

Advisory Committee Meeting

March 28, 2018

Present was: Steve McDonough, Joyce Terrio, Jim Tomachewski, Jonathan Hurwitz, Arthur Frontczak, Pat Snead, Susan Jacobson, Chief Stone and Jack Hathaway, Town Administrator.

Steve McDonough called the meeting to order at 7:00PM.

Chief Stone

Animal Control:

Chief Stone reviewed his budget for the Animal Control position. This is an important position within the town. She may have to get involved with aggressive dogs and her salary increase is standard for her position.

Dispatch:

Chief Stone said Dispatch is moving down to the new building around January 1, 2019. The Police will be moving in the fall. The salaries for the Dispatchers are as reflected in the budget. Art asked how many full time dispatchers does the town employ, Jack said 4 people fill up 24 hours except one shift and vacations and sick time are covered by a part time dispatcher at a lower rate. Art asked what the budget change may be when they move to the MECC center. Jack said it should remain neutral, there will be additional training and there will be a one-time cost for this year. Chief Stone said that all of the dispatchers will be offered a job at that MECC but they will have to train on all the new equipment. He said they are all very good dispatchers. Jim T. asked if they expect everyone to remain in their positions and Jack said that there is a very high level of interest to move over to the MECC but some will have trouble with the quicker pace. Chief Stone does not believe they will all go because it is going to be very busy dispatching for four towns. He feels we will be in much better shape down the road. He said during the four day stretch of the storm he had three dispatchers and sometimes others were picking up the calls. Anything you can imagine was being called in.

Joyce asked how many would be on during a day at the MECC there will be 5 Police and 4 Fire dispatchers but it will be a lesser number. The Executive Director is a dispatcher so he can step in and they are looking to hire an Assistant Director and he will handle it as well.

Chief Stone said that we have had some great success and that has resulted in Norfolk being named one of the safest communities we are 2nd in one publication 4th in another and 11th in a third. The force is looking at a lot of retirements over the next few years he is expecting five or six officers to retire. That is why he has been asked to stay on. This year Paul Murphy who has been on since 1976 is retiring in July. Steve Plympton is retiring in August and Jon Carroll is looking to retire within the next few years. Tom Degrin expects to go in October or November of 2020. You have some people retiring from the higher positions and salaries and they will be hiring people at the lower end. Jack is happy about that. There are a lot of great people going out the door and great people coming in the door.

Chief Stone said that they have a dark station no dispatcher will be there at the waiting for you. They are going to have to make provisions for that change. They are going to have to make provision for that for things like a prisoner in the cell. Someone has to check on that person before they used to have the dispatcher do that and now he must have an officer do that. He is proposing hiring an officer in the daytime shift and evening shift if there is no prisoner they will go out on the road but if a prisoner is in house they will have to watch that prisoner. He believes after this round of retirements go through we will need them.

Chief Stone is looking for an increase under the fees account to send an officer to the Police Academy. The cost is \$3,000 plus you have to pay their salary while they are there. You have to buy uniforms and gun belts and Tasers and Narcan. There are many things in the job now that were required in the job several years again.

Joyce asked if there was anything that the Chief wished he could have that he had to compromise on. Chief Stone said he would prefer to have both officers start in the fall but they staggered it for cost reasons.

He does not typically request things unless they are really needed. He told Jack and Todd that by 2020 they are supposed to be using digital communication in the cars. Franklin has already switched so they cannot communicate with them. The next two cars will have digital radios in them. They will need scanners so they can hear them. This will be a pricy increase. The \$49,500 car will be more expensive because of the digital need.

The Police Department needs to be able to communicate with all other Police Departmentns.

Todd said if you look at the overall budget picture and we are \$328,000 in the red King Philip is the big ticket item. Jack said we are still going to work to close the budget and hopefully it will not be anything drastic to get to those numbers.

Jack introduced Matt Haffner he is the Facilities Director he is shared by the Town and the Schools: he has done an outstanding job. He tackled the schools and protected our assets and brought town facility maintemance to a professional level. Bob maintained our buildings but doing it part time was not enough and Matt has brought it to the next level.

His role has been expanding and he needs assistance he is really busy and he is proposing a 20 hours per week 10 doing clerical work and 10 doing hands on maintenance. Last year he asked for a custodian and with a new building going online he has asked for hands on maintenance person. The new building will need someone 6 days a week of cleaning services for that building. Jim asked at the end of the day how do we have now we have ten and he is looking to have 11 employees. Police and MECC combined is 32,000 square feet the Fire Station will need additional coverage and the DPW. The DPW is reducing their budget. 1.5A% for all town buildings Matt said that they have produced a much better product than what was happening with TLC and getting 5 day week of cleaning. Chief Stone said they had two days of cleaning and now they are getting five days a week. Matt said if the buildings are maintained better they last longer. His role has changed he is taking on the MECC the Police Station and Fire Station

which will be larger. He has been the project manager for the town on the site work, coordination between the contractor and the town.

Jim asked if we went to the stretch code would that mean there was some money available for grants Jack said we are not a green community.

Warrant:

Changing voting day to Saturday Joyce is not convinced that it is safer because of all the running around the parking lots. Jim did not agree with the change either.

Jonathan asked if there was a reason it could not be moved to the middle school or the H. Olive Day. Jack said there is a lot less parking at the H. Olive Day. Carol has to register the voting place one year in advance. Matt said the parking is not great. Matt said for safety purposes the Freeman is much safer. Jim said one reason was to have people come in. Art said he doesn't think they should be mixed.

Article 16:

Is a zoning article updating a definition Jonathan asked what is driving that. He thought it was a strange thing to do randomly.

Article 17:

At fall Town Meeting we did a general bylaw to prohibit recreational marijuana this is the zoning bylaw this is the zoning bylaw we are putting it in both places to be prepared.

Article 18:

To change the limited use there is a proposal for a business on 1A. They have a proposal with a public company to sell licensed internet car sales they will keep cars isolated behind a fence they prepare them for delivery all sales will be done over the internet. This will allow them to have cars on sight. It will still be subject to a Class II license and tell them how many cars are allowed on site.

Article 19:

Jack said it is a proposal to present a study committee this is to look to see if we want a Charter. Jack feels it is a good thing to do periodically you can define many different things in your charter. How officials are elected or appointed. It may provide you with data to determine if the Town should have a Town Manager or Town Administrator. Recall provision in a charter this proposal would not change anything it would create a committee to see if the town wanted to move in this direction. Art asked if this removed bylaws Jack said much would be consolidated to the town charter.

Article 25:

Boiler plate articles

Article 26:

Boiler plate articles

A motion was made at 9:15 by Pat Snead to adjourn the meeting. It was seconded by Joyce Terri and so voted. All were in favor

Meeting adjourned.

Respectfully submitted,

Susan Jacobson, Administrator

***re-voted @ 2/12/2020 meeting**

***minutes by reviewed by David Lutes**