

## Stoneham Finance & Advisory Board

Monday, December 18, 2017

Stoneham Town Hall Hearing Room

### ATTENDEES:

- Heidi Bilbo
- George Drugas
- Domenico Martignetti
- Angelo Mangino
- Ben Caggiano
- Tim Waitkevitch

### AGENDA:

1. Review prior meeting minutes
2. Introduce new board member Andrew Harmon
3. Stoneham PD budget review with Chief McIntyre
4. Continuing discussion on establishing new Reserve Policy Procedures
5. Nominate audit sub-committee members
6. Miscellaneous

### DOCUMENTS:

1. Police Department FY2019 Budget Presentation

### MINUTES:

The Chair called the meeting to order at 7:30 pm and directed to board to agenda item #1. Motion to approve the minutes was made, seconded and the board approved unanimously.

The Chair moved to item #2. Jeanne Craigie introduced Andrew Harmon as a new member of the board. As he had not been sworn in yet, he was unable to join the meeting, but expected to be sworn in on Tuesday morning. Mr. Harmon introduced himself. He has been a Stoneham resident for 4 years and has two boys, 7 and 3. He is currently employed as an auditor in Wakefield. Mr. Harmon is looking forward to joining the board and giving back to the town. The present board members welcomed him.

Ms. Craigie also informed the board that Ethics Testing will be required again in January 2018.

Ms. Craigie reminded the board that there was a Special Town Meeting scheduled for January 29, 2018. As of the present time there are 2 warrant articles: Marijuana ban and a Weiss Farm drainage article (a request to clean out drainage from a neighbor). On January 28, 2018, there will be Pre-Town Meeting forum during which there may be experts both for and against the marijuana article.

The Chair then moved to item #3, the budget review for the Stoneham Police Department, presented by Chief McIntyre.

Chief McIntyre began with operational updates as it had been a couple of years since his last presentation.

- Crime is down in town
- We have seen out of town groups coming into Stoneham to check car/home doors for unlocked opportunities.
- Drug related call have increased
  - o Overdoses have decreased (8 down to 4)
    - Narcan is helping with this. They are finding that additional doses are sometimes needed (1-2 more)
      - There is currently no specific budget for Narcan
      - Cost of approximately \$1500 this year
      - The State offers a program to buy at a reduced price
  - o Firearms calls are up
  - o Assaults are up

Chief McIntyre then moved on to speak about the PD fleet. They need vehicles. In October 2017, 2 new vehicles were approved and they expect to have them on the road in March 2018 (approximately). However, their other vehicles are aging, and TA Younger has requested the cost for these come out of the operational budget vs. the capital budget, which is what they plan on doing. Ford is moving away from the Crown Victoria model and offering a sedan (Taurus) and SUV (Explorer) as options. There is a goal to get on a cycle where the fleet can be maintained on a regular cycle every year. There was a question as to whether these requests should be kept in the capital budget in case they are denied as part of the operational budget. Direction on where fleet requests belong will be required.

Chief McIntyre then spoke about personnel requests for 2019, which is a reinstatement of previous personnel numbers (see attachment).

- The police department has wanted to seek accreditation; however, this has been hampered due to staffing. It is believed that a new lieutenant and additional command staff would help drive this forward.
- Office Assistants: In 2007, a FT position was reduced and a 35-hour position was split into 2 17.5 hour positions. He would like to bring on part-time position back to 35 hours.
  - o It is believed a 10% admin charge from details will help offset some of this cost (based on number of detail requests coming in)
    - Chief McIntyre was asked if these fees were fully budgeted for other things right now.
      - Town and State work are exempt from fees.
      - Firearm licensing also brings money back to the town (and we see requests for licenses go up after particular events) - \$100 fee for 5-year license (fee split between town and state. Over 70, license is free.
- A 7<sup>th</sup> full-time dispatcher has been requested but not approved. Additionally, one of their current dispatchers will be retiring in 2019, so it would be wise to start planning for this now.

Additional budget requests include:

- Body armor x9 officers

- Publishing of a survey to town seeking insight into what residents see the police department doing right/wrong as well as additional things they'd like to see done.
- Mental health first aid training – enabling officers to recognize and deescalate mental health crises.
- Refresher driving training for law enforcement. Most officers get training in the Academy and never again. There is potential liability reduction with such training.
- The police currently have no AEDs (the fire department has them and they are older models). Would like to invest in these.

The Chair inquired what the budget change was with the additional the vehicles. Chief McIntyre stated the budget is increased from 4.2 to 4.6 million dollars without salaries.

The Chair inquired about enforcement of the parking ban within town, which seems spotty. Although enforcement starts strong, it decreases. The current fine is \$15. Consider a review of fee schedule and possible bylaw updates.

The new speed limit is now in effect (25 miles per hour unless otherwise posted). They are looking to get signs with the new bylaw and determining where to post as 30 miles per hour. There is the potential for solar speed control on William St, Spring St, possibly more. For FY19, there is a request for 4 more. There is also a potential grant for 2 more this year.

The Chair inquired about firearms budgeting and why this was included in the capital budget and not the operational budget. The current request figure of \$20,000 falls in the lower end of the capital budget.

The Chair inquired about the HVAC situation and how the work to fix issues was going. With the current fixes, there is less worry regarding freezing pipes. Duct work issues have also been corrected. The company doing the work has been great.

The Chair inquired about a problem with receivables from a few years ago and whether anything outstanding remained. Right now, everything is up to date (up until the Town Accountant's departure).

Mr. Martignetti asked if breathalyzers were part of the budget and whether there were new models for TCH. Chief McIntyre informed us that they are supplied by the State. The science is not quite there yet and the standard field sobriety tests for alcohol are not reliable for TCH, but they are the best we have for now.

The Board thanked Chief McIntyre for his time and moved onto agenda item #4. After a brief discussion, it was decided to table this discussion until more board members were in attendance.

The Board moved onto agenda item #5. It was decided to table this until the new Town Accountant was in place. It is estimated that he would be starting in mid-January.

The Board moved onto agenda item #6. The Board was informed that the grant request for the new high school had been denied. Mr. Waitkevitch asked who decides the next steps and could this be something that is brought to a spring meeting. The Finance and Advisory Board should be in the know for review and recommendation. It is estimated that it would most likely take longer than that to determine next steps.

The Stoneham Arena is offering tours for Board members that might be interested. 12/20 at 11am and 12/26 all day. Ms. Lippman may go on 12/26. The arena is preparing to submit requests for more help. The software currently used at the facility is being discontinued (the company has been bought). Will need clarification on the impact of this, e.g. is it a license issue vs. maintenance?

Upcoming meetings:

- 1/8/2018 – Schools
- 1/22/2018 – DPW
- 1/29/2018 – Town Meeting

Having no more business, a motion to adjourn was made and seconded. The meeting closed at 8:35 pm.