



APPROPRIATIONS COMMITTEE

MEETING MINUTES

Thursday, March 1, 2018
Selectmen's Meeting Room

7:00 p.m.

MEMBERS PRESENT: Chairman, Elaine Kelly
Bob D'Amico
George Brenckle
Rick Nieber
Tony Poteete

ABSENT: Janice Hight

ALSO PRESENT: John Coderre, Town Administrator

APPROVAL OF FEBRUARY 24, 2018 MEETING MINUTES

Mr. Nieber moved the Committee vote to approve the February 24, 2018 meeting minutes; Mr. D'Amico seconded the motion; all members voted in favor.

POLICE DEPARTMENT FY2019 BUDGET PRESENTATION

Chief Lyver reviewed the FY2019 Operating Budget. Overall, the FY2019 Police Department Budget reflects an increase of \$67,846 or 2.57%. The departmental budget as presented includes contractual wage increases for Union and Non-Union personnel. The budget increase includes \$22,183 for the addition of a new Dispatcher, which has been budgeted at mid-year. The need for additional dispatch personnel was highlighted in the recent staffing study. Increased call volume associated with recent economic development as well as new State requirements to accept 911 cell phone calls and texts has added to the dispatch center's workload. The additional staff will allow for scheduling more than one Dispatcher during peak times and provide greater flexibility and coverage. The addition of a sixth Dispatcher was a top priority request of the Police Chief and Fire Chief.

Chief Lyver reviewed the FY2019 capital request for two new Police Cruiser replacements. The Department has 13 vehicles in total— eight patrol vehicles, three detective vehicles and two administrative vehicles (Chief & Lieutenant). This multi-year request seeks to replace police vehicles on the following schedule: two patrol vehicles each in FY2019, FY2021 and FY2023; one patrol vehicle and two administrative vehicles in FY2020; two patrol vehicles and one detective vehicle FY2022, two patrol vehicles in FY2023, two detective vehicles and one patrol vehicle in FY24.

Patrol vehicles are typically used for four years / 100,000 miles, while detective and administrative vehicles have about an six to eight year / 100,000 expected useful life. Funding sought in FY2019 will provide for the purchase of two new vehicles, including a request for the cost of outfitting the vehicles with radars and emergency warning equipment.

FIRE DEPARTMENT FY2019 BUDGET PRESENTATION

Chief Parenti reviewed the FY2019 Operating Budget. Overall, the FY2019 Fire Department Budget reflects an increase of \$54,493 or 2.84% in the General Fund appropriation. The increase reflects general wage increases of 2% for Union and Non-Union personnel and a full year of the new Firefighter/Paramedic position that was added midyear in FY2018.

During FY2016 the Board of Selectmen's Ad Hoc Staffing Committee with its Consultant completed a comprehensive operational review and staffing analysis of the department. One key recommendation of the study was to move from a four to a five person shift configuration, which at the time, necessitated the hiring of three additional Firefighter/Paramedics. New Firefighter Paramedic positions were added in FY2016, FY2017 and FY2018. Now complete, the new staffing configuration results in improved Firefighter safety and emergency response. The final staffing recommendation from the study is to hire a Deputy Fire Chief at some point in the future, resources permitting. In preparation for that time, a new position classification and job description was approved in FY2018.

In addition to the General Fund appropriation of \$1,973,663 (which includes a transfer in of \$316,964 from the Fire Department Revolving Fund under Article 4 of the Town Meeting Warrant) the departmental budget also includes \$452,789 in planned expenses that are charged directly to the Fire Department Revolving Fund. The Fire Department Revolving Fund is supported primarily by fees for ambulance services. The total FY2019 budget that supports the Fire/EMS services is \$2,426,452 (\$1,973,663 plus the Fire Department Revolving Fund direct charges of \$452,789). The direct Revolving Fund charges include ambulance billing services, overtime wages, licensing fees, related maintenance and operational expenses of the ambulances and related equipment. The account also pays for the debt service associated with the purchase of ambulances.

NEXT MEETING DATE

The next committee meeting will be held on Thursday, March 8, 2018 at 7 p.m.

ADJOURNMENT

Mr. Brenckle moved the Committee vote to adjourn; Mr. Poteete seconded the motion; all members in favor. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 1, 2018 Meeting Agenda
2. February 24, 2018 Meeting Minutes
3. Police Department Budget Packet
4. Fire Department Budget Packet