

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 27, 2017
Minutes**

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Luke Freudenberg, Selectmen's Representative, Steve Johnson, Bob O'Brien, Brian Black, Robert Moholland, John Burt, Robert Loughman, Harold Parker, Members.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

Others Present: Amy Muccio, Director of Welfare, Dean Rondeau, Chief, Mark Livie, Captain, Sherri Moore, Administrative Secretary, Wolfeboro Police Department.

Chairman MacDonald called the meeting to order at 6:32 PM at the Great Hall.

WELFARE

No changes.

POLICE

Dean Rondeau noted a 2.65% increase in the overall budget, a 9.30% increase in nondiscretionary spending and a 3.27% decrease in discretionary spending; stating he is requesting a one hour increase per week to the Prosecutor position and a five hour increase per week to the Administrative Secretary position. He stated the Department has submitted one capital outlay request in the amount of \$65,625 for Mobile Data Terminals (MDT) and the installation of the E-Ticket system; noting the Department has been the recipient of a grant that was applied for last year (amount of grant is \$19,520). He stated this is the last year the grant will be made available. He stated MDT's provide a near instant communication venue to the State via Bluetooth technology and WiFi, whereby officers can access driver and criminal information during a motor vehicle stop with the click of a scanner. He noted the E-Ticket system sends summons directly from the Officer's cruiser straight to the State or the Courts via MDT system using special software and Bluetooth technology once the violation has been issued. He stated, in addition, other information may be transmitted by officers to other officers car to car or to the State or Courts using the J-1 system. He noted an increase in the budget of \$2,730 for uniform dry cleaning service; noting the uniforms are the property of the Department.

John MacDonald requested a breakdown of the supervisory salaries.

Dean Rondeau replied \$87,088.96 for the Captain and \$105,932 for the Chief.

John Burt asked who establishes the pay for the supervisors.

John MacDonald replied the Police Commission.

John Burt questioned the increase in supervisory salaries.

Dave Owen stated the Police Commission submitted a letter, dated 8/31/17, informing him that the Police Commission voted unanimously to provide a 4% COLA to the Chief and Captain.

John Burt questioned whether the COLA established is nationwide.

Dave Owen stated different towns are providing between 1-3.5%; noting that COLA's vary.

John Burt noted a 4.7% increase in supervisory salaries over last year's budget.

Bob Moholland questioned what other policer officers received.

Dave Owen replied approximately 3% and nonunion personnel received 2.5%.

Bob Tougher noted the Fire Chief is receiving a 2.5% increase and requested justification for the Police Department's request.

Dean Rondeau stated the NEPBA FY17 contract calls for a Staff Sergeant and two Corporal positions. He stated the intent behind the 4% COLA is to create a pay difference on the matrix to place those positions, the Captain and the Chief positions. He stated the Staff Sergeant and Corporal positions are being created on 12/31/17

John Burt questioned the distance in the pay.

Dean Rondeau stated such is to be determined by the Police Commission at a later date.

Bob Tougher stated the increase is too much and questioned the duration of the Memorandum of Understanding.

Dean Rondeau replied until the age of 67.

Brian Black asked if the Police Commission has stated what the COLA will be.

Dean Rondeau replied no.

John MacDonald questioned the buyout for retirement.

Dave Owen stated he does not believe such is specifically addressed. He noted the leave time buyback for 35 hours/week employees is limited to 350 hours.

Dean Rondeau stated the limit for he and the Captain is 480 hours and 400 for rank and file.

Brian Black asked when the last COLA was received.

Dean Rondeau replied two years when he and the Captain received their promotion.

John MacDonald requested the Committee revisit the issue.

Joe Balboni, Police Commissioner, stated that when Stu Chase stated he would be retiring, the Commission thought it would be better to promote from within. He stated they have been trying to do this for the last 5-10 years and structure the department so that institutional intelligence is retained. He stated there needs to be a significant difference between the ranks in order to get the spread into position.

Steve Johnson requested a flow chart of the department.

Joe Balboni stated it would be a nice idea however, the Committee isn't going to get it because they don't have that kind of record.

John MacDonald stated he supports the Chief receiving a raise however, doesn't agree that the Chief will be making \$60 less than the Town Manager.

Joe Balboni asked if there are specialties or expertise to be a Chief of Police versus a Town Manager. He stated being \$60 less than the Town Manager is not bad.

Dean Rondeau stated there has always been a close gap between the Senior Staff Sergeant and the patrolmen and noted that by the creation of the new positions, depth would be built between the ranks.

Bob Tougher stated the same consideration has to be given to all other Department Heads receiving 2.5%. He asked if the Chief and Captain would be receiving a raise on top of the 4%.

Dean Rondeau replied no.

John Burt asked why the increase is 4.7%.

Dean Rondeau stated it is compounded from the previous year.

John MacDonald asked why hourly wages was increased by the BOS by \$25,000.

Pete Chamberlain stated the amount reflects an increase in hours to full time for the Administrative Assistant.

Mark Livie noted a decrease in part time wages as a result of the increase in hourly wages.

Dean Rondeau stated it does not include the prosecutor position.

John Burt stated he does not see the justification for the increase in the administrative assistant position.

Dean Rondeau stated that one complaint he receives is that the officers are not on the road enough. He stated there are a lot of changes in protocols and roles of law enforcement with the courts, including Felony First; noting that reporting to the State often times requires a sergeant because that officer is versed in such. He stated taking away the duties and giving them to the administrative assistant will free up the supervisors to be on the street. He stated such is the easiest and cheapest way to create efficiencies rather than hiring new officers.

John MacDonald suggested trying the MDT for one year to determine if the system helps with efficiency.

Dean Rondeau stated such is not a solution.

Robert Loughman questioned whether MDT's have an effect with paperwork.

Dean Rondeau stated tickets are sent directly to the courts and police department.

Robert Loughman stated the necessity to create two full time positions is double dipping.

Steve Johnson asked if MDT's are State mandated.

Dean Rondeau stated they are not mandated per say however, it is the way the State is going; noting FY18 is the last year the grant would be available.

Bob Tougher agreed that MDT's will be more efficient.

Harold Parker stated MDT's are the wave of the future; noting the production level of State Troopers has increased due to MDT's.

Bob O'Brien questioned the number of MDT units the department would receive.

Dean Rondeau replied 8 maybe 9 units; noting all the cruisers would be fitted with the units.

Brian Black asked if there are ongoing costs associated with the MDT's.

Dean Rondeau stated there is a subscription fee (\$1,350) and other minor recurring costs. He stated the initial cost for airtime is being covered by First Net.

John MacDonald asked if the Department has requested assistance from the County Attorney's office and has been refused.

Dean Rondeau replied no.

Bob Tougher noted the Committee previously added hours to the Prosecutor position.

John MacDonald stated the Committee increased the position to 34 hours so that the Prosecutor would not take part in the State retirement system. He noted the Town's prosecutor makes close to what the county prosecutor makes.

John Burt requested an outline of the positions within the Department.

John MacDonald questioned overtime and the status of the special detail revolving account.

Pete Chamberlain stated he and Jeff Urquhart is currently reviewing such; noting an accounting issue between employee share of retirement and reimbursement of administrative fees. He stated the account is growing however, it should not be and such needs to be corrected.

John MacDonald asked if the account includes grant money.

Pete Chamberlain replied no.

Bob Tougher asked if there has been a change in status of health insurance.

Pete Chamberlain stated there is a decrease in health insurance; noting such has been incorporated into the budget.

John Burt questioned the number of vehicles in the Department.

Dean Rondeau replied 11 vehicles and one radar trailer.

John Burt questioned the number of unmarked vehicles.

Dean Rondeau replied one unmarked and ten marked vehicles.

John Burt confirmed there has been no increase in vehicles in the past two years.

Capital Outlay

01-49618-800	Mobile Data Terminal; \$45,504
01-49618-850	IMC Mobile; \$9,650
01-49618-900	E-Ticket Unit; \$10,471

Dean Rondeau stated there is no grant available for the IMC Mobile. He stated that when a cruiser pulls into the driveway of the Police Department, the server pulls the data from the software; noting such speeds up the paperwork process and the information is sent directly to the State or court. He stated the technology has been out for twenty years and around the State for ten years.

Bob Tougher asked if the system ties into the national crime database.

Dean Rondeau replied yes. He stated once the barcode on a license is scanned, the results are instantaneous.

Steve Johnson asked why the system is broken into three capital outlay requests.

Dave Owen stated there are three elements to the system; two hardware elements and one software element.

John Burt asked if there will be additional funding requests or need for additional equipment.

Dean Rondeau replied no.

Bob Tougher asked if fingerprinting is done at the Police Department.

Dean Rondeau replied yes. He stated he is interested in getting an AFIS machine (inkless fingerprint machine); noting such allows more efficiency and processes people more quickly.

Steve Johnson asked if such would expedite Felony First protocol.

Dean Rondeau replied yes.

COMMUNICATIONS

Steve Johnson questioned the increase in other purchasing services; noting such has been under expended for 2 years.

Mark Livie stated the Department is not always billed by the State for SPOTS however, the Department has to budget for such in case they are billed.

ANIMAL CONTROL

No changes.

Other Business

Pete Chamberlain requested the Committee adopt the reduced health insurance rates in the amount of \$17,012.

It was moved by Bob Moholland and seconded by Brian Black to adopt the reduction in health insurance rates for 2018 in the amount of \$17,012.00. All members voted in favor. The motion passed.

Consideration of Minutes

November 8, 2017

It was moved by John Burt and seconded by Bob Tougher to approve the November 8, 2017 Budget Committee minutes as submitted. John Burt, Bob Tougher, Bob O'Brien, Robert Loughman, Bob Moholland, John MacDonald, Steve Johnson, Harold Parker voted in favor. Brian Black abstained. The motion passed.

November 9, 2017

It was moved by Harold Parker and seconded by Steve Johnson to approve the November 9, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

November 14, 2017

It was moved by Steve Johnson and seconded by Bob Moholland to approve the November 14, 2017 Budget Committee minutes as submitted. John Burt, Bob Tougher, Bob O'Brien, Robert Loughman, Bob Moholland, John MacDonald, Steve Johnson, Brian Black voted in favor. Harold Parker abstained. . The motion passed.

Revisit Items

- **Police;** provide flow chart, Memorandum of Understanding for Chief Rondeau and Captain Livie and salaries for other employees
- **Police;** status of special detail revolving account
- **Police, Supervisory Salaries, 01-42100-113**
- **Police, Part Time Wages, 01-42100-117;** increase in hours for prosecutor position
- **Police, Hourly Wages, 01-42100-114;** increase in hours for administrative assistant position

It was moved by Bob Tougher and seconded by Harold Parker to adjourn the November 27, 2017 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 28, 2017, 6:30PM at the Great Hall.

There being no further business before the Committee, the meeting adjourned at 8:22 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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*****Please note these minutes are subject to approval and amendments at a later date.***