

## **BOARD OF SELECTMEN MEETING**

**April 18, 2023**

### **MINUTES**

**Present:** Shawn Talbot (Chair), Jason Somero, Lou Alvarez and Debbie Deaton (Town Administrator)  
**Also in attendance:**

**5:00 Open Meeting** in the Town Office with the Pledge of Allegiance at 5:00

**5:05 ZBA Appointment:**

Walker Farrey had recommended appointing Lou Alvarez as a member of the Zoning Board. This is continued to next week because the Board hadn't received a recommendation for John Schaumlöffel. Jason added if Nichole Talbot is on the Planning Board, he feels Shawn should step down as Ex-Officio for appearances sake. Shawn said State laws don't prohibit this but has thought about it. Lou added he agreed it wasn't a good idea, but in most cases, 2 votes wouldn't make a difference because there are so many members and should let the Planning Board decide on that. Jason said the Ex-Officio is the decision of the Selectboard.

Shawn said there was an error made in swearing in the people who accepted the positions. Debbie added Nichole Talbot and Bruce Ruotsala were informed their oaths were invalid because of the error and if they were still interested in the position, they can express their interest to the Planning Board.

The process that was used was the person who received the most votes was called and the next highest vote getter and so on until someone accepted the position. According to the Election Handbook, the person with the most votes should be contacted, if that person declines, the Chair is notified there is a vacancy on the Board and that Board is required to fill the vacancy.

This topic will be continued next week.

**5:20 Chief Abel:**

Chief Abel informed the Board he would like to use a consulting company to update the policies and procedures for the Police Department. He stated the current policies are aging, are at least 10 years old and losing relevancy. He added he had spoken to other Chiefs of Police and AMGD was highly recommended. The cost for this will be \$1,750 and the money is in the budget. Chief added it's very important to update policies due to changes in legislation and statewide accreditation. Policies must fall in line with State regulations.

Chief Abel will be taking a class on State Accreditation on May 11<sup>th</sup>.

The Selectmen stated they fully support this project and are looking forward to seeing the results.

**5:45 Interim Building Inspector:**

Jason asked Gary Somero how long he would be willing to be the interim Building Inspector. He stated he would be able to do this until June 30, 2024.

Shawn made a motion to appoint Gary Somero as Interim Building Inspector until June 30, 2024. Lou seconded the motion and it passed unanimously.

**5:50 Treasurer:**

Carlene Wardwell (Treasurer) submitted a letter requesting one of the Selectmen be authorized to sign payroll and accounts payable checks in the event she is on vacation or out sick. Lou Alvarez volunteered and the Board agreed. Debbie will inform Carlene and let Lou know if there is any additional information the bank may need.

**6:00 Non-public RSA 91-A:3, II (c)-Taxpayer Request**

At 6:00 Shawn made a motion to go into non-public session. Lou seconded the motion and it passed unanimously. At 8:00pm, Shawn made a motion to return to public session. Lou seconded the motion and it passed unanimously. Shawn made a motion to seal the minutes. Lou seconded the motion and it passed unanimously.

**8:00 Non-public RSA 91-A:3, II (b)-Hiring**

At 8:00 Shawn made a motion to go into non-public session. Jason seconded the motion and it passed unanimously. At 8:24pm, Jason made a motion to return to public session. Shawn seconded the motion and it passed unanimously.

**8:45 Non-public RSA 91-A:3, II (a)-Accounting Consultant Request**

At 8:45 Shawn made a motion to go into non-public session. Lou seconded the motion and it passed unanimously. At 9:04pm, Shawn made a motion to return to public session. Lou seconded the motion and it passed unanimously.

**9:05 Old/New Business:**

- The 2023 Request for Proposal Paving Bid has been posted.
- Jason asked Debbie to look into other Towns' policies regarding gifting sick time to other employees.

At 9:55, Shawn made a motion to adjourn. Lou seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton  
Town Administrator

**Minutes approved by BOARD OF SELECTMEN**

Shawn Talbot, Chairman: 

Jason Somero: 

Lou Alvarez: 

**Outdated SOPs but no time to fix them? Interested in state and/or national accreditation but don't know where to begin?**



**AMDG CONSULTING LLC**

*"Written policies that mirror best practices nationwide can protect you from costly Official Capacity lawsuits for failure to train/supervise, will demonstrate transparency, and enhance your agency's image in the community." - C. Doyle*

AMDG Consulting LLC offers the following services:

- ❖ Revision of current written policies/general orders, and/or drafting of new ones to comply with NHPSTC recommendations and that are in compliance with most standards of CALEA (version 6.11) & the NH Accreditation Program
- ❖ Revision/updating of current standardized forms and/or creation of new ones suitable for conversion to fillable forms that LEOs can complete on an MDT or off a shared server in the station
- ❖ Review/revision of current job descriptions to comply with the ADA

*"After 29 years as a police and public safety CEO, I know what a nightmare it is for any Chief to try and find an extra 200-500 hours to write new policies or to revise the ones left behind by a predecessor that might be so outdated, you're too embarrassed to share them with other agencies, let alone provide them to the County Attorney or a plaintiff's attorney. For many small to medium sized agencies in our state, such a time-consuming project would likely be impossible, or would take so long that the final policies would be outdated by the time they were issued to the troops. You might skate by for a while, until a process server shows up at your office door. The stakes have been significantly raised in the past year as the hue and cry from NH residents have fueled the demand for substantive police reform that will impact every law enforcement agency in NH for the foreseeable future. You need to start somewhere. Let me suggest one viable, efficient, and affordable solution – have AMDG Consulting LLC handle policy development, revisions, and updates for you!*

*Contact me at your convenience to discuss how AMDG Consulting LLC can assist you. Stay safe out there!"*

Creig W. Doyle, Chief of Police (Ret.)  
IACP Life Member



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CONSULTING LLC**

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**POLICY PROJECTS: Completed**

Bath Police Department  
Bow Police Department  
Canaan Police Department  
Center Harbor Police Department  
Enfield Police Department  
Franconia Police Department  
Grafton County Sheriff's Department  
Grafton Police Department  
Greenland Police Department  
Haverhill Police Department  
Holderness Police Department (U of F only)  
Littleton Police Department  
New London Police Department  
Plymouth Police Department (U of F only)  
Sutton Police Department  
Thornton Police Department  
Wilmot Police Department

**POLICY PROJECTS: Current**

Andover Police Department  
Dunbarton Police Department  
Northfield Police Department  
Springfield Police Department  
Sunapee Police Department  
Waterville Valley Police Department



## BIO for Creig W. Doyle

Chief Doyle has almost 50 years' experience in the law enforcement and public safety field in urban, ocean summer tourist, and campus environments, including Community Policing initiatives, alcohol countermeasures, VIP/dignitary protection, media and community relations, public speaking, and labor contract negotiations and administration. Over 29 years were at the executive level. Chief Doyle has extensive experience in developing standard operating procedures for sworn and non-sworn public safety personnel to meet state and national accreditation program standards, having done so at each agency he has led. He has a B.A. in Sociology from The Catholic University of America and is a graduate of the 141<sup>st</sup> Session of the FBI National Academy.

### Examples of policy development:

- ❖ From 1991 to 2001, Chief Doyle led the Rehoboth Beach (DE) Police Department, where he completely overhauled an SOP manual that hadn't been revised in 15 years to meet CALEA standards.
- ❖ From 2001-2007, Chief Doyle served as the Chief of University Police at Carnegie Mellon University (CMU) in Pittsburgh, PA. In March 2007, the agency was awarded full accreditation by the Pennsylvania Law Enforcement Accreditation Commission, recognizing the CMU Police Department as the first university police agency in PA to attain that distinction. The development of the agency's first-ever, CALEA compliant SOP manual was a key component of the accreditation effort.
- ❖ From 2007 to 2012, Chief Doyle served as the Chief of University Police at Plymouth State University in Plymouth, NH. A total overhaul of the SOP manual positioned the agency to pursue national accreditation during FY2013 from the Commission for the Accreditation of Law Enforcement Agencies (CALEA).
- ❖ From 2013-2015, Chief Doyle served as Director of Public Safety at Cabrini University in Radnor, PA, where he authored the first-ever SOP manual for Public Safety Officers to meet national and state accreditation standards, and the University's first FEMA-compliant all-hazards Emergency Operations Plan.
- ❖ From 2017-2020, Chief Doyle served as Director of Safety & Security at Flagler College in St. Augustine, FL, where he authored the first-ever SOP manual for Security Officers to meet CALEA & IACLEA standards; authored a new Comprehensive Emergency Response Plan for the College to meet FEMA guidelines; and revised the agency's job descriptions to meet ADA requirements.

### Completed Projects:

- Greenland (NH) Police Department
- Canaan (NH) Police Department
- Grafton County (NH) Sheriff's Department
- New London (NH) Police Department
- Bath (NH) Police Department
- Thornton (NH) Police Department
- Franconia (NH) Police Department



## BIO for Creig W. Doyle

- Grafton (NH) Police Department
- Plymouth (NH) Police Department (Use of Force policy only)
- Holderness (NH) Police Department (Use of Force policy only)

### Current Ongoing Policy Projects:

- Wilmot
- Sutton
- Waterville Valley
- Bow
- Enfield
- Center Harbor
- Haverhill
- Littleton

**From:** Walker Farrey

**Sent:** Friday, April 7, 2023 8:30:45 AM

Hi Shawn,

I would like to put in a request to have Lou Alvarez appointed as a full member to the ZBA board by the BOS.

We discussed at last nights meeting and feel he would be a valuable member to have on full time. He also expressed his opinion of wanting to be a full time member. In the rare events we hear an appeal to a BOS action he will just recuse himself.

I feel this is low risk high reward for the town.

Thank you,

Walker Farrey,

# TOWN OF NEW IPSWICH

**661 TURNPIKE RD NEW IPSWICH NH 03071 603-878-2772**

April 1, 2023

FROM: Carlene Wardwell  
Treasurer

TO: TOWN OF NEW IPSWICH SELECTMEN

Due to the fact I do not have a deputy treasurer and in the event I'm not available to sign checks for that week. I would like to request one of the selectmen to be a signer on the General Fund account. This practice is done in several other towns. This will make the operation of the town more secure.

Thank you,

  
Carlene Wardwell, Treasurer