

Meeting Minutes for Regional Police Department Feasibility Study

Bath, Lisbon and Lyman

2nd meeting minutes July 13th 2023

Members Present:

Bath: Greg Jellison, Chief Todd Eck

Lisbon: Scott Champagne, Chief Ben Bailey, Arthur Boutin

Lyman: Bruce Beane, Greg Harville

Meeting began at approx. 1913 hours at the Lisbon Fire Station 153 S. Main Street Lisbon, NH.

Members present received a Meeting agenda (enclosed)

Minutes from the first meeting were reviewed motion was made and were accepted.

A draft Statement of Intent was presented by Chariman Harville. Discussion ensued and changes were made. After changes Motion to accept was made by Scott Champagne and was seconded by Bruce Beane.

Next a Timeline discussion and Appendix C was established. S1 Chair will be Arthur Boutin. S2 Chair will be Scott Champagne

Discussion on what it might look like if one Town does not vote to be involved.

Time for Public input. No Public in person or on zoom link.

Motion to adjourn was made at approx. 2007 hours by Arthur Boutin and seconded by Greg Jellison.

Next meeting set for August 17th 2023 in Bath.

Regional Police Department Feasibility Study
for Bath, Lisbon and Lyman, New Hampshire

Meeting Agenda
Lisbon Fire Department & Zoom
July 13, 2023, 7:00 PM

1. Open the meeting.

2. Review minutes from June 22, 2023.

3. Establish committee's "Statement of intent": Following is the starting point.

"The goal of the regional police department feasibility study is to assess the law enforcement needs for the New Hampshire towns of Bath, Lisbon and Lyman. To further determine if;

- i) These assessed needs can be met by creation of a regional police department;
- ii) To examine the force structure, support staff, equipment and legal requirements needed to create such a regional police department;
- iii) To determine the costs to create and operate such a regional police department;
- iv) To propose allocation of such costs to each participating town;
- v) To provide the results of this feasibility study to the voters in each participating town; and
- vi) To ask the residents of each participating town to decide whether their respective town should participate in such regional police department, said decision to be made by voters acting on an appropriate warrant article presented at each town's 2024 town meeting."

4. Deadlines & milestones.

- 4.1. Intent is to finalize the feasibility study and present a report to each participating town at their 2024 town meeting.
- 4.2. Discuss committee study organization and milestone (Appendix A & B)
- 4.3. Discuss available resources,

5. Next steps.

- 5.1. Consider creation of sub committees (Appendix B & C)
- 5.2. Consider soliciting independent professional consultation.
 - 5.2.1. Accounting.
 - 5.2.2. Survey Public Opinion.

6. Meeting schedule.

Discuss meeting schedule (Appendix D).

7. Availability of public information.

Discuss posting of agendas, minutes and associated documents, on each town's website.

8. Public participation.

8.1. Public input is encourage and appreciated.

8.2. Public input is limited to 5 minutes per speaker.

8.3. The public is encouraged to submit written testimony to the committee.

9. Other new business.

10. Adjournment.

Statement of Intent

The goal of the regional police department feasibility study is to assess the law enforcement needs for the New Hampshire towns of Bath, Lisbon and Lyman. To further determine if;

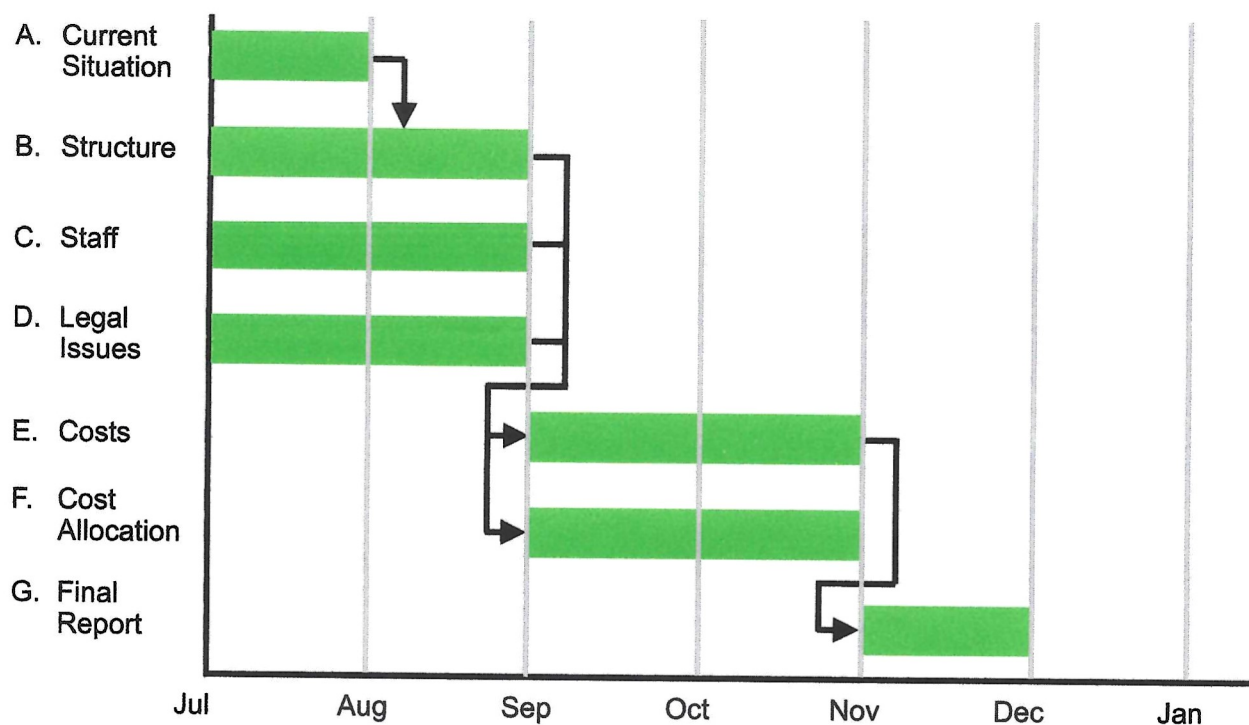
- i) These assessed needs can be met by creation of a regional police department;
- ii) To examine the structure, staff, equipment and legal requirements needed to create such a regional police department;
- iii) To determine the costs to create and operate such a regional police department;
- iv) To propose allocation of such costs to each participating town;
- v) To provide the results of this feasibility study to each participating town by March 2024.

Appendix A

Regional Police Department Feasibility Study Milestones & Gantt Chart (Approved 7/13/2023)

Task	Time (days)	Start Date	End Date	Dependency	Code
A. Current Situation	35	7/13/2023	8/17/2023	None	I
B. Structure	70	7/13/2023	9/21/2023	A	S1
C. Staff	70	7/13/2023	9/21/2023	B	S1
D. Legal Issues	70	7/13/2023	9/21/2023	None	S2
E. Costs	56	9/21/2023	11/16/2023	B,C,D	S3
F. Cost Allocation	56	9/21/2023	11/16/2023	E	S3
G. Final Report	35	11/16/2023	12/21/2023	F	Full Committee

*"I" = Input from Police Chiefs and Selectmen in each town.
"S1, S2, S3" = independent sub committees.*



Appendix B

Regional Police Department Feasibility Study Committee Study Organization & Sub Committee List (Approved 7/13/2023)

A. Current Situation Assessment / sub committee:

The purpose is to determine the current law enforcement situation in each town. Concepts to be considered include:

- i. How is each participating town currently receiving law enforcement support.
- ii. What are the crime statistics for each of the participating towns.
- iii. Force structure, man power, equipment and operating cost for each participating town's current police force.
- iv. Are each town's law enforcement needs being met?

B. Structure Assessment / sub committee

The purpose is to determine the structure of the regional police department. Concepts to be considered include:

- i. Supervision.
- ii. Officers.
- iii. Support staff.

C. Staff Assessment / sub committee

The purpose is to determine what is required to support the structure. Concepts to be considered include:

- i. Recruiting.
- ii. Training (initial and recurrent).
- iii. Equipment.
 1. Communications.
 2. Protective equipment.
 3. Vehicles.
 4. Weapons.
 5. Other.
- iv. Equipment maintenance and equipment replacement plan
- v. Real estate, building and maintenance costs.

D. Legal Issues Assessment / sub committee

The purpose is to determine all legal issues that will need to be resolved to create a Regional Police Department. Concepts to be considered include:

- i. If an individual is taken into custody where are they taken?
- ii. Who prosecutes the "crime" and in which court(s)?
- iii. Issues related to providing adequate insurance to operate a regional police department.

E. Cost Assessment / sub committee

The purpose is to determine all costs to operate the proposed Regional Police Department. Concepts to be considered include:

- i. Initial investment.
- ii. Annual operating costs.
- iii. Projected future costs.

F. Cost Allocation Assessment / sub committee

The purpose is to allocate the costs of the proposed Regional Police Department to the participating towns. Concepts to be considered include:

- i. How the costs should be allocated to each participating town.
- ii. The impact on the property tax rate for each town.
- iii. Determine, in so far as practicable, the cost-benefit to each participating town for taking part in a regional police department.
- iv. Determine if the expectations align between the participating towns.

Appendix C

Regional Police Department Feasibility Study Sub Committee Organization (Approved 7/13/2023)

Current Situation Assessment (I):

Bath: Chief Eck
Lisbon: Chief Bailey
Lyman: Greg Harville

Sub Committee	Task(s)	Sub committee chair	Sub committee members
S1	B. Structure C. Staff	Arthur Boutin	Shawn Applebee Greg Harville Greg Jellison William Minot, Jr.
S2	D. Legal Issues	Scott Champagne	Shawn Applebee Greg Harville Greg Jellison William Minot, Jr.
S3	E. Costs F. Cost Allocation	TBD	TBD

Appendix D

Regional Police Department Feasibility Study Committee Meeting Calendar (Approved 7/13/2023)

Date	Location
July 13, 2023	Lisbon
August 17, 2023	Bath
September 21, 2023	Lyman
October 19, 2023	Lisbon
November 16, 2023	Bath
December 21, 2023	Lyman
January 11, 2024	Lisbon

Note: Deadline to submit warrant articles for town meeting is January 12, 2024 (this date needs to be confirmed).