

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 10, 1997

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 King; Brian Walsh; Julia Griffin, Town Manager; Michael Gilbar, Director of Finance; and members of the public.

Ms. Black announced that this meeting was being taped by CATV 6 and that assistive listening devices were available for anyone who wished to use them.

1. PUBLIC COMMENT

There was no public comment.

2. REVIEW OF PROPOSED 1997/98 BUDGET

AMBULANCE FUND

Roger Bradley, Fire Chief, thanked his four fire captains, Michael Clark, Michael Doolan, and Jon Whitcomb, who filled in as acting chief, for their assistance during his absence.

Mr. Nelson requested an explanation of item **093-340, Special Services**. Mr. Gilbar answered that it represents an insurance rebate received from NHMA.

Mr. Walsh stated his understanding that after the budget process the Board will review revenue in the fire and ambulance funds with regard to the likely increase in charges and fees. Ms. Griffin noted that the two key sources of revenue in these departments are community contributions and charges per ambulance run, which will be closely reviewed.

Ms. Connolly questioned the condition of the surplus in the Fire Fund. Mr. Gilbar answered that the surplus, as well as \$30,000 from equipment reserve, had been used to purchase the fire apparatus previously approved.

Ms. Griffin stated that the only way to effectively balance the fire and ambulance funds was to look at reducing the contributions to reserve.

Mr. Nelson noted that as the budget is discussed, he will wish to mark reserves for further discussion, as he is concerned it may be shortsighted to cut as much from the reserves as has been cut.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Ms. Black asked for an explanation of the increase in revenue in item **093-320, Service Charges**. Chief Bradley stated that activity this year had increased slightly over last year, and they are looking at that as a possible trend.

Dept. 110 - Emergency Medical Service

Chief Bradley indicated that the free supplies which this department had previously received from the hospital were no longer being donated as a recent cost containment measure at the hospital. He added that the hospital had donated a sizeable amount of supplies in the past.

Ms. Griffin stated that included in item **110-740, Operational Equipment**, is a request for the purchase of a new defibrillator to replace one of the defibrillators which is 10 years old. She noted that neither of the two 10 year old defibrillators are in very good condition, and are only serviceable for another 18 months. Ms. Griffin indicated that the Department would like to put a new defibrillator on the engine as it is very often the first vehicle on the scene.

Ms. Black asked if the ambulance is dispatched on every fire call. Chief Bradley responded that it is dispatched on most of the calls. He noted that the engine and ambulance will respond simultaneously if a call is dispatched to auto alarm activation. If a report of a structure fire is phoned in, the rescue ambulance may be delayed for upwards of 10 minutes, with existing manpower responding with the fire engine and the aerial ladder.

Chief Bradley stated that the Department had planned to use one of the backup defibrillators on the engine for those times when the ambulances are committed or out of service and they are relying on mutual aid ambulances to respond to a call.

** Ms. Connolly wished to mark item **110-740, Operational Equipment**, for further review and discussion.

Ms. Black asked for an explanation of the \$1,600 budgeted in item **110-614, Uniforms and Clothing**. Chief Bradley explained that three personnel are allocated to the ambulance fund at a cost of \$400 per person for an annual clothing allowance, plus an additional \$400 to replace the winter parkas on an as needed basis, for a total of \$1,600. He added that all winter parkas are included under the ambulance fund.

Ms. Connolly noted that salaries in Fire Suppression deal with 16 employees, and that three employees are allocated to the ambulance fund, for a total of 19 employees. Chief Bradley stated that the expense shows in the ambulance fund, while revenue is offset in the fire fund.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Ms. Black asked for a breakdown of the \$166,484 budgeted in item **110-100, Personal Services**. Chief Bradley stated that the \$166,484 includes salaries, holiday pay, drill pay, longevity, incentives and on-call allowances.

** Mr. Nelson wished to mark item **110-960, Equipment Reserve**, for further review.

Ms. Black asked for an explanation of the funds budgeted under item **110-810, Education**. Ms. Griffin stated that included in the \$8,440 is \$5,900 for EMT recertification, which is an every other year expense, as well as \$1,500 for the EMT intermediate course.

Chief Bradley stated that the new ambulance is scheduled to be delivered on February 26th or 27th. He added that the trade-in allowance for the old ambulance was \$16,000.

Commenting on the recent debate in Lebanon over Care Plus vs. the Fire Department providing emergency medical care, Ms. Black suggested that a comparison of emergency services offered in the Upper Valley Communities be completed in the future.

FIRE FUND

Ms. Black asked for an explanation of the increase in item **097-720, Insurance Dividends**. Ms. Griffin answered that it is an estimate based on actual experience in the last few years.

Mr. Nelson asked what was included in item **093-320, Special Fire Services**. Chief Bradley answered that it appears as overtime that is billed out for special details such as football games, the Big Apple Circus, etc.

Mr. Walsh requested information concerning item **093-310, Hydrant Rentals**. Chief Bradley explained that the Town pays a certain amount of money to the Water Company per hydrant. He noted that there are municipal hydrants, such as those located within the confines of CRREL, and private hydrants. Chief Bradley stated that the Town backcharges CRREL, for example, for a certain number of hydrants at the same rate the Town is being charged by the Water Company, creating a \$30,000 revenue to offset the expenses for the private hydrants.

Dept. 110 - Fire Administration

Ms. Black asked if longevity pay exists in all departments. Ms. Griffin answered that it does exist for most Town departments. Mr. Gilbar stated that it is the same benefit for all departments, with the dollars per year being \$100 after 5 years, \$500 after 10 years, \$750 after 15 years, \$1,000 after 20 years and \$1,500 after 25 years.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Mr. Nelson asked for an explanation of item **110-442, Vehicle Rental**. Ms. Griffin explained that this item represents the second year of a three year lease purchase payment on the fire chief's vehicle.

Mr. Walsh noted that the public works department is taking over responsibility for maintaining all Town vehicles, and asked how the fire department's **Vehicle Maintenance, 110-660**, fits into that plan. Ms. Griffin stated that it is a charge back to the fire fund. She indicated that in all general fund departments there are no funds budgeted for vehicle maintenance; it is all in the public works department. Ms. Griffin added that because the fire fund and ambulance fund are enterprise funds, the cost of maintaining their vehicles is reflected in this department, even though the bulk of the work is done in the public works department.

Dept. 120 - Fire Suppression

Ms. Black asked how many individuals are now in the weekend stay-over program, and what is the weekend pay. Chief Bradley answered that there are one or two individuals that participate currently, and the program is working very well. He stated that included in the \$11,000 budgeted in item **120-115, Part-time Services**, are also funds for drills, etc. as well as weekend stay-over pay, and that the rate of pay varies with the hourly wage of each individual.

Ms. Black asked if the pagers are on a replacement schedule. Jerry Frankenfield answered that the pager replacement program is in its 4th year. He noted that there are still some pagers that are over 10 years old which are basically inoperable. Mr. Frankenfield indicated that it will be necessary for the program to go another full two years to get every person into the new style pager. He stated that five year maintenance contracts are purchased for the pagers, and added that the department is in its fifth year with the new style pagers and has experienced no major problems.

Ms. Griffin noted that the Department had requested \$10,600 for item **120-740, Operational Equipment**, which she reduced to \$7,000.

Regarding turnout gear, Ms. Connolly asked if it starts to expire after six years. Captain Whitcomb answered that the material breaks down after aggressive washing which occurs after each contaminated use, and will start to break down significantly after five to six years.

Mr. Nelson asked for an explanation of the \$3,000 budgeted in item **120-390, New Personnel**. Captain Michael Doolan explained that this item was formally in the training budget, but it was felt to be more appropriate to move it to the suppression area where the expense lies. Ms. Griffin stated that it represents costs associated with hiring new on-call firefighters, and added that the Department had requested \$5,870 which she reduced to \$3,000.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Ms. Black asked how many new on-call people were hired in the past few years. Captain Doolan stated that there were two new people this year, and noted that the on-call firefighters are extremely cost efficient as their hourly wage is between \$6 and \$7, and they contribute hundreds of hours of training.

Ms. Black questioned item **120-614, Uniforms and Clothing**. Ms. Griffin stated that the amount budgeted in this item, \$5,400, includes a uniform allowance for 13 people at \$400 each, plus patches, badges, etc. She indicated that the Department had requested \$5,600, which she reduced to \$5,400.

Dept. 130 - Fire Prevention

Ms. Black noted that each year there is a request in the budget under education for an individual to attend a seminar on the Life Safety Code or Automatic Sprinkler System, and asked how many of the 16 people in the Department have attended these seminars. Captain Whitcomb answered that over a period of time, several individuals have attended, but as the codes change it is necessary to have someone attend to be upgraded.

Ms. Black asked for an explanation of public presentation materials. Chief Bradley stated that these are fire prevention handout materials purchased from the NFPA. Captain Whitcomb added that there are many visitors to the firehouse, and materials are given to these visitors regarding fire prevention and safety.

Dept. 140 - Hazardous Materials

Ms. Connolly asked for an explanation of the decontamination kit. Chief Bradley answered that it is a containment area where contaminated materials are washed off firefighters.

Ms. Griffin stated that the Town has been fortunate to be able to take advantage of the free training services and equipment regarding hazardous materials provided to the Department by Dartmouth College.

Ms. Black noted that each year \$500 is budgeted for education, which was not used in 1996 or to date. Chief Bradley stated that the majority of the \$500 has been expended, although not reflected in this budget, for a course in conjunction with Dartmouth College.

Dept. 150 - Fire Alarm Maintenance

Ms. Black asked for a breakdown of item **150-610, Technical Supplies**. Ms. Griffin stated that it includes \$50 each for ten alarm boxes to be stripped and repainted, as well as \$2,000 for fire alarm wiring and hardware.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Dept. 160 - Fire Training

Ms. Black asked what training aids had been developed over the years with regard to funds requested in item **160-610, Technical Supplies**. Captain Doolan answered that there are many slides of local buildings, command training, overhead transparencies, video tapes, and items covering problem areas and specific training related to those areas.

Mr. Walsh commented that \$4,234 budgeted for building maintenance at the Etna Fire Station appeared high. Captain Whitcomb answered that the figure reflects replacement of windows and installation of a sink at the station. He noted that there was \$2,000 cut which was earmarked to do further repairs to the old Etna Fire Station such as remove the dilapidated chimney, patching of that area, and painting the building. Ms. Griffin gave the following breakdown for the \$4,234 budgeted in building maintenance for the Etna station: Electricity - \$590; heat - \$1,339; sewer rent - \$55; and building repair and maintenance - \$2,000, which consists of \$900 for replacement of two windows, installation of a maintenance sink for \$450, reinstalling the old siren and \$200 for paint and supplies.

Captain Whitcomb indicated that the old station is used for dry storage, and is almost filled with old hose, old training supplies and equipment. He noted that the fire hose had been replaced, and that although the old hose has no second-hand value, it is able to be utilized for forest fires, etc., and still is useful to the Department.

Dept. 551 - Main Station

Mr. Nelson asked for a breakdown on the \$1,100 budgeted for compressor and boiler services in the **Building Repair and Maintenance Account**, item **551-430**. Captain Whitcomb explained that this figure reflects yearly service on the boiler and the two compressors. He noted that the boiler is a 1981, and that the Department has requested that it be replaced with a more energy efficient boiler.

Ms. Connolly asked when the Department started to purchase bottled water for the fire station. Ms. Griffin noted that when she arrived as Town Manager there were inconsistencies in town departments in terms of purchasing bottled water. Jean Ulman explained that there were requests from employees in the Town office to purchase bottled water, the cost of which employees were paying for themselves. Subsequently, there were problems with the smell of the water and larvae in the faucet on the downstairs level, and the Town Manager at that time approved purchasing bottled water for the Town offices for use by employees as well as anyone coming into the Town office, at no charge to the employees.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Dept. 560 - Etna Station

There was no further discussion of **Dept. 560 - Etna Station.**

Dept. 600 - Fixed Charges

Mr. Walsh recommended researching health insurance alternatives in light of the recent 25% increase. Ms. Griffin noted that she had discussed this issue with the school superintendent, and felt that the Town and school together are more likely to get serious interest from alternative providers.

Dept. 730 - Capital Projects

Ms. Griffin stated that the Department had requested replacement of the roof for the main fire station, but funds for that purpose are not included in this budget. She noted that the membrane is brittle and leaking is an ongoing problem. Ms. Griffin indicated that \$30,000 was initially set aside in this year's budget to do a two part replacement project of the underground storage tanks at the Lyme Road facility. In view of the fact that there will now be a central fuel facility at the Public Works garage, a project which is coming in under budget, Ms. Griffin felt that the \$30,000 could be applied toward replacing the roof membrane.

Chief Bradley indicated that neither the installer nor the manufacturer of the membrane are still in business, so there is no recourse for the failure of the membrane.

Ms. Connolly recommended obtaining price estimates for a pitched, standing seam roof. Captain Whitcomb indicated that preliminary price estimates for a pitched roof are \$120,000 to \$150,000. He added that the current proposal for a membrane roof is with a dependable, local company which would offer a 10 year warranty.

Chief Bradley noted that not all of the \$30,000 is able to be transferred to this line item as there are costs involved in closing out the tanks. Specifically, he estimated that it will cost \$5,000 to close out the tanks, \$5,000 to run new lines from the existing underground storage tank that supplies the police facility for heating oil, and \$2,000 for site work.

FIXED CHARGES

Dept. 610 - Debt and Interest

Ms. Black asked how many more years were left on the Howe Automation lease/purchase. Mr. Gilbar answered that the year 2000 is the last interest payment. He added that last year for the Public Works garage renovation is 2002, and the last year for the Police Station is 2004.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Dept. 620 - Insurance and Bonds

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

Dept. 640 - Fringe Benefits

Ms. Black asked if the legislature sets the state retirement costs. Ms. Griffin answered that it does, and it is an increase which has been anticipated for the last five years.

Dept. 645 - Compensation Adjustment

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

Dept. 650 - Solid Waste Disposal

There was no discussion of **Dept. 650 - Solid Waste Disposal**.

CAPITAL PROGRAMS

Ms. Black asked for the status of improvements to North College Street. Ms. Griffin stated there is nothing in the budget for North College Street for 1997/1998.

Mr. Walsh recommended that nothing permanent be done to North College Street until it is determined what needs to be done to the pipes underneath the street.

Ms. Griffin stated that a rough estimate of the cost to replace the almost 100 year old pipe underneath North College Street is \$75,000.

Ms. Griffin noted that included in the budget is \$15,000 to complete the last of a three part series that was budgeted for upgrading of traffic signals. She also stated that \$40,000 is included in the budget to surface part of Carriage Lane, Lindy Lane and Longwood, which plans have been on the books for quite some time.

Ms. Black asked for an explanation of **770, Other Capital Projects**. Mr. Gilbar answered that the \$30,000 budgeted in this item are for a DHF radio for dispatch.

Dept. 720 - Purchases From Capital Reserve

Ms. Black asked what the life span of an excavator would be. Ms. Griffin answered that a 10 year useful life is expected for much of the heavy equipment, with a fairly good trade-in value at 10 years, assuming normal maintenance. She added that \$145,000 represents the net purchase price of the excavator.

2. REVIEW OF PROPOSED 1997/98 BUDGET (Continued)

Dept. 740 - Road Construction

- ** Mr. Nelson wished to mark item **740-731, North College St. Reconstruction**, for further discussion.

Dept. 750 - Traffic Controls

Mr. Nelson indicated that a walk signal during noncommuting hours is to be used at the Inn corner traffic signal. Ms. Griffin noted that the new traffic controls are complete programmable.

Ms. Connolly commented that the stripes seem to have a short life span, making the pedestrian walkway visible for just a short time. Ms. Griffin stated that for the first time, all but \$2,000 will be shifted over to the Public Works Department for them to oversee the long and short line painting, leaving \$2,000 in the Parking Fund to cover the cost to restripe the parking spaces.

Dept. 760 - Town Properties

Ms. Black asked how many more years are required to get mapping up to date. Ms. Griffin stated that there is enough money to fund the mapping project through the year 1999.

Dept. 770 - Police Projects

There was no discussion of **Dept. 770 - Police Projects**.

Dept. 780 - Capital Projects - Miscellaneous

Ms. Black noted that the request for funds for archiving of Town records was cut from the budget. Ms. Griffin noted that the work has been going very well, and that Baker Library had hired an excellent archivist. She added that grant funds had been applied for twice, and both requests were denied. Ms. Griffin indicated that she had recently received information that legislation is being introduced at the state level to create a new fee which would be assessed, a portion of which would remain with the towns for maintaining the town archives, and a portion which would remain with the state to become a grant program for the maintenance of town archives.

- ** Ms. Connolly wished to mark item **780-390, Record Preservation Grant** for further review.

3. HANOVER HOUSING AUTHORITY BUDGET REVIEW

Ms. Black stated that review of the Hanover Housing Authority budget will occur when the Board of Selectmen reconvene as the Hanover Housing Authority.

4. ADMINISTRATIVE REPORT

There was no administrative report.

5. SELECTMEN'S REPORTS

There were no selectmen's reports.

6. OTHER BUSINESS

There was no other business to come before the meeting.

7. ADJOURNMENT

Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.

The meeting was adjourned at 9:10 p.m.

SUMMARY

The following items were marked for further discussion:

1) AMBULANCE FUND

**Dept. 110 - Emergency Medical Service:
Item 110-740 - Operational Equipment
Item 110-960 - Equipment Reserve**

2) CAPITAL PROGRAMS

**Dept. 740 - Road Construction:
Item 740-731 - North College Street Reconstruction**

**Dept. 780 - Capital Projects - Miscellaneous:
Item 780-390 - Record Preservation Grant**

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- 3) **Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "BW", with a horizontal line extending to the right.

Brian Walsh, Secretary

These minutes were taken and transcribed by Nancy Richards.