

**APPROVED**

**BOARD OF SELECTMEN'S MEETING  
BUDGET HEARING**

**FEBRUARY 12, 1996**

**7:30 P.M. - MUNICIPAL OFFICE BUILDING, HANOVER, NH**

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Jack H. Nelson, Vice Chairman; Katherine S. Connolly, Dorothy Behlen Heinrichs, Dorothy King, Clifford R. Vermilya, Town Manager; Michael Gilbar, Director of Finance; and members of the public.

Ms. Black announced that this meeting was being taped by CATV6 and that assistive listening devices were available for anyone who wished to use them.

**1. PUBLIC COMMENT**

There was no public comment.

**2. BUDGET DISCUSSION**

**Fire Fund**

Ms. Black questioned the increase in item **093-310, Hydrant Rentals**.

Mr. Vermilya indicated this item represents rentals for hydrants located on private property, with the largest percentage being on Dartmouth College property. He stated that he will be recommending an increase regarding hydrant rentals with regard to expenses. Mr. Vermilya commented that the eventual appropriation should be \$221,725 and that hydrant rentals should probably be increased to approximately \$38,000.

Ms. Black wished to target item **093-310, Hydrant Rental**, for further discussion.

Mr. Nelson asked for an explanation of item **093-320, Special Fire Services** and item **097-720, Insurance Dividend**.

Mr. Vermilya explained that **Special Fire Services** is when an officer is assigned to stand by at a college event, for example. These costs can be charged back to the requesting organization. With regard to **Insurance Dividend**, this represents dividends received from the property liability trust and unemployment workers compensation trust. He indicated that in recent years the unemployment workers compensation trust has been much higher than predicted.

**BUDGET DISCUSSION (Continued)**

Mr. Nelson requested an explanation of "body repair and air operated chains for Engine 2".

Roger Bradley, Fire Chief, explained that the Fire Department is proposing to put winter chains on Engine Two, with an air operated switch in the cab to engage and disengage the chains.

**Dept. 110 - Fire Administration**

Ms. Connolly questioned item **110-431, Computer Repair and Maintenance**, asking how many computers are in the Fire Department, and why there has not been a budget item for computers previously.

Mr. Vermilya answered there is presently one computer that was covered in the past under equipment repair and maintenance. He stated that this year because of the number of computers, there has been a new category created. Mr. Vermilya further indicated that the capital account for this year included a significant amount, \$26,500, for a computer system for the fire department, and this new appropriation is for maintenance on that system.

Ms. Black asked how many computers were being purchased this year.

Chief Bradley indicated there are four work stations and one lap top, together with software, connections and wiring. He indicated there remains some unencumbered money available in that account for additional software.

Ms. Black asked if this equipment could be tied into the network and Chief Bradley answered that it could be tied in.

Ms. Connolly wished to target item **110-830, Meetings and Conferences**, for further discussion.

Mr. Nelson asked for an explanation of the increase in item **110-830, Meetings and Conferences**.

Mr. Vermilya explained that two or three years ago the Board instituted a policy whereby department heads would not attend national conferences every year, but would attend every other year. This particular budget is the year for the chief to attend the national fire chiefs' conference, and that is the reason for the significant increase.

Ms. Black asked where the conference is being held.

Chief Bradley responded that the conference is being held in Kansas City for a period of five days.

**BUDGET DISCUSSION (Continued)**

Mr. Vermilya gave a breakdown of the \$3,050 figure as follows: International conference - \$2,000; Executive Officers' Symposium National Fire Academy - \$500; New England Division of IAFC Conference - \$250; and New England Fire Chiefs' Association Conference - \$300.

Chief Bradley commented that as a member of the executive board, it is an expectation for him to attend the New England Division Conference.

Mr. Vermilya noted that Chief Bradley had been named vice-president of that organization this year.

Ms. Connolly indicated she would like to receive a breakdown of the money allocated for item **110-830, Meetings and Conferences**.

Mr. Vermilya stated that as the conference is to be held a year from now, it is impossible to prepare a breakdown of the expenses at the present time. The amount is treated as a reimbursement for expenses at the time the conference occurs.

Ms. Heinrichs asked for an explanation of item **110-615, Food and Meals**, and questioned the increase in that item.

Chief Bradley responded this is an expense attributed to his involvement in the New Hampshire Association of Fire Chiefs. He explained that this figure covers the cost of dinner meetings held on a monthly basis.

**Dept. 120 - Fire Suppression**

Mr. Vermilya indicated that item **120-412, Hydrant Rental**, should be targeted, as that figure should be \$221,725 based on a 25% water department increase.

Mr. Nelson asked for an explanation of "4 salvage covers, overhaul tools, and standpipe equipment kit".

Captain John Whitcomb explained that salvage covers are canvases that are thrown in an attempt to eliminate or slow down water damage. He indicated that overhaul tools are tools used to pull down plaster ceilings, etc. and a standpipe equipment kit consists of 150 feet of hose with a device that can divert one larger stream of water into two smaller streams, together with two hand tools. He stated that the Department would like to have one of these kits on each engine.

Regarding item **120-140, Overtime Services**, Ms. Black noted that the request for overtime services was based on a current rate of \$8,000 per month. This rate on a yearly basis amounts to \$96,000, and Ms. Black therefore questioned the request for the amount of \$98,400.

**BUDGET DISCUSSION (Continued)**

Chief Bradley explained that the request was based on an average of \$8,000 monthly, with the addition of monies to cover unforeseen and unknown circumstances.

Ms. Black asked if the uniforms for all the officers are represented in this fund, or if three of them were accounted for in the ambulance fund.

Chief Bradley answered that three were accounted for in the ambulance fund.

Mr. Vermilya indicated that of the \$6,000 figure requested, \$5,200 was for uniforms and \$800 for patches, badges and other accessory uniform equipment.

Chief Bradley explained that badges cost approximately \$30 each, and the patches that are worn on each shoulder cost \$2 each.

Ms. Black wished to target item **120-614, Uniforms and Clothing** for further discussion.

Ms. Black questioned item **120-960, Equipment Reserve**.

Mr. Vermilya reminded the Board that the following schedule was approved regarding the setting aside of additional monies to cover the ladder truck: \$100,000 this year, \$130,000 next year, and \$140,000 starting in 1998 for the next ten years.

**Dept. 130 - Fire Prevention**

Regarding item **130-115, Part-time Services**, Mr. Nelson asked for an explanation of the \$5,000 requested.

Mr. Vermilya explained that this figure is in anticipation of inspections of new major buildings. He stated that it is anticipated that next year will commence the review of the Baker Library, which will probably require outside assistance.

Regarding item **130-430, Equipment Repair and Maintenance**, Ms. Black noted that no funds were spent in 1995 or 1996, and asked why there was an amount requested in this budget, and what equipment is covered.

Chief Bradley indicated this amount is to cover repair and maintenance costs on a video camera and a 35 mm. camera.

Ms. King asked out frequently the Fire Department uses these cameras.

Chief Bradley indicated the cameras are used for documenting fires and their areas or origin, and the video camera is used for training and workshops.

**BUDGET DISCUSSION (Continued)**

Ms. Heinrichs asked if the Fire Department performs visits of individual homes for fire prevention purposes.

Chief Bradley stated that individual homes are visited on a request basis at the invitation of the homeowner.

**Dept. 140 - Hazardous Materials**

Mr. Nelson asked for clarification of the statement "Detectors are very sensitive pieces of equipment, a second detector would provide for verification of hazardous readings".

Chief Bradley indicated that with the advent of carbon monoxide detectors being installed in many area homes, there is an increase in carbon monoxide activation calls. A second detector is being requested to verify the reading of the detector the Department currently has. He further indicated that the detector kit that the Department currently has for use cannot be calibrated in the field.

Ms. Black questioned why there is a cost involved regarding the regional Emergency Planning Committee provided for under item **140-560, Dues and Membership Fees**.

Chief Bradley stated that this represents administrative costs for secretarial support, for example, minutes of the meetings, copying expenses, etc. He noted that these costs are typically borne by the Lebanon Fire Department, and this is our contribution to those costs.

Mr. Nelson questioned the amount of \$690 in item **140-341, Telephone**.

Chief Bradley replied that this figure represents the cost of two cellular phones.

Ms. Black asked whether the vehicles were equipped with radios.

Mr. Vermilya replied although the vehicles were equipped with radios, cellular phones were added two years ago to be used when responding to hazardous material spills, to aid in relaying information and speaking with the State information service directly.

Ms. Black asked for an estimate of the number of calls placed each month.

Chief Bradley responded that the Department does not use more than the number of minutes allotted as part of the monthly fee.

**BUDGET DISCUSSION (Continued)**

**Dept. 150 - Fire Alarm Maintenance**

Ms. Black questioned item **150-610, Technical Supplies**, indicating an amount of \$675 had been spent in 1995, and \$207 has been spent so far this year.

Chief Bradley indicated this figure is budgeted in the event of a severe windstorm that destroys a section of the power and wire.

Ms. Black wished to target item **150-160, Technical Supplies**, for further discussion.

Regarding item **150-810, Education**, Ms. Black noted that the Department spent \$135 last year and has spent \$106 so far this year, but is requesting \$600 for next year.

Chief Bradley stated that the \$600 has been earmarked by Captain Mike Whitcomb for two people to attend fire alarm repair certification school.

Ms. Black noted that although no one has attended the school this year, \$106 has still been spent.

Chief Bradley indicated he would research this item to determine for what purpose the \$106 was spent.

Mr. Vermilya indicated that in the absence of a contingency account, he feels it is necessary to provide funds for responding to unforeseen events.

**Dept. 160 - Fire Training**

Regarding item **160-610, Technical Supplies**, Ms. Black asked if training aids, such as slides and videos, had actually been produced.

Captain Michael Clark stated that there have been dozens of videos produced which are used in training.

Regarding item **160-390, New Personnel**, Mr. Nelson indicated that \$5,400 was allocated for the addition of three new call firemen; he asked if this fit into the program of adding three per year.

Captain Clark noted that the Fire Department's expectations for volunteer firefighters is very high, and although many people are interested in becoming a volunteer firefighter, the time commitment does not allow them to follow through. He indicated that the money is put into the budget each year in the hopes that recruitment will be possible. He further stated that two new people were added this year, the cost of which is not reflected in this budget, but will be in next year's budget.

**BUDGET DISCUSSION (Continued)**

Mr. Vermilya indicated that two people have been added, and the funds will be spent within the next six months.

Chief Bradley indicated the following items are necessary to outfit a firefighter: coat and pair of pants (costing approximately \$1,000); gloves; Nomex hood; helmet and boots. He stated that the Department's policy is to make this investment only after a volunteer has become Level 1 certified.

Mr. Nelson asked for an explanation of the emergency management grant.

Chief Bradley explained that the emergency management grant which was received last year has expired, but was for the federal emergency television network which is a subscription service of around the clock programming on fire and emergency services.

**Dept. 551 - Main Station**

Ms. Black questioned the request for a modem, asking if the computer system at the Fire Station was going on-line.

Mr. Vermilya answered that the computer system will be going on-line.

Chief Bradley noted that under item **551-341, Telephone**, there are two items constituting the \$910. One item is for a \$30 a month charge for a private line into the firehouse, and the other is for a \$40 a month fee for the modem which will connect the firehouse with Valley Net and the rest of the Town buildings.

**Dept. 560 - Etna Station**

Captain Jon Whitcomb presented an explanation regarding the new roof requested for the Etna Station. He indicated a new roof is needed as the present roof is a flat roof, and at the recommendation of Mr. Tobiason, a pitched roof is preferable. The proposal is to use trusses to build a pitched roof; however, using a little extra money to utilize rafters would allow a space 8' x 20' x 70' for future use for meetings and training needs. This space would be framed and insulated but not finished until needed. Captain Whitcomb indicated the cost to utilize rafters is \$7,000 over the cost of the trusses.

Mr. Vermilya indicated that representatives of CRREL recommended that a trussed roof be put on the Etna Station. With that recommendation, the Fire Department suggested that some usable space be created for the future by the use of rafters. He stated that if the rafter system is approved, the total cost would be \$49,706, noting that \$20,000 has already been approved by the Board. He stated that of that figure, \$46,700 is for the roof and insulation, and a portion is to enlarge the overhead door to accommodate a larger engine in the future.

**BUDGET DISCUSSION (Continued)**

Ms. Black asked if these prices had been verified.

Mr. Vermilya indicated that the prices had been verified by the contractor who has been employed to do the latest roofing jobs.

Mr. Nelson commented that aesthetically he feels the pitched roof is an improvement to the fire station.

Ms. Connolly asked if the proposal includes waterproofing underneath the roof or a metal top.

Captain Whitcomb stated that the proposal is for a 20 year asphalt roof with a membrane underneath up to three feet. He stated the cost for this is \$160 a square foot, and that the difference between an asphalt roof and a metal roof is an additional \$5,100.

Regarding item **645, Employee Benefits**, Ms. Black questioned the amount of \$15,000.

Michael Gilbar indicated this figure represents the cost of living adjustment.

**Dept. 600 - Fixed Charges**

Mr. Vermilya indicated that adjustments are necessary: An increase in account **640-210, Health Insurance** to \$133,249; an increase in account **640-215, Life Insurance** to \$1,500; and an increase in account **640-216, Disability Insurance** to \$4,795.

With regard to the purchase of a new engine at a cost of \$240,000 under item **720-742, Capital Reserve Purchases**, Mr. Black asked what was being done with the old engine.

Chief Bradley responded that the plan for the old engine is to keep it in the back of the fire station and maintain it in operational condition in the event another pumper is out for major repairs. In the past, the options have been to lease a pumper at a cost in excess of \$1,000 per month, or borrow a pumper from a neighboring town with the responsibility of returning the vehicle in the same condition as when it was borrowed.

**Dept. 730 - Capital Projects**

Mr. Nelson asked if quotes had been obtained for the replacement of the fuel tanks at the Main Station.

Chief Bradley responded that quotes have been obtained, and that he is working in conjunction with Richard Hauger.



**BUDGET DISCUSSION (Continued)**

**Ambulance Service**

Regarding item **097-760, Prior Year Surplus**, Ms. Black questioned why such a large surplus is budgeted for each year.

Mr. Vermilya noted that over the past two to three years, the charges have been kept steady and have not increased, and the surplus resulted from the operation of this department. He noted that as recommended in a recent memo regarding acquisition of the new ambulance, monies could be allotted toward this acquisition without having to change or raise the service fee.

Mr. Nelson recommended that service charges stay at their current level.

**Dept. 110 - Emergency Medical Service**

Regarding the purchase of a new rescue vehicle, Mr. Vermilya noted that the committee assigned to select the type of ambulance to be purchased was appointed after the capital project program was approved, and they are now recommending a significant change to the original proposal.

Chief Bradley introduced members of the committee formed to research the selection of the new rescue vehicle: Jerry Frankenfield, Chris Broderick and Mike Hinsley.

Mr. Frankenfield indicated the committee received input from members of each shift, weighing the merits of replacing the ambulance or the rescue truck, and that the consensus has been toward replacing the rescue truck.

Ms. Black asked for an explanation of the difference between an emergency call and a medical call.

Mr. Frankenfield answered that the dispatcher makes the determination as to the type of call. If there is any question that power equipment or jaws of life, for example, may be needed, the rescue truck is dispatched. The maintenance department measures usage with motor hours rather than actual miles. The rescue truck is used 59 percent of the time for all fire department calls. The rescue truck also has 730 more motor hours actual time than the ambulance.

Mr. Nelson asked for the cost of the new rescue vehicle.

Mr. Vermilya estimated to be the cost to be a net figure of \$116,000, but indicated he had requested \$120,000 to allow for some leeway.

**BUDGET DISCUSSION (Continued)**

Mr. Nelson asked for an explanation of the difference between custom and standard, noting that the narrative regarding this item refers to customized compartments to fit all equipment.

Mr. Mike Hinsley indicated that the vehicle currently in use was a stock ambulance which has been equipped with the jaws of life, power equipment, saws, etc., causing the vehicle to be grossly lopsided. He indicated that the manufacturers which they have contacted will customize any rescue vehicle to a department's needs.

Mr. Vermilya explained that a standard ambulance chassis allows many different configurations of standard compartments.

Ms. Black noted that in 1996 the balance in the capital reserve fund is \$115,000, which is not adequate to buy the vehicle.

Mr. Vermilya recommended the \$75,000 which had been planned from the equipment reserve be utilized, and the fund balance be reduced by \$45,000, for a total of \$120,000. He stated that with the scheduled \$20,000 yearly payments over the next three years into the equipment reserve fund, the Town will be in a position in 1998 to replace the 150 vehicle with some contribution from fund balance at that time.

Ms. Black stated that the purpose of the equipment reserve fund was to budget for the needs of the department.

Mr. Vermilya indicated that the purpose of equipment reserve is to stabilize the effect of the tax rate, noting that without the surplus for fund balance and equipment reserve the community contribution would have to increase significantly.

Ms. Black indicated the fund balance is being counted as revenue to offset expenditures.

Mr. Vermilya stated he is recommending total expenses of \$305,000, and there is total revenue available, including fund balance, of \$408,000, resulting in a \$103,000 fund balance. Removing \$45,000 from that figure will result in a \$64,000 fund balance.

Ms. Black questioned why such a high surplus exists.

Mr. Vermilya stated that a surplus of that size had started appearing in fiscal year 1994/1995, which resulted from the paying off of the lease on the vehicle causing expenses to decrease.

Ms. Connolly stated that expenditures were considerably less because \$75,000 comes from the capital reserve fund.

**BUDGET DISCUSSION (Continued)**

Mr. Vermilya stated that the fund balance at the end of 1997 will be \$103,000. He indicated that if the Board continues to put the money that has been earmarked to go into the ambulance fund, \$20,000 per year, and use \$45,000 of that fund balance now, in three years there will be adequate funds with the equipment reserve and using surplus money to replace that vehicle. He commented that it will be an additional five years after that before the vehicle which is now being recommended for purchase will need replacement, and this method will put another \$100,000 into equipment reserve towards its replacement.

Mr. Nelson asked if the replacement of ambulance 150, which is scheduled for replacement in 1996, can wait until 1999. He further asked if, in fact, the proposal was asking to swap ambulance 150 for 151, and if that were the case, it was implied that ambulance 150 could last another three years.

Mr. Vermilya stated that the proposal would replace 150 in the 7/1/98 - 6/30/99 year, which is one year ahead of the scheduled replacement of 151. He further indicated that this year the Department would switch and replace 151 rather than 150.

Ms. Black indicated that replacement of vehicle 150 had been planned on for ten years. **Ms. Black MADE THE MOTION that no new equipment be purchased this year. Ms. King SECONDED THE MOTION.**

Mr. Nelson asked what effect that would have on the emergency medical service department.

Chief Bradley indicated the plan was to replace 150 with an expenditure required of \$75,000. He stated, however, that the committee formed to research this came back with different information which he felt was appropriate.

Mr. Vermilya further indicated a decision had been made to involve members of the department in decisions regarding equipment purchases. A committee was appointed in October which spent three months researching specifics; that committee came back with the recommendation which is now under discussion. Mr. Vermilya indicated that he does not support spending the \$75,000 which was approved to purchase another vehicle that is going to wear out in two to three years because it is used over capacity. He further stated that it does not matter whether the funds are taken from fund balance or reserve, as that money is available only for the purpose of the ambulance fund, and does not affect the taxpayers by requiring a raise in rates.

Ms. Connolly stated that if the acquisition of 150 was rescheduled for 1998, the equipment reserve fund will be completely diminished by that time.

**BUDGET DISCUSSION (Continued)**

Mr. Vermilya stated that the equipment reserve fund will be completely diminished. However, he indicated that estimates are that the life of the vehicle should go from four to five years up to eight to ten years, because the new vehicle will not be running at or above capacity. There will be another \$100,000 built up in the reserve fund to replace that vehicle in the future.

Ms. Heinrichs asked for an explanation of the difference in cost caused by replacing 150 instead of 151 this year.

Mr. Vermilya stated that the cost for replacing 150 this year would be \$110,000 to \$115,000, whereas the cost of replacing 151 would be \$115,000 to \$120,000, resulting in approximately a \$5,000 difference.

Mr. Nelson expressed his feeling that the fund balance needs to be increased to cover the type of equipment that will be required in the future. He recommended that \$75,000 be taken from the reserve plus \$45,000 from the fund balance, on a one-time basis only, to replace 151. He further recommended that the Department and the Town Manager adjust the reserve fund to change the \$20,000 figure to whatever is necessary to allow for the acquisition of needed equipment for the future.

Mr. Vermilya indicated there will be a new reserve fund scheduled for the Board before the final meeting on the budget.

**The Board of Selectmen UNANIMOUSLY OPPOSED the motion that no new equipment be purchased this year.**

**Mr. Nelson MADE THE MOTION to take \$75,000 from equipment reserve, \$45,000 from fund balance on a one-time only basis, and adjust equipment reserve to be self-funding in the future. Ms. Heinrichs SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO TAKE \$75,000 FROM EQUIPMENT RESERVE, \$45,000 FROM FUND BALANCE ON A ONE-TIME ONLY BASIS, AND ADJUST EQUIPMENT RESERVE TO BE SELF-FUNDING IN THE FUTURE.**

Mr. Nelson wished to target item **110-960, Equipment Reserve**, for further discussion and revision.

Mr. Nelson noted that mileage is not a good indicator of the age or condition of a vehicle. He questioned if the vehicles have hour meters, and if that might be a way of reporting the percentage of life a vehicle has remaining.

Captain Whitcomb answered that the vehicles do have hour meters, and that reporting in that manner would be possible.

**BUDGET DISCUSSION (Continued)**

Ms. Black questioned item **110-440, Equipment Rental**, noting that no funds were spent either in 1995 or this year.

Mr. Vermilya responded this figure is an allowance for a replacement vehicle in the event a vehicle requires repairs and is out of service.

Regarding item **110-660, Vehicle Maintenance and Operation**, Ms. Black asked if it would cost \$5,000 to keep 150 in operation.

Mr. Vermilya indicated there will be some costs involved including fuel, batteries, tires and regular costs of operating a vehicle.

Captain Whitcomb stated that the vehicles have tremendously high electrical output systems which use two batteries every six months at \$90 each.

Regarding item **110-614, Uniforms and Clothing**, Ms. Black noted that there was a charge of \$400 per man per uniform, and that three people were being charged to the ambulance service, with a total of \$1,600 being budgeted.

Mr. Vermilya stated that figure includes the regular clothing allowance as well as the beginning replacement of winter parkas which will occur over a period of years.

Ms. Black questioned item **110-365, Laundry and Cleaning**, noting that a year ago \$12 was spent, this year so far \$4 has been spent, and \$100 is being requested.

Chief Bradley responded that, for example, if someone gets bodily fluid on their parka, the parka is taken for cleaning.

**Fixed Charges**

**Dept. 610 - Debt and Interest**

There was no discussion of **Dept. 610 - Debt and Interest**.

**Dept. 620 - Insurance and Bonds**

There was no discussion of **Dept. 620 - Insurance and Bonds**

**Dept. 640 - Fringe Benefits**

Mr. Vermilya indicated there will be some changes in this department, the end result of which will be reducing the amounts in the total of item **640-210, Health Insurance**, item **640-215, Life Insurance**, and item **640-216, Disability Insurance** by \$1,300.

**BUDGET DISCUSSION (Continued)**

**Dept. 645 - Compensation Adjustment**

There was no discussion of **Dept. 645 - Compensation Adjustment**.

**Dept. 650 - Solid Waste Disposal**

Mr. Vermilya indicated that \$2,500 of the funds requested is for monitoring of the closed dump/landfill on the Gile Tract, and the balance represents the cost of landfill tickets which are bought and sold as an offsetting revenue amount.

Ms. Black asked if the amount of those tickets would increase with the increase in the tipping fee.

Mr. Vermilya responded that they would increase to some extent.

**3. APPROVAL OF MINUTES**

After a brief discussion, Ms. Connolly **MADE THE MOTION** to accept the minutes of January 22, 1996, as corrected. Mr. Nelson **SECONDED THE MOTION** and the Board of Selectmen **UNANIMOUSLY ACCEPTED THE MINUTES OF JANUARY 22, 1996, AS CORRECTED**.

After a brief discussion, Ms. Heinrichs **MADE THE MOTION** to accept the minutes of January 29, 1996, as corrected. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **UNANIMOUSLY ACCEPTED THE MINUTES OF JANUARY 29, 1996, AS CORRECTED**.

**4. ADJOURNMENT**

Ms. Black **MADE THE MOTION** to adjourn and reconvene as the Hanover Housing Authority. Mr. Nelson **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ADJOURN AND RECONVENE AS THE HANOVER HOUSING AUTHORITY**.

Ms. Connolly **MADE THE MOTION** to go to nonpublic session to discuss matters that may affect the reputation of an individual. Ms. Heinrichs **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS MATTERS THAT MAY AFFECT THE REPUTATION OF AN INDIVIDUAL**.

The meeting was adjourned at 9:30 p.m.

### SUMMARY

The following items were marked for further discussion:

1. **Fire Fund**  
Item 093-310 - Hydrant Rental
2. **Dept. 110 - Fire Administration**  
Item 110-830 - Meetings and Conferences
3. **Dept. 120 - Fire Suppression**  
Item 120-412 - Hydrant Rental  
Item 120-614 - Uniforms and Clothing
4. **Dept. 150 - Fire Alarm Maintenance**  
Item 150-160 - Technical Supplies
5. **Dept. 600 - Fixed Charges**  
Item 640-210 - Health Insurance  
Item 640-215 - Life Insurance  
Item 640-216 - Disability Insurance
6. **Dept. 110 - Emergency Medical Services**  
Item 110-440 - Equipment Rental  
Item 110-960 - Equipment Reserve
7. **Dept. 640 - Fringe Benefits**  
Item 640-210 - Health Insurance  
Item 640-216 - Life Insurance  
Item 640-216 - Disability Insurance
8. **Ms. Black MADE THE MOTION** that no new equipment be purchased this year. **Ms. King SECONDED THE MOTION.** The Board of Selectmen **UNANIMOUSLY OPPOSED** the motion that no new equipment be purchased this year.
9. **Mr. Nelson MADE THE MOTION** to take \$75,000 from equipment reserve, \$45,000 from fund balance on a one-time only basis, and adjust equipment reserve to be self-funding in the future. **Ms. Heinrichs SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO TAKE \$75,000 FROM EQUIPMENT RESERVE, \$45,000 FROM FUND BALANCE ON A ONE-TIME ONLY BASIS, AND ADJUST EQUIPMENT RESERVE TO BE SELF-FUNDING IN THE FUTURE.**
10. **After a brief discussion, Ms. Connolly MADE THE MOTION** to accept the minutes of January 22, 1996, as corrected. **Mr. Nelson SECONDED THE MOTION** and the Board of Selectmen **UNANIMOUSLY ACCEPTED THE MINUTES OF JANUARY 22, 1996, AS CORRECTED.**

**SUMMARY (Continued)**

11. **After a brief discussion, Ms. Heinrichs MADE THE MOTION to accept the minutes of January 29, 1996, as corrected. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY ACCEPTED THE MINUTES OF JANUARY 29, 1996, AS CORRECTED.**
12. **Ms. Black MADE THE MOTION to adjourn and reconvene as the Hanover Housing Authority. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN AND RECONVENE AS THE HANOVER HOUSING AUTHORITY.**
13. **Ms. Connolly MADE THE MOTION to go to nonpublic session to discuss matters that may affect the reputation of an individual. Ms. Heinrichs SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS MATTERS THAT MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

Respectfully submitted,



Dorothy C. King, Secretary

These minutes were taken and transcribed by Nancy A. Richards.