



TOWN OF NEW LONDON, NEW HAMPSHIRE

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DISPATCHING SUBCOMITTEE MEETING MINUTES June 17, 2015

PRESENT:

Selectmen Nancy Rollins, Janet Kidder, Town Administrator Kim Hallquist, Finance Officer Wendy Johnson, Fire Chief Jay Lyon, Police Chief Ed Andersen, Budget Committee Members John Wilson & Rob Prohl

The meeting was called to order by Selectman Chair Rollins at 2:00pm.

The group agreed that in order to consider the issue of how fees would be apportioned among the towns receiving dispatching services from New London, the issue of the total amount to be billed had to be determined first and then how that money would be billed would be the next step.

Total amount to be billed for 2016 dispatching

The Board reviewed a list of likely equipment needs, and estimated maintenance agreements, in the next 10 years. Maintenance estimates received from Beltronics suggest \$20,600 per year. John Wilson noted that the totals given appear to be at odds with information he received from Beltronics previously. The group agreed that for the purposes of the 2016 billing year, the figure of \$34,000 for payment into the Capital Reserve Fund (CRF) could be used. It was noted that the payment to the CRF could be changed each year as equipment needs change and as equipment is purchased with grants.

The Board discussed the 2015 funding formula. The total amount to be billed was arrived at as follows:

FY2015 Dispatching Department Budget:	\$361,006
Admin/Building/Maint agreements	<u>\$38,815</u>
Total	\$399,821

This total was then apportioned to each community (New London, Croydon, Grantham FAST, Newbury, Sunapee, Sutton and Wilmot) based on the number of calls for service (the six member towns are also assessed a \$3,000 user fee).

Wendy Johnson, Finance Officer, provided information on what the fees would be if the same formula was used for the 2016 billing, as follows:

FY2016 Dispatching Department Budget:	\$377,119
Admin/Building/Maint agreements	<u>\$46,222</u>
Total	\$423,341

The group discussed whether the Admin/Building/Maint. Agreement figures should be included in 2016 billing. Ms. Hallquist explained that those additions were new in 2015 and were added after some felt that including expenses related to the building heating, lights, insurance, telephones, supervision by the Chief, expenses related to payroll preparation and maintenance fees for equipment should be included.

John Wilson noted that the FY2016 budget includes an appropriation of \$18,000 for Equipment Repairs and Maintenance, \$16,000 of which was for a piece of equipment that has already been purchased in the current fiscal year, so the amount is now available to be used for the maintenance agreements. He suggested not charging for Admin/building fees, but instead include the \$34,000 for the capital reserve fund. Rob Prohl agreed and felt that deleting the admin/building fees would show the other towns that New London wants to keep them as customers and is sensitive to the amount that is being charged.

The group agreed to remove \$46,222 from the proposed 2016 fee formula and add \$34,000 for capital reserve payment. Ms. Johnson made the changes and read the percentage increase that would be billed if the calls for service remained unchanged (the actual calls for service will not be known until the end of October). The total adjusted cost for billing purposes was adjusted from \$423,341 to \$411,119.

Funding formula

Police Chief Ed Andersen explained that his suggested fee formula is based on an investigation of what the other towns would be charged if they got services from another dispatching center, and then setting the fee from New London based on that. Ms. Hallquist noted that using this formula would mean the operating budget, or total expenses, would not be considered when setting fees, only what the member town could get services from elsewhere and then setting the New London fee at a level that would encourage the member town to stay with New London.

The consensus of the group was to recommend that the operating budget plus \$34,000 for the payment into capital reserve fund should be used, together with the calls for service method as has been used in the past, be used for 2016 billing. Budget Members Rob Prohl and John Wilson will support this position to the Budget Committee.

Selectman Kidder noted that the Board of Selectmen have said that they would meet with each town to discuss the fee issue, and she felt that plans should be made to meet with each town, along with Chief Andersen. The group agreed that it would be helpful to communicate with all of the towns as described by Selectman Kidder.

The meeting concluded at 3:30pm.

Respectfully submitted,

Kim Hallquist
Town Administrator