

IN BOARD OF SELECTMEN
SATURDAY, NOVEMBER 23, 1985

Present: Chairman Myron J. Fox, Josiah F. Frost, and Anne W. Donald.

The statutory requirements as to notice having been complied with, the special meeting was called to order at 9 00 a.m. in the Loring Parsonage.

Police Department Budget

Present: Police Chief Peter B. Lembo and Chairman Marjorie Wallace, Finance Committee.

Police Chief Peter B. Lembo presented his proposed FY87 Police Department budget for the sum of \$1,147,288 for approval.

There was discussion on the question of a vehicle maintenance center at the Highway Department. Chief Lembo expressed his opinion that such a center does not work for the Police Department because they must receive rush, priority service. Their present arrangement with Colonial Auto gives them the service they need for repairs and also regular checks and oil changes. The Police Department presently has one extra person on the day shift to provide vehicle and equipment maintenance, which includes changing tires. Selectman Frost, Executive Secretary R. E. Thompson, and Chief Lembo explained that several studies on a consolidated maintenance center have been conducted, and it was determined not to be cost-effective unless the Police and Fire Departments were in one location. In conclusion, it was agreed to keep this question in mind, waiting to see what happens with the Highway Department facilities.

On the subject of the funding for two new positions, a new sergeant and a new clerk, the Executive Secretary reported that Finance Committee liaison John Hannan had expressed support for both, with minor exceptions and requested more justification for the clerk position. Mr. Thompson referred to the job description attached to the budget and explained that another person is needed to handle several functions at the Police Station, some newly transferred from the Accounting Department as a result of audit recommendations, and some due to increased activity and to provide back-up for the Secretary. Upon question by Ms. Wallace, Chief Lembo expressed preference for a full-time position instead of a part-time position, but would be willing to discuss it. The Board agreed with the recommendation of the Executive Secretary to leave this position as budgeted at the present time, to be reviewed again only if necessary after all budgets have been reviewed by the Finance Committee. Concerning the sergeant position, Mr. Thompson stated that the position will allow a reorganization for detective work and increased workload (new subdivisions and Route 20 area). Chief Lembo informed the Board that without this additional position, there is no sergeant supervision on weekends or to cover days off.

Selectman Donald requested an analysis of the cost of a new sergeant versus the cost of providing coverage with overtime.

On the question of creating burglar alarm fees, the Board requested Town Counsel to advise as to whether a Town Bylaw is needed.

On the subject of the Overtime budget, Chairman Fox inquired what ways are there to cut the budget other than hiring additional personnel. Chief Lembo stated that most police departments have increased overtime, but not added personnel, because of the cost of benefits and injuries.

Following discussion, the Board directed the deletion of \$5,000 from Capital Equipment and \$1,000 from Maintenance for an all-terrain vehicle, it being felt there was some question of risk and effectiveness for one officer to patrol the interiors of conservation lands for hunting violations with this vehicle. It was the Board's desire to see what effect the new towing program would have on hunting violations. Mr. Thompson suggested that an officer having a trained dog with him would be less dangerous, and noted that this was an area the department had planned to look into. In conclusion, Chief Lembo was asked to review the subject of hunting violations and report back to the Board with his further recommendations.

The Selectmen expressed support for the budgeted accreditation program, which will take approximately 2½ years to complete and require periodic updates (the first in 2½ years following completion) at about half the initial cost. Chief Lembo stated the program will give the department more credibility in relation to lawsuits, as well as benefit the department in training and knowledge. The Board asked that Town Counsel report on his view of the benefits of accreditation and the Town Accountant report on whether there would be any insurance savings.

Because of the urgency of the need for \$4,500 for firearms, it was agreed to delete the sum from the Police budget and request an immediate transfer from the Reserve Fund. Finance Committee Chairman Wallace agreed to place the matter on the Committee's next agenda.

It was on motion unanimously

VOTED: To approve a Request for Transfer from the Reserve Fund to Account 320-51, Police Equipment, in the amount of \$4,500, to purchase firearms, to be prepared for signing on November 25, 1985.

Upon recommendation of the Executive Secretary, the Board directed that a further reduction be made in Account 320-51, Equipment, by changing the amount of \$8,400 for body armor (bullet-proof vests) to \$900, allowing the purchase of just three vests at this time.

It was on motion unanimously

VOTED: To approve the Police Department FY87 budget, as amended above, for submission to the Finance Committee.

Fire Department Budget

Present: Fire Chief Michael C. Dunne and Finance Committee Chairman Marjorie Wallace.

Fire Chief Michael C. Dunne presented his proposed FY87 Fire Department budget totaling \$1,186,366 for approval.

The Selectmen agreed with budgeting for an additional civilian dispatcher. Two other major items budgeted and agreed upon were \$15,000 for re-roofing Station #3 (Selectmen do NOT feel a study is needed) and \$125,000 for a Class A fire pumper.

Selectman Donald asked whether a purchase spread over two years would be advisable for the pumper. It was noted that the last study done by the Long Range Capital Expenditures Committee recommended against any form of lease-purchasing. Selectman Frost recommended that the Town keep looking at municipal leasing which may become a better option than in the past.

The Board directed Chief Dunne to delete \$5,000 from Account 310-16, budgeted for police details, believing this to be unnecessary.

Chief Dunne was asked to survey area towns and present a recommendation for new ambulance fees.

There was discussion relative to the problem of multiple personnel being on vacation from the same shift at the same time, and the Board requested that this matter be addressed during collective bargaining.

At the conclusion of discussion, it was on motion unanimously

VOTED: To approve the FY87 Fire Department budget, as amended above, for submission to the Finance Committee.

Engineering Department Budget

Present: Town Engineer James V. Merloni; Chairman Marjorie Wallace and Helen Casey, Finance Committee.

Town Engineer James V. Merloni presented his FY87 Engineering Department budget totaling \$192,985 for approval.

Following a review of the major items contained in the budget, it was on motion unanimously

VOTED: To approve, as submitted, the FY87 Engineering Department budget for submission to the Finance Committee.

The Board complimented Mr. Merloni on his budget preparation, noting that he continually manages to keep his expenditures within budget year after year.

Accounting Department Budget

Present: Town Accountant James Vanar; Chairman Marjorie Wallace, and David Wilson, Finance Committee.

Town Accountant James Vanar presented his FY87 Accounting Department budget in the amount of \$115,414 for approval.

In the clerical salary account, the Town Accountant had placed funds to provide an employee an increase not provided for or allowed under the present Personnel Salary Plan. The Board directed that the increase be deleted from

this year's budget and discussed the salary study about to be undertaken which should address questions such as this.

Discussion ensued relative to a proposed new position to handle coordination of budgets, purchasing and personnel, which will be under the Board of Selectmen's budget and control. Finance Committee Chairman Wallace indicated the Finance Committee, in preliminary discussion, had expressed tentative approval for this position.

During discussion of computer purchases throughout Town departments, Chairman Fox requested that another reminder be sent to all boards and departments that such purchases should be made in conjunction with Mr. Vanar, the Data Processing Coordinator. It was further suggested that a similar letter be sent annually, including other pertinent information helpful to newly-elected chairmen and new personnel.

It was on motion unanimously

VOTED : To approve the FY87 Accounting Department budget, as amended above, for submission to the Finance Committee.

General Budget Matters

The Board directed that budgets given to them for review include a schedule of fees and monies collected by category, and also provide the percentages of increase and decrease on the summary page. Finance Committee Chairman Marjorie Wallace agreed that the summary page submitted by Chief Dunne was particularly good and she would look into preparing a new summary form, perhaps using a similar format.

Selectman Fox asked each department head to consider sharing expenses with other departments or other towns, to continually review user fees for maximum income, and to look at the question of privatization versus using town employees to perform services.

There being no further business to come before the Board, it was on motion unanimously

VOTED : To adjourn the meeting at 12 30 p.m.

Attest: _____
Richard E. Thompson
Executive Secretary-Clerk