

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
CENTER TUFTONBORO, NH 03816
Telephone: (603) 569-4539 Fax: (603) 569-4328
www.tuftonboro.org

Selectmen's Work Session
8:30 am - Town Offices

Friday, September 28 , 2018

MINUTES

Present: Chairman Bill Marcussen, Selectman Lloyd Wood, Selectman Chip Albee and Administrative Secretary Karen Koch.

The official video of this meeting can be found on the Town of Tuftonboro's YouTube at:
<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

CALL TO ORDER

Chairman Marcussen called the work session to order at 8:37 am.

4210 POLICE DEPARTMENT (2nd revisit)

Chief Shagoury met with the Selectmen to work on the 2019 Police Department budget. There is a significant increase in the proposed budget to account for the addition of part-time officer(s).

01-4210-11-110 PD Officer's Salary: Due to anticipated training timelines (Police Academy training and field training), it is anticipated that a full-time replacement officer (for Officer Koch) won't be working independently until July 2019. This creates the need for a part time officer(s) to assist the department (1,000 hours to be filled by either one or more part time officers). The officer on leave is expected to come back but it is unsure if he will return to a full-time schedule. This adds to the need for aid from part time officers. There was a discussion regarding the pay grade for a new replacement full-time officer versus the former officer's salary which was included in the 2019 budget as a placeholder. There was also discussion regarding the replacement individual's commitment to the Town after Police Academy training is complete as there are numerous open officer positions in the area as well as local competition to consider for recruiting new officers. The following budget lines were discussed:

01-4210-12-110 PD Office Assistant: There was discussion regarding Selectman Wood's suggestion of adding a 10 hour assistant to the department. Selectman Albee and Chairman Marcussen would be in favor of considering this increase if this was something that was proposed by Chief Shagoury.

01-4210-13-141 Overtime: There was discussion regarding the need for on-call coverage. Selectman Albee asked Chief Shagoury to provide a clearer explanation of how this coverage is used and how part-time officers' hours will be incorporated into the schedule.

01-4210-20-680 Uniforms: Increased from \$ 3200 to \$9000. The biggest reason for the increase is for replacement of all body armor (\$4000). It is possible that grants are available for soft body armor. The grant money would be returned to the general fund so the initial expense needs to be put into the Police budget.

01-4210-21-680 Conference & Training: Increased from \$7800 to \$9800. Recruitment costs are included in this budget.

01-4210-23-680 New Equipment: Increased from \$12,700 to \$ 17,200 to equip new officers. It is possible that old radios might be able to be reprogrammed for new employees rather than having to purchase new ones. However, the old radios are no longer supported for service. An antenna is added to the budget to help with cell phone/air card coverage in the area. There was discussion regarding cell phone carrier coverage, FirstNet, etc.

01-4210-30-341 Telephone: Increased from \$6500 to \$9140. There was discussion regarding the anticipated added expense for increased internet speed. This figure would also include expenses that are not currently included in the Police Budget. (They are currently included in another section of the budget.)

01-4210-31-620 Office Supplies: Increased from \$9500 to \$10,500. Only software expenses are anticipated for 2019, not computers/hardware. There was discussion as to whether or not the requested amount would be sufficient considering the addition of part-time officers.

01-4210-32-430 Repairs & Maintenance: Increased from \$7460 to \$8200. There was discussion regarding maintenance of pistols, rifles, shot guns and tasers. Tasers are replaced every 5 years and an annual fee is paid for this. There is no maintenance for rifles and pistols.

There was discussion regarding the potential use of equipment for a part-time officer while a full-time officer is at the Academy. Selectman Wood suggested use of an outside contractor to repair the radar trailer and install the radar sign. He also suggested maintenance of the cruisers using oil undercoating.

Current 2018 expenditures and anticipated year-end expenses (including the anticipated expense for 2018 to add a part-time officer(s)) were discussed. In regards to the Police Facility RFP, there was discussion regarding inaccurate assumptions made by some of the public regarding hiring of personnel.

Motion: Selectman Wood moved to approve the following changes to the proposed budget, seconded by Selectman Albee for discussion.

01-4210-11-110 PD Officers Salary: Reduce from \$230,338 to \$220,543 (reducing the salary for MPO 2/full-time replacement to \$50,000. Selectman Wood rounded Grade 16-Step 1 to \$50,000), and reduced the two part-time officer salaries to \$10,870 each.

01-4210-12-110 PD Office Assistant: Increase this budget from \$24,529 to \$34,529 for an additional part-time administrative assistant.

01-4210-13-141 Overtime: Reduce from \$15,668 to \$15,200. Selectman Wood used his initial figure for PD Officers' Salary wages of \$190,290 and multiplied by 8% to come up with this revised figure.

Final Motion: Selectman Albee proposed an amendment to Selectman Wood's motion to approve budget 4210 for \$439,698, which would reflect the alterations proposed above, excluding the additional administrative assistant hours, seconded by Selectman Wood. Discussion followed. Vote passed with all in favor.

Sergeant Hathcock will be recognized for his community service at McDonald's in Ossipee on October 3, 2018 at 5:00 pm. Family, friends and Town officials are invited to attend. The Senate will be voting next week to recognize next week as an official community policing week.

As a follow-up to the 9/24/18 meeting, Chairman Marcussen signed the 19 Mile Bay fence repair proposal.

The Selectmen would like to meet with a part-time administrative support applicant on Friday October 5, 2018.

ADJOURNMENT

At 10:00 am, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted,
Karen Koch,
Administrative Secretary