

**CITY OF LACONIA - CITY COUNCIL BUDGET MEETING**  
**May 26, 2020**  
**6:00 P.M.**

5/26/2020 - Minutes

**1. CALL TO ORDER**

Mayor Hosmer called the meeting to order at the above date and time.

As Mayor of the Laconia City Council, due to the COVID-19/Corona virus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All Council Members have the ability to communicate during this meeting through the Zoom platform, and the public has access to watch the live YouTube video at <https://www.youtube.com/laconianh>, listen to this meeting through dialing the following phone # 1-646-558-8656 or participate by the Zoom app: Webinar ID: 886 3938 2050 password 916676

b) Providing the public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the City of Laconia's website at: [www.laconia.nh.gov](http://www.laconia.nh.gov);

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 524-3877 ext 249 or email at: [cityclerk@laconianh.gov](mailto:cityclerk@laconianh.gov)

d) Adjourning the meeting if the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-know law.

**2. RECORDING SECRETARY**

Cheryl Hebert, City Clerk

**3. ROLL CALL**

City Clerk Hebert took a roll call vote:

Councilor Cheney YES, (physically present)

Councilor Bownes YES, Is anyone in the room with you? NO

Councilor Lipman YES, Is anyone in the room with you? NO

Councilor Haynes, YES (physically present)

Councilor Hamel, YES, Is anyone in the room with you? NO

Councilor Felch, YES, Is anyone in the room with you? NO

Mayor Hosmer noted all six (6) Councilors were in attendance and a quorum has been established.

#### 4. PRESENTATIONS

##### 4.A. Department Budget Presentation

Police Chief Matt Canfield presented the Fiscal Year 2020-2021 Budget. A copy of the PowerPoint presentation has been submitted in to the official record.

Chief Canfield reviewed the 2019 criminal offenses, activity statistics, and staffing levels. There are currently 43 full time sworn in officers and 10 full time civilian staff members. Chief Canfield reviewed the 2019 goals and objectives. The department has fully implemented the body camera and cruiser cams. The air handling system was fully completed for the evidence room. The recruitment video has been continued as a 2020 goal due to logistics. The department has also fully implemented the patrol rifle optics which was funded through a DOJ Byrne Jag Grant. The active shooter response and readiness has been completed and funded through a HSEM grant. Chief Canfield also reviewed some of the community programs that the Laconia Police Department takes part in.

Some of the highlights from the 2020-2021 Fiscal year budget requests. Some of the increases requested are Special Duty/Part-time office with an increase of \$15,000, overtime increase of \$25,000, salary increase of \$56,000.

Chief Canfield reviewed the effect of the Opioid Crisis here in the City of Laconia. In 2019, there were a total of 63 drug overdoses, which is down considerably, nine (9) overdose deaths, and 162 found needles compared to 244 found needles in 2018.

Mayor Hosmer asked for an explanation of the Salary line increases. What bumped up the Special Duty Line item about \$15,000?

Chief Canfield explained that part-time staff is used to supplement that position. Plus the video redaction and sexual offender work is what drives that number.

Mayor Hosmer questioned the increase in the shift differential line item.

Chief Canfield stated part of the increase is due to the Collective Bargaining Agreement and the other part is that this line item has been under budgeted for the past couple of years so the increase is to help off-set it.

Mayor Hosmer also asked about the Holiday increase from \$25,000 to \$64,000.

Chief Canfield stated he can provide back up numbers as this has always been underfunded. Therefore the request to increase it is to get it closer to a true number.

City Manager Myers explained that if the Council looks at the actual proposed budget book, the numbers will explain the requested increases.

Councilor Haynes asked if the salary figure included the traffic unit.

Chief Canfield stated the department does not have an exclusive traffic division as of yet. It will have one once the Grant has been received. Right now those officers are included as a collateral duty and they are included in the salaries line item.

Councilor Bownes asked if the salary increase is due to the position that the Council had recently approved.

City Manager Myers explained that is part of the increase, plus health insurance plans, and actual assumptions.

Councilor Bownes asked if there is an allocation of how the increase in salaries is broken down.

City Manager Myers stated that is broken down in the full budget book on pages 92 and 93.

Councilor Bownes asked if the Chief has seen any increases or decreases in fund due to the pandemic.

Chief Canfield explained his officers have still been working, making arrests, attending Court (via Zoom), and training therefore he doesn't know if there will be any increases or decreases due to the pandemic.

Councilor Lipman questioned carryovers.

Chief Canfield is pretty confident that there will be some carryover from the current budget but does not have the exact numbers.

Councilor Lipman asked for an explanation in regards to the anticipated grants in relation to the new positions.

City Manager Myers does not think that particular grant is in the current proposed budget book. There will be a separate vote to accept that grant.

#### 4.B. **Department Budget Presentation**

Fire Chief Kirk Beattie presented the 2020-2021 Fiscal Year proposed Fire Department budget. A copy of the PowerPoint Presentation has been submitted as part of the official record. Also present with Chief Beattie are Assistant Chief Ellington and Deputy Bean.

Chief Beattie began his presentation by thanking all of his staff at the Fire Department for their continued service.

Chief Beattie went over the 2019 positives

1. Three more firefighters went to and completed the Recovery Coach Program which helps with the work that Lt. Keyes has been doing and this was State funded. (Firefighters Beaudoin, DiTommaso, and Murphy)
2. Another year of decrease in overdoses (60 in 2019 and 106 in 2017)
3. The department is one part of a multi-agency group working to support recovery in Laconia

The 2019 personnel changes: DC Shawn Riley retired in October. Captain Bean move to Deputy of EMS, Lieutenant Vaillancourt move to Captain, and Firefighter Lewandowski moved to Lieutenant.

There have been multiple new hires and some finishing or have just finished the probationary period.

The new engine 5 was ordered and should be delivered later this year pending no delays due to the pandemic. The new Ambulance was ordered and a used ambulance was purchased. The department took delivery of a new boat. Grants awarded totaling approximately \$150,000.

Chief Beattie explained the COVID-19 response has been an overall success. There has been strong communication between all City departments and the SAU. Plans have been put into place and practiced and adjusted as needed. There has been close communication when needed between the City and State, as well as great public support. A full After Action Report will be given once the pandemic is over.

Chief Beattie spoke about the progress on the goals that were set last fiscal year.

Chief Beattie reviewed the 2019 incident totals. 4,765 total incidents. This is a decrease from 2018 by 257 incidents. 71.61% of the incidents are in the Central/Downtown/South area and 9.93% being from the Weirs.

Health Officer duties are now being handled by DC Bean. This includes mold, bed bugs, food complaints, plumbing/water sewer complaints are the most common. DC Bean works as a liaison between tenants and landlords.

Chief Beattie reviewed the FY 2021 Capital priorities. Phase 1 of renovation/remodel of the Weirs Station. This would include a bathroom, kitchen/day room, carpets, heating/ac, windows, and painting of the apparatus bay walls. Future capital item requests would be smaller apparatus purchases, self contained breathing apparatus and ladder 2 refurbishment or replacement.

Some non-capital expense changes:

- a) Shift coverage funded as to increase ability to staff at 9 full time
- b) increase to regular salaries by contract
- c) largest single line increase in non-salary lines is LRMFA (\$4,059)
- d) EMS non-salary lines decrease \$3,900
- e) MCW Special Revenue Account Fire Extra Duty-Labor decreased by \$2,000

There was a fire this past weekend in the Weirs and due to the increase in staff, they were able to respond quickly and save the buildings.

Mayor Hosmer expressed the amazing work the Fire Department did over this past weekend with the fire in the Weirs.

Councilor Hamel echoed Mayor Hosmer's sentiments regarding the fire in the Weirs. Councilor Hamel is not against the improvements of the Weirs Station, but he is concerned with the phase I approach and then in a few years to do a bigger remodel, will that jeopardize the phase I work?

Chief Beattie explained with the proposed plan, the larger renovation would be put off for a longer period of time especially if the money would allow for separate men's and women's facilities.

Councilor Hamel thought there was money set aside for the breathing packs.

City Manager Myers stated there was not money set aside for the breathing packs.

Chief Beattie explained 30 breathing packs would cost \$300,000.

Councilor Hamel asked how the Fire Department will be affected with Motorcycle Week being put on hold and the Makris Run not happening when it normally does.

Chief Beattie explained the Makris run plans on happening the first Saturday of Motorcycle Week. If it doesn't happen, the Chief stated he will not need to ask the Council for more money.

Councilor Cheney asked about the progress on the wireless fire alarms.

Chief Beattie explained that was on the top of his to do list, but because of the last three months with the pandemic it has been put on the back burner. Prior to that vendors have been met with and he does believe it is moving in the right direction. Chief Beattie stated he does have an updated list of the pole transfers and he will get that to the City Manager to share with the Council.

Councilor Lipman asked about the Fire Department Carryovers?

Chief Beattie will have some carryovers but those particular numbers are still being worked on.

Councilor Lipman asked about any Government funding that may be received.

City Manager Myers explained there has been a lot of guidance in regards to Government and Federal funding. FEMA will need to be requested first and then there was an announcement from the White House that the monies received from the CARES Act will be able to be used to backfill the 25% that the City will need cover that FEMA will not.

The City Manager also explained that there has been a lot fewer vacation days taken since this pandemic started. Therefore there may be extra vacation time to be looked at as a carry-forward this fiscal year, but also there will probably be more vacation time used next fiscal year as the Country starts opening back up again.

5. **Any other business that may come before the Council**

6. **ADJOURNMENT**

With no further business to come before the Council, and hearing no objection, Mayor Hosmer adjourned the meeting at 7:12 pm.

Respectfully submitted,

Cheryl Hebert, City Clerk