

**Board of Selectmen  
November 1, 2017**

**Present:** Richard C. Edwards, Chairperson; Connie Twombly; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 1 p.m. Ms. Collins provided the Board members with the 2018 budget for the Police Department, as voted by the Board on October 30. Chief Fifield joined the session. He stated that he has reviewed the proposed changes, with the new bottom line of \$832,657. Chief Fifield advised he has recommendations to reduce the budget to \$830,664. His new # for the Fulltime Salary line (01-42101-100) is \$550,100.43. Chief Fifield has revised this number to reflect a new chief starting on April 1 at \$75,000, and a new Lieutenant at the probationary rate. He has also adjusted for a new Sergeant. The Chief proposes leaving the clerical hours as he originally submitted. The Board of Selectmen had voted to reduce the part-time clerical hours to a total of 40. Various staffing scenarios and possible pay rates were discussed. Chief Fifield stressed that he has further reduced the Board's proposal, adding that he needs the 52 hours in the clerical line in order to effectively run Police Department operations.

Chief Fifield proposes the following changes:

- Full Time Salaries - \$550,100
- Clerical Wages - \$92,169
- Overtime Salaries - \$34,056

Chief Fifield stressed that he is trying to use part-time hours to avoid the addition of a fulltime patrol officer. The Chief had originally estimated all part-time hours at \$17.50; however, the Board adjusted 32 hours to reflect the current rate of the relevant officer. The remaining hours were calculated at \$17.50. Chief Fifield stated he needs more part-time hours. Ms. Collins referred to the division of hours between the paralegal and the administrative clerk, as it relates to Human Resources. Chief Fifield does not want anyone currently receiving benefits to lose them and added his belief that he has provided a fair recommendation in response to changes made by the Board.

Mr. Avellani requested that the Chief provide statistics for the number of calls YTD compared with previous years, as well as statistics on the backlog of paperwork. Chief Fifield stated that he would attempt to gather that information; however, he believes the Budget Committee will be pleased to see that he has lowered this budget by another \$2000 compared to the Selectmen's recommendation. He stressed that the Police Department is over-tasked and he is trying not to allow the department to grow.

Discussion followed regarding the role of the Board liaison to various departments, as well as communication among department heads, Board members and the Town Administrator.

Chief Fifield referred to the part-time line (01-42101-120) which he has left at his original request (\$58,100) as he believes the Town is getting more service for less money. Ms. Collins noted that the hours budgeted for the part-time clerk actually causes to General Government to go up by \$21,000, as that individual becomes a fulltime Town employee. **Mr. Edwards moved the bottom line at \$830,664. Mr. Avellani seconded the motion for discussion.** Mr. Edwards is comfortable with the bottom line. Ms. Twombly will not vote for 52 hours for 2 part-time positions in the clerical line, stressing that the Board previously voted to fund 40 hours. Discussion followed regarding use of a bottom-line budget.

Mr. Edwards does not believe the hours in this line for part-time clerical will be an issue with the Budget Committee. Chief Fifield stated that he is comfortable with the Board's voted recommendation of \$832,657, adding that he will address the Budget Committee to reduce the bottom line to \$830,664, as he has recommended. Mr. Avellani suggested that the Board stay with their vote of October 30 and let Chief Fifield make his presentation to the Budget Committee. **The motion then failed by a vote of 1-2.** Section total remains at \$832,657. Chief Fifield left the session at 1:53 p.m.

#### **Highway Department**

Ms. Collins shared an expanded narrative provided by Leigh Nichols. The Board made adjustments as follows:

**Mr. Avellani moved to reduce the Diesel line (01-43122-636) to \$35,000. Ms. Twombley seconded the motion, which passed 3-0.**

**Mr. Avellani moved to reduce the Overtime line (01-43122-140) to \$40,000. Ms. Twombley seconded the motion, which passed 3-0.**

Discussion followed regarding the pay rate of the Director of Public Works, including hourly vs. salary.

**Mr. Avellani moved to reduce the Equipment Maintenance line (01-43122-630) to \$20,000. Ms. Twombley seconded the motion, which passed 3-0.**

**Mr. Avellani moved to reduce the Vehicle Maintenance line (01-43122-660) to \$34,000. Ms. Twombley seconded the motion, which passed 3-0.**

**Mr. Avellani moved to reduce the Departmental Supplies line (01-43122-680) to \$5000. Ms. Twombley seconded the motion, which passed 3-0.**

**Mr. Avellani moved to reduce the Supplies line (01-43122-610) to \$5000. Ms. Twombley seconded the motion, which passed 3-0.**

**Mr. Avellani moved to reduce the Uniform Service line (01-43122-290) to \$7000. Ms. Twombley seconded the motion, which passed 3-0.**

**Ms. Twombley moved to reduce the Misc Expenses line (01-43122-810) to \$7800. Mr. Avellani seconded the motion, which passed 3-0.**

**Mr. Avellani moved the new section total at \$450,184. Ms. Twombley seconded the motion, which passed 3-0.**

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**Mr. Avellani moved to adjourn at 3:15 p.m. Ms. Twombly seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Richard C. Edwards, Chairperson

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Connie Twombly

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Lino Avellani