

Draft

Unofficial

Unapproved

Tuesday October 18, 2011

The Hooksett Police Commission held a public meeting at the Hooksett Safety Center on Tuesday October 18, 2011. Present were Chairperson Joanne McHugh, Commissioner Clark Karolian, Commissioner Kenneth Scherer and Captain John Daigle.

**Call to Order 5:30PM.
Proof of Posting.
Pledge of Allegiance.**

Minutes of Last Meetings

May 9, 2011

Continue to table.

May 16, 2011

Continue to table.

August 30, 2011

Tabled

September 20, 2011

Tabled

September 22, 2011

Commissioner Scherer made a motion to approve the minutes of September 22, 2011.
Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

September 29, 2011

Commissioner Karolian made a motion to approve the minutes of September 29, 2011. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote. Commissioner Karolian made a motion to go into non public per NH RSA 91-A: 3, II (a) at 5:36PM. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

Commissioner Scherer made a motion to come out of non – public at 6:52PM. Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

Commissioner Scherer made a motion to seal the non – public minutes. Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

Commissioner Karolian stated that JR Ouellette had submitted a Right to Know Request and would be releasing that information to him. Chairperson McHugh commented that this was all the information pertaining to his Right to Know. Commissioner Scherer stated that even though the Commission was going to try to move the non – public to the end, sometimes they need to do non – public first. The Commission apologized to the public.

Monthly Report

Police Budget Report

Captain Daigle discussed the budget report. With 25% of the year expired the police department is currently at 21.52%. Chairperson McHugh asked the Commission if they had any questions regarding the report and the Commission stated they were all satisfied with the report.

Old Business

CIP update

Captain Daigle gave an update on the CIP. He contacted the radio vendor Ossipee Mountain Communication, with the possibility of them replacing the components. Ossipee Mountain Communication stated that they would need to do some research and get back in contact with him. They stated that a problem will arise within the near future. Within four to five years Motorola will stop making the consoles and then they will only service them for a few years after that. Ossipee Mountain Communications suggested that they keep the system the way it is and just get a new system. Currently the department has a service/maintenance agreement with them that if anything happens to the component they will come fix it for free and that usually occurs within twenty fours after making the call.

Chairperson McHugh asked what Captain Daigle's opinion was regarding the CIP proposal. She wanted to know if they should remain with the same amount previously stated. Captain Daigle stated yes. Also Chairperson McHugh asked his suggestion on the amount that should be placed in. Captain Daigle stated that they got billed out for \$428,000 and they currently have \$172,000. So he would suggest to at least \$25,000.

Chairperson McHugh stated that they needed to make the presentation by November 8th. However Captain Daigle responded that the finance director wants something by this week or next week. And right now the system is 10 years old.

Commissioner Karolian asked how much an estimate for a new system would be. Captain Daigle said the \$428,000 would cover the tower and system however, he is only worried about the towers right now, so he would guess somewhere in the mid \$200,000.

Chairperson McHugh stated they should take the difference from \$428,000 and the \$173,000 and ask for that amount. Commissioner Scherer stated that they should ask \$255,000.

Commissioner Scherer asked Captain Daigle if he could get a statement from Motorola on what the end of life date was and what there recommendations were. Also Commissioner Karolian stated the system should be encrypted.

Budget Workshop

Captain Daigle stated that they need to find out if there are any vehicles that need to be put into the budget. However, he does not want to come up with a budget and present it to the Commission because they are currently going through the audit process and they may give recommendations. Commissioner Karolian commented that the audit will give recommendations only.

Currently the department has 23 of the 25 positions filled. With current positions being a Chief, Captain, Lt. Detective Sergeant, 3 Sergeant's, 13 patrol officers, and 3 detectives. The department could get two more patrol officers.

Commissioner Karolian stated that the department should move forward with the advertisement. The department should take the application and do the testing. It is unknown whether they go with currently certified or non – certified. Captain Daigle let the Commission know that this would require some overtime on some employees for the testing part.

New Business **Manifest**

September 29, 2011 Manifest

Commissioner Scherer made a motion to approve the manifest for September 29, 2011 in the amount of \$281.45 for service rendered. Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

Lt. McDaniel's commented that he had a car with pulsating breaks. He brought the car to State Motors and they did the diagnosis. However, he did call around to other facilities to get a bid on the car. But where State Motors had done the diagnosis he called them back and told them they

had to do better with the estimate. And since the estimate came back lower, he took the vehicle to them and they did not charge for the original diagnosis. Lt. McDaniel's stated that all he was trying to do was save the department money.

A discussion was held on the department paying for lunches when an employee goes to training. Chairperson McHugh asked if it was a practice for the department to allow up to \$12.00 for lunches. Captain Daigle responded that usually when employees go to training they are allowed so much money to be reimbursed. They staple the receipt to their timesheet. When the employee goes to training they are allowed up to \$8.00 for breakfast, \$12.00 for lunch, and \$25.00 for dinner. Commissioner Scherer stated that it would be best not to exceed the \$12.00 rate.

Spending Authority

A discussion was held on the spending authority. Chairperson McHugh stated that currently the Commission is on call to get the manifest approved. Originally the old Commission gave the department a spending authority up to \$2,000.00. However, this is affecting the department to send employees to trainings. One of the manifests is three weeks old and they had to cancel two workshops and these were free trainings. Currently the department has been experiencing some issues. However, Chairperson McHugh got a paper from the town and it says \$0 to \$2,000.00. Captain Daigle stated that since he was not authorized to send someone than he was not going to do that.

Chairperson McHugh stated that on the school side it should be based on a cycle. Captain Daigle had a conversation with Mary in finance, and found out that once the manifests are signed they would not get paid till the end of next week. Commissioner Karolian asked if it is the wish of Captain Daigle to change the spending authority. Captain Daigle responded that it would help the department run more smoothly.

Lt. McDaniel's stated that on the training issue sometimes the department only gets a two week window. This is due to they don't know if the person can go to the school until the officers get accepted. Chairperson McHugh responded that it is the lower amount that the department is looking for.

Commissioner Karolian made a motion to grant the spending authority for the department to not exceed \$2000. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

October 6, 2011 Manifest

Commissioner Karolian made a motion to approve the manifest for October 6, 2011 in the amount of \$6,831.55. Chairperson McHugh seconded the motion. Motion carried unanimously by roll call vote.

October 6, 2011 Payroll

Commissioner Karolian made a motion to approve the payroll manifest for October 6, 2011 in the amount of \$75,931.76. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

September 30, 2011 Payroll

Commissioner Scherer made a motion to approve the payroll manifest for September 30, 2011 in the amount of \$35,085.77, overtime \$2,944.93 for a total amount of \$38,030.70. Chairperson McHugh seconded the motion. Motion carried unanimously by roll call vote.

September 30, 2011 Manifest

Commissioner Scherer made a motion to approve the manifest for September 30, 2011 in the amount of \$15,161.67. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

September 18, 2011 Manifest

Commissioner Scherer made a motion to approve the manifest for September 18, 2011 in the amount of \$6,634.14. Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

October 18, 2011 Payroll

Commissioner Scherer made a motion to approve the payroll manifest for September 18, 2011 in the amount of \$34,252.28, overtime \$2,948.00 with a total of \$37,200.28. Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

Special Detail Rate

Captain Daigle gave an update on the special detail rate. He checked with the finance director for the yearly check. With the retirement being what it is the department currently bills out \$52 with a minimum of 24 hours. The finance director suggested that the department leave the amount where it currently is. Currently the officer gets \$38.00 per hour, with the difference of \$14.00 going into the detail fund.

Community Service Line (Crime Reports Bill)

Captain Daigle gave a response on a question that was asked at the last meeting. The amount of money for the crime reports bill was for the subscription. This is either paid by pay pal or a credit card. This is where they go online and see what crimes were committed. Currently the department goes online this site daily.

Sector Map

A discussion was held on the sector maps. Currently the map is broken into seven different sectors. The Commissioners inquired why this was. Captain Daigle explained that when the information is placed in the system this shows where patrol is needed most. When the

department broke down the information it is not just the south section, instead it would be sector 1, sector 2, and sector 3. However, the officers cover the complete section.

Copier Project

The commission asked Francine to look at the copier project. Chairperson McHugh stated that she wanted to know if they could just bundle with the town. Captain Daigle stated that they would not do that. The current price is \$855 but they will give a \$640 per month. They will also boost up the number of copies from 15,000 to 20,000

Commissioner Scherer made a motion to authorize Captain Daigle to sign the agreement with Icon for new copier service for 48 months with a new price of \$640.00 per month. Chairperson McHugh seconded the motion. Motion carried unanimously by roll call vote.

Impound Fence Expansion

Captain Daigle stated that the department would like to expand the impound fence area that holds extra large items. This area is a secured area within a secured area. They want to take the money from the Asset Forfeiture Fund however; nothing would come out of the budget. Asset Forfeiture Fund currently has \$5,000.00 in it and the project would not cost more than \$1,500.00.

Commissioner Scherer made a motion to approve the usage of Asset Forfeiture Fund in the amount of \$1,521.00. Commissioner Karolian seconded the motion. Motion carried unanimously by roll call vote.

Union Negotiations

A discussion was held on the union negotiations. Chairperson McHugh stated that the Commission should have someone during the negotiations. Commissioner Scherer commented that he may be the Commissioner but needed to find out some more information first. .

Recessed for 5 minutes

Vehicle Disposal

Chairperson McHugh commented that the Commission had authorized the town to sell the vehicles but they also asked if the vehicles could be used for trade-ins. The vehicles are still at the town and ready to go. Mike Downer from the Town Council asked the Commission if they wanted the vehicles to go to the highest bidder. Chairperson McHugh stated that the Commission had already taken a vote and they were prepared to go forward.

Mr. Downer stated that the vehicles are not titled to the department but to the town. Currently the town has a high bidder. However, Christine from finance thinks that it would not hurt to reopen the process. The money comes from the general fund, and if the town wants to dispose of the cars then they can.

Captain Daigle responded that his only concern was they don't want the cars at the department when the snow starts to fall. Since some of the cars won't start and if they belong to the town it would be best for the town to take them. However, there needs to be a resolution before the snow starts to come down.

Chairperson McHugh stated that she knew the Commission was no longer going to continue with the credit cards; however the \$38.97 for the community service line, has to be paid through a credit card or pay pal. Originally the Commission tried to get all items direct billed. Commissioner Scherer asked if the credit card account still exist. Captain Daigle stated yes.

Commissioner Karolian made a motion for the department to use the credit card to pay the \$38.97. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

Public Input

David Pearl: 79 Main Street

Mr. Pearl inquired from the Commission if there was any new information regarding the audit. Also he asked the Commission since it is taking longer if there was going to be any additional money charged. Chairperson McHugh stated that the Commission hoped to get the results within the next three weeks and that there has been no new cost.

Marc Miville: 42 Main Street.

Mr. Miville wanted some clarification on the bill for \$38.97. He asked the Commission if that was per month. Chairperson McHugh stated that the monthly charge is \$12.99 and they only bill every three months making it \$38.97.

Commissioner Karolian made a motion to go into non - public according to NH RSA 91-A, II (a) & (c) at 9:07PM. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

Commissioner Karolian made a motion to come out of non – public at 10:28PM. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

Commissioner Karolian made a motion to seal the non public minutes. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

Commissioner Karolian made a motion to adjourn the meeting at 10:28PM. Commissioner Scherer seconded the motion. Motion carried unanimously by roll call vote.

Adjourned at 10:28PM