

**Enfield Board of Selectmen
Enfield, New Hampshire**

**MINUTES of October 24, 2005
Departmental Meeting / Work Session**

Board of Selectmen: Dominic Albanese, Chairman; Nancy Scovner; Curtis Payne

Administrative Staff: Alisa D. Bonnette, Secretary

Others: Ken Daniels, Director of Public Works; Richard Crate, Chief of Police; Shirley Green, Budget Committee; Fred Cummings and Kim Withrow, Ambulance; Mike Lavelle, Certified Computer Solutions, LLC

CALL TO ORDER

Mr. Albanese called the meeting to order at 5:00 pm.

BUSINESS

Administrative Items:

Mrs. Scovner moved to authorize Dominic Albanese to sign documents requiring the signature of a single selectman; Mr. Payne seconded, vote unanimous.

NH Route 4A:

Don Crate called Nancy Scovner regarding the closure of NH Route 4A. The Board discussed the status of the project. The State hopes to start work at the end of the week and is looking at a 2 to 3 week repair window. A number of representatives are already on it. The road failed in a different location than where they had been working.

Commendation:

Mrs. Scovner commended on a letter received from the SAU financial office regarding the great help that Wendy Huntley has been to them. Mrs. Scovner would like to thank Mrs. Huntley very much for all the hard work she's doing.

Stump Dump Hours:

The hours of the Stump Dump were discussed. Many people this year have been unable to do the yard work they would typically do because of the amount of rain we've had. Additional Saturdays would be helpful.

It was the consensus of the Board to change the hours of the Stump Dump this year, staying open additional Saturdays only through the Saturday before Thanksgiving, weather permitting. The schedule was changed permanently to: The first Saturday in May through the last Tuesday in

September, Tuesdays 5-8 PM and Saturdays 10 AM-2 PM, then Saturdays only through the Saturday before Thanksgiving, 10 AM-2 PM, weather permitting.

Visiting Nurse Alliance (VNA) Funding:

The Board discussed how to approach Betty Ruggeri's request to discontinue funding to the VNA due to her experiences with the organization. The Board of Selectmen and VNA are limited by HIPAA in what they can discuss. Rather than asking representatives of the VNA to come to the November 7th meeting, the Board will make their attendance option. Mrs. Ruggeri did not originally ask to meet with the Selectmen, but will be given the opportunity to do so if she wishes. Mrs. Ruggeri may speak about her concerns, but HIPAA prevents the Selectmen from discussing the details of her case. The Board can discuss general operation procedures.

Inter-municipal Agreement:

The Board signed a new corrected version of the Inter-municipal sewer agreement with the City of Lebanon.

Household Hazardous Waste Collection 2006:

Ken Daniels provided the Board with 3 dates to choose from: 6/10/06 in Lebanon, 8/26/06 in New London, or 9/9/06 in Lebanon. Mr. Daniels recommended 9/9/06. The Selectmen concurred with Mr. Daniels recommendation and signed a letter of commitment for the Upper Valley Lake Sunapee Regional Planning Commission household hazardous waste collection day.

Maintenance Agreements:

Upon Mr. Daniels' recommendation and concurrence by the Board of Selectmen, Dominic Albanese signed a maintenance quote for GIS software and an agreement for underwater maintenance of the water storage tank on a 5-year cycle.

Water & Wastewater Service Request:

The Board received a request for water and sewer service form the Upper Valley Habitat for Humanity to the lot on May Street, Map 38, Lot 24. Mr. Daniels recommended granting the request with conditions.

Mr. Albanese moved to accept Ken Daniels' recommendation to grant the request for water and sewer service with conditions as outlined in Mr. Daniels memo dated, October 24, 2005; Mrs. Scovner seconded. Mr. Albanese and Mrs. Scovner in favor, Mr. Payne abstained due to his position with Upper Valley Habitat for Humanity, motion carried.

Drainage Issue:

Mr. Daniels informed the Board that he would be sending out a letter regarding an issue on Algonquin Road. There is a boil on the opposite side of the road from a driveway that has no culvert. There is no driveway permit on file.

The Board and Mr. Daniels discussed miscellaneous highway road maintenance issues.

2006 Budget:

It was noted that services in 2006 would cost more than the same level of service in 2005. Certain issues will be revisited in January, including, but not limited to personnel costs.

Computer Maintenance Agreement:

The Board met with Mike Lavelle of Certified Computer Solutions (CCS) to discuss a proposed computer maintenance agreement. Mr. Payne was concerned about the number of exclusions in the agreement. Mr. Lavelle explained that the contract does not cover things such as damage from power surges, or equipment dropped by employees. The agreement does include, but is not limited to, network administration and workstation repairs if one stops working. Labor is covered, but not parts. There is also a fuel clause. Often all departments in a town would be covered. The presented agreement was for the Police Department alone. Mr. Lavelle was informed that the other town offices would not require the same level of service as the Police Department would.

Mr. Lavelle noted that in most cases they would sit on the town's technology committee. If there isn't a committee they can develop one. A premium contract includes a full inventory.

It was suggested the new town manager review the proposed agreement.

Police Chief Crate stated that a lot of people have worked on the police computer systems over the past 5 years. Over the last 2 years with CCS costs have actually been reduced. He cited lack of productivity when computers are down, the need for someone to oversee the computers, and good experience with CCS.

Police Department:

Police Chief Crate prepared a quarterly spreadsheet of the Police Department's expenses for tracking and comparison purposes. He will continue to keep this format in the future.

Chief Crate's cruiser is going into the garage for repair. He will be driving a rental car while his car is in the shop. It won't cost the town anything. The town's insurance will cover the rental car for the couple of days it will be in the town's possession.

Ambulance Budget:

The Board discussed the proposed ambulance budget. Mr. Albanese posed several questions to Fred Cummings, EMS Chief, in an email regarding budget justifications, some of which he felt went unanswered. Discussion ensued regarding the budget justifications and Mr. Cummings' concerns about the budget process. Mr. Cummings was asked to provide the total hours worked by ambulance personnel over the past 5 years. Mr. Albanese also asked for a list of ambulance employees, the training they received in 2005 and the training that was requested for each in 2006. The Board would also like to see the run numbers for the department over the past 5 years. This information should be available from town reports.

Discussion ensued regarding wage rates for ambulance personnel. A study of rates in comparable towns could provide a sound basis for a budget decision. The Selectmen agreed that the lump sum 2005 budget amount for ambulance personnel would be increased by 4.5% in 2006. The Board would like to discuss this with Steve Schneider before changing the rates paid to individuals.

The Board discussed response to calls by multiple members of the squad, response to a specific call and defibrillators in the squad's inventory. The Board also talked about the differences

between a portable unit and the unit on the ambulance. A grant has been submitted for portable defibrillator units.

Police Chief Crate noted the need to budget for maintenance of the defibrillators and battery replacement. Mr. Albanese noted the need for a policy as to who's going to get one, etc... Fred Cummings can use the Police policy as a draft to amend for use by the ambulance department.

Fred Cummings mentioned that the Enfield Directory does not include the ambulance and he would like a separate listing for it. (The Enfield Village Association publishes the Directory and will be contacted with the requested change.)

Kim Withrow was unsure where the policy came from putting Lebanon on a first tone basis during the day. If Lebanon leaves the station and Enfield cancels them, the town still pays. Mr. Albanese replied that former Police Chief Peter Giese recommended the policy when Charlie Harrington and Barbara Dow retired from the squad; there was no one else left to consistently answer daytime calls. Tones go out every 5 minutes, to have someone coming, guaranteed, is important. It's a valuable tool. It was noted that with a volunteer department you don't know who is going to respond until they arrive on the scene. If wages increase to \$15/hour and you pay a minimum for two hours, then some controls need to be put in place. Chief Crate stated that he would be able to obtain a detailed report of response times from Lebanon Dispatch.

Mr. Albanese restated the need for backup information for the Budget Committee meeting at which the ambulance budget will be discussed.

Non-Public Session:

Mr. Albanese moved to enter non-public session at 6:55 PM, RSA 91-A:3 II (c); Mr. Payne seconded. Roll call vote: Mr. Albanese – aye, Mrs. Scovner – aye, Mr. Payne – aye, motion carried.

Mrs. Scovner moved to come out of non-public session at 7:20 PM, RSA 91-A:3 II (c); Mr. Payne seconded, vote unanimous.

ADJOURNMENT

The meeting was adjourned at 7:20 pm.