

**Wolfeboro Police Commission
Working Meeting Minutes
July 30, 2021**

Members present: Chairman Steve Wood, Vice-Chair Bob O'Brien, and Commissioner Shawn Coope

Staff Present: Chief Dean Rondeau and Captain Mark Livie

Chairman Wood called the meeting to order at 9:40 a.m.

DISCUSSION:

Steve Wood brought up a complaint from the public of a concerned citizen regarding her being constantly stopped due to her license being suspended. In addition, the owner has let another operator use the vehicle. Commissioner Wood explained that other towns, Moultonborough Police Department, went into the Skelly's asking to speak with the operator of the vehicle. At the time, the owner was not operating, and the owner let someone else use her vehicle. Captain Livie explained he received a call from Attorney Kirk Devyler regarding the same incident. Captain Livie said we had stopped the vehicle twice within a week, one for speed and the other contact was for the car being at the storage facility at 2:00 a.m. Both times the owner was not operating the vehicle. Chief Rondeau explained that the department is not contacting other departments and the Chief mentioned the reason the vehicle is getting stopped because the officers are out there doing their job. They are making observation, speed or the vehicle may not suppose to be out there late at night.

Commissioner Wood asked for September and October meetings to be pushed back to the fourth Thursday. Commissioner Wood explained that he believes Executive Secretary Sherri Moore will be away for one of the meetings. Commissioner Coope mentioned that it might be a problem for him because he works every other Thursday. He will try to have his peers switch with him.

Captain Livie presented a language change to policy SOP 2.14 Uniforms & Appearance under facial hair. The old policy states

Facial Hair

Facial hair is permitted, provided employees comply with the following:

Mustaches shall be neatly trimmed and may not extend below the corner of the mouth, nor may they obscure the upper lip or extend to the side more than one half inch beyond the corners of the mouth

Sideburns shall be no more than one inch wide, shall not extend below the bottom of the earlobes, and shall be neatly trimmed.

No beards, except of Central Dispatch. Beards shall be neatly trimmed and grown on employees of days or vacation days

Employees in undercover assignments may deviate upon approval of the Chief of Police.

New policy to be voted on states:

Facial Hair

Facial hair is permitted, provided employees comply with the following:

Beards, Mustaches, and goatees are permitted but must be neat, clean, and well maintained to present a professional appearance.

Beard, Mustaches, and goatee facial hair shall not exceed half inch (1/2") in length, must be accompanied by a mustache and is contiguous with no designs shaved into it.

The neck area is to be clean-shaven.

Sideburns shall be no more than one inch wide, shall not extend below the bottom of the earlobes, and shall be neatly trimmed.

If a department member intends to grow facial hair, they must initiate growing the facial hair during a least two consecutive days off not to give the appearance of failing to shave.

Employees in undercover assignments may deviate upon approval of the Chief of Police.

Commissioner Obrien moved the Wolfeboro Police Commissioner to accept the language change to SOP 2.14 Uniforms and Appearance under facial hair to the new policy from the old policy. Commissioner Coope seconded. Roll call vote: Bob O'Brien – Yes, Shawn Coope – Yes, and Steve Wood – Yes. Members voted; the motion passed.

Chief Rondeau talked about the budget format given out by the Town Manager and the Finance Director, how the current format is a change from previous years and the guidance of a 5 % department-wide increase. Chief mentioned the 5% increase is for the entire budget, not just the Police Department. One change the finance director said was how the grant money from Highway Safety has to be put into the budget. Commissioner Wood asked how you budget for grants if you don't know how much money the department will receive. Chief Rondeau said it anticipates what we are going to receive. Captain Livie mentioned we are not budgeted for grants in our current budget, and we are using the overtime line to cover it. This year, Highway Safety is approximately \$15,000, which will be

spent out of the overtime line. Commissioner O'Brien asked why halfway through one budget are they starting something new without really alerting you and preparing you and have some feedback on what the department senses are before they initiate it. Chief Rondeau said he would follow the guidance and refer to the Finance Director to explain the process to the Budget Committee.

Chief Rondeau discussed adding a patriotic line under the overtime line to build clarity and transparency to help clarify the 4th of July parade and fireworks along with all other items under overtime. In past budgets, we have not kept up with the union raises. If the union receives a 3% increase and the overtime increases by 1% or 2%, the overtime line is budgeted incorrectly. We are underbudgeting for overtime and why the department is always spending over in the overtime line.

Commissioner Wood mentioned that the budget committee expects the Police Department not to request a police vehicle this year. Commissioner Wood explained to the budget committee member we don't plan on it. The Department is at eleven, and that is where we wanted to be barring any catastrophic failure to a cruiser; we are not going to be bringing one forward. Chief Rondeau mentioned that the head mechanic Ben Eldridge found out that the SRO cruiser will not pass inspection in September. The rust has accelerated to the frame. Captain Livie mentioned the sides are one piece and the Chief mechanic spoke with the local auto bodies, and they told him they don't want to touch it, and the cost may cost 4-6,000 dollars for each side of the cruiser. Commissioner Wood requested documentation from the Chief mechanic. Chief Rondeau said that this year will be a tough budget year, and we know the SRO cruiser will go out of service on September 30, and we park it. We will go into the following budget year and ask for another vehicle. Commissioner Coope asked if we bring forward the cost to the budget to repair the vehicle to safety standards. Commissioner O'Brien said he likes the idea of taking photos of the rust and showing the damage and bringing forward during the budget process. Chief Rondeau mentioned the wisdom of investing \$10,000 on a \$3,000 vehicle. Commissioner Coope said he is confident during the budget process; they would say no. He hopes they would say no. Captain Livie mentioned we have a new Ford hybrid SUV arriving in November, and our concern is our patrol vehicles have high mileage. Most are around 90,000. Commissioner Wood said I think we can manage it; we have been down three to four cruisers in the past. Chief Rondeau mentioned having less than eleven vehicles puts extraordinary mileage and stress on the fleet that we don't want. We get better outcomes better results with eleven vehicles. We keep the cruisers in the fleet ten to eleven years. Commissioner Coope asked if the Police of Chief Association or anything similar has any guidance to how many vehicles an agency should have similar to personnel. Chief Rondeau said he believes they do, but it's based on activity it's not based on population. Commissioner Wood said we are similar to Tilton Police Department, and they are running 14 cruisers.

Captain Livie mentioned that early estimates in trying to learn the meter attached to the Tesla charger. He found a formula online and rate of Town of Wolfeboro with the consumption we are using for the month when it comes to \$33.10. Commissioner Wood mentioned that it seems corrected based on the consumption of his Tesla. Captain mentioned that he doesn't like letting it down below 50% with the daily charge. He doesn't know what can happen on a given day, and with the charger not being at his home, it has been keeping with Tesla's daily charge recommendation back to 90%. Commissioner

O'Brien suggested how the gas has increase and with the electric charge, and this is another reason to say we are so lucky we got this vehicle given to us, and the town didn't have to pay for it. It's a win-win.

Commissioner Coope mentioned that since his first meeting and the Commissioners gave him last year's budget and looking at this year's budget with a fresh eye, start looking down at the budget and where can we cut. Commissioner Coope said he doesn't see anywhere to cut, and he agrees with everyone on it.

Chief Rondeau advised he has a CIP briefing on the dispatch console on August 6, 2021, at 8:00 a.m., at the Great Hall. Chief Rondeau explained that he spoke with the Town Manager, and both of them were looking at the numbers for the cost of the dispatch console. Chief Rondeau's original ask was for 102,000, and based on their discussion; he dropped it down to \$50,000. Chief Rondeau mentioned we already have \$300,000 in the bank, giving us \$350,000. The dispatch console is scheduled for 2022, but the Captain and I believe the console will last another year until the new building. If it doesn't, we have the money in there to install the new one in the old building. What we don't want to do, which will be expensive, is do a deinstall and then install and deinstall again and install into the new building. Commissioners agreed.

Captain Livie talked about the part-time rates of the police officer and dispatchers. Captain Livie asked the commissioners to have the officers and dispatchers come to the bottom of the union matrix scale. Captain mentioned the starting current rate is \$16.40 for a dispatcher and \$20.00 for officers. The bottom of the matrix would bring the officers to \$22.25 and dispatchers to \$17.42. Captain Livie mentioned we are not competitive with the surrounding towns as they are starting at around \$25.00.

Commissioner Coope moved the Wolfeboro Police Commissioner to accept to raise the part-time pay for officers to \$22.25 from \$20.40. Commissioner O'Brien seconded. Roll call vote: Bob O'Brien – Yes, Shawn Coope – Yes, and Steve Wood – Yes. Members voted; the motion passed.

Commissioner Coope moved the Wolfeboro Police Commissioner to accept to raise the part-time pay for dispatcher to \$17.42 from \$16.40. Commissioner O'Brien seconded. Roll call vote: Bob O'Brien – Yes, Shawn Coope – Yes, and Steve Wood – Yes. Members voted; the motion passed.

Captain Livie discussed details and that the Chief and Captain talked with the finance officer and the department has an outside detail rate for private and a town rate which includes the Town and SAU49. The rates bill different; private rate bills at \$82, with the officer receiving \$60 an hour. The Town rate bills at \$72, and the officers receive \$50.00 an hour. The finance officer concerns it's not cost effective with two rates. Her concern is we are not meeting expenses. Her recommendation we need one rate moving forward and to go with the private contract rate. Chief Rondeau recommended going to a detailed rate of \$85.00, with the officers receiving \$62.00 an hour. The Town is meeting its financial obligation by paying FICA and retirement and all the other benefits that go along with it.

Commissioner Wood moved the Wolfeboro Police Commissioner accept one detail rate to replace existing the current two detail rates effective September 1st to \$85.00 with the officers receiving \$62.00 an hour. O'Brien seconded. Roll call vote: Bob O'Brien – Yes, Shawn Coope – Yes, and Steve Wood – Yes. Members voted; the motion passed.

Commissioner Wood moved the Wolfeboro Police Commissioner to enter into non-public session RSA 91 A:3, a to discuss personnel at 11:18 a.m. Commissioner O'Brien seconded. Roll Call vote: Bob O'Brien – yes, Shawn Coope – yes and Steve Wood – Yes, the motion passed.

The Commissioners re-entered public session at 12:01 p.m.

Commissioner Wood moved the Wolfeboro Police Commissioner to seal the non-public minutes at 12:02 a.m. Commissioner O'Brien seconded. Roll Call vote: Bob O'Brien – yes, Shawn Coope – yes and Steve Wood – Yes, the motion passed.

Commissioner Wood moved the Wolfeboro Police Commissioner to adjourn at 12:04 a.m. Commissioner Coope seconded. Roll Call vote: Bob O'Brien – yes, Shawn Coope – yes and Steve Wood – Yes, the motion passed.

