

**LYNDEBOROUGH BOARD OF SELECTMEN  
WORK SESSION MINUTES  
August 16, 2010**

**I. CALL TO ORDER**

**Chairman Brown** called this meeting to order at 6:43 p.m. on Monday, August 16, 2010 at Citizens' Hall.

Those persons present were as follows:

**Members**

**Present:** Steven Brown, Arnie Byam and Donnie Sawin

**Public**

**Present:** None

**Staff**

**Present:** Jim Bingham, Town Administrator  
Kevin Maxwell, Acting Officer in Charge (7:08 pm)

**Recorder:** Jim Bingham

The board was informed that Officer Maxwell is on a service call and would arrive as soon as possible. The Board began the work session discussing the reporting duties of the Officer in Charge, particularly the type of data and information to be reported and what would be the best format for this information. Board members listed the following as needed data:

- Calls for service- type of call, date and time, and who responded
- Maintenance / Repair reports for the cruisers and other equipment
- Court Cases –type, status –under investigation, court date, closed, & result
- Police Activity- traffic related- warnings, summons, Arrests
- Office Operations

The discussion turned to format of the reports and the frequency. Officer Kevin Maxwell arrived and Steve Brown brought Kevin current on the discussion so far. Steve mentioned that he had some concern about the present practice of Officer Maxwell taking one of the cruisers home each evening for two reasons: First, looking at comparing the cost of gas and wear and tear on the vehicle to the number of “after hours” calls for service per week and the benefit of having Kevin able to respond to these calls directly from home. Is the cost /benefit to the town justifiable? Secondly, Steve is receiving questions from residents regarding a Lyndeborough police cruiser being seen out of town and he is also sensitive to the perception of this as a perk that was very much abused by the last police chief. Steve also stated that the board was discussing what type of data and information that should be reported to the board by the OIC.

This discussion continued. Kevin voiced some concerns about the detailed information called for on one reporting format because it provided information that he felt would compromise operations such as listing the times and routes of patrols or issues of confidentiality of police work on criminal cases. Kevin stated that the narrative format would work better in reporting police dept. activity. Kevin asked the board what they were looking for and he would provide the information. Kevin wanted to know if the board was planning to “micro-manage” his dept. with lots of detailed information or do they trust that he can run things and provide reports that would give more general information. Steve Brown stated that the board had no intention of getting into the day to day operations but wanted an adequate level of information that would enable the selectmen to more fully understand the demands and issues that the OIC is facing each day. Steve said that the board wants to have a good picture of “a day in the life” in the LPD.

(At this time Kevin was called backed out on the call for service that had delayed him earlier.)

The board members began a discussion about the shortage of patrol officers and coverage. There was a concern that the remaining officers, particularly the acting OIC would be spreading himself too thin covering shifts and being on-call. The board discussed the need for an updated coverage schedule. The board had requested a coverage schedule at the beginning of each month but had not seen one for August. T.A. Bingham stated that he went to the PD office and obtained copies of the June and July schedules and placed them in the read file as he did not get copies.

Steve Brown also raised the related issue of the sensitivity of a number of residents towards the practice of the full time officer taking one of the cruisers home each night, which sends the vehicle out of Lyndeborough. As stated earlier, the town has experienced some perceived abuse of this practice in the past and there are people who are still upset about it. There was some discussion about this practice. The discussion focused on whether the number of “on call” responses being made each week justified the cost of gas and vehicle wear and tear incurred when driven out of town and there was little data reported on it.

Seeing that Kevin Maxwell would remain on this response call for some time and not return to the meeting, the board felt that little more could be accomplished this evening. Town Administrator Bingham asked the Chair if he wants a memo to go to OIC Maxwell requesting revised coverage schedules and to end the after-hours ‘on-call’ coverage by Lyndeborough PD in light of the staff shortage and until its effectiveness could be assessed further. Steve Brown asked the other members if there was any objection to these requests and received none. Steve Brown asked T.A. Bingham to proceed.

Selectman Byam moved to adjourn; Selectman Sawin seconded the motion.

**VOTE:** Chairman Brown called for a verbal vote on the motion. All members voted in favor.

Chairman Brown then declared the meeting to be adjourned at 8:37 p.m.

Date: August 16, 2010  
Jim Bingham, Recorder

\_\_\_\_\_  
Steven M. Brown, Chairman

\_\_\_\_\_  
Arnold A. Byam, III

\_\_\_\_\_  
Donnie Sawin