

Town of Leicester
Advisory Committee Minutes

Meeting Date 4-10-2023

Members		in attendance	
Peter Cusolito	(PC)	Acting Chairman	Yes
Bob Mercer	(RM)	Clerk	No
Dorothy Dudley	(DD)	Member	Yes
Ashlyn Coyle	(AC)	Member	Yes
Bill Brennan	(BB)	Member	YES
Sandra Wilson	(SW)	Member	YES
Mary Kay Hannatt	(MH)	Member	YES
Visitors			
David Genereaux	Town Administrator		
Kenneth Antanavica	Chief of Police		
Chris Louzon	DPW Highway		
Michael Dupuis	Fire Department Chief		
Brian Kelley	Head of EMS		
Suzanne Hall	Head Librarian		

Meeting started 6:00 PM at the Town Hall meeting room 3. Meeting was schedule to review the Library, Police, Fire and EMS budgets.

Peter spoke to the Monthly Finance report. Since there were no concerns he noted a meeting was held with VADAR regarding the ability to produce a more consolidate/concise monthly report for our annual review – this is being produced.

We began with unscheduled visit by Chris Louzon regarding the cost of mowing the lawns surrounding the High School – the contract for the season is proposed at \$64,700. Which some thought to be high given the possession of a Zero-turn mower. Chris reviewed the perimeter within which this contract stands which includes the colonials noting mulching, trimming, hand mowing etc is also required for the many acres covered. Presently, we do not have the personnel to undertake this task solely using

our DPW. Our Town Administrator will check to learn if we can reduce this payment when a colonial is sold allowing us to not be responsible for same.

Library – Suzanne had prepared a handout for our review which answered many questions we sent. She did tell us the programming and meeting spaces' use is increasing with most rooms being utilized through the day. For certification by the state, we are required to spend 16% of the municipal budget purchasing books and circulating materials. A shortcoming of the building is the janitorial staff. Since the town has one janitor to cover 4 buildings, the floors are not always swept or vacuumed due to services such as snow removal taking the time of the one staffer. A big concern surrounds children on the floor during some programs.

Presently the Library trustees are covering the cost of the copy machine, building inspections, pest control, etc. These costs will, at some time need to be covered by the town as remaining building funds will run out.

An expansion of services Suzanne would like to pursue would be in the programming area, hoping to bring new/more presenters and material, as well as someone to work on developing programs, (about 4-6 hours per program set up is needed).

Police – Chief Antanavica began with questions surrounding overtime. Chief explained overtime is required when officers are required to fulfill mandated leaves such as, illness, paternity –(15 weeks), partaking of various programs to continue training updates,etc. (some mandated, others are incentives for the officers which are sought by candidates to fill open positions) The chief did tell us the result of leaving the civil service requirements when hiring new officers was outstanding – 28 eligible candidates applied for 2 opening.

The chief also spoke to the addition of a canine unit which the force is eagerly awaiting the officer and COONEY. Chief reviewed the vehicles on hand – both year and mileage – new vehicles on the way and one of the older vehicles (58,000 miles) will be re-purposed for use with COONEY and officer.

We learned the cameras are working well and the officers like having them – some questions were asked surrounding the length of time information is held and the re-charging capabilities – different instances require different length of time to hold information. They were obtained via a grant and, among other grants, the chief is looking for a grant for obtaining a machine which will be able to redact information.

The front office of the station is manned from 8:30 a.m. – 8:00 p.m. daily

The two additional officers requested will give the department a full staff making it easier to backfill positions when others are out, (mentioned above), as well as covering emergencies situations

The chief is working toward having the department fully certified and accredited which will then allow him to report to the state periodically rather than having lengthy inspections. This will cost \$135,000 for which the Chief is searching for a grant.

The status of the roof extension – should have plans within a week. Must have sprinkler system in place which should be relatively easy since the present system goes along the wall/roof where the extension will be made. It is hoped the extension will not exceed the previously approved funds.

Fire – Chief Dupuis began his presentation noting fy '22, '23, '24 he is catching up on rotating/purchasing new turnout gear and shelters, replacing airbags, etc.

The chief then reviewed the vehicles owned at the 3 stations have an average age of 15 years, noting replacement is suggested at 25 years. The hoses actually date back to 1974 with an average year obtaining same is 1998. The department spends about \$12,000 on annual equipment testing and there is a spreadsheet noting last and next test dates as some items require annual testing and some require testing every few years – these are set on a rotating schedule.

A turnout gear set is good for 10 years, and to outfit a new firefighter the gear costs \$4,700,(oldest set was purchased in 2016)

There are 3 radios/engine.

Currently annual repairs on fire equipment/vehicles is approximately \$42,000/year

EMS – Brian Kelley reported the new truck coming is a Demo Horton costing \$400,000 This will be the 4th engine, which will send the present 3rd engine to be the backup only status. This will allow for a proper/timely rotation of vehicles for use, as well as maintenance.

Currently in FY '23 \$927,000 has been billed so we are on track to realize \$1,236,000 as compared to \$625,000 in FY '22. The currently track plus \$40,000 with the CPE program will bring in about \$2.276M

Brian spent time telling us the number of 911 calls vs the IFT, (transfers), and Vibram calls allowing for a profit for this fiscal year. Currently there are 2 attendants manning the station 24/7. As soon as they are on a call a second crew is called in to cover. Since

most calls occur 9a.m – 9p.m. Brian’s goal is to have 2 crews working 7 days/week for 12 hours/day coverage. Brian does need radios – has some, but does borrow from fire.

The supply line item for fy’23 is negative \$4,200 – the good news is this is due to increase in calls, therefore increase in revenue – Brian believes he will be able to cover this.

It should be noted the departments presenting all have participated in looking for and obtaining grants – much appreciated by the town. They also have stated an excellent working relationship between the departments.

The committee approved the minutes for the 3/27/2023 meeting 4-0-1

Next meeting is a joint meeting on the budget with the selectboard on 4/18 at Senior Center and an advisory committee meeting on 4/19 to review and comment on the Warrant.

We adjourned at 9:22 p.m.

Respectfully submitted

Dorothy Dudley

Temporary clerk