

Approved: January 26, 2017

Posted: January 31, 2017



## Town Council Meeting Minutes

Thursday January 9, 2017, at 6:00 PM, in the Matthew Thornton Room



Chairman Harrington called the meeting of the Town Council to order at 6:00 p.m. Present at the meeting were Vice Chairman Rothhaus, Councilor Boyd, Councilor Dwyer, Councilor Flood, Councilor Koenig, Councilor Mahon, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali.

### Pledge of Allegiance

Chairman Harrington led in the Pledge of Allegiance.

### Public Comment - None

### Review of Proposed FY17 Budget

Town Manager Cabanel noted, although contractual increases are accounted for in the proposed FY18 budget, the 53<sup>rd</sup> week of payroll that was captured in the FY17 budget has been subtracted. The result is that many of the expenditures related to payroll are very similar when comparing FY17 actuals to FY18 proposed.

Another similarity throughout the budget is increases associated with retirement and health insurance.

### Welfare

Patricia Murphy, Administrator, Welfare Department, stated the overall budget represents a decrease of \$438. She noted a \$1,000 decrease due to no longer anticipating a donation from the Merrimack Sno-Buds (no longer in existence).

The budget proposes an increase in the rent amount (general assistant line items), which is a line that exceeding the anticipated amount in FY17. She stated her belief the increase in rental rates is related to the current state of the economy and housing market.

With regard to social services and health donations, requests exceeded \$120,000 in FY17. Efforts were undertaken to identify those that were the most basic of needs while staying in line with the budget. With regard to reimbursements/revenue, a higher amount came in than was anticipated.

Vice Chairman Rothhaus noted the increase in the amount requested by the Greater Nashua Mental Health Center (Center) (\$48,626), and questioned if that amount is a typical request from that entity. Ms. Murphy stated the request to have been higher than normal. She remarked when looking at the requests and the proposals, some of what comes into play is how the proposals justify the request. That particular request was based on a particular amount of clients, expenses, level of reimbursement they receive from Medicare and others, and what the deficits are. This year was the first time their proposal was put forth in such a manner.

When considering the level of funding, she considered the availability of funds to be distributed and the agency's prior ability to continue its good work despite deficits. This past year one of the agencies that a request was expected from did not come forward. As a result money set aside for that was able

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to be distributed among the requests received. That resulted in a slightly higher contribution to the Center (\$12,350 versus \$12,000 in prior years).

Town Manager Cabanel commented on the scrutiny paid to which services are utilized by Merrimack residents. She stated her opinion contributions should be comparable to services utilized, e.g., Merrimack should not be subsidizing services provided to other towns. Ms. Murphy responded unfortunately the figure provided by the Center was for Merrimack residents alone. She noted proposals include questions such as the number of Merrimack residents served, budgets, reimbursements received, and what the funds will be utilized for.

Town Manager Cabanel noted a lot of times the County picks up a large portion, which is not always reported. She remarked she is not certain if that is the case in this instance. Ms. Murphy remarked there are instances where they receive donations, conduct fundraising efforts, etc. There are sources of revenue that may not show up as reimbursements. Proposals do not always provide a complete picture.

Wanting these kinds of services to be available to our residents is the impetus behind contributing to these agencies.

Councilor Mahon questioned if the Town receives the audit reports of the agencies, and was informed it does. He questioned if the audit reports reflect the other sources of income, and was informed they do. Ms. Murphy responded one of the requirements is for the last complete audit to be provided with the proposal. That is part of the information she reviews in determining how to distribute available funds. Town Manager Cabanel commented the problem is the revenue source is not broken down by town.

Councilor Koenig stated his assumption the percentage is the Administrator's assessment of Merrimack's fair share so to speak, e.g., if the request is for \$48,000 and \$12,000 is provided it is because it is believed the other \$36,000 is being provided through other sources and not looking to other towns/cities to make up the deficit. Ms. Murphy stated that to be her assumption and is also based on amounts requested in past proposals. She spoke of the ability for entities to attribute certain costs and reimbursement to a particular individual and provide that information and noted private donations are not broken down/allocated in that way.

Councilor Koenig spoke of the anticipated revenue identified as private grants (\$1,000), and questioned its origin. Ms. Murphy stated that amount is anticipated through chance opportunities, e.g., Santa Fund, Lions Club, Merrimack Rotary, etc. Councilor Koenig questioned the amount identified as welfare reimbursements (\$5,000) noting much larger actuals in the two prior years. Ms. Murphy stated it to be difficult to predict when individuals will be able to reimburse. The \$5,000 is what is believed to be a steady amount. There have been years where the amount has been less than that.

When asked how reimbursements work, Ms. Murphy stated, by State law, every client must reimburse if financially able to. If in receipt of information that a client is able, she will communicate to provide a reminder of the obligation. That is not a situation that comes about frequently. Lien reminders are sent out yearly. Interest accrues on the lien, and she would not want that to come as a surprise to anyone. Liens are the most reliable source of reimbursement as they have to be satisfied if a home were to be sold.

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Councilor Mahon questioned if all of the food pantries received the letter questioning if they were seeking support. Ms. Murphy stated she does not solicit requests. If approached she will provide information. When checks are sent out on July 1<sup>st</sup> included is information notifying recipients of what is required should another request be made.

Councilor Mahon noted the \$3,000 request of the St. John Neumann Food Pantry, which is supported by the Catholic Church. Ms. Murphy stated they do receive a small grant from Catholic Charities, but there are a few other avenues from which donations are received.

Vice Chairman Rothhaus commented the Nashua Soup Kitchen & Shelter is listed as \$5,000 and the HIV/AIDS Task Force \$1,000. He questioned the number of Merrimack residents that go to the soup kitchen. Ms. Murphy stated there are residents that go to the food pantry. However, the larger reason for supporting that entity is the shelter aspect. The shelter is her primary location for placement for homeless individual(s). It is the only entity that has a family shelter.

#### Town Clerk/Tax Collector

Town Manager Cabanel reiterated the 53<sup>rd</sup> week of payroll factored into the FY17 budget has been removed, and contractual increases included.

Diane Trippett, Town Clerk/Tax Collector, noted changes within the proposed budget related to elections, e.g., last year there were temporary wage increases for added hours to assist with election related duties. Those hours have been put back to the standard hours the employees were hired at. Postage has also been reduced based on elections (not mailing out absentee ballots).

Other minor changes include a small decrease in Line Item #01-24-8300-0 - Travel & Meetings (\$200 reduction). The Deputy Town Clerk/Tax Collector has completed her four years of the New Hampshire City & Town Clerk and Tax Collector Joint Certification Program. There was an increase in Line Item, #01-24-8334-0 - Maintenance-Office Equipment (\$368); both of the software programs for the Tax Collector software and the Town Clerk software had minimal increases. Chairman Harrington questioned the amounts listed for the annual support for the software, and was informed the annual software support includes all of the telephone support and any changes to the software that need to be made annually. The support is used daily. She commented things with motor vehicles change almost weekly as does the software and the way things have to be processed.

Line Item #01-24-8352-0 - Education & Training, identifies an increase (\$300) to the cost associated with the NH Town Clerks' Conference. The intent is for the Deputy Town Clerk/Tax Collector to attend the conference along with the Town Clerk/Tax Collector. Ms. Trippett spoke of the opportunities/benefits gained through both of their attendance. She commented on efforts made to keep the associated costs down, e.g., the two of them sharing a hotel room with two others, attending different seminars, etc.

Councilor Boyd questioned Line Item #01-24-8359-0 - Other Outside Services; book binding of permanent records. Ms. Trippett responded each year all Boards, Committees, etc. are required, by State law, to turn over the meeting minutes of all of their meetings and proceedings. The Town Clerk is required to bind those and keep them forever. They are retained in the vault.

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Councilor Flood stated her belief costs associated with tax liens and deeds could be passed on to the person involved. Ms. Trippett stated that does occur. The Town has to outlay the funds for the mortgagee and the legal searches; however, through the tax lien and tax deed process, the customer is charged those fees. State Statute sets a certain dollar amount that we can attach to their account for every certified letter that we send, and when we do our legal searches we assess each parcel their share of what those costs are. When they pay it back is when the Town recoups it, but we have to outlay it. Assistant Town Manager/Finance Director Micali added Merrimack comes under the State Statute to gross appropriate, which means even though we are getting reimbursed, any time he writes a check there needs to be an associated appropriation.

### Media

Justin Slez, Assistant Coordinator, spoke of live streaming that began this past year. The cost associated with that is approx. \$200/month, which has been added to Line Item #32-32-8260-0 - Telephone. He stated his belief \$200,000 is being given back to the General Fund. The contract with Comcast is up for re-negotiation in 2019.

Under Line Item #32-32-8504-0 - Office Equipment, costs are identified for public access cameras and video switches for the studio/community taped shows. There have been quite a few Girl Scout and Boy Scout troops come in over the past year to take advantage of editing classes that have been offered. During those events they experienced computers shutting down in the middle of the class. Replacement costs are identified within the budget.

When asked about Line Item #32-32-8270-0 - Dues & Fees, Mr. Slez explained there are licensing fees associated with music played on the channel, annual software fees, etc.

Chairman Harrington questioned Line Item #32-32-83510 - Consultants (\$5,000). Mr. Slez stated that to be associated with the cost of bringing individuals in-house to address issues with hardware, lighting, etc. Town Manager Cabanel provided the example of the lighting project completed in the Memorial Conference Room.

Chairman Harrington questioned the cost identified for lower power FM equipment. Mr. Slez explained FM broadcast is sporadically offered through the government. Assistant Town Manager/Finance Director Micali stated his discussion with Mr. Lavalley indicated that cost to be associated with a project he is looking into. He is hopeful it will become available in the next fiscal year, and that he would be in a position to move forward with it if it does.

Councilor Mahon commented this has been discussed since the floods. Cable was not available because a lot of that was washed out. In terms of means to communicate with the community the thought was more people still have radios than other ways of receiving information. This was discussed years ago as part of the emergency management function.

Councilor Koenig noted the entire budget for the Media Department is covered through revenue received through Comcast franchise fees. There is no tax burden.

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Councilor Flood questioned where the excess revenue goes. Town Manager Cabanel stated the department has its own fund balance. That fund balance accumulates and has been monitored. As it accumulates a larger amount has been assigned to the General Fund revenue.

### General Government

Town Manager Cabanel highlighted the changes in Line Item #s 01-01-8104-0 - Wages - Other Full-Time and 01-01-8107-0 - Wages-Part –Time; Technology Assistant position has moved from part-time to full-time.

Line Item #01-01-8128-0 - Retirement, has increased (\$10,425) due to the change in the Technology Assistant position as well as the new rates (new every two years; rate for regular employees went from 11.17% to 12.15%). Line Item #01-01-8131-0 - Health Insurance has increased (\$19,750) as a result of the Technology Assistant position being offered health insurance.

Line Item #01-01-8142-0 - Compensated Absences, has increased (\$101,460). Every year this figure has to be adjusted. A certain amount of money is set aside every year for those employees who are eligible for retirement; to cover costs associated with monies to be paid out for accumulated vacation, sick time, etc. In the past those costs would come out of the individual budgets.

Last year there were 2 employees who reached age 60, which is an age at which some could retire (before the changes to the retirement system occurred). There are now 5 employees in this category having a fair amount of accrued sick and vacation time. Another category is employees having 20 years of service. There are 2 employees that fall into this category whereas last year there was 1. Costs attributed to turnover accounts for 6 employees (average number/cost allocated).

Line Item #01-01-8260-0 – Telephone, has decreased (\$8,840) as a result of a change in the vendor/contract for telephone system maintenance.

Line Item #01-01-8293-0 - Legal – Other, is decreased (\$50,000). That line has steadily decreased with the exception of FY16 when it increased due to the services required to address the pipeline issue.

Line Item #01-01-8352-0 - Education & Training, decreased (\$4,950). The Technology Committee has recommended the technology staff have at least \$5,000 available for attendance at conferences. However, that is not an expense staff incurs.

Line Item #01-01-8420-0 - Advertising, has increased (\$3,500) due to vacancies.

Line Item #01-01-8460-0 - Other Operating Expenses, decreased (\$21,500) as a result of the Business Expo./Merrimack Rocks event, which no longer occurs. That amount is also identified under revenue.

Line Item #01-01-8910-0 - Capital Reserve Fund Purchases, increased (\$15,000) as a result of an increase in Microsoft licenses and the WiFi campus project. Chuck Miller, Technology Coordinator, stated the WiFi campus project is for both the Police and Fire Departments (two separate projects). They have started to utilize a great number of devices and systems that utilize WiFi as a connectivity method. Up until this point, the need has been addressed with the installation of independent individual routers/access points. The drawback is the access point has to be either dedicated as public access or private (connects with the Town's network).

Currently the access point in the conference room is public. When the Police Department utilizes the room for training and want to connect to their record system, they cannot. Access points can be moved around, but becomes a burden. The term campus refers to having several access points that are integrated and controlled by a single control point so that they can be adjusted accordingly and you can move from one to another without having to lose connectivity. It will also allow for those access points to be public for the public and private connected to the department networks for the private. The Fire Department does the same thing with theirs and is even more of a challenge because of the size of the building, all of the brick, and the fact that their EMT and EMS people move from area to area.

Chairman Harrington questioned the increase to Line Item #01-01-8353-0 - Computer Services; specifically Internet services (\$6,000 increase). Mr. Miller stated some of the cost for the increase in Internet connectivity is in fact bandwidth.

Councilor Dwyer noted Line Item #01-01-8359-0 - Other Outside Services, identifies an increase (\$3,000) for bank service charges. Assistant Town Manager/Finance Director Micali noted part of that increase is associated with the acceptance of credit card payments as well as lock book fees, bad check fees, etc. having increased.

### Communications

Town Manager Cabanel spoke of a question asked relative to Line Item #s 01-05-8510-0 - Capital Reserve Fund (deposits) (\$3,000 increase) and 01-05-8910-0 - Capital Reserve Fund Purchases (\$559,000 increase). When first approached by the Police Department about changing over their communications system and console the desire was to do it in increments because of the cost involved. The communications Capital Reserve Fund (CRF) had been underfunded; typically allocating \$25,000/year. Equipment was aging to the point of being so outdated that parts were no longer manufactured.

The system basically came in three parts/components. The 1<sup>st</sup> was at a cost of \$46,673 (expenditure made in FY15; purchased with end of year fund balance). The second component cost is \$516,000. The Town began saving for that (\$146,000 in FY16 and \$182,000 in FY17). Proposed for FY18 is an allocation of \$185,000. The total allocation/savings will be \$513,000. The expenditure identified in Line Item #01-05-8910-0 for \$559,000 is intended to cover the cost of the 2<sup>nd</sup> component (\$516,000) and the Fire Department component (\$43,000) of the same configuration.

Chairman Harrington stated the \$559,000 is an expenditure that will appear in the budget. It will be offset by the savings in the CRF. She wished to highlight that over half a million dollars of the total budget will be covered through savings.

Town Manager Cabanel stated the intent to begin accumulating funds into the CRF again, but not at this level.

Chief Mark Doyle stated aside from the capital outlay for the radio system, there is an approx. 3.5% increase to the overall budget. Line Item #01-058352-0 - Education & Training, has an increase of \$1,000. Chief Doyle spoke of the desire to ensure the Public Safety Communications Specialists (Dispatchers) are as properly trained and up-to-date on the most recent contemporary strategies

associated with public safety dispatching and that the Police Officers continue to participate in training opportunities. There are very few opportunities, even at the State level, to take advantage of training. There is an Association of Emergency Dispatchers that is put together by the New Hampshire Emergency Dispatchers' Association. They conduct a yearly conference and training exercises. There are regional opportunities through both Homeland Security and FEMA that are available for Dispatchers if the funds are available to participate.

Lt. Brian Levesque spoke to the increase (\$27,799) noted in Line Item #01-05-8107-0 - Wages Part-Time. Last year the department appeared before the Council looking to increase the number of full-time Dispatchers to seven (7). In FY16, the department had a full-time Animal Control Officer (ACO) and part-time hours budgeted (2,080). When making the request for the 7<sup>th</sup> full-time Dispatcher, they agreed to cut down the ACO hours to 24 and reduce the part-time hours by half. Essentially it worked out that they still had a part-time union member. That line item in FY17 was zeroed out.

The department is requesting the 1,040 part-time hours be reinstated for that part-time union member Dispatcher that works set hours/set days. By cutting the ACO to 24 hours and having the part-time hours the resulting savings was roughly \$36,000. The cost of a full-time Dispatcher is approx. \$38,000. The department would ask to reduce the number of on-call hours to 800 to make up the difference (additional savings of \$3,300).

That would result in the department having the needed on-call staff, the part-time union member, and continue to have the 7<sup>th</sup> Dispatcher. Chief Doyle explained further the part-time Dispatcher is the one part-time union position. That individual has set hours every week (2 shifts/week). The position is budgeted for 20 hours just in case there is an opportunity for a little extra work. That Dispatcher is at a rate of \$18.60/hour for 1,040 hours. The on-call Dispatcher position, which was 1,000 hours in FY16 and FY17, would be reduced to 800 hours. That is the per diem shift coverage person. It is believed being able to accommodate the necessary shifts in terms of coverage with this schedule and these hours (total of 1,840), will be in line with the addition of the 7<sup>th</sup> Dispatcher without an overall increase in the budget.

Town Manager Cabanel commented on the difficulties associated with being able to hire a part-time Dispatcher and a qualified on-call Dispatcher. They have been able to find someone that can work standardized hours. She spoke of the difficulties associated with retaining an individual with the required knowledge to work in a position that has a high level of stress and the identified hourly wage.

Lt. Levesque stated as part of the radio upgrade they will be swapping over from copper based phone lines that control the radio system into a digital IP linking system where it will be mostly all IP addresses. Essentially the greatest problem with the current system is the digital interface from the radio room downstairs that runs up to the console and the communications center. That is the oldest piece of equipment, and is no longer supported. If it goes down, they will retain communications but will lose all of the digital communications, which allows for the more reliable and clear transmissions, and would be forced to return to analogue where they were prior to 2005.

When asked, Lt. Levesque responded there is no clear life expectancy. The expectation is about 10 years. The system could be built onto. It is not going to be a system that would have to be replaced in its entirety 10 years out.

Chief Doyle commented when talking about the upgrades to these systems the discussion is around scalability and interoperability. It is the kind of thing that gets the department to where they have been wanting to go since the 9/11 attacks when we had all of the interoperability issues and problems when we could not communicate with our colleagues that were 100 yards down the street due to the myriad of problems that existed with frequencies, crossovers, etc. They have been told by the vendor that this is the kind of thing that brings scalability as well as a lifespan of about 10-12 years meaning that not only will it get us to where we need to go and keep us there for 10 more years, it will also provide the opportunity to expand out on it wherever this first net project takes us, wherever any other interoperability project takes us as well. By planning for the future through allocating funds to the CRF on a yearly basis and at a sufficient rate, when the time comes for the next large expenditure, it can be made without having such an impact on the tax rate.

When asked for additional detail on the Fire Department piece and how it fits in, Lt. Levesque stated it will be a base console. If anything were to happen to the communications center at the Police Department, they would be able to transition down to the Fire Station and use their base radio console as a backup.

Councilor Dwyer noted all of the Dispatchers are listed at the same salary. Chief Doyle stated that to be the case with the exception of the 7<sup>th</sup> Dispatcher who would come in at the bottom of the pay scale. All of the other positions have reached the top of the pay scale.

### Police

Town Manager Cabanel reiterated the 53<sup>rd</sup> week of payroll has been removed and the contractual increases included. However, under Line Item #01-04-8104-0 - Wages - Full-Time, the salaries listed for Detectives, Master Patrolmen, and Patrolmen do not reflect increases. There is not yet a negotiated contract.

The cost of health insurance has increased (\$55,524). The patrol officers have a different plan because we are not in contract. Retirement costs have increased (\$82,253). The statewide police rate was 26.38% in FY16 and FY17, and will increase to 29.43% in FY18 and FY19. She stressed this increase is not associated with union contracts. It has to do with the Legislature adjusting for calculations of the past.

Chief Doyle stated the budget, as proposed, deviates very little from last year. It represents an approx. 1% increase over the FY17 budget. There are increases in the training lines. There is a small increase in Line Item #01-04-8105-0 - Overtime - Supervisory, which is the result of the new officers. The Supervisors and Lieutenants especially who are the staff Squad Commanders are the ones who are directly responsible for the final evaluations and assessments of all of the newest officers. There are so many they wish to ensure that moving forward the appropriate amount of evaluation and assessment is done on those officers from the point where they are brought in the door through the Police Academy, through their field training, and throughout their probationary period. They are still in the process of recruiting 2 more officers, have 3 that are still in their probationary period, 2 who are completing field training, 1 graduated the academy recently and the other will in September.

Line Item #01-04-8503-0 - Vehicles, shows an increase (\$21,000). The department is looking at purchasing 3 cars, which is what is done each year. This year they do not need to purchase all of the



necessary equipment for those cars. The equipment exists and simply needs to be transferred over and the associated labor cost paid. The current bid price through the State of New Hampshire for the all-purpose vehicles is \$26,018. The transfer charge is roughly \$3,000.

Line Item #01-04-8508-0 - Operating Equipment, identifies a decrease (\$10,095). There is a reduction in the taser replacement program. The \$1,905 listed is the yearly cost associated with the program. When signing on to the taser acquisition program last year, the initial yearly outlay was \$11,000±. The agreement was that the Town would pay \$1,905 a year for the subsequent 5 years in the program, and then get those tasers replaced at no cost. The Town would then sign on for another agreement for the following five years.

Captain Denise Roy stated Line Item #01-04-8104-0 - Wages - Other Full-Time, lists a hiring incentive (\$10,000). She requested the amount be added to the budget noting the department is having a difficult time filling Police Officer positions. What they would see as a benefit is to have a hiring incentive, which would be for currently certified full-time officers, e.g., officers who have already gone to the academy. From the time period of hiring someone who has no experience to the time they are set out from their FTO program the Town incurs an expense in excess of \$20,000. Even at the end of the field training process, that officer may not work out. Full-time certified officers already have experience, some knowledge; their field training program is cut in half because they are already familiar with the laws it is just a matter of getting to know how things are done in Merrimack. The intent would be to offer a \$5,000 bonus after the probationary period is over (typically a year), as long as they are certified, passed their FTO program and are out on their own. The officer would be asked to sign a contract committing to stay with the department for a period of time. If leaving prior to the end of that period of time the monies would be prorated and would have to be paid back.

Councilor Dwyer questioned if a ten-year veteran of another department coming on board would still have to wait until the conclusion of the year-long probationary period with the Town, and was informed that would be the case. Assistant Town Manager/Finance Director Micali stated they would work with legal counsel to ensure the contract was not an employment contract similar to what was done with the Paramedics and their training.

Vice Chairman Rothhaus questioned, if an officer attends the academy and then leaves the department early, is there an arrangement whereby the cost of the academy is required to be reimbursed, and was informed there is not. He noted other communities that require officers leaving within two years' time to pay back a prorated amount, and stated the Town should look into that. Councilor Dwyer suggested given the difficulties in filling positions, having such an arrangement in place could discourage potential candidates.

Councilor Boyd noted under Line Item #01-04-8204-0 - Uniforms, the ACO should be changed to reflect part-time. He asked how the transition from full-time to part-time has worked out. Chief Doyle responded they have not been able to move forward; are just starting to move forward now with the part-time ACO process. There are five interviews scheduled for the following week.

He questioned Line Item #01-04-8270-0 - Dues & Fees; specifically the \$3,000 listed for Child Advocacy Center. Chief Doyle responded that is a figure that is paid every year. The entity receives very little funding from the State, and requests participating agencies in the county help support the efforts. Captain Roy stated in 2007 Hillsborough County saw the need for victims of child sexual

abuse and severe physical or emotional abuse to be interviewed by 1 forensic interviewer. In the past, the Police would come to the place where the child was being assaulted and ask questions. The child would have to talk to a stranger in a uniform and it was extremely uncomfortable for the victims. They were finding they were having a harder time talking to the Police Officers than they were with a neutral person. The Child Advocacy Center is a location in Nashua; neutral, child friendly having a trained forensic interviewer. That interviewer has special techniques to be able to make the child feel comfortable. Merrimack unfortunately utilizes them a lot; often 1-2 times a week. The services they provide are a tremendous asset to the department and the victims of Merrimack.

Councilor Boyd noted the State hired a consultant to do a report on DCYF, and noticed a vulnerability or lack of cohesion between DCYF and local law enforcement agencies as it relates to the physical removal of a child from a negligent or deplorable situation. He questioned how Merrimack's resources have been taxed as a result of removing a child and the need for a temporary foster situation, e.g., if something local is not available, the child would have to be transported across jurisdictional lines, etc. Captain Roy stated the Child Advocacy Center is multi-disciplinary. What happens is everyone who needs to be involved in a case, e.g., police, prosecutors, DCYF, forensic doctor, etc. is there for those interviews. Because of the Child Advocacy Center, in situations where there is a requirement to remove a child from a home, everyone is there and able to speak to their part of what needs to be done. Merrimack is fortunate in having a good working relationship with DCYF. Because of the work that is channeled through the Child Advocacy Center for victims of sexual abuse where the perpetrator is an in-home perpetrator, they do have the ability to work with DCYF directly.

Councilor Boyd commented he did not see training associated with the K-9 program, and asked for confirmation that program continues to be treated as self-funded. Chief Doyle stated monies continue to be raised by CrimeLine, and money has been budgeted over the past two years. Dallas has completed his training, and is slated, depending upon availability, to go through drug detection training in the spring. At this point, it looks like Gunny will slowly phase into retirement. His ability to detect drugs is something the department wanted to continue to be able to leverage. He will continue to be available for those kinds of purposes.

Councilor Boyd noted in Line Item #01-04-8321-0 - Maintenance - Building, an allocation of \$45,000 has been requested, and the Town Manager has supported \$15,000. He questioned the maintenance issues that require addressing. Chief Doyle responded a large chunk of the money is earmarked for the changeover of a room upstairs currently used as an equipment room for the Criminal Investigative Bureau, which will be made the electrical room for all of the computer switches. All of the radio system components will be brought upstairs. Presently all of the radio room, computers, switches, etc. are in the electrical room located directly under the sprinkler heads. The desire is to ensure funding is available. The Town Manager brought to the attention of the department the \$45,000 budgeted last year was for the upgrades to the communications center itself. That amount is not necessary for room renovation.

Councilor Dwyer questioned the role of the Community Service Officer. Captain Roy responded the Community Service Officer is the hardest working officer. He is a certified Police Officer who has been on the department for close to 20 years. He handles the PACT Program during the school year, all of the Crime Watch programs, Citizens Academy; anything to do with community services.

#### Police Detail

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Chief Doyle stated when he and the Assistant Town Manager/Finance Director spoke they discussed the anticipated needs based upon past experiences. There has been a bit of a downturn as it looks like some of the work being done for Eversource in cutting back the brush, is reaching the point of wrapping up in Merrimack. The \$416,516 figure listed under Line Item #20-04-8432-0 - Outside Detail, is pretty accurate, and he is comfortable the department will be able to accommodate any of the detail requests that come in.

Councilor Dwyer questioned the \$50,000 listed as administrative charge. Assistant Town Manager/Finance Director Micali stated there to be a formula used for the self-reporting fund, which takes into account the time of the Police Chief, the Administration of the department to set up the details, the Finance Department to deal with the billing, etc.

### **Adjourn**

**MOTION made by Councilor Boyd and seconded by Councilor Mahon to adjourn the meeting.  
MOTION CARRIED 7-0-0**

*The January 9, 2017 meeting of the Town Council was adjourned at 8:09 p.m.*

Submitted by Dawn MacMillan