

Date: 03/29/04

Minutes of Board of Selectmen's Meeting

Meeting held at Antrim Town Hall -Office @ 7:00 p.m. on 03/29/04

Selectmen Present: Michael Genest-Chairman, Michael Oldershaw, Ben Pratt

Others in attendance: B. Prokop, S. Chatfield, R. Bethel, K. Chisholm, R. Haggett, L. Henderson, J. Parsons, W. Witherall, P. Beblowski, M. Beauchamp.

1. The selectmen approved the minutes of the meeting held 3/22/04.
2. The selectmen gave out copies of the revised Personnel Policy and pointed out the few changes that have been incorporated. They also discussed with the department heads the need to complete the necessary forms to report accidents, or employee disciplinary actions. A department heads will review the policy with all their employees and will advise the selectmen of any questions. The selectmen then asked all Department Heads to review the current Master Plan and to get back to them with any changes that they feel are necessary in the sections pertaining to their departments by the end of June. The selectmen then advised all department heads that they would like to have a brief summary report of the major activities that took place in the department in the first quarter including a review of their income and expenses. Copies of all the forms will be sent to the Fire Chief and to the Library Trustees.
3. The selectmen discussed with the Fire Chief and others the importance of coordinating our entire grant request. The selectmen encourage all departments to seek out grants but to run all application request through the Town Administrator to insure that we are not duplicating any efforts or request. Chief Beauchamp stated that Marshall Gale would be handling the Fire Department request and that he would get together with Bill Prokop to establish the necessary guidelines. At the present time the Fire Department is applying for a \$65,000 grant from Homeland Security that is specific to fire fighting needs. The grant would be used to purchase all new fire fighting gear and the cost to the Town would be 10%, or in this case \$6500, a copy of the grant application will be given to the Town Administrator. This money is not, however, in any budget at this time. If the grant is approved the Fire Chief and the Selectmen will have to meet to discuss how the Town will cover its share of the cost. It was suggested that next year we may want to establish a fund for "grant" request and this would cover all departments and grant request. It is also very important that of Director of Homeland Security, B. Bethel be kept apprised of all grant request that are submitted to the state or federal homeland security offices.
4. The selectmen then discussed with the Fire Chief how all accident claims should be handled, submitted, and charged in the future. The Fire Chief stated that he and the ambulance staff were not aware that they had an accident and hit the police cruiser. The policeman was directing the ambulance to back up and did not say anything about them hitting his cruiser. The Chief was not aware of any accident until a few days ago, when the officer mentioned it to him. The selectmen then raised the question about driver training courses for our emergency vehicle drivers. The Chief stated that the recent accident was the first for the ambulance in more than ten years. It was suggested that the Fire Chief consider having a training session run by NHMA-Property-Liability Trust for such training. Mr. Tom McDermott, the Risk Management Consultant left brochures for the courses they offer and can provide the training at no cost to the Town.
5. The selectmen asked the status on physicals for all fire and ambulance personnel. The Chief stated that all personnel have had physicals and all information is at the firehouse. The selectmen asked that a copy of all physicals be given to the Town Administrator so they can be filed in the confidential medical files of all employees. It was suggested by the Chief that all physicals would have to be up to National Firefighter Safety standards. The selectmen agreed that if a new applicant has had such a physical within 90 days of being appointed to the Antrim Fire Department or Ambulance Squad that a

- new physical would not be required. It was the general feeling that all personnel should have a physical at least every three to five years. The Fire Department will begin budgeting for this in 2005.
6. The Fire Chief advised the selectmen that the Fire Department would have training next month on the proper use of the suits that they purchased last year through the grant process. He also advised the selectmen that all the ambulance personnel would be measured on April 1st for the suits that were needed and were approved in this year's budget.
 7. The Chief advised the selectmen that the radio's that were provided by Keene Mutual Aid have been received and are installed in all fire trucks, but not in the ambulances yet. The cost to the Town was 0.
 8. The selectmen asked the Chief about the status of the North Branch Station. He advised them that the station is now staffed with seven (7) fire fighters and he is leaving the station as is.
 9. The selectmen asked the Chief to have Deputy Chief Lovering provide a list of people she would like to have on the committee to plan for the potential billing for ambulance calls. Selectman Oldershaw and B. Prokop will be visiting with Comstar, the billing service next week to see how they handle billing services and how it will integrate into the Towns general accounting systems. They will also set a time for the Comstar personnel to come to Antrim to meet with the committee that will be established.
 10. The selectmen then asked the Chief about commercial building inspections for mechanical, heating and air conditioning. He stated that he really only inspects the residential furnaces. It is usually the insurance companies that will do the inspection for all commercial buildings. The selectmen asked the Chief to provide a written copy of all inspection reports to the Building Inspector. It is the intent of the Town not to issue any future building CO's without the Fire Chief report attached. This will make all our files complete and covers the Town for any future liability claims.
 11. The Chief advised the selectmen of the new plan to utilize the satellite-training grant and to have as many of the courses taped for future use.
 12. The Chief advised the selectmen that there were 35 calls made to Crotched Mountain this past season. He also reported that the accidents and ambulance calls for the last few weeks have been very high.
 13. The Chief advised the selectmen that Tod Bryer was arranging for the wall at the fire station to finally be repaired. The quote for the work was around \$1600-\$1700. The heating system is now repaired and hopefully the system is in good operating condition. There is some minor work that has to be done to the furnace in the office area, but it is minor.
 14. The selectmen asked if there was anything they could do to help the Fire and Rescue departments at the present time. The Chief felt that everything at the present time is fine, it has just been busier than normal lately, particularly with ambulance calls.
 15. P. Beblowski gave the selectmen and update on the Conservation Commissions activities with the Campbell Pond easement program. This is the commissions major program for this year and at this point everything is on schedule. They will have a plan and program that will cover the requirements of the easement. It is the intention of the Commission to develop a Resource Stewardship Plan for use by the Town for management of the property. Components of the plan may take into account forestry practices, wildlife enhancement and accessibility.
 16. J. Parson presented to the selectmen the major code enforcement violations facing the Town. They consisted of sites on Pierce Lake Road, Goodell Road, Route 202, Buttercup Land, Willard Pond Road, Main Street, High Street, and Route 31. The selectmen agreed to address each violation and to take the necessary action to bring all violations into compliance. It is understood that this will require some legal expenses, but we have to back our code enforcement regulations if they are to have any meaning.
 17. The selectmen voted to go into Non-Public Session per RSA 91:4 a.
 18. The selectmen returned to the public session after a 30 minute Non-Public session.
 19. The selectmen approved the accounts payable and payroll for the week.
 20. The selectmen reviewed various correspondences and concerns.
 21. The selectmen will be meeting in Peterborough at 7:00 p.m. on Wednesday the 31st of March at the SAU office, with selectmen from the other Conval towns to discuss school funding issues.

Meeting adjourned at 10:00 p.m.

