

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
January 11, 2012**

Members Present: Chairman Arnie Byam, Donnie Sawin & Kevin Boette

Staff Present: Town Administrator Burton Reynolds, Captain Tom Burke, Sgt. Paul Roy and Kate Thorndike,

Public Present: Lee Mayhew

Media Present:

Recorder: Pauline Ball

Appointments:

6:30 p.m. Police Captain Tom Burke and Sgt. Paul Roy – PD Budget

The Board asked Captain Burke to begin with his proposed budget presentation. **Captain Burke** began with Wages and asked the Selectmen to consider salary adjustments for certain police department employees based on recent salary reviews undertaken by the Town Administration which established new salary ranges.

Following their discussion on Wages for F/T, P/T and OIC P/T officers, **Captain Burke** addressed all the other police budget line items:

- **Wages: Clerical.....decreased to.....1**
No clerical wages are anticipated for 2012.

- **Wages: Training.....decreased to.....3,000**
Two hours of training for twelve months for six officers at \$20 per hour.

- **Wages: Overtime.....4,000**
Most overtime will likely come from coverage on holidays

- **Wages: On Call Coverage.....900**
Not often utilized; any major incidents will be covered by Captain Burke who will not be putting in for On Call wages.

- **Police Dispatching13,878**
This is a fixed cost.

• **Police Grants.....1**

This is a new line item. The police can apply and receive a grant but if there isn't a line item in the budget they can not spend it. **Selectman Boette** responded that if the police receive a grant, a request to spend the funds on a specific item or items would need to be presented to the Board of Selectmen for their approval.

• **Prosecutor – Contracted Service.....1**

Captain Burke expressed his objection to hiring an outside prosecutor if it meant taking the \$7000 cost from his budget. He stated that the department already has experienced officers who are capable of fulfilling prosecutorial duties. He was also against any case folders leaving the office. This would not be a workable system because his officers need constant contact with the prosecutor and this would not happen with an outside prosecutor. **Sgt. Paul Roy**, who serves a dual role as a prosecutor/patrol officer, stated that they must comply with certain district court rules, for example; ten days to submit discovery material. This would be difficult if they needed to work with an outside prosecutor. **Captain Burke** also stated that most of the prosecution cases are misdemeanor related (motor vehicle, DUI, suspensions); major cases are in the county attorney's jurisdiction.

Lee Mayhew commented that Milford went with a full time prosecutor because there were a large number of prosecutions and the captain's were over whelmed with the case load. He did agree with Captain Burke concerning the interaction between officers which in turn builds better teamwork as the department grows.

• **Firearms Expense & Training.....decreased to.....2000**

This is State required training and five officers have just qualified on the pistol range.

• **Conferences & Education.....decreased to.....250**

Most of the training this past year has been done through the standards of training. They have had several invitations to train at other police department facilities without any cost.

• **Telephone Expense.....increased to.....3,350**

There are five lines (4 voice and one fax).

• **Dues and Associations.....25**

No change in this fee which has already been paid.

• **Office Expense.....decreased to.....1,000**

The department has restocked their office supplies (police forms, etc.) which were depleted. **Sgt. Roy** responded that they are also being reimbursed when copies of action reports are requested; there's a standard fee of \$15 for the first 10 pages and \$1 for each additional page.

- **Police Office Maintenance.....1**

This is a new line item to be used to replace carpet, repair and paint office walls

- **Fuel for Vehicles (\$3.13 per gallon- locked in).....increase to.....12,400**

They have a locked-in 2012 price of \$3.13 per gallon at the State Highway shed. **Captain Burke** said he increased the budget an additional \$2400 because of the dual coverage on the day shift. He will monitor the fuel consumption closely throughout the year. **Selectman Boette** also said that it was important to have a functioning credit card for those times when the cruisers need to get fuel at a service station rather than travel to the highway shed.

- **Cruiser Maintenance/Repair.....decreased to.....\$3000**

This line item has been reduced because they have a warranty on the new cruiser. **Chairman Byam** asked for the number of patrol miles per week. **Sgt. Roy** replied about 400 miles; approximately 70-80 miles per vehicle per day. **Captain Burke** mentioned that two vehicles have just had oil changes. Tires are usually changed every 40,000 miles. **Sgt. Roy** also responded that they receive a printout which shows the mileage as well as fuel usage; this makes it easy to keep track. The Board was concerned that this amount left little room for unforeseen repairs.

- **New Vehicle Prep.....0**

No new vehicle is scheduled for 2012; therefore prep is not needed.

- **Radio & Radar Expense.....800**

This is the standard fee. The company comes to the police department and calibrates the equipment.

- **Uniform Expense.....decreased to.....1,000**

Only minor replacements of uniforms are needed and they have received \$640 in funds from pistol permits that can be used for these purchases. All officers are equipped with standard hardware.

- **Bullet Proof Vests.....decreased to.....1**

No bullet proof vests are needed in 2012. **Captain Burke** said that he would like to leave \$465 in the budget but he doesn't have any plans, at this time.

- **Computer Equip/IT support.....decreased to.....500**

Captain Burke deferred to TA Reynolds on this line item. **TA Reynolds** said that IMC system will be paid for with encumbered funds. The only items to be expensed will be support (4.5 hrs. at \$110 equals a cost of \$495.) **Captain Burke** also mentioned that they have individuals who are familiar with this system.

- **Equipment.....1000**

They purchased tasers in 2011.

- **Dog Control.....500**
Captain Burke said that these funds are use to pay a stipend of \$125 quarterly for the animal control volunteer who does a great job.

- **Court Related Costs Line.....decreased to.....500**
Funds are used to cover any unanticipated costs related to police response and investigations. **Sgt. Roy** explained that this covers witness fees; a portion of the amount is returned to the department as revenue.

Captain Burke noted the proposed bottom line was \$236,692 compared to the 2011 budget of \$226,930. He asked the Board to understand that there is still a savings because the addition of a full time officer is being delayed until the last part of the year with this officer attending the January 2013 academy class. This officer will be working some part time hours until that time.

Referring to the range in pay rates for the police department, **Chairman Byam** ask if there was a step increase for those officers who take additional college classes, for example, in Criminal Justice. **Captain Burke** replied that right now all of his officers are college educated and experienced. **Selectman Sawin** responded that there should be some incentive to encourage someone to go beyond a college degree and aim for a Masters degree. **Captain Burke** thought that the Board should be responsible for writing that type of policy for the employee manual. He developed a pay range that he thought was fair for the level of police officers in the department. He also reminded the Board that these are highly skilled part time officers who are not paid any benefits which are major cost items that the town is not incurring. Ending this conversation, **Captain Burke** said that the town is receiving excellent police coverage and the residents are pleased with the results. He also stated that he is not looking at any additional police space. **Chairman Byam** mentioned that there will be a garage available for storage once the fire department completes a control burn on a town owned house on Center Road. There’s Emergency Management funds that could be used to make the garage secure instead of purchasing a steel container for storage purposes.

Lee Mayhew suggested having a fund in which anyone working for the town would have the opportunity to continue taking courses relating to their jobs and be reimbursed for the some of the cost.

8:40 p.m. Kate Thorndike – Town Report

Before addressing the town report, **Kate Thorndike** said that there has been a basal cut violation on Center Road which was brought to the office’s attention by a forester who’s working in town. The town forester looked at the area and agreed that there is a violation. She contacted the forest ranger and he will visit the site. **K. Thorndike** also informed the logger of this violation, as well.

K. Thorndike said that she was looking for some input from the Selectmen on creative ideas for the 2011 Town Report. She would like to continue the volunteering theme which appeared in the Lyndeborough Views and Karen Holland is willing to assist with this project. The students at the Central School will also be asked to participate by writing some nice quotes on how they can help others in a volunteering way. She asked the Board to think about the dedication of the town report and to send her their ideas. She asked for the Board's approval of the theme idea at this meeting so that she could get started. She added that the Selectmen's report must be submitted by mid-February. The dedication should be decided by the next Board meeting. **Chairman Byam** suggested talking with past volunteers for their input on the history of volunteerism in town. **K. Thorndike** mentioned that Jessie Salisbury writes a synopsis of all the happenings during the year; maybe a synopsis on the history of volunteerism could be placed on an opposing page. This issue will be discussed at the next Selectmen's meeting.

8:45 Citizens Forum

Lee Mayhew said that he had several suggestions; the Board should consider purchasing another rug for the Citizens Hall meeting room to protect the recently refinished floors. **Selectman Sawin** said that purchasing a new rug has been discussed.

Mr. Mayhew asked the Board to schedule CPR and AED training for the librarian and the library trustees. **K. Thorndike** said that she will let the librarian know when a training class is to be scheduled.

Mr. Mayhew suggested a second dedication for the back page of the town report. The Board liked this idea and they would discuss it.

Mr. Mayhew also suggested, during these austere times, that an overlay be applied to Pettingill Hill Road. Instead a portion of the road should be asphalted and the rest dug up, compacted and remain graveled. He would rather have less work done and do it right.

Mr. Mayhew suggested placing the following language at the bottom of the proposed warrant articles: "this article has a 2 cent, 4 cent, \$2.00 impact on the tax dollar." Selectman Boette voiced some concern that the amount stated may not necessarily be correct. Mr. Mayhew rephrased the terminology; "it is estimated that this warrant article will cost x amount on the tax rate."

Approval of Minutes, Manifests, and Items for Signature

The Board addressed all items that needed their signature.

Police Budget

The Board and TA Reynolds discussed the police department budget as presented by Captain Burke focusing on three major areas.

Salary adjustments: a few minor ones were supported but mostly this seemed a topic for another day given that almost all members of the department are quite new. Captain Burke had presented a coverage schedule that called for some overlap on most days where the Board's initial idea was for little to no overlap. They agreed to support the proposal of Captain Burke. How to handle the prosecutor duties was the last major area for discussion. The Board had initially been in favor of using a prosecutor hired by Wilton. Captain Burke had advocated using a current police department employee, Sgt. Roy, who has extensive experience in this field. The Board agreed to continue the current practice of using Sgt. Roy for this function. There was concern that the vehicle maintenance line did not allow for anything other than routine maintenance so they added \$2000 to the budget amount originally proposed by Captain Burke.

The Board asked TA Reynolds to incorporate these changes into a revised budget and forward it to them for further review.

Adjournment:

All scheduled items having been addressed. **Selectman Boette** moved to adjourn the meeting at 10:25 p.m.; **Chairman Byam** seconded the motion.

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

Chairman Byam then declared the meeting to be adjourned at 10:25 p.m.

Date: January 11, 2012
Pauline Ball, Recorder

Chairman, Arnie A. Byam, III

Donald R. Sawin

Kevin J. Boette

APPROVED BY BOARD OF SELECTMEN ON JANUARY 18, 2012