

ADVISORY COMMITTEE MEETING

Tuesday, January 19, 2021

6:30 PM

Virtual, via Zoom

Members present: Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles

Members absent: None

Call to order: Chairman Boyle called the meeting to order at 6:31 PM. The entire meeting can be viewed by going to:

<https://bolton-ma.vod.castus.tv/vod/?video=e168f2a2-ec02-4954-8bfa-febb61c0c733>

Agenda Item #1: Veterans Agent – Budget item 543

- Veterans Agent James Cabral was not present for the call.
- Total budget is \$40,433 and is level funded except for salary, which includes a 2% COLA.
- Budget does include funding for the Memorial Day celebration.
- The veteran's benefits are determined statutorily by the Commonwealth and is a function of the number of veteran residents, and other factors.
- We will formally vote on this budget item at the next Advisory Committee meeting on January 26, 2021.

Agenda Item #2: Agriculture Commission – Budget item 179

- Agriculture Commission member Conor Nagle presented the budget.
- Level funded at \$1,746.
- Spending has been reduced due to pandemic restrictions on activity, but it is anticipated that it will return to some normal level in the next fiscal year.
- **MOTION:** Craig Lauer moved to approve the Agriculture Commission budget as presented, for a total of \$1,746; seconded by Bob Guerriero. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer and Bill Nickles. **VOTED AND PASSED UNANIMOUS (4-0).**

Agenda Item #3: Emergency Management – Budget item 291

- Police Chief Nelson presented the budget.
- Level funded at \$3,900.
- The entirety of the budget is for the code red automated phone call system, and that price is locked in for perpetuity.
- **MOTION:** Bob Guerriero moved to approve the Emergency Management budget as presented, for a total of \$3,900; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer and Bill Nickles. **VOTED AND PASSED UNANIMOUS (4-0).**

Agenda Item #4: Regional Dispatch – Budget item 299

- Police Chief Nelson presented the budget.
- Regional dispatch is a combined service with 7 other towns.
- The final budget number is not yet known so a vote will take place at a later meeting.

Agenda Item #5: Transfer request for legal bills

- A \$5,000 transfer for accrued and expected legal bills due to increased legal costs from the Still River defense and the host agreement establishment is requested.
- Don Lowe expects there will be additional transfer requests due to legal costs in the future.
- **MOTION:** Bob Guerriero moved to approve the transfer request for \$5,000; seconded by Bill Nickles. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer and Bill Nickles. **VOTED AND PASSED UNANIMOUS (4-0).**

Agenda Item #6: Historical Commission – Budget item 691

- Historical Commission members Alice Coggershall, Bob Busch and Martha Remington presented the budget.
- The budget is level funded at \$6,150.
- Much of the budget is for the establishment of the East Bolton Historic District.
- There was some discussion of the classification of expenses but due to precedent it was decided to keep the classifications as is.
- **MOTION:** Ann Hurd moved to approve the Historical Commission budget as presented, for a total of \$6,150; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd and Bill Nickles. **VOTED AND PASSED UNANIMOUS (5-0).**

Agenda Item #7: Public Safety Building – Budget item #200

- Chief Nelson and Lorraine Kennedy presented the budget.
- Total budget request for \$210,525.
- A requested increase in Purchase of Services for \$6,114:
 - Upgrading the internet service for the building.
 - Additional server maintenance cost for the additional body and cruiser cameras that are in the capital requests. Don Lowe stated that because this would be an ongoing cost it is preferable that it be in the budget even for year one costs.
 - If the capital requests do not pass these costs would be removed.
- A requested increase in Heating for \$5,000 due to consistently exceeding the budget in years past.
- A requested increase in Electric for \$1,020 due to the addition of the radio tower to improve police communications.
- All other items are level funded.
- **MOTION:** Craig Lauer moved to approve the Public Safety Building budget as presented, for a total of \$210,525; seconded by Bob Guerriero. **VOTING IN FAVOR:**

Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd and Bill Nickles. **VOTED AND PASSED UNANIMOUS (5-0).**

Agenda Item #8: Police Department – Budget item # 210

- Chief Nelson and Lorraine Kennedy presented the budget.
- Total budget request for \$1,514,496.
- A requested increase in Salary for \$6,302 (5.06%) due to COLA, and a step increase.
- A requested increase in Wages for \$35,136 (3.47%) due to union contract obligations and COLA.
- A requested increase in Wages – Overtime for \$23,181 (16.71%) due to union contract obligations. Overtime covers police details, travel and training opportunities.
- Chief Nelson stated that they are doing approximately 30 hours a month in traffic enforcement due to residential requests regarding speeding.
- In the budget is the cost (\$53,750) for the purchase of a second hybrid patrol vehicle:
 - This will be used to replace the oldest vehicle in the fleet which has 80,000 miles on it.
 - Chief Nelson stated and several people concurred that it is best practice to purchase and replace a vehicle on a yearly basis. This keeps ongoing maintenance costs and fleet obsolescence from becoming an emergency problem.
 - There is not enough data to determine fuel cost savings from the previous purchased hybrid vehicle.
 - Don Lowe and Randy Heglin are currently looking into a fleet management software program that would be used for all Town assets. Advisory Committee member Omid Gharony would like to be involved in that process.
- **MOTION:** Ann Hurd moved to approve the Police Department budget as presented, for a total of \$1,514,496; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Omid Gharony and Bill Nickles. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #9: Police Capital Requests

- Chief Nelson presented the following capital requests:
 - The body camera capital request can be removed as Chief Nelson was able to secure a grant for purchase.
 - \$17,660 for the purchase and installation of a cruiser camera (and accompanying server) in the new patrol camera. Chief Nelson anticipates a camera in each new vehicle for an estimated cost of \$5,090 each.
 - \$12,498 for the Town camera system to move to the police network. This will allow better security and monitoring of video.

Agenda Item #10: Transfer request for auto insurance

- The CARES Act allowed the purchase of a new vehicle and the transfer request is for the required insurance in the amount of \$1,076.

- **MOTION:** Ann Hurd moved to approve the transfer request for \$1,076; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Omid Gharony and Bill Nickles. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #11: Advisory Committee business

- **MOTION:** Craig Lauer moved to approve Advisory Committee Meeting Minutes from January 12, 2021; seconded by Ann Hurd.. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Omid Gharony and Bill Nickles. **VOTED AND PASSED UNANIMOUS (6-0).**
- Next Advisory Committee Meeting will be January 26, 2021.

Adjourn: **MOTION:** Ann Hurd moved to adjourn at 8:32; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Omid Gharony and Bill Nickles. **VOTED AND PASSED UNANIMOUS (6-0).**

Approved by the Advisory Committee