stated that she could come back if she felt that more signage was needed.

Administrator Hadley reminded Ms. Kimball that she also wanted to ask about using the hall for community events. Ms. Kimball thanked Administrator Hadley for reminding her. She informed the Board that she had been arranging several community events that the public could attend, and she hoped to use the Town Hall to hold them. The Board agreed this would be a great idea and gave her permission to do it.

Chairperson Hemenway moved to the next item on the agenda, Department Heads.

Police Chief Adams began his report by going over the amount he had spent so far in 2024. He then went over the incident report for the previous month. He also informed the Board that he is an interested candidate for the full-time officer position. Chairperson Hemenway asked if the Town would need the full years' worth of wages for that officer. Chief Adams responded that they didn't need the first two months of this year's wages in this year's budget.

Road Agent/Fire Chief Bean went over the winter maintenance from the previous month. He pointed out that this year was being particularly hard on the roads because of the amount of precipitation and the temperature fluctuations. He informed the Board that Administrator Hadley had him go work at some trees on Manchester Drive and he wanted to get the Boards input before doing anything. The Board then discussed the issue with the Road Agent and Administrator Hadley. In the end the Board decided that the problem needed to be researched further and asked Administrator Hadley to reach out to the Town Attorney.

Chairperson Hemenway moved to the next item on the agenda, the 2024 budget.

Chairperson Hemenway stated that he had asked Road Agent Bean to get him the five highest priority road reconstruction projects and cost them out for the Board. Road Agent Bean had provided the Board with the numbers. The Board reviewed the projects with the road agent. The projects are Lake Road,

1 Franklin Pierce Drive, Little Hill Road, Detour Road, Pleasant Street. During the discussion it was decided  
2 that Franklin Pierce Drive and Lake Road were the highest priority. The Board discussed the funding  
3 level that would be required and settled with \$200,000.000 in the Road construction fund for 2024.  
4

5 Road Agent Bean then asked the Board if he could investigate getting more material from the lot on  
6 Dustin Road. He thought there was potential for the Town to save money by using some of the ledge. The  
7 Board agreed he could investigate it and come back with cost estimates.  
8

9 The Board then reviewed the rest of the budget and made minor adjustments.  
10

11 Chairperson Hemenway moved to the next item on the agenda, Warrant Articles.  
12

13 Chairperson Hemenway informed the Board that after reviewing the funds he had found several that had  
14 not been used for long periods of time and wanted to ask the Board if they wanted to close the funds. The  
15 funds he was proposing to close are the soccer field, historical fund, highway property fund, and tax map  
16 fund. He thought this would return about \$7,000.00 to \$11,000 to the general fund. He also wanted to  
17 start adding \$100.00 a year to the Bicentennial fund.  
18

19 Ms. Gunnigle asked when the last time the history fund was used. Chairperson Hemenway reasoned that  
20 he wasn't aware of the last time it was used and asked Administrator Hadley. Administrator Hadley  
21 responded that he believed the last time it was used was in the 80's to print the Town history book. Ms.  
22 Gunnigle thought that they should write another one, but it was too bad that no one was willing to  
23 volunteer to do it. Ms. Fortune pointed out that there used to be a historical committee and that the Town  
24 didn't always rely on historical society. Chairperson Hemenway responded that there hadn't been a  
25 historical committee since he moved to Town. Ms. Fortune felt the Board should do more research on the  
26 topic. Chairperson Hemenway felt that they should handle the closing the funds as separate warrant  
27 articles on the warrant and the Board agreed.  
28

29 The Board first went to review who was running for office. Administrator Hadley didn't have all the  
30 names and Coordinator Tatro went to retrieve the list from the Town Clerk. The Board then reviewed the  
31 Planning Board housekeeping article that would allow the Planning Board to change the page numbers in  
32 the Table of Contents in the Zoning Ordinance when needed. At this point Coordinator Tatro returned,  
33 and the Board noted that all the incumbents were running unopposed. Except for Moderator because  
34 Michael Jette was not running for re-election. The Board continued its review with the 3<sup>rd</sup> ballot warrant  
35 article the new transfer station agreement. The Board briefly went over the agreement and voted to  
36 recommend it.  
37

38 The Board then moved to the warrant articles that would be voted on the floor at Town Meeting Day. The  
39 board reviewed warrant articles 4 the operating budget, 5 the capital reserve fund, and 6. They then  
40 agreed to move the warrant articles forward. Warrant article three is for the Town to approve the purchase  
41 of the new police cruiser. Ms. Gunnigle asked why the department needed a fourth cruiser. Chairperson  
42 Hemenway informed her that she would need to ask the Police Chief. The Board then reviewed a moved  
43 forward article 4 for the contingency fund and article 7 for the contribution for the damn at Pillsbury  
44 Lake.  
45

46 Administrator Hadley then informed the Board that they had received a few petition warrant articles. The  
47 first was from the Historical Society and they were asking for \$10,000.00 this year to help with repairs to  
48 the hy-mar. The other petition warrant article they received was into fee schedules set at the transfer  
49 station. The petitioner wanted to set the fee schedule to be no more than 10% over cost. Chairperson  
50 Hemenway asked if this warrant article had enough signatures. Administrator Hadley confirmed it did.  
51

1 Administrator Hadley then commented that he had another warrant article that a resident had asked the  
2 Board to consider. He informed the Board that in 2023 the State Legislature had increased the amount of  
3 the veteran credit from \$500 to \$750. If the Town adopted this warrant article it would be an additional  
4 cost of \$17,000.00 a year in credits. The Board was in favor of adding it to the warrants and asked  
5 Administrator Hadley to include it for the Budget Hearing.

6  
7 Ms. Gunnigle stated that she also had a petition warrant article for the Board. Her petition was regarding  
8 asking the Town to get lots 6-113 and lot 6-114 that were sold in non-public session to a former Select  
9 Board Member. She exclaimed that the whole sale had been illegal and then she summarized the history  
10 behind the transaction. Cheri Lux asked why the Board was not more upset about what had happened.  
11 Chairperson Hemenway reasoned that he did have issues with what happened. However, the Board had to  
12 consider what could legally happen with the lots and what the legal costs would be if the Board had  
13 decided to get the properties back. Selectwoman Herrick added that because of what happened they had  
14 reviewed their policies and tried to hold themselves to a higher standard. She also pointed out that even if  
15 the Town had pursued legal action there was no guarantee the Town would get the property back. The  
16 Board then held a brief discussion with M. Gunnigle about the history of the transaction and let her know  
17 that it would be on the Warrant for Town Meeting.

18  
19 Chairperson Hemenway moved to the next item on the agenda, the stipend policy.

20  
21 Administrator Hadley that he had drafted the policy they had requested and had provided it for them to  
22 review. Chairperson Hemenway pointed out that this wasn't exactly what had been requested. It was  
23 suggested that stipends increase annually by 2.5% or Social Security cost of living increase whichever  
24 was higher. Administrator Hadley responded that he would make the changes and have them ready for the  
25 Board at their next meeting.

26  
27 Chairperson Hemenway moved to the next item on the agenda, correspondence.

28  
29 Administrator Hadley informed the Board that they had received a letter from the auditors regarding the  
30 upcoming audit. Ms. Fortune commented that she felt the audit wasn't an audit and felt the Town should  
31 have a forensic audit done instead. Chairperson Hemenway responded that it would cost significantly  
32 more money to do a forensic audit and it would not be financially possible for the Town.

33  
34 Chairperson Hemenway moved to the next item on the agenda, motions & signing of documents.

35  
36 **MOTION:** Selectwoman Herrick

37 ***To approve the minutes from 1/16/24, 1/16/24 NP, 1/22/24, and 1/22/24 NP as written.***

38 **SECOND:** Selectwoman Blake

39 **DAVID HEMENWAY – YES**

40 **NORMANDIE BLAKE – YES**

41 **MARLO HERRICK – YES**

42 **The motion passed 3 to 0.**

43  
44 Coordinator Tatro informed the Board that the company that had bought New England Document  
45 Systems wanted a new contract signed under the new company name of VRC. He asked the Board to give  
46 them permission to sign the new contract. The Board agreed to.

47  
48 **MOTION:** Chairperson Hemenway

49 ***To assign Russell Tatro as the signatory for the VRC contract.***

50 **SECOND:** Selectwoman Blake

51 **DAVID HEMENWAY – YES**

1 **NORMANDIE BLAKE – YES**  
2 **MARLO HERRICK – YES**  
3 **The motion passed 3 to 0.**  
4  
5 **MOTION:** Chairperson Hemenway  
6 ***To adjourn the meeting at 10:26pm***  
7 **SECOND:** Selectwoman Herrick  
8 **DAVID HEMENWAY – YES**  
9 **NORMANDIE BLAKE – YES**  
10 **MARLO HERRICK – YES**  
11 **The motion passed 3 to 0.**  
12  
13 *Minutes taken by Russell Tatro.*

Approved as Amended 2/19/23