

**SELECTMEN'S WORKSHOP**  
**Minutes of 05-04-09**  
**4:15 p.m.**

***Selectmen:***

***Peter F. Brothers, Chairman***  
***Miller C. Lovett, Vice Chairman***  
***Robert C. Flanders***  
***Charles G. Palm***  
***Colette Worsman***

***Co-Interim Town Managers:***

***John C. Edgar***  
***Brenda L. Vittner***

***Recording Clerk:***

***Karin Nelson/Karin Landry***

Call to Order: Chairman Peter Brothers called the meeting to order at 4:15 p.m. He introduced the Board, Co-Interim Town Managers, and the Recording Clerk.

The order of Agenda items was modified to accommodate the schedules of the presenters.

**09-22 Fire Department Intern Program**

Co-Interim Town Manager John Edgar introduced the item. At the time the fire station building proposal came before Town Meeting, there was a discussion relative to partnering with Laconia Fire Science College to establish a student intern program. Fire Department Chief Ken Jones and Deputy Andre Klutz updated the Board on the plans for the program.

The department roster changes on an ongoing basis. The intern program will recruit students from the technical college that will live in the dorms at the station and will be available to respond to calls when onsite. The students will be members of the department in a trainee status, and will be under the direct supervision of trained fire department personnel. All equipment will be manned by experienced personnel as necessary. Deputy Klutz reviewed the officer structure of the department. Each intern will be assigned to a lieutenant, who is directly responsible for that person for administrative purposes. The Chief will oversee the program, but will delegate the training program to Deputy Klutz.

The costs associated with implementing the intern program include providing the interns with fire gear, workman's compensation costs, and a minor increase in utilities at the fire station. The program will recruit young, energetic, trained, candidates to serve on the department. The students that have been identified as candidates for the fall of this year are certified at the Firefighter I level and are working toward their level II certification. One has an EMT certification, and the other is taking the National Registry test. The Town will avoid the training costs of a volunteer from the general population by bringing trained students on board.

In addition to the responding to calls, the students will be responsible for routine housekeeping, inspections, and preplanning in the field. They will be asked to commit 32 hours of service per week in exchange for living at the station. The Chief and Deputy compiled a manual that includes an introduction to the Town and the surrounding area, and sets forth the expectations of the students. A copy of the manual is available at Town Hall. An interview committee will be established if the program continues. The Chief will make the final decision on whether to bring a candidate on board.

The membership of the department is aware of the program and has embraced the concept as an opportunity to engage energetic, well trained personnel in the department.

The Chair supports the overall concept of the program. It will benefit the students by providing housing and hands-on experience, and the Town will attract well trained volunteers and keep informed of newer techniques in fire science. He suggested considering a financial arrangement with the college to share some of the costs of housing the students, and inquired about the timeline for the implementation of the program. With the understanding that the program was discussed at public meeting, the Chief hoped to have it in place for fall semester students. Doing so will allow the department to utilize the two second year students to assist the department through the summer season. The Chair supports the concept of the program, but the budget implications must be thoroughly reviewed, particularly in light of this year's budget constraints.

Selectman Lovett inquired about the living arrangements at the new station. The station accommodates candidates of either gender. There are a total of six completely private sleeping rooms and three full bathrooms.

Selectman Flanders believes it is an excellent opportunity. The minimal increase in utilities will be exponentially offset by the labor and level of training that will be provided by the students. He would like to see the program instituted immediately so the candidates do not accept other offers.

Selectman Palm confirmed that the only additional expense associated with the program is for utilities. The utility costs will be offset because the students do not have to attain Level I training, at a cost of \$450 per person to the Town. There are expenses related to worker's compensation and fire gear for all volunteers.

Selectman Worsman supports the daily and weekly chores for the students that are set forth in the manual. Once the 32-hour weekly requirement is met, the student's time is their own. The students must return to the station by 10 p.m.

There was a general consensus among the Board that they would like to proceed with the program. The Chief and Deputy will be available to answer further questions.

**W 09-23 – Boynton Rd. Cemetery Fence Discussion**

Co-Interim Town Manager Brenda Vittner introduced the matter. Last summer, a group on Boynton Rd. requested that the cemetery fence be moved in conjunction with the Laconia Area Land Trust affordable housing project to allow for snow removal along the corridor. The Board voted to allow the relocation of the fence. By letter dated April 22, 2009, a group of Boynton Rd. residents, including most of those who signed the original petition, expressed a desire to leave the fence as is. Doing so results in a savings of \$7,550 to the Town. There are no issues with making the change now that the project is underway. Resident Rob Ambrose came before the Board to answer questions on behalf of the residents who signed the letter.

Selectman Palm asked why the residents have changed their mind. When the residents signed the original petition, they hoped to have the fence moved farther back than the 2' agreed to by the Board. Moving the fence 2' will have a minimal impact on snow removal, and the project will not be paid for by the developer, as originally thought.

Selectman Flanders suggested that the original petition may have been employed as a tactic to stop the project.

Selectman Worsman supports keeping the fence in place.

Selectman Lovett suspects the matter was part of an effort to stop the project. He would like the matter to be reviewed by Public Works and the Fire Department. It should be clear that the fence will be moved if it becomes a safety issue. Ms. Vittner discussed the matter with Public Works Superintendent Mike Faller, who has approved leaving the fence in its present location. She will obtain input from the Fire Department.

Chair Brothers is delighted that the Town can save \$7,500 while pleasing the residents of Boynton Rd.

The matter will be acted upon at the Board meeting following the workshop.

**09-20 Water Distribution System Assessment/Prioritization**

The matter was rescheduled from a previous workshop. Water & Sewer Superintendent Brian Carroll summarized the findings of the water system evaluation study and updated the Board on the work of the water committee.

In the past, there was no quantifiable way of projecting for capital improvements. Superintendent Carroll, together with the water system committee, has established a realistic approach to identifying capital improvements. Through the use of a matrix, the water and sewer department will consider specific criteria to develop a prioritization process. The Public Works Department will develop a similar matrix for roads and highways. In the future, a more involved infrastructure management system will be developed that will identify projects that are a high priority for all three departments. It is

hoped that the more comprehensive plan will be in place in anticipation of the next budget cycle.

Selectman Worsman inquired about the status of the failed water main on South Main Street. 320' of wastewater collection system that is physically collapsing will be repaired within the remaining balance of the bundled project. The project does not include roadwork. The project is a top priority. Selectman Worsman is highly encouraged by the matrix. It allows priorities to be identified based on concrete information. She thanked the Superintendent for his work.

Selectman Flanders inquired about the use of a slip line on South Main St., which is not an option because the pipe is in such poor shape. He commented on the expertise brought to the table by the water study committee and Superintendent Carroll. The matrix will serve the Town well and save a lot of money in the long run. He thanked the Superintendent for his work on the project.

Chair Brothers pointed out that prioritization of projects has been identified and migrated towards for some time, and that coordinating the three aspects is critical, especially with the a tight budget for the foreseeable future. By tying the elements together, priorities can be established with the confidence that they are right. The corrective actions taken in the past are going to put the Town in a better place in terms of a more efficient current system, and have brought to the forefront the fact that the system needs to be cared for and replaced in addition to being maintained. The Winnepesaukee River Basin Project ties into the planning process and also needs to be considered.

Superintendent Carroll reviewed various projects that the Water and Sewer Department will begin next week.

#### **09-21 SSES – Phase I**

Mr. Edgar introduced the matter. The Town of Meredith contracted with KV Partners to conduct a Sewer System Evaluations Survey (SSES). Phase I of the project was completed in 2007. Phase I identified deficiencies that contribute to the Infiltration & Inflow (I&I) to the wastewater collection system.

Phase II of the SSES is scheduled and funded to be completed this year. Completion of this phase will provide the Water & Sewer Dept. critical information necessary to better prioritize system improvements and preventative maintenance programs.

Inspections and testing of the system will begin next week. Superintendent Carroll feels comfortable that Phase II of the project can be accomplished with in-house staff and equipment. Some equipment will be borrowed. The Town is a member of Granite State Rural Water, a federally funded program, which will train personnel on proper procedures for the next round of investigation at no charge. The staff is monitoring several problem areas of the system that will impact next year's budget request.

Superintendent Carroll will coordinate the investigation of water flow on Ladd Hill Rd. with Public Works.

*Selectman Palm motioned to adjourn the meeting at 5:25 p.m. Seconded by Selectman Lovett. 5-0. All in favor. Motion passed unanimously.*

Respectfully submitted,

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John C. Edgar, Co-Interim Town Manager

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Peter F. Brothers, Chairman

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Brenda L. Vittner, Co-Interim Town Manager

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