

**E911 Committee Meeting Minutes
October 8, 2019**

Attending: (x=attended; a=absent)

Keith Hoyle – Fire Department	x
Marty Pepin – City Councilor	x
Michael Bobinsky –Public Works Director	x
David Kretschmar – Police Department	x
Paul Robidas – Stewart’s Ambulance	a
Gary Lemay – City Engineer	x

Visitors:

Mike Patenaude – River Valley Development Corp.	x
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Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 9:06 AM

- 1) Approval of Past Minutes - The minutes of the July 23, 2019, meeting were reviewed by the committee. Marty Pepin offered a motion to approve the minutes; Michael Bobinsky seconded the motion. Unanimous vote in favor of approving the minutes.

- 2) Stillwater Circle - Numbering – Gary Lemay provided maps to attendees to show how renumbering (in accordance with his discussions with E-911 representatives) will look. Chief Kretschmar polled committee members to see if there was interest in also renaming road, or just re-numbering. All agreed that the name of the road (Stillwater Circle) should not be changed. Mike Patenaude also expressed interest in leaving that street names intact. Mr. Patenaude also expressed his preference to have the numbering decided on at this phase of construction as it will only affect a few (completed) buildings at this time. From an emergency perspective, Mr. Patenaude advised the committee that all units have sprinkler systems with a horn and strobe light. As well, Stillwater Circle will remain open in the middle (not to be filled in by trees, etc.). Mr. Patenaude felt that from any point on the Circle, one would be able to easily determine within which unit an emergency call had come from (due to the horn and strobe lights). He also felt that additional signage would not be necessary for the same reason. He expressed a preference to wait on the future Homeowners’ Association to recommend the additional signage, if it is what residents want. He is trying to prevent a “clutter” of signs at the entrance of the development. Mike Bobinsky suggested vertical ballards showing the direction to travel in to arrive at a certain segment of numbers (ie. 2-28 to the left, 48-96 to the left). Marty was happy to hear that the Circle would remain open and agreed that the horns and strobe lights would make it easier to determine which unit had reported an emergency. Since all members (and Mike Patenaude) agree to the renumbering, Chief Kretschmar indicated that the committee did not need to take any further action. Gary will submit the renumbering scheme to the Planning Department. Mr. Patenaude advises that one (1) unit (#9C) has sold and is scheduled to close on October 16th. The change in numbering will likely affect the future owner’s closing documents. With that information, Mr. Patenaude asked if the City would be able to expedite the acceptance of the numbering scheme. Chief Kretschmar indicated that he would entertain a vote to accept the numbering. A copy of the minutes will then be provided to Mr. Patenaude. Mike Bobinsky offered a motion to accept the revised numbering

protocol for Stillwater Circle and Meadow Way as depicted on the map provided by Gary Lemay. Chief Hoyle seconded Mr. Bobinsky's motion. Unanimous vote in favor of accepting the numbering protocol on Stillater Circle and Meadow Way.

- 3) Miscellaneous – Gary Lemay updated the committee on 115 High Street. As discussed at the last meeting, the door and driveway for this premises is on Mt. Vernon Street. Gary did contact the owner of the property and learned that the owner is not interested in voluntarily changing her address from the High Street address to one on Mt. Vernon Street. Chief Kretschmar indicated to the committee that it would require a public hearing with just the homeowner if the committee were to pursue it. The committee discussed what would happen in the event of an emergency. It was determined that there were only a handful of people in both the Police Department and the Fire Department who still know the homeowner. Gary did indicate that the homeowner is open to the use of signage to clarify her location. The Committee was not sure what type of signage would be the most effective. Marty asked if an emergency event were to arise, could the City be liable if emergency vehicles could not find the homeowner. Chief Kretschmar was not certain of the answer and will seek the advice of the City's liability insurance carrier. In the meantime, both Chief Hoyle and Chief Kretschmar will make sure that their staff are aware of this location and were going to contact Paul Robidas to do the same.

Tabled for the next meeting is the discussion regarding the numbering at Pearl Street.

Mike Bobinsky offered a motion to adjourn; seconded by Chief Hoyle. All in favor.

Meeting adjourned at 9:39 AM.