

**Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 26, 2017**

Members present: Chairman Luke Freudenberg, Brad Harriman, Linda Murray, Dave Bowers and Dave Senecal

Staff present: Town Manager David W. Owen, Human Resources Coordinator Jeff Urquhart, Police Chief Dean Rondeau, Police Captain Mark Livie and Recording Secretary Michele Chamberlain

Staff absent: Finance Director Pete Chamberlin

Chairman Freudenberg opened the meeting at 6:02 PM.

Non-Public Session RSA 91-A:3, II

Mr. Owen stated a non-public session is needed to discuss personnel.

Budget Hearings

A. Police Department

Police Chief, Dean Rondeau, addressed the Board. He stated he would like to read his executive summary and analysis to the Board. He read as follows:
This coming year, The Wolfeboro Police Department's budget is up slightly overall for fiscal year 2018 at present by 2.65%. Non-discretionary spending is up 9.30%, and discretionary spending is down 3.27%. All the Non-discretionary increases are due to items beyond my control such as the FY 17 NEPBA Police Union negotiated contract which calls for a three (3%) percent step increase for the rank and file in FY 18, as well as increases in the Town's portion of the health and dental insurance, and a slight increase in Social Security payments. All this amounts to a modest increase of 9.30% so far in Non-discretionary funding which I cannot regulate. This increase reflects the always constant cost of our various insurances, Social Security fees, and other series 200 lines which are beyond the Police Department's control and whose figures are set by the Town Finance Office. Also, important to note this growth also includes other expenses such as liability insurance which continues to increase due to frequent litigation. The good news is that some of this cost increase was offset by the hourly wage line which is down 0.07%; which is quite remarkable even with a 3% step; this is due to our recent new hires, the retirement of two senior Officers (Chief Chase and SGT Keaton) and the promotion of Senior Patrolman Mark Livie to Captain (just one more reason to promote from within). Of the twenty three discretionary line items, the Police Department is down in six of these; up in three, while the remaining fourteen remain level funded.

Of significant importance this year is the request to add six hours per week to line item 01-4200-117; our part-time staff line. I am respectfully requesting that we add five hours per week for the Administrative Assistant and one hour per week for the Police Prosecutor. Both positions need to be added to our full-time roster as the demands of both have become too great to be managed any other way. By doing so we create greater efficiencies within the Police Department while freeing up valuable SGT and supervisory time to the Patrol Shifts, thereby increasing Officer presence and frequency on the streets while working to limit Police Department and Town liability. Most of the costs associated with doing so have been made possible by savings elsewhere in the budget and by the hiring and promoting of Officers from within the Police Department.

With that, the budgets before this Honorable Board reflect a great deal of hard work and a bit of anguish in trying to stay within the Town Manager's guidelines for FY 18, we take this task very seriously. The Police Department traditionally has not asked for much over the past twelve or so years

With that in mind I have submitted one Capital Outlay Project this year for consideration. It is for Mobile Data Terminals and the installation of the E-ticket system. These items are State mandated, and the Police Department has been the recipient of a grant that was applied for last year to ease the Town's burden of moving toward this technology. Last year's grant has been pushed back for execution in FY 18 so that we may be able to take advantage of it. The total cost of this project is approximately \$45,000.00. The granted amount is approximately \$16,000.00, leaving a remaining balance of approximately \$29,000.00 which would have to be funded by the Town. This is the last year this grant will be made available, after this, it will be up to the Town tax base to purchase this equipment. It would make sense to take advantage of the federally funded grant opportunity.

This new expense reveals the ever changing protocols in Law Enforcement operations, not just in Carroll County, but also in the State of New Hampshire. By way of explanation: With the State's adoption of the J-1 Communications platform protocols are changing; MDT's or Mobile Data Terminals will be required to transfer data and information – not just to the State DMV and Department of Safety, but also to the courts. MDT's provide that near instant communication venue to the State via Blue Tooth Technology and WIFI, whereby officers can access driver and criminal information during a motor vehicle stop with the click of a scanner. The E-ticket (also known as Electronic Ticket) system will soon be required whereby summonses are sent directly from the Officer's cruiser straight to the State or the courts via the MDT system using special software and Bluetooth technology once the violation has been issued.

Additionally, other information may be transmitted by Officers to other Officers car to car, or the State or courts using the J-1 system for any variety of reasons. Unfortunately, this equipment is now a need, and not a want, and we must have these systems to remain relevant in Law Enforcement. This system has been in use by the State Police and most other agencies in the State for almost the past ten years.

Also, important to note in this year's budget is the one area which I requested an additional \$2,730.00 in the Officer's uniform line. This cost is for uniform dry cleaning for the entire Police Department. As unnecessary as this expense may seem to some, I have it in here for very good reasons, let me explain.

Uniforms are the property of the Wolfeboro Police Department, not the staff. At the end of an Officer's career with the Police Department these uniforms, jackets and other items are collected, and if serviceable re-issued. We do this to cut down on the expense of purchasing these outfits. Additionally, blood borne pathogens, toxic drugs such as Fentanyl and Carfentanyl, other diseases such as Aids, Giardia, E-coli, Tuberculosis, Hepatitis (A-F), Salmonella, and infectious vermin such as bed bugs, lice and other parasites are all concerns that Officers have when dealing with the public while making arrests. Our Officers are often in unclean and unsanitary environments making those arrests, executing search warrants and performing their daily functions. The Great Dane case is just one example where virtually every member of the Department was exposed to the dangers of the Giardia parasite; during that arrest and search warrant executive operation, extensive precautions were utilized to prevent exposure and transfer of this dangerous bug, not just to the Officers and staff taking part in the operation, but to the Officers' family and public as well. With various threats facing today's Police Officers, it is paramount that their uniforms be clean, sanitized, serviceable and pressed. It is a known fact that home washing machines can not routinely get up to the 140 – 160 degree temperatures required to effectively clean these garments and kill these public health menaces. Incidentally, by having these uniforms professionally cleaned we extend the life of the uniform and cut down on unneeded clothing replacements. Lastly, most other Wolfeboro Departments including Highway, Garage, Electric, Water, and Sewer already have professional laundering and dry cleaning services for their employees and they have it now for some years.

Expected Outcomes: with the passage of this budget and its accompanying addendums, we expect to become more efficient, moving many administrative tasks from SGTs and Officers to our Administrative Assistant and Police Prosecutor; with the addition of the MDT's the Officers will become more efficient and spend much more time on the road, while cutting down on precious communication time, thereby creating efficiencies in the Communications Department as well, and finally, with professional laundering and dry cleaning services, I expected to improve public and Officer safety while increasing the lifespan of our Police Department uniforms, and cut costs of uniform procurement, all while looking great at the same time. Pending the Honorable Board's questions, that is all I have.

Linda Murray questioned if the extra money was already added into the budget for the Administrative Assistant and Prosecutor.

Chief Rondeau stated no.

Chief Rondeau stated if it is approved the Part-time wages line would sensually go away because they would be added to the full-time wages.

Chairman Freudenberg stated these two employees have both waived the benefits but what would happen if they retire or move on then how would it affect the budget moving forward.

Mr. Owen stated it depends on government regulations but right now any employee working over 30 hours a week on average has to be offered the health insurance.

Chairman Freudenberg questioned if an agreement could be made to not offer health insurance.

Mr. Urquhart stated an employee could opt out of the health insurance and they would get a \$2,500.00 stipend every year.

Linda Murray stated by adding these positions then we are eventually offering those benefits.

Chief Rondeau agreed. He stated the good news is that neither one of these employees is going anywhere.

Dave Senecal stated it should be known that it is a possibility because the budget will increase if they leave.

Chief Rondeau agreed if the people leave in 5 or 10 years then they would have to increase their budget. He questioned how much the health insurance would cost to add to the budget.

Mr. Urquhart stated roughly \$30,000.00 a year.

Dave Senecal stated if those positions are made full-time then the \$104,000.00 line 01-42100-117 Part Time Wages would go away.

Chief Rondeau agreed.

Linda Murray questioned which would be his first choice.

Chief Rondeau stated his first choice would be the Administrative Assistant.

It was moved by Linda Murray and seconded by Dave Bowers to add to the amount needed to make the Administrative Assistant a 35 hour a week position. The full amount would be \$29,053.00 with line 01-42100-114 Hourly Wages being \$24,201.00. Members voted and being none opposed, the motion passed.

Linda Murray questioned line 01-42100-320 Legal. She stated the money for Christina Fay's trial is coming out of the Board of Selectmen's funds but she thought this figure should be higher.

Chief Rondeau agreed.

It was moved by Dave Senecal and seconded by Brad Harriman to add \$500.00 to line 01-42100-320 Legal making the amount \$1,500.00. Members voted and being none opposed, the motion passed.

Linda Murray stated she wanted it noted that when the police department's budget is gone then it should be covered by the Board of Selectmen's budget.

Dave Bowers asked if any of these costs would be recoverable.

Chief Rondeau stated potentially all of it is. We always ask for public agency reimbursement expenses. He will be requesting reimbursement of \$13,000.00 in this case. He stated he will ask for attorney's fees but he is not sure what will happen. He stated he thought they would receive a portion of the Humane Society's fee back which is costing \$100,000.00 a month.

Mr. Owen stated the Town is also requesting reimbursement under the Zoning case as well.

Chief Rondeau stated he thought they stood a much better chance in the Zoning case for getting attorney's fees, fines and penalties back.

Dave Bowers questioned the site clean-up costs.

Chief Rondeau stated those fees will be taken care of by Ms. Fay.

Linda Murray questioned line 01-42100-430 Vehicle Maintenance. She asked if they get all of their vehicles undercoated/ rust proofed.

Chief Rondeau stated they are in the process of doing that now. The eight newest will be done.

Dave Senecal questioned if CO2 detectors needed to be installed in their cruisers.

Captain Livie stated they did come up as a recall but they have not been pulled yet.

Dave Senecal questioned the 600 series. He asked if the dry cleaning of uniforms was included here because he did not want it included twice.

Chief Rondeau stated he would check but he believed it was only put in once.

Dave Bowers questioned the uniforms worn by officers.

Chief Rondeau stated officers wear Class B uniforms which are pants, a button down shirt with a gold name badge. The reason why the uniforms are impractical is because

things pop off or if the officer gets into a fight the uniform can be torn. Unfortunately, the only other option is a Tactical Uniform or BDU. These uniforms tend to rub people the wrong way. We want to present the image of a friendly and peaceful police officer.

Mr. Bowers stated then we are not changing anything with the uniforms.

Chief Rondeau stated we are not changing a thing. We are trying to maintain them better.

Linda Murray questioned if officers put their uniforms in washing machines instead of dry cleaning.

Captain Livie stated they do.

Chief Rondeau stated if the uniforms are put in washing machines they can be damaged which is why we are requesting money for dry cleaning.

B. Communications

No changes.

C. Animal Control

Chief Rondeau stated there will be a slight increase in Animal Control due to the Christina Fay case.

Dave Bowers asked how the K9 dog was doing.

Chief Rondeau stated he was doing well.

No changes.

Capital Outlay

Line 01-49618-800 2018 Mobile Data Terminal

Line 01-49618-850 2018 IMC Mobile

Line 01-49618-900 2018 E-Ticket Unit

Linda Murray questioned line 01-49618-800 Mobile Data Terminal. She asked if this was the project that had the grant for \$16,000.00.

Chief Rondeau stated that is correct.

Line 01-49618-900 E-Ticket Unit

Chairman Freudenberg questioned if paper tickets will be going away.

Chief Rondeau stated paper tickets will never go away but they will be used less and less.

Chairman Freudenberg stated he thought a lot were ordered last year.

Chief Rondeau stated those tickets are for Town Ordinance Violations.

Dave Senecal questioned if this was similar to the Spots System.

Chief Rondeau stated it was not.

Mr. Senecal stated they sound similar.

Chief Rondeau stated they are similar but it is not a Spots Terminal. It will access criminal records or driving records but it is not a replacement for the Spots System or Dispatch. It is an additional system that ties into the Spots System. It is a way the officer connects directly to DMV and issues tickets electronically with Wi-Fi and a scanner.

Linda Murray stated we are getting new terminals in the old vehicles.

Chief Rondeau stated yes. Chief Rondeau stated the entire county is being tied together.

Captain Livie stated there is a grant for \$3,500.00 from NH Highway Safety for the E-ticket units.

Chairman Freudenberg stated all three projects go together so why are they listed separately.

Chief Rondeau stated this is the way he was told to do it.

Linda Murray questioned which project is the most important.

Chief Rondeau stated all of them because they are tied together.

Dave Senecal stated one does not work without the other.

Chief Rondeau stated this is not a want. This is a need. If we are going to remain relative in law enforcement then we need this equipment. It makes sense to do it this year because we have grant money. This will be the last year these grants will be available. The entire State of NH is going to this system.

Captain Livie stated the total in grant money is a little under \$20,000.00.

Mr. Owen stated Chief Rondeau asked for \$30,000.00 last year to cover the matching cost of this equipment. Mr. Owen stated he told Chief Rondeau to ask the State if the grant money could be extended to this year so the Town could put the money in the budget. At first the answer was no but then the State agreed to roll it over into the next

year. This allowed the Town to gross appropriate the funds, which we are supposed to do in New Hampshire.

Chief Rondeau stated this will cover the 8 newest cruisers and as time goes on we will have to cover the old vehicles. We are blessed that the State agreed to extend the grant money.

Chief Rondeau thanked Captain Livie for the tremendous job he did by getting the grants. It will save the Town close to \$30,000.00.

Linda Murray asked if the printer/scanner will be protected or if it was mounted.

Captain Livie stated it is mounted in the arm rest.

Chief Rondeau stated this technology has been available for the last 20 years. It saves a lot of time. He stated he has done everything he can as an Executive Officer to maximize efficiency in the Police Department and the last thing will be getting the Prosecutor on full-time. He stated Tim Morgan is overburdened and over worked. We need to get him on full-time and he hopes to do this next year.

Dave Bowers questioned if there was enough work for Mr. Morgan to be full-time after the Fay trial is over.

Chief Rondeau stated there is plenty of work and the department has had to use other people to cover some of Mr. Morgan's cases. He stated Mr. Morgan was overburdened before the Christina Fay case. He stated he respects the Board's decision and he is grateful they added Sherri Moore to the full-time roster but we need to take a close look at our Prosecutor.

Linda Murray stated there is \$300,000.00 in Capital Outlay requests this year and last year the Budget Committee only approved \$78,000.00.

Chief Rondeau stated he is very grateful.

Dave Senecal asked what the department takes in for revenues.

Chief Rondeau stated around \$150,000.00 to \$200,000.00 a year.

Mr. Senecal suggested checking on the total and to have it available for the Budget Committee. It might be a way to help sell the E-Ticket project or adding hours for the Prosecutor.

Chief Rondeau stated it was a wonderful recommendation.

Other Business

Mr. Owen stated the Budget Committee voted to rescind their vote of 17.5% for the fire hydrant fees.

Chairman Freudenberg stated the Budget Committee stated what the Board of Selectmen did was highly inappropriate. They asked that it be brought up at the Deliberative Session. There was talk that they might lower the cost to 15%.

Mr. Owen stated the 17.5% was used to set the Fire Department's Budget.

Chairman stated the BOS thought the voters should decide and it was not looked at as us against them. He stated a lot of business would be affected. He stated the Budget Committee said the BOS hired Underwood so it was an impartial person.

Linda Murray stated so we don't know what their number is going to be.

Mr. Owen stated when the BOS submits the budget then we will find out what they will support and the Board will have to direct staff on how the Board wants us to continue, if we should put forward a Warrant Article or not.

Mr. Urquhart agreed with Chairman Freudenberg

Mr. Owen stated the General Fund total is at 3.68% and the total for the General Fund and Enterprise Funds is at 5.14%. If the Capital Outlay amount was decreased to last year's number then the total would be at 2.68%. This will be a challenge.

Linda Murray stated we have a lot of expenses. The Town Manager's Budget and the Finance Budget is a lot higher but we don't have much control over that.

Mr. Owen stated this is before anything is added in for the non-union employees' salary adjustments.

Mr. Owen stated there are three scenarios: 3%, 2.5% and 2%.

It was moved by Dave Senecal and seconded by Brad Harriman to give the non-union employees a rate increase of 2.5%. Members voted and being none opposed, the motion passed.

Mr. Owen stated he would make the adjustments to the budget. He suggested meeting on Monday, October 30th at 6:00 PM to go over some loose ends in the budget and the Revisit List.

It was moved by Linda Murray and seconded by Dave Bowers to enter into non-public session under RSA 91:3 II (d) to discuss personnel. Roll call vote, Chairman Freudenberg – yes, Linda Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.

The Board re-entered public session at 7:28 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the October 26, 2017 non-public meeting. Dave Senecal seconded. Roll call vote, Chairman Freudenberg – yes, Linda Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.

It was moved by Dave Bowers and seconded by Linda Murray to adjourn at 7:29 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain