

TOWN OF NORTHWOOD  
POLICE COMMISSION  
9/26/2022

Chairman John Schlang calls the meeting to order at 4:15 pm at the town hall.

PRESENT: Chairman John Schlang, Commissioner Justin Miller, Chief Glen Drolet, and Police Commission Administrator Linda Smith.

Budget Review

Ms. Smith provides copies of the proposed commission budget. She is recommending an increase the supply line to \$100 due to increase in cost of post office box rental, and to allow for purchase of office supplies.

Chief Drolet presents his 2023 proposed budget to the commissioners on a line-by-line basis, noting reasons for changes to previous year's budget. He states that he included the standard 3% increase on his salary line. For full time officers he states he will be asking in October for a step increase for the officers that have stayed with the department, and then a step in 2023 with the goal of retaining officers. The salary line reflects the recommended changes. The town portion for the School Resource Officer is included should there be a person hired for this position. He notes that the current year budget number is the 2018 budget due to default budgets.

Chief Drolet states he has added a step increase for the part time officers. A step has been added to Ms. Tuttle's salary line; he notes that this will bring her to the top of the grade. He states that the overtime line is increased to cover the cost of actual over-time hours. All related salary expenses and benefit lines are in order with the salaries noted.

Chief Drolet states that the cost for internet service and modems is up. He adds that although electricity is expected to increase, the line is decreased as it was heavily funded in the past.

Chief Drolet states that the prosecutor that we have been using for many years is retiring. He was able to locate one who is willing to add the town to his workload. Kevin and Catherine Coyle (husband and wife team) also do work for other towns. He states the fee will increase to 18,000 per year.

Chief Drolet states he is adding 1000 for a camera for the rear door, which will cover more of the area in front of the garage. Printing and advertising is reduced. Contracted services cover a variety of services as shown in the notes. Professional services is increased in order to cover potential polygraphs and psychological exams for new hires.

Chief Drolet states he is recommending a 3000 increase in gasoline and 2000 for uniforms. Books and periodicals have been reduced. Equipment line stays the same. Vehicle maintenance is increased to reflect anticipated costs as the vehicles age.

Chief Drolet states there is \$1 in the cruiser purchase line to keep the line open. He plans to purchase one vehicle from the detail fund which has adequate funds. The SRO vehicle line stays the same. Dues and training lines to remain the same. K-9 line is \$1 as there is no K-9 program at this time.

Discussion is held on consideration of the 2023 contract for prosecutor. It may be difficult to locate another company willing to take on the work. **Motion is made by Commissioner Miller, second by Chairman Schlang to contract with Coyle Law for 2023 for 18,000; amendment is made by Commissioner Miller, second by Chairman Schlang to authorize Chief Drolet to sign the contract. Vote on the amendment 2/0; vote on main motion as amended 2/0.**

Chief Drolet presents the recommended Animal Control proposed budget. Salary line is reduced. No one in the position at present. Most other lines reduced. Vehicle maintenance is increased due to the condition of the vehicle which he believes will be only for one more year before needing to be replaced.

**Motion is made by Commissioner Miller, second by Chairman Schlang to approve the recommended Police Commission budget of 5,930. Vote: 2/0.**

**Motion is made by Commissioner Miller, second by Chairman Schlang to approve the recommended Police Department budget of 955,765. Vote: 2/0.**

**Motion is made by Commissioner Miller, second by Chairman Schlang to approve the recommended Animal Control budget of 13,072. Vote: 2/0.**

Motion to adjourn is accepted at 5:02 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Smith".

Linda Smith, Police Commission Administrator