Date: 2/9/2022

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Brian, Mike, Barry

Members on Zoom: Peter, Susan, Scott, Nakeya

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

Motion to Approve the Meeting Minutes for 1/26/2023, Brian/Mike 6-0-0

**Fund Transfers**

* Grant Match for Hazard Material Plans, 27k Grant will need to have 3k match.
* For Trees there might need to be a 50-60k

**Next Meeting**

* Expense Report
* Town Accountant to send expense report by Monday
* Mike asks about revenue increase, FY23
	+ Town Accountant to give narrative about the recap.

**Budget 2024**

* Town Accountant worked with the department heads presenting tonight.

**Police Budget**

* Chief 8k change, contractual
* Deputy Change 6k, contractual
* Sergeants line item decrease due to a retirement, replaced with someone at a lower pay level
* Patrol increase, step raises and contractual
* OT increased to cover the additional salaries
* Cruiser budget increased by 10k, due to the car price increases
* Will need to pay a vendor to run an assessment to replace the chief, deputy chief and sergeants due to retirements.
* Mike asks about OT, the chief says that we can't keep up due to lack of staff, due to retirement. Changes in the department is coming.
* Police has been recertified, accreditation by the fall.
* Barry points out that there might be turn backs on salary due to not being at full staff.
* Overall budget is going up 3.7%, including animal control.
* The chief says that he is in good shape for FY23, good with fuel and OT costs.

**Animal Control Budget**

* 2 hour call for each call
* Increase of $2,143
* Joint with the town of Avon
* Academy that he can be sent to be certified.

**Emergency Management**

* Adding a 2nd light tower, 13k to 16k, market price increase.

**Fire Budget**

* Level Service budget
* Contractual increase.
* Adding a Fire captain rank. Highest rank day to day.
* Create levels to gain experience among the staff
* Will be a phased approach
* Mike asks about the increase for the LT budget, 130k budget difference
	+ Fire chief to check numbers and follow up.
* Budget going up 5.3% year over year
* Chair notes that OT decreased, Chief hoping previous years were outliers.
* Fuel costs have decreased, equal to FY21, Consortium fuel pricing should stabilize the costs.

**EMT Budget**

* Level Service
* Contractual increases
* For FY23 EMT Overtime has been unusually busy.
	+ 27 Simultaneous calls
	+ Increased Call Volumes compared to last year
* If there are more than 2 people committed the department backfills staff
* Mike asks if it makes sense to combine the budget given that most of the staff is firefighter paramedics. Chief says there might be some issues with Medicare reporting.
* Chair asks what percentage of the calls are medical, Chief said 60%, other calls could be all hazards (Water emergencies, storm damages, hazmat, car accidents)
* Ordering an Ambulance, Lead time is 18 months to 2 years
* Current fleet is in good shape, 2013 and 2019 model years

**Public Safety Building**

* Level Service
* Make changes to show the expenses in the department where they are incurred.
	+ Transition year, to including in department budgets
	+ Makes more transparent
* Maintenance costs and utility costs are good faith estimates
* Maintenance worker part time
* Budget 164k, Expenses are the FY22 actuals
* Down 19%, but needs to be added to the Police budget.
* Town Accountant to work with the chiefs and provide update via e-mail.

**Communication Budget**

* Presentation from the Director and Deputy Director
* Quickly Expanding
* Towns are having trouble with staffing, turning to regional centers
* Serving 105k people, 150k people after new additions
* Answer calls on 911 and business lines
* 99.7% calls answered in under 10 seconds
* Group C awarded APCO team of the year
* Deputy Director awarded Director of the Year
* Certifications paid for by grant funding
* 12 radio positions and 12 911 positions
* Development Grant, 4M, Add new communities
* Support Incentive Grant 2M
* Training Grant 150k, training for telecommunicators
* EMS Grant 33k, for software
* TERT Grant 10k
* Community Compact Grant 186k, Fiber to all municipal buildings
* Car Seat program 2k
* 6.5M in Grant money, Bringing in more communities
* Revenue 2.465M, Revenue Returned to Holbrook 526k
* State 911 support 2.5M
* Town of Norwood will be a large effort, very busy, need to add staff
	+ 12 telecommunicators for Norwood and Holliston
* Requesting to add the assistant director and QA person, new positions
* Chair asks about the revenue, Town Accountant
* Need to maintain the fiber network
* IT increase came out of the public safety building.
* Dispatcher labor is overtime
* Staff going from 30 to 42, part timers going from 11 to 17
* Susan asks why the QA person would be part of the union, Director answers because they can be paid out of the incentive funding. Working with Operations manager and training coordinator, QA person will review and score.
* Sick leave buyback, 2nd payment for retirement, 2 retirements this year. Paid for by the communities.
* Revenues to be added to the estimated receipts.

**Capital Planning**

* To start planning next week
* Possible need for the library
* News on the ladder truck to come

**FY23**

* Discussion next week
* Public Safety might need 35k, 911 center might be able to cover it.
* Trees downed and drain collapses

**Motion to Adjourn**

* Brian/Mike 6-0