



Town of Antrim
Select Board Meeting
Minutes October 16, 2023
6:00PM

Board Members Present: Michael Ott, Chairman (via Teams), Selectman, Donna Hanson, Selectman Bob Edwards.

Staff Present: Town Administrator, Russell McAllister.

Others Present: See Attached

Approval of Minutes

Mr. Ott made the motion to approve the September 27 / October 5 meeting minutes. Mr. Edwards seconded the motion. The vote was unanimous and so moved.

Police Department Budget

Officer in Charge (OIC) Scott Lester presented the police budget for 2024 (see attached). The total budget is \$644,850 with an increase of \$43,250. Increases in the budget were driven by wages and the purchase of body cameras. Some discussion about the technology upgrade and its timeline ensued.

TransAlta – Landowner Assessments

The Board reviewed reports from the Town's utility assessor. After a brief discussion it was determined to have the Town counsel reply to TransAlta legal counsel.

Meetings Attended

Ms. Hanson did not attend any meetings. Mr. Ott did not attend any meetings. The possibility of electronic signage and where it may be best installed was discussed. Mr. Edwards attended a water and sewer meeting.

Town Administrator Update

CDBG Professional Services Agreement

The TA provided the agreement from CDBG grant administrator for review. Mr. Edwards had several questions with respect to project monitoring and repayment by Antrim Commons. The TA explained that the NH CDFA, who provided the funding for the Antrim Commons Project, is the entity responsible for long term monitoring. With respect to the grant repayment terms offered by Antrim Commons the Board determined that the grant administrator is best suited to answer those questions at a future meeting.

County Tax

The Board reviewed the County's tax bill.

Road Maintenance Schedule

The TA provided the road maintenance schedule left by the retired road agent, Jim Plourde, for review by the Board. Mr. Edwards expressed concern about some of the gravel roads that have yet to be adequately maintained since the rains and floods of July.

Other Business

The Board reviewed correspondence concerning the Franklin Pierce cell tower. The Board directed the TA to look at the approvals associated with the tower.

Mr. Edwards expressed concern over the guard rails on the Liberty Farm Bridge and asked the TA to contact Mike Hansen.

Non Public Session – RSA 91-A :3 II (b) (c)

Ms. Ott made the motion to convene in non-public session under RSA 91-A:3 II (b) (c) to discuss employee performance and review a candidate for the Road Agent position. Mr. Edwards seconded the motion. The vote was unanimous and so moved. Roll call vote; Mike Ott, yes; Bob Edwards, yes, Donna Hanson; yes. The Board convened in non-public session at approximately 1900.

The Board convened in non-public session at approximately 1900.

The Board reconvened in public session at approximately 1915.

Mr. Ott made the motion to extend an offer of employment to Tyler Tommila as the Antrim Road Agent at an annual rate of pay of \$80,000. Mr. Edwards seconded the motion. The vote was

Adjourn

There being no further business Mr. Ott made the motion to adjourn. Mr. Edwards seconded the

Respectfully submitted,

/s/ Russell McAllister

Antrim Police Department

2024 Budget Proposal

In 2023 the Antrim Police Department had a significant transition in personnel with the departure of Chief Brian Lord. At the beginning of budget preparation, we were in the middle of the search for a new Chief of Police. This increases the difficulty of preparing the budget for 2024. We are fortunate to have a solid staff who are committed to providing professional service to our community.

As many police departments across the state are still facing officer shortages and many officers' transitioning out of the profession, we must maintain competitive with our salaries, serviceable equipment, new technology, and training opportunities.

SALARY Expenses.

01-4210-01-110 PD Salaries

This line item will represent all police employee salaries, both full and part-time. All full-time officer salaries are commensurate with a revised State Police Wage Scale made effective July 14, 2023. The figures used for this proposal are the hourly salaries based on a 40-hour work week. For 2024 the Administrative Assistant has been given a 3% increase based on job performance. The salary expenditure will be as follows:

Chief: Estimated	Grade 29-Step 2	\$92,976.00
Sergeant Blake	Grade 22-Step 6 (year 1 of 2)	\$81,619.20
Detective Christensen	Grade 21-Step 3	\$68,702.40
Officer Hunter	Grade 19-Step 4	\$65,832.00
Officer Girard	Grade 19-Step 1	\$58,281.60
Officer Lacombe	Grade 19-Step 1	\$58,281.60
Part-time	Competitive Rate	\$2,000.00
Admin. Assistant	Competitive Rate	\$30,359.00
Request for PD Salaries is:		\$458,500.00

01-4210-01-140 PD Overtime

Overtime is calculated by determining the known number of open shifts per year that need coverage. These shifts are identified as holidays, vacation, training, and sick leave. This amount does not consider the needed coverage at town events, emergencies (including weather related), court appearances and major case investigations. All these events translate to officers having to work more than their scheduled 40-hour work week.

To calculate the necessary amount allotted to overtime costs, I established an average overtime rate of \$47.99. It is extremely difficult to predict the unknown; however, there are specific areas which can be utilized to get a good estimation as to the amount of overtime needed throughout the year. The hours are broken down as follows:

Holidays – 12 py multiplied by the officers entitled to overtime pay (5) = 600 hours.

Vacation/Sick – Allotments vary with years of service. = 660 hours

Training - Each officer is allotted 40 hours per year (Varies); = 400 hours

Total of 1660 hours at the average overtime rate of \$47.99 per hour; = \$79,657

Schedule adjustments are utilized on a regular basis to offset overtime spending and allow for extra patrols if the need arises but that does not eliminate the need for overtime. Considerations must be made to maintain adequate police coverage and efficient operations of the department during major case investigations, shift overages, callouts, court, and training. One overtime shift a week at the average rate is \$24,954.80 a year.

Request for this line item is: \$50,000.00

01-4210-01-341 Special Duty Pay:

This expenditure was established for proper financing protocols. The police department obtains grant funding for additional enforcement patrols through NH Highway Safety. We also provide traffic safety and security details for commercial and private entities, with all payroll/fees paid by the requesting party. The offsetting revenue line for this expenditure line is Account #01-3403-01-002.

Request for this line item is: \$2,000.00

Total Salary Expense request: \$510,500.00

OPERATING Expenses.

01-4210-01-341 PD Telephone

The Antrim Police Department utilizes different communication systems. We have the standard phone lines (including a fax line) and cellular phones. Also billed for this expenditure are the internet and cable services, MDT Air cards, as well as the Fire Alarm lines. The projected TDS costs are approx. \$3,532 with an additional \$5,473 to AT&T FirstNet. The remainder of the budget is for the Fire Alarm service and maintenance costs.

Request for this line item is: \$9,750.00

01-4210-01-342 PD Software / Support Contracts

The funds for this line item are for the support contracts which increase annually due to upgrades made with the software. The two areas of support are the Records Management System through Central Square Technologies (IMC) at \$5,584 and all other technical support provided by the town's contracted local provider, Mirador IT Services at \$16,320. IMC Live and the use of our MDT's is completed, we are now on par with current technology and State/Court suggested practices. Additional funds will be allotted to maintain the proper hardware/software rotation and updates.

Request for this line item is: \$20,000.00

01-4210-01-392 PD Dispatch

The Antrim Police Department (and Highway Department) uses the Hillsboro Dispatch Center for most of the telephone and radio communication. This local service is the most efficient means of communication and obtaining necessary patrol data. The contracted cost for these services has increased due to equipment upgrades, call volume and usage over the past 3 years, and the implementation of IMC Live. The rate is very competitive, and the services received make this our best option.

Request for this line item is: \$32,000.00

01-4210-01-392 PD Training & Equipment

The Antrim Police Department has always maintained multiple officer certifications at the instructor level. This includes high liability areas such as Domestic Violence, Firearms, Rifle and Shotgun, Defensive Tactics, ALICE and Taser. Having instructors in these areas allows all our officers access to in-house training and knowledge. With this also comes the need to maintain an elevated level of training. Proper training and equipment are vital components of police work to stay up to date with the current issues we face. Also, NH Police Standards and Training Council has increased the number of required hours for continuing education from 10 hours to 16 hours in 2024, with a target goal of 24 hours required in 2025. Meeting this requirement will increase this line-item amount.

Request for this line item is: \$7,500.00

01-4210-01-610 PD Supplies

This expenditure covers a wide variety of materials necessary to operate and will remain the same for 2024.

Request for this line item is: \$3,000.00

01-4210-01-622 Office Equipment

In 2023 the department replaced its primary Xerox Machine which is used for most of our printing, scanning, coping, and faxing (Yes, we still FAX). The new printer was leased over a 5-year period with a payment and service agreement for a total cost of \$9210.00 (\$1842.00) per year.

This line also covers items such as chairs, shelving, file storage and replacement or repairs to general office equipment such as printers, battery backup devices and more.

Request for this line item is: \$4500.00

01-4210-01-625 **PD Postage**

This expenditure covers the cost of renting our post office box and most mailings. This line has offsetting revenue from processing fees; see account #01-3401-01-001.

Request for this line item is: \$400.00

01-4210-01-631 PD Radio Repair & Cruiser Equipment

This line item consists of the cost for maintenance, certification, and repairs of equipment to include cruiser radar's, miscellaneous cruiser equipment, the base radio at the station, and office equipment. General cruiser equipment is also purchased out of this line, such as flares, crash investigation equipment, cones, and other items for everyday patrol activities. There is a significant increase for 2024 due to replacing and upgrading the AXON Body Worn Cameras (BWC) that were donated to us in 2018 by the Weare PD. These BWC's are at the end of their life (after being used by 2 agencies over the last 10+ years). The replacement plan has a cost of \$48,847.42 (2023 quote). We anticipate 50/50 grant funding through NHDOS, and request \$25,000 in this line to cover our costs.

Request for this line item is: \$28,000.00

01-4210-01-635 **PD Fuel**

Fuel prices have continued to increase over the last several months. I have estimated up to 60,000 miles will be patrolled, using approximately 5000 gallons of fuel in 2024, to provide proper visibility and coverage. Based on current pricing, and fuel consumption, the amount requested for this expenditure has decreased slightly due to 2023 usage.

Request for this line item is: \$18,000.00

01-4210-01-660 PD Vehicle Maintenance

To estimate the cost of vehicle maintenance and repairs for the upcoming year, I have accounted for a total of 10 oil changes, two sets of tires and some miscellaneous items such as wiper blades and light bulbs. You cannot account for unforeseen mechanical problems which will arise when driving vehicles in a variety of conditions and circumstances.

Request for this line item is: \$3,500.00

01-4210-01-681 PD Uniforms and Equipment

Although officers are particular about their uniforms, items wear out and need replacement. Their uniforms are worn daily and as a result they wear out. I have accounted for typical items that will need replacement throughout the year as they become worn or damaged due to working conditions. After review of needed items, there is an increase for 2024.

Request for this line item is: \$4,000.00

01-4210-01-815 PD Dues and Subscriptions

This expenditure remains the same based on prior years spending.

Request for this line item is: \$500.00

01-4210-01-412 PD Water Department Bill

This line item covers the cost of the monthly water bill for the Police Department which fluctuates due to usage.

Request for this line item is: \$2,000.00

01-4210-01-890 PD General Misc.

This line item covers those areas which have not been specifically broken down i.e., travel, mileage, printing, applicant testing etc. This expenditure also assists with unexpected minor expenses.

Request for this line item is: \$1,200.00

Total Operating Expense request: \$134,350.00

TOTAL BUDGET REQUEST FOR THE YEAR 2023: \$644,850.00

This initial budget proposal shows a 7.2% or \$43,250.00 increase for 2024. There are two areas that contribute to most of the increase. The increase in the 2023 NHSP pay scale from the 2021 scale as well as the replacement of the BWC's. With no major incidents, investigations, repairs, or storms, I feel the requested amount will allow us to provide the high level of professional service our community has come to expect.

Thank you for your continued support,

Scott R. Lester

Antrim Police department
2024 Budget
2024 Budget Compared to 2023 Budget

Category	2024 Budget	2023 Budget	\$ Variance 2024 Budget to 2023 Budget	% Variance 2024 Budget to 2023 Budget	2024 Budget Percent To Total
Salaries (FT/PT/Admin)	458,500	419,000	39,500	9.4%	71.1%
Overtime	50,000	60,000	-10,000	-16.7%	7.8%
Special Duty	2,000	2,000	0	0.0%	0.3%
Subtotal Salary Expenses	510,500	481,000	29,500	6.1%	79.2%
PD Telephone	9,750	8,750	1,000	0.0%	1.5%
PD Software & Maint.	20,000	32,000	-12,000	-37.5%	3.1%
PD Dispatch	32,000	30,000	2,000	6.7%	5.0%
PD Training & Equipment	7,500	7,500	0	0.0%	1.2%
PD Supplies	3,000	3,000	0	0.0%	0.5%
PD Office Equipment	4,500	6,500	-2,000	-30.8%	0.7%
PD Postage	400	400	0	0.0%	0.1%
PD Repairs & Equipment	28,000	3,000	25,000	833.3%	4.3%
PD Fuel	18,000	20,000	-2,000	-10.0%	2.8%
PD Vehicle Repairs	3,500	2,750	750	27.3%	0.5%
PD Uniforms	4,000	3,000	1,000	33.3%	0.6%
PD Dues & Subscriptions	500	500	0	0.0%	0.1%
PD Water	2,000	2,000	0	11.4%	1.5%
PD General Misc.	1,200	1,200	0	0.0%	0.2%
Subtotal Other Expenses	134,350	120,600	13,750	11.4%	20.8%
Total	\$644,850	\$601,600	\$43,250	7.2%	100%

Account Number	Account Description	Budget 2023	Exp 10/23	Proposed 2024	\$ Diff	% Diff
01-4210-01-110	PD Salaries	419,000.00	364,647.63	458,500.00	39,500.00	9.43%
01-4210-01-140	PD Overtime	60,000.00	34,469.89	50,000.00	(10,000.00)	-16.67%
01-4210-01-160	PD Special Duty	2,000.00	3,425.00	2,000.00	-	0.00%
01-4210-01-341	PD Telephone	8,750.00	4,692.14	9,750.00	1,000.00	11.43%
01-4210-01-342	PD Software MIS Support	32,000.00	19,356.43	20,000.00	(12,000.00)	-37.50%
01-4210-01-391	PD Dispatch	30,000.00	28,125.00	32,000.00	2,000.00	6.67%
01-4210-01-392	PD Training	7,500.00	5,465.77	7,500.00	-	0.00%
01-4210-01-412	PD Water	2,000.00	274.34	2,000.00	-	0.00%
01-4210-01-610	PD Supplies	3,000.00	1,404.16	3,000.00	-	0.00%
01-4210-01-622	PD Office Equipment	6,500.00	2,177.42	4,500.00	(2,000.00)	-30.77%
01-4210-01-625	PD Postage	400.00	140.04	400.00	-	0.00%
01-4210-01-631	PD Repair & Equip	3,000.00	1,983.73	28,000.00	25,000.00	833.33%
01-4210-01-635	PD Fuel	20,000.00	10,862.84	18,000.00	(2,000.00)	-10.00%
01-4210-01-660	PD Vehicle Repairs & Maint	2,750.00	3,759.29	3,500.00	750.00	27.27%
01-4210-01-681	PD Uniforms	3,000.00	2,775.33	4,000.00	1,000.00	33.33%
01-4210-01-815	PD Dues & Subscriptions	500.00	565.00	500.00	-	0.00%
01-4210-01-890	PD General Misc	1,200.00	302.17	1,200.00	-	0.00%
Total		601,600.00	484,426.18	644,850.00	43,250.00	7.19%

	wages	NHRS - 31.28%	NHRS - 13.53%
Salaries- Grp II	426,141.00	133,296.90	-
Salaries- Grp I	30,359.00	-	4,107.57
Overtime	50,000.00	15,640.00	-
Special Duty	2,000.00	-	-
	508,500.00	148,936.90	4,107.57

NHRS	153,044.48
Health	148,816.20
Dental	11,000.00
Fica/Medi	2,475.46
Total	315,336.14
Budget	644,850.00
Total Budget	960,186.14

	wages	Fica/Medi - 7.65%
Part Time	32,359.00	2,475.46

Health	Blended Rate - Employer	Number	Cost	Dental 1k
Single	800.85	0	-	-
Family	2,480.27	5	148,816.20	11,000.00
			148,816.20	11,000.00

**PUBLIC ATTENDEES FOR
BOARD OF SELECTMEN'S Meeting
Monday October 26, 2023**

PRINT NAME	REPRESENTING
PLEASE PRINT	
MARK D. MURDOUGH	RESIDENT / PS
PLEASE PRINT	