

**MADISON DEPARTMENT OF POLICE SERVICES
SPECIAL MEETING – January 20, 2010
9 CAMPUS DRIVE, MADISON – 11:00 AM**

Attendees: Commissioner Eric Thornburg, Commissioner Edward Kritzman, Commissioner Garry Gyenizs, Commissioner, Commissioner Thom Cartledge, Commissioner Ed Dowling

Also Present: Chief Jack Drumm

REGULAR SESSION

Opening and Call to Order at 11:08 AM. Chairman Thornburg announced the first part of the Special Meeting is to conduct the Sergeant's Oral Board with 3 candidates; that will be done in Executive Session.

Following Executive Session, the Board will review their 2010-11 Operating Capital Budget Request that is due to the Board of Finance on Saturday of this week. Chairman Thornburg continued, he appreciates that the Board of Finance rescheduled their review of the Police budget from today to Saturday. He called for a motion to enter Executive Session to conduct the Sergeants' Oral Boards.

MOTION by Dowling, second by Kritzman to enter Executive Session at 11:17 AM for the purpose of conducting sergeant oral boards. All in favor. None opposed. So moved.

Present: Commissioners Thornburg; Kritzman; Gyenizs; Cartledge; Dowling; Chief Drumm

Purpose: Personnel - Sergeant Oral Boards

- Officer Bryan Baxter
- Officer Ernest Boggs
- Det. Robert Mulhern

1:48 RETURN TO OPEN SESSION

BREAK

2:06 PM - RESUME REGULAR SESSION

Attendees: Chairman Thornburg, Commissioners Kritzman, Gyenizs, Cartledge, Dowling

Also Present: Chief Jack Drumm; Lt. Robert Stimpson

BUDGET DISCUSSION

- Discuss and Take Action: 2010/2011 Proposed Police Department Budget

Chairman Thornburg asked for a general, overall review of the budget followed by a presentation orientation. The Chairman then asked that Lt. Stimpson discuss the process of the budget preparation and an overview of what is in the budget and how the process is conducted.

Lt. Stimpson distributed a spreadsheet and explained he gets preliminary numbers in October from the Finance Department and then waits for guidance from the boards of selectmen and finance in terms of percentage increases/decreases. This year there was a delay in the process due to the transition of the first selectmen and boards.

Lt Stimpson explained, he gathers historical figures to generate monies in the accounts. His focus is everything, excluding payroll, which is done by the Human Resources Department. Contractual increases are a component of salaries; monies for those increases are held by the Finance Department to make that account whole as needed. Several areas are never funded properly; every year he needs to rebalance the budget via line item transfers; he has been able to move around unencumbered wage monies due to low staffing levels. He then made the commissioners aware of a necessary \$15,000+ special appropriation due to funding required for the salary account (Chief Nolan, due to an overlap in salary payments of chiefs Jakubson/Nolan).

Chairman Thornburg observed that his hope is a team which will get community support, with accomplished goals, noting the budget is an enabling process since it will probably be similar next year.

Commissioner Dowling feels what will be helpful is using this year so we can develop a procedure relative to supplies, vehicles, etc. and how we can recognize that we have a line that has been used to fund other sources in the past. He feels what Lt Stimpson is doing is a classic case of balancing the budget.

Lt. Stimpson said there are two accounts in this budget with money at the end of the year - the supply accounts because staffing is curtailed early in the year. Chairman Thornburg asked if capital comes out of the O & M? Lt. Stimpson said for the small expenditures; big ticket items come out of capital expenses; benefit costs are not in our budget. Commissioner Dowling noted there is no percentage allocation back from the town? Lt. Stimpson answered no - that is common in Connecticut police budgets.

Lt. Stimpson began reviewing the proposed line items; the first wage line is the chief, second line item is the administrative assistant, third line is all contractual police employees to represent an amalgamation of contractual costs for each officer. There was a discussion about projected wage increases held in abeyance to cover salary contractual increases.

Chief Drumm asked about the 7 overtime lines; when that is calculated, it is their rate times days on books, backfill of OT, etc. Why isn't it all in one line and then identified? He suggested a breakdown to provide a cross analysis to provide credibility to the Board of Finance and the Town rather than multiple OT accounts. To keep moving between material lines for capital improvements for administrative or OT functions is not good practice. That may be past practice - we are looking at zero based budgeting. The fiduciary response to the community is to have everything in its correct line.

Lt. Stimpson explained OT special duty and OT special duty Board of Education (BOE). Those are lines that we have to put in to the operating budget that correspond to revenue lines. BOE OT comes back through revenue lines (games, etc.) OT special duty is highway jobs - contractors are billed - that is in the revenue budget.

Commissioner Dowling asked if there are significant amounts of BOE and construction jobs it would not show the revenue that offsets the OT costs. He thinks the Commission should take a more active process so the misleading bottom line is clarified. He also mentioned Hammonasset State Park reimbursements which are revenue in another budget; it needs to be reflected back in to this budget.

Chairman Thornburg said he is meeting with Jim Matteson, the Board of Finance liaison, and will follow up to begin the liaison process with him. Chief Drumm wants people to know the cop positions he is asking for are predicated on need; a wish list would be separate; he doesn't feel the budget is easy to track.

Chief Drumm then suggested rather than a detailed breakdown there would be a larger budget for 'all time'. He may have positions that would eliminate some of the OT functions, i.e., the School Resource Officer (SRO) would work in town for the summer when school is not in session.

When Chairman Thornburg asked how we could reduce the OT budget by hiring another officer, the Chief said by hiring an officer who already has benefits. Lt. Stimpson added, the town always compares liability, pension, etc. Commissioner Dowling suggested the Chief could reallocate monies, hire a new officer and reduce the OT budget. The net-net to the town could potentially save \$10,000 by not paying time & one-half. Chief Drumm said he wants to be more efficient with direct services back to the community.

Chairman Thornburg continued, the budget number for 2010-11 is identical to last year's. Lt. Stimpson said there is one line that will be different (an HR LINE) which is office staff - that represents the increase for unionized people in Records (3 staff) by approximately 3.5%. Commissioner Dowling said this is essentially a zero increase budget; are other town budgets at the same zero increase? Our increase is only wages; is the town the same? Chairman Thornburg wants to know what was actually spent VS what is requested. Commissioner Kritzman added, most of the items (utility) will increase. It is the program areas he is concerned about - we are trying to rebuild, noting the training budget.

Lt. Stimpson said he spoke with the Director of Finance relative to the mechanics for submitting the budget by the new chief – how to handle program increases. She said, basically, leave the system alone, have something prepared to speak to with the Board of Finance.

Commissioner Dowling said the difference in the 2009 actual budget and the proposed 2010 is about \$36,000, which is miniscule. He asked Lt. Stimpson what are the biggest risks from now until the end of this fiscal year? Lt. Stimpson said it is overtime; we are way ahead of where we should be. Our typical OT expenses are about \$100, 000-120,000/year. He explained relative to the OT investigations account, several things impact that account – investigations that are ongoing; our grant OT which is reimbursed on a 75/25 basis by the State. That account always runs in the red by approximately \$10,000.

He continued, there are problematic accounts – vehicle maintenance because we replaced the entire patrol fleet and Ford Motors shut down manufacturing to delay the arrival of new cars; we had to keep the old cars in service longer than planned which necessitated repairs. We have a new fleet under lease. Chief Drumm added, we need to stagger car purchases/leases to rotate them and added, car leases are catching on – it is a fixed cost/year.

Chairman Thornburg asked Lt. Stimpson the best projection for this fiscal year. Chief Drumm said from 7/1 he would like to run our own Quick Works so we know where we are at any given time. Lt. Stimpson advised the new budget begins 7/1; by 7/2 the wage lines are at 100% as encumbrances. Chief Drumm said he can see that insurance medical payments, cars; labor, gas, etc. are all fluid accounts. Commissioner Dowling feels that ultimately, there needs to be a process and system that the Chief can manage; he feels the Chief is right on target.

Chairman Thornburg suggested the process of defending the budget is not easy. He asked if it would make sense to go forward with this budget and then present a letter which refers to our interest in pursuing CALEA, with costs not readily identifiable. He would like the opportunity to secure additional funding which is accessible, when needed.

Chief Drumm would like to have a review for the Board of Police Commission, with Lt. Stimpson, prior to Saturday's meeting. He cannot cut officers to the community, or even equipment. He would like to provide the Board of Finance with a reality snapshot. He noted training areas; employment areas (OT for crime); the need to rotate cars in. He would like a narrative to explain the needed tools to do the job.

Commissioner Dowling suggested commenting on the department's distractions; no attention paid to services. He is looking for basic services, vehicles; if this is an increase so be it. They are not expanding the department, rather building the department and he feels that is the approach to take. He then noted the Chief's enormous credibility; framing the request as such is beneficial. Commissioner Cartledge uses the word change for the better, rather than increase. The town is asking for better – there is a new chief, new commission, new attitude. Commissioner Kritzman reiterated the feelings of the commissioners.

Chief Drumm concluded, we are not asking for motorcycles, SWAT team vehicles, etc. We need depth in staffing. This department has outperformed, statistically, almost 10-1 in some cases; the officers kept working through all of the problems the department experienced.

Chairman Thornburg said the budget is now 2.7% and asked, where do you think it will end up? Chief Drumm said most people want a 10-year plan; he feels the difference is less than \$150,000 that he would request. The SRO position – \$87,000 – \$105,000 to include base plus benefits could be a partnership with the Board of Education and Youth Services.

Chairman Thornburg thanked the Chief and Lt. Stimpson for a very helpful presentation.

MOTION by Dowling, second by Gyenizs to adjourn at 3:04 PM. All in favor. None opposed. So moved.

Minutes accepted: February 11, 2010