

E-911 Committee Meeting Minutes

December 13, 2022

Attending: (x= attended; a=absent)

George Kramlinger, Fire Chief a

Tim McLin, Police Chief x

Marty Pepin, City Councilor x

Paul Robidas, Stewarts Ambulance x

Michael Bobinsky, Public Works x

Amber Hall, City Engineer x

Courtney De Oliveira Valarese, Recorder x

Ellen Spicer, Fire Secretary x

The meeting was called to order at 1pm by Police Chief Tim McLin.

1) **Approval of Minutes from the meeting on June 21, 2022.** A motion was made by City Councilor, Marty Pepin to table the approval of the minutes from the June 21, 2022 meeting as we did not have the minutes to review. Motion was seconded by Paul Robidas; the motion carried unanimously.

2) **Recommended Address Changes.**

25 Whippoorwill Way to 2 Sandlot Lane

City Engineer, Amber Hall discussed the changing of the original assigned 25 Whippoorwill Way to 2 Sandlot Lane, which the one lot now falls on. The owner is closing on the property at the end of this month and staff spoke with E-911 officials that the address needs to change. Amber confirmed that a Voluntary Address Change needs to be complete, and that the resident needs the change completed before closing. Motion was made by Stewart's Ambulance Paul Robidas, and seconded by Public Works Director, Michael Bobinsky; the motion was carried unanimously.

Stewarts Ambulance-183 Rte. 108 to 12 Patriots Way

Amber Hall discussed the changing of the original address assigned, 183 Rte. 108 to 12 Patriots Way, which the business now falls on. Paul Robidas confirmed that Stewart's Ambulance is currently using the address of 183 Rte. 108. The committee agreed the road will need a new street sign. Motion was made by Marty Pepin, and seconded by Paul Robidas; the motion was carried unanimously.

Palmer Gas-9 Caiman Drive to 32 Gator Rock Road

Amber Hall discussed the changing of the original assigned 9 Caiman Drive to 32 Gator Rock Road, which the business now falls on. Amber confirmed that the resident did complete and sign the Voluntary Change of Address form, and Police Chief, Tim McLin signed the application. Motion was made by Michael Bobinsky, and seconded by Marty Pepin; the motion was carried unanimously.

247 Main Street to 4 Summer Street

Amber Hall discussed the changing of the original assigned 247 Main Street to 4 Summer Street. Amber reviewed the site plan and confirmed the driveway is now on Summer Street as well as the entrance. Amber confirmed that the resident did complete and sign the Voluntary Change of Service form. Motion was made by Paul Robidas, and seconded by Marty Pein; the motion was carried unanimously.

2) Contractor Storage Condo Address Assignment Plan

The committee discussed the new contractor storage condo units being built at 18 Patriots Way. The committee agreed that there should be a number over each unit, which Amber Hall will be adding in the letter to the owner. The committee also agreed there will need to be a street sign in place. Motion was made by Michael Bobinsky, and seconded by Paul Robidas with conditions in the owner memo of reflective signage and a street sign naming the street; the motion was carried unanimously.

3) E-911 Mapping Update Progress with State E-911 Officials

Amber Hall reviewed that the State Office had reached out about a comprehensive E-911 mapping update. Reviewed that they are working to clean up any questionable addresses.

4) Miscellaneous: There was no miscellaneous.

Motion was made to adjourn the meeting by Paul Robidas, and seconded by Marty Pepin. Motion passed unanimously.

The meeting was adjourned at 1:45 pm.

Respectfully Submitted Courtney De Oliveira Valarese, Public Works and Utilities