

Draft

Unofficial

Unapproved

Monday, November 21, 2011

The Hooksett Police Commission held a public meeting and Budget Workshop at the Hooksett Safety Complex on Monday November 21, 2011. Present were Chairperson Joanne McHugh, Commissioner Clark Karolian, Commissioner Kenneth Scherer, and Captain Jon Daigle.

Call to Order at 3:00 p.m.

Proof of Posting

Pledge of Allegiance

Commissioner Karolian made a motion to go out of order for approval of last meetings minutes. Commissioner Scherer seconded the motion. Motion carried unanimously.

Commissioner Karolian: This commission has always believed in transparency, there has been indication from the public saying otherwise. We started out with this commission with 100% transparency, and we will continue to do that.

Commissioner Scherer made a motion to accept the final audit report prepared by Public Safety Strategies Group for the Hooksett Police Department, received by the Commission on November 21, 2011. Commissioner Karolian seconded the motion. Motion carried unanimously.

Discussion initiated by Commissioner Karolian: The report is what it is, by accepting this; we are accepting what their findings are.

Commissioner Scherer: The reason why the report was not posted is that we needed to proof read the report.

2012-2013 Budget included in the Commission's packets

Francine gave the Commission a copy of the expenditures for the 2010-2011 budget. Chairperson McHugh asked Captain Daigle to walk through the budget.

Captain Daigle explained to the Commission what he had just handed them. The table of contents for all lines explains the increase and decrease in the budget. One of the things to keep in mind as you go through it is the consolidation of some of the lines. Captain Daigle would like to leave the table of contents for this budget year, so the town council could also see it.

Regular Wages for Employees

Captain Daigle stated that not having the completed audit report, there may be some changes in some areas. However, he did not put in the Captain's position to be filled, so that does reflect the budget. There is however, an increase for a full-time clerk. This position would be prudent with helping with extra paper work that would be put on him from the audit. Thought it would be prudent to put in some extra support staff to help us advance in certain areas. There will be no current staff to be able to handle that additional. That individual will be doing some of the work that he normally generates. One of the things that this person will do that was recommended in the audit.

Commissioner Karolian: Compliment of 28. Is that where we want to be with the compliment of the department? Ideally, to have 3 to 1. In order to do that you would need 5 to fill in for a 4 to 2 shift.

Chairperson McHugh: By saying that, are you saying that we would have coverage for the west side?

Commissioner Karolian: We should have 3, a north, south and west for coverage. I would like to see 3 officers and 1 sergeant for coverage 24 hours a day, with preference for a car to the west side.

Captain Daigle: Stated that he had a conversation and that they would like a 3 to 1 ratio, but that is a personnel issue. We would need 15 patrol officers to make that happen.

Chairperson McHugh: The administrative lieutenant's position from the audit was recommended to a civilian position. With regards to the administrative clerk, what is the number of hours? Or if we need 40 hours? There is a need for some of that, but what that magic number is?

Commissioner Karolian: We would need 5 patrol officers. Chief, Captain and Lieutenant position, 1 Sgt., 1 in-detective, 5 in-patrol Sergeants and 15 officers. Leave detectives where it is with 3. I would like to see how to make it work.

Commissioner Scherer: The part-time clerk position, what about taking that position to make it a full time position?

Captain Daigle: That is a possibility. I would not be opposed to 32 hours for administrative clerk to save the town on benefits.

Commissioner Karolian: Currently 2 officer positions and 3 sergeants' positions are vacant. These numbers for the vacant are just for projection. If we hire entry level the numbers would go down. Have we taken into account longevity?

Chairperson McHugh: They would not be included in the budget.

Captain Daigle: If steps are unfrozen, then we would have to go back and recalculate.

Chairperson McHugh: We should check with Councilman Downer and see what the town is doing for the non-union employees.

Captain Daigle: I had a conversation with Dean Shankle. He was looking from 2% to 2.5%, but he was looking at what all the budgets looked like.

Commissioner Karolian: How long has it been since a raise has gone out to non union? Town council members state that last year they got a raise.

Commissioner McHugh: With regard to the part time police officer, the dollar amount is for how many hours?

Commissioner Scherer: Did you research from surrounding towns? Captain Daigle did some research and handed it out to the commission.

Commissioner Karolian: I'm in favor of part-timer officers working here. Hooksett officers should be afforded first opportunity for someone that retires. They should be able to have first opportunities. The department needs some part-time officers, and it would complement the officers by filling in for some of the patrol. We would not want to fill a part-timer with a full timer. There are certain people that don't want to work overtime; and instead of being forced into overtime to fill it with the part time.

Chairperson McHugh: Another observation, looking at the column of overtime, if we're looking to gain the 2 officers, and part timers, are you still looking at the amount of overtime? It would lessen the degree with the officers (reduce the overtime line).

Captain Daigle: It will somewhat, but not a huge chunk of it, also when having a heavy shift we may not fill it. Someone taking a vacation or calling in sick would compensate that.

Commissioner Karolian: Average of \$5000 per officer.

Chairperson McHugh: I think we could refine that amount by a little bit.

Commissioner Karolian: If we look at filling a vacant spot, he still needs to take into account the vacant positions are not going to be filled right now, but it is something that needs to be looked at soon. How do you project something?

Chairperson McHugh: Have the Captain do the research and see what he comes up with.

Perhaps the full-time administrative clerk position and look at that; and what the administrative lieutenant's position would be if you make it a civilian position and what that position cost will be. We may have to contact the administrative clerk at the town council for additional time.

Commissioner Karolian: Do we want to get the officer that just retired on board before his 30 days are up? It is just a form B that lists him from full-time status to part-time status. This way the officer keeps his full-time certification status.

Commissioner Karolian: How do we go about that?

Captain Daigle: He would have to be rehired by the town as a part-time officer and sworn in as a part-time employee. He would also be under a 1099 form.

Commissioner Karolian made a motion that we hire Gary Blanchette as a part-time employee of the Hooksett Police Department. Commissioner Scherer seconded the motion. (Will he have to have a special badge? The answer was no.) The motion carried unanimously.

The motion was amended by Chairperson McHugh: to add "On an as-needed basis, since he will not be working for 32.5 hours.

Commissioner Scherer seconded the motion. Motion carried unanimously.

Chairperson McHugh: The part-time employee, that \$36,218 represents an increase?

Captain Daigle: The part-time clerk, currently, we have a second part-time person upstairs.

Chairperson McHugh: \$26,858, then you have \$36,218?

Captain Daigle: It is the combination of the two part-time clerks.

Chairperson McHugh: Research \$36,218, both health and dental need to be reflected in what we made full-time to part-time.

Individual lines

Captain Daigle: Line 111 will change when we make changes on the full-time employees.

Lines 112, 113 will change. The retirement line will be changed.

Also, Line 221 - computer services, 2 other lines were placed into this line.

Communications maintenance – we put in for two new computers for dispatch

Commissioner McHugh: Looking at the expenditures line from last year, which was partly police equipment and office rentals?

Captain Daigle: Some of those were placed in line 713 and line 718.

Chairperson McHugh: All have been verified and have been calculated into the budget?

Computer accessories, or can you get more information on that?

Captain Daigle: Strike the one with the keyboard and stuff.

Chairperson McHugh: Come back with updated recommendations.

Professional Services

Captain Daigle: 5 different lines, and incorporated to what the town wanted. Spot user fees; used to be in Line 312.

Chairperson McHugh: EZ pass is that for one vehicle?

Captain Daigle: No, that is for the unmarked vehicles (7).

Commissioner Karolian: One for the Chief, Captain, 4 Detectives, and there is one that is split between the Prosecutor and the Administrative Lieutenant.

Chairperson McHugh: How much is it yearly for the EZ pass?

Captain Daigle: That goes into the account yearly (#).

Chairperson McHugh: Cell phones, blankets, are those expenditures?

Captain Daigle: I sat with Francine and we determined that those were last year's number.

Chairperson McHugh: What about blood specimens? How did you come to that figure? I see that it is 15 and 5.

Captain Daigle: I can get you what was spent out of that last year as well.

Chairperson McHugh: Badges?

Captain Daigle: That is not an actual. We have replaced a number of badges over the years and some are not in the best of shape. We have to pay to replace those to have decent of badges to pass out.

Chairperson McHugh: Investigation transcription, I think at one time you explained how much that did cost.

Captain Daigle: It does not go on a number based on usage and an interview; that is done depending on length and time of interview.

Chairperson McHugh: Court transcripts?

Captain Daigle: Not based on usage. That is not a regular usage.

Chairperson McHugh: Communication?

Captain Daigle: That is the new phone system in place. There is a possibility of dropping that line.

Chairperson McHugh: Data shredding?

Captain Daigle: Actual cost.

Chairperson McHugh: New dispatch chairs?

Captain Daigle: Been going with more decent price chairs. We will replace one out of that.

Line 229 is actual cost from Comcast.

Line 251, last year was \$3,000, and that dropped it to \$2,700.

Complaint forms, that is actual cost.

Chairperson McHugh: Equipment maintenance?

Captain Daigle: Battery back-ups, between the two were \$400. Some have not been replaced in 2 to 3 years. I budgeted more for that. I thought we should put more money in that item.

Chairperson McHugh: It is not based on expenditures?

Captain Daigle: It is based on the need of what they are.

Chairperson McHugh: Find out how many you have replaced over the year.

Fuel is a state bid number.

Captain Daigle: I got an email from the State, and the number needs to be reduced downward.

11.5 miles per gallon. Projected 23,000 gallons to use. \$3.26 per gallon currently paying.

Effective immediately fix rate for next 12 months 3.13 a gallon. Took same amount of gallons.

\$72,124.59

Chairperson McHugh: Vehicle maintenance, \$22,220.

Captain Daigle: Last year went over by \$14,000.

Chairperson McHugh: That is because there was a practice in place to keep repairing cars until the department felt they could no longer use the vehicles anymore. There is also a thought of purchasing vehicles.

Captain Daigle: We did not go extremely high on it. Yes, we put 2008 and 2010 on the roads.

There is also a vehicle out there that has 71,000 miles on it and needs a new transmission for \$1900.

Chairperson McHugh: How many vehicles do you have out there to work with?

Captain Daigle: 6 Machs. I would make an investment to keep that running throughout the year to help keep the miles down. It has been sitting out there for months now.

Chairperson McHugh: When the cars need repairs, does someone explore with someone who is going to do the repair work what the life of the vehicle is? Does someone say, all right, you are getting into too much money, or does the maintenance man ever say anything?

Captain Daigle: Typically, no, because they go to different vendors. We have not had major issues with that now.

Commissioner Scherer: I don't think it is out of line to fix that vehicle down the road.

Captain Daigle: Unit 66 was ordered parked by the commission in August, and it needs a new transmission. It is a 2006. It has approximately 71,184 miles on it. What are the wishes of the commission to fix it or decommission it? I have a total of 8 black and whites. We are using 7 right now.

Commissioner Karolian: What are the mileages for black and whites?

Captain Daigle: The 2006 has 71,184 miles, the 2007 has 60,358, the 2007 has 45,940, the 2008 has 35,813, the 2008 34,810, the 2008 21,223, the 2010 has 9,314 (year then mileage).

Commissioner Karolian: Are these running 24/7?

Captain Daigle: No, they are not. They are sometimes using certain vehicles, the same ones, and then other times they are using different vehicles. The evenings will use certain vehicles and the days will use certain vehicles.

Commissioner Karolian: We need to get out of the cycle of using 4 vehicles out of 12. We need to take 4 of them and run them 24/7.

Commissioner Scherer: I don't think we should plan to end life of these vehicles at the same time, it would be costly. It would be prudent to spread it out.

Chairperson McHugh: I don't have background or knowledge of cars. We have to find something that works.

Commissioner Scherer: For our benefit let Captain Daigle forecast vehicle life, get that information to us.

Captain Daigle: I have it and will get you a copy of that before you leave tonight.

Commissioner Karolian: We need "x" amount of vehicles as long as we can justify it; and trim the budget down to allow us to have that amount of vehicles. They have to be safe.

Chairperson McHugh: We have had several practices on how the department uses their vehicles.

Commissioner Karolian: If the public knows, and the department knows that we run these vehicles to as far as they can be run, and you get the life out of them, if they know that they are run 24/7.

Captain Daigle: I took the suggestion from Commissioner Karolian to rotate tires seasonally. I took the lowest amount.

Commissioner Karolian: Seek open bids from 4 to 5 companies. On routine bids they contract with us for 12 months and it goes to the lowest bidder.

Chairperson McHugh: Line 314, which is communication maintenance?

Captain Daigle: That is down from last year's budget, some of that is battery replacement for portables.

Chairperson McHugh: Parts and repairs for repairs?

Captain Daigle: Battery replacement is a decrease. Under the towers that was last year's number, air cards is a decrease. We will be taking some off based on the numbers that came out of the fleet. Actual cost to the portables.

Photography:

Commissioner Karolian: Are using digital photography?

Captain Daigle: Prints and reproduction for a request from court.

Commissioner Karolian: Looking at \$3000 worth, but not billing it back.

Captain Daigle: Ink for photo paper, ink for color paper, batteries, memory cards that are out in cruiser. If we have request from others, the public, attorneys, then it is billed back to the town.

Chairperson McHugh: We will have Captain Daigle get back to us with this information.

Line 427 is actual cost. Postage is actual cost.

AT&T Communications? That is what, the phone bill? There should not be any increases.

Selection process?

Commissioner Karolian: Projection July 1 is \$13000 for new hires. For psychological testing, advertising.

Captain Daigle: If you want to hire them, this year you can

Commissioner Karolian: Can we hire those that we wanted to reduce the next fiscal year's budget to chairperson.

Recessed at 5:17 p.m. and the meeting resumed at 5:37 p.m.

Captain Daigle: It would depend on the number that you go to. You may have some issues with that. As far as the numbers, some of the cost went up.

Commissioner Karolian: What number does this selection process have? How many selection processes can you go through?

Captain Daigle: We will have at least a couple of people, which reflects 3 per process.

Chairperson McHugh: Training and Dues? Close to what had last year.

Captain Daigle: We've taken a lot of training out. It depends on how many trainings you wanted to send personnel to. The number is reflected to new supervisors. Training, ammunition 5000 rounds, if you hire new officers and they're uncertified and they have to go to the academy; they have to take 1500 rounds up to the academy with them.

Commissioner Karolian: How much ammunition do we currently have?

Captain Daigle: It is unknown. The numbers are upstairs. There is also a need for training for dispatchers. Some membership dues and fees were also not added in.

Chairperson McHugh: Is a prosecutor the only one that gets the am set?

Captain Daigle: There are 2 sets; one in her office and one in the library. I sat down with her and reduced the number of books that was duplicated. We keep a set in her office.

Chairperson McHugh: Do you get the publication? And do they charge you?

Captain Daigle: The Chief has always put in extra for the publication.

Line 444 would prefer to keep it open and that has not changed. Line 446 education, that is the number agreed upon on the contract.

Chairperson McHugh: At some point why is there not a discussion on the value on it, on whether it is used or not used?

Captain Daigle: I had a discussion with Commissioner Karolian.

Community service:

Captain Daigle: I looked at some of the things purchased by the SRO, the Neighborhood Watch (books), prime reports as is and is reflected there.

Commissioner Karolian: Refresh memory on prime reports?

Captain Daigle: Data gets pushed out from prime reports, so people can look up that information. It goes to our outdated website.

Commissioner Karolian: We currently have a web page (home page) and trying to get a web site up under the current budget?

Captain Daigle: Todd Lizotte was kind enough to work on this with Sergeant Dupuis. When it goes up, the crime report will get pushed on over to the website, then the stats will go over too.

Commissioner Karolian: What is the current cost of it right now?

Captain Daigle: \$1,888.

Commissioner Karolian: I don't think if you pay for a service...

Chairperson McHugh: There has to be something that is more reliable to work with. That one is out, given the recommendations of the audit report. Take it out. Follow up further Captain, if this is something to continue.

Vehicle and related purchases: Back up information with regard to vehicle mileage.

Captain Daigle: I do not have vehicle maintenance, it is not computer generated.

Chairperson McHugh: That is information that the commission needs to go forward. Whether he has paper, or on computer, he needs to put something together for the commission.

Commissioner Scherer: Is this the last year you can get them?

Captain Daigle: I can no longer get the Crown Victorias.

Commissioner Karolian: Why are we going with the Ford Intrepid, and not the Dodge Charger?

Captain Daigle: I have to look at an officer being able to get in and out of the vehicle without an issue. The Dodge Charger has caused issues, throughout the country, with regard to blind spots.

Chairperson McHugh: We would need some of the information to get through the line.

Commissioner Karolian: We would like to see breakdown of all three. On the breakdowns and installations, it list almost \$12,000.

Captain Daigle: Assuming you are going to have to move 2 vehicles, you have breakdown of what needs to be done from the company.

Commissioner Karolian: Maybe that should go out for a bid, also, or at least a quote.

Chairperson McHugh: The town has specific rules in order to put something out there for bids, on what you can do and can't do

Police equipment?

Captain Daigle: Flashlights.

Chairperson McHugh: How many are we talking about?

Commissioner Karolian: How many are issued?

Captain Daigle: The vehicles have lights, the kill lights, the tack lights, and the stinger (small flashlight) weapons light reflection of the battery. Flashlight batteries have to go to a company. After so many years, they no longer hold a battery charge. Stinger is not in here – just the batteries. Tazer cartridges.

Commissioner Karolian: Are they trained?

Captain Daigle: Yes, my understanding is that they all should be.

Chairperson McHugh: Could you pull that up?

Toxicalizer?

Captain Daigle: Standard amount (to keep the supplies stocked).
Sample tubes needed, range targets have some on hand, eye protection.

Investigation?

Captain Daigle: Collection of blood.

Chairperson McHugh: Is that actual cost?

Captain Daigle: I don't think so.

Chairperson McHugh: Could you find that information out and get back to us?

Captain Daigle: Honestly, you might not find most of the information due to record-keeping, but I will do my best.

Commissioner Karolian: Anyone here certified to do accident reconstruction?

Captain Daigle: Office.

Uniform?

Captain Daigle: Can possible cut some of that budget.

Chairperson McHugh: By how much?

Captain Daigle: By half.

Commissioner Karolian: Clothing allowance, plain clothes or uniform allowance?

Captain Daigle: Both.

Captain Daigle: Spent between \$200 – \$300 for those that ripped their shirts.

Commissioner Karolian: So can we drop the \$300 off there?

Captain Daigle: The vest you see there. There will be 3 officers that will require new vests.

Line 717, office equipment and supplies: I sat down with Francine and went with most of the actual for office supplies.

Commissioner Karolian: Do they come into play for the photography?

Captain Daigle: No.

Line 718, office equipment. Francine looked into that to bundle with the town, and we got a better rate with more copies.

Legal for police commission:

Captain Daigle: That is set for the police commission; I don't know what you want to do with that.

Commissioner Scherer: Budgeted 50, spent 64, now asking for 25.

Chairperson McHugh: Out of police line, one of the commissioners was saying that one of the attorneys, and the commission stated no they were not.

Commissioner Karolian: Where are we at on the legal expenditures?

Captain Daigle: \$6,048.00, 24.19%.

Chairperson McHugh: Keep that amount in there.

Animal control?

Captain Daigle: Those are actual numbers.

CIP Update:

Chairperson McHugh: Last time we went in front of the CIP, they requested information. What would the department be requesting in the substantial years? The \$25,000, if able to obtain the new console, they can build up from there.

Captain Daigle: An item such as this, the build out total cost was \$428,000; we should be at the conclusion of that right now. In my opinion, if we're going to take possession of a console next year, we are going to end up with the substantial amount. If you don't put any amount in, you are going to end back where we are right now. It is not just the console for the \$428,000, it also did the towers. Some of it could be expansion. There is another tower coming on that is an agreement with the town. It is also for growth. The console is getting old, and it is diminished.

Chairperson McHugh: That is what was proposed by the CIP, and how the equipment is diminished. As far as the CIP, it was well received and thought they were valuable questions. My only question is, when the town council gets it back and they cross off the amounts, will they forget what the CIP is for? Hopefully this is the information for the CIP.

Commissioner Karolian: The current radio system we have, is it encryption? The ability to make contact to surrounding communities? If an emergency in the region, we have the ability to communicate with other agencies, but the portables are becoming antiquated. It would be wise to set aside money over time, than to have to come up with money all at once.

Chairperson McHugh: Unfortunately, when it goes to the council, are you satisfied with the CIP information here?

Public Input

Marc Miville, 42Main St.

I want to thank the commission for the information transpired here tonight. The CIP committee is planning on meeting up with the planning board; to address the CIP, to actually educate the town council with a presentation to drill home to everyone that needs to deliberate on it. It will be an educational process. My feeling on the vehicles, I also agree 4 is a lot a year. Plan accordingly, 2 cars on usage. I mentioned to the Chair, the lights going southbound are out.

David Pearl, 79 Main St.

Vehicle maintenance, there are so many vehicles out there, and select some sort of software out there, so there is data out there.

Commissioner Scherer made a motion to go into non-public session per NH RSA 91-A: 2, I and II (a) and (c) at 6:42 p.m. Commissioner Karolian seconded the motion. Motion carried unanimously.

Commissioner Scherer made a motion to seal non-public minutes. Commissioner Karolian seconded the motion. Motion carried.

Commissioner Scherer motioned to come out of non-public session at 11:49 p.m. Commissioner Karolian seconded the motion. Unanimous.

Commissioner Karolian made a motion to seal the minutes of non-public session. Commissioner Scherer seconded the motion. Motion carried.

Commissioner Karolian made a motion to adjourn the meeting at 11:50 p.m., seconded by Commissioner Scherer. Unanimous.

Revised minutes/np