

Town of Colrain
Select Board/MLP Board Meeting
Colrain Town Office
55 Main Road
5:00 PM

**MINUTES OF SELECT BOARD
March 6, 2024**

Present: Benjamin Eastman, Chair; Emily Thurber

Absent: W. Thomas Griffin

Others Present: Doug MacLeay, Betty Ringwood, Deb Menard, Michael Shuipis, David Swiderski, Finance Committee Members; Chris Lannon, Police Chief; Marjorie Smith, Administrative Assistant; Kevin Fox, Town Administrator

Chair, Ben Eastman called the meeting to order at 5:03 pm.

Appointments:

None

New Business:

FY2025 Budgetary Discussion with Finance Committee RE: Police Department

Chief Lannon presented to the Board and Finance Committee a summary of all the calls the Police Department responded to in 2023 and the required training of the officers. All the training records are online, as well as training through the Bridge Academy. Chief Lannon and Officer Dempsey are fully trained and certified through the Bridge Academy. Officer Sonn has completed training, and the paperwork has been submitted to the State and Officer Worden is finishing his in-person training this year. Discussion on wages and training budget line items and the current FY2024 budget. He further provided a breakdown of the Wages line item showing each position, wage, and number of hours per week. The budget currently includes three part-time officers, a part-time chief, and a full-time officer.

For FY2025, specifically for the wages and salaries, the Chief explained he looked at the FRCOG's annual Municipal Wage & Salary Survey to propose new salaries for all the officers. Discussion on full-time officer position, how that position worked in the past and moving forward with filling the position. The Chief expressed his opinion that the proper structure of the police department would be to have a full-time chief and then part-time officers or a full-time chief, full-time officer, and part-time officers; Kevin Fox agreed. Further discussion on filling full-time officer position, job description, and hourly wage. Chief Lannon recommended advertising for the full-time officer position, and he will put numbers together for a full-time chief. Should one of the current part-time officers be hired as a full-time officer, the part-time position would not be filled.

The Board agreed and directed Kevin Fox to post the full-time police officer position. The Chief will put together new wage figures and present a revised FY2025 budget at the next meeting.

The last budget item the Chief presented is adding a clerical assistant to the department, like that of the fire department. It would be a three hour/week position, job duties to include, reviewing mail, submitting bills, email, reporting, review forms, monitor budget, etc. However, should a full-time officer be hired, this position would be removed from the proposed FY2025 budget because the officer would do some of these duties.

Further, the Chief requested to meet with the Select Board every two months to give a police department update. The Board agreed.

General FY2025 Budget Discussion

- Library Assistant Director Position – Ben Eastman will talk to Chelsea
- Town Clerk wages – Discussion on current salary and hours versus the proposed salary increase. The Board and Finance Committee agreed to remove the salary increase from the budget and only apply the 3% COLA increase. Regarding the Ballot Counter, the Board and Finance Committee agreed to keep it in the proposed capital plan budget.
- Snow removal equipment for the sidewalks – The Board and Committee want assurance the equipment will work year-round, not just for clearing snow.
- Contracted snow removal and laborer position – The Board and Committee agreed, not unanimously, to keep both in the proposed budget
- Board of Health – The Board and Committee agreed to include the \$10,000 for code violation enforcement

Set FY2025 ATM Warrant Closing Date

Kevin Fox recommended a warrant closing date of 4/12/2024. The Board would then sign the warrant on 5/7/2024 to post by 5/8/2024.
MOVED: Emily Thurber moved to set the FY25 Annual Town Meeting warrant closing date for Friday 4/12/2024 at 4:00pm.
 Ben Eastman seconded. **Approved unanimously.**

Old Business: None

Unanticipated: None

Town Administrator Updates:

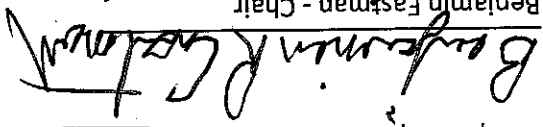
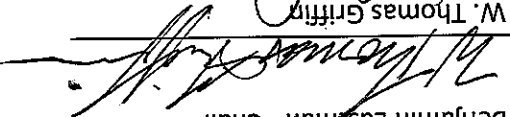

Steve Daby is still sick and unsure when he'll be back.

MOVED: Emily Thurber moved to dissolve the meeting at 7:07pm.
 Ben Eastman seconded. **Approved unanimously.**

Respectfully submitted,

Marjorie Smith

Administrative Assistant

Accepted by the Select Board on 4/9/2024

 Benjamin Eastman - Chair

 W. Thomas Griffin

 Emily Thurber

Documents Distributed to the Select Board Before the Meeting in a Packet or at the Meeting:

Select Board Meeting Notes

Itemized List of Police Calls from 2023

2023-2024 MPTC In-Service Training Requirements

Police Department FY2024 Budget Outline

Police Department FY2024 Budget Breakdown

Police Department FY2024 Wages Summary

Police Department FY2024 Wages Breakdown by Position, Hours, and Rate

Average Salary of Police Chief and Officer by Town

FRCOG FY2023 Wages and Salary Survey – Town Police Department Staff

Proposed Police Department FY2025 Budget Outline

Proposed Police Department FY2025 Budget Breakdown

Proposed Police Department FY2025 Wages Summary

Draft Police Department Administrative Assistant Job Description