

HOOKSETT POLICE COMMISSION
BUDGET WORKSHOP MEETING
NOVEMBER 28, 2011
held at the Hooksett Safety Center

Attendees: Commissioners Joanne McHugh, Clark Karolian and Kenneth Scherer; Town Councilor Michael Downer; Kym Craven of Public Safety Strategies Group "PSSG"; Captain John Daigle and Marc Miville, Hooksett Budget Committee and Nancy L. Perry, secretary.

Chairman McHugh called the meeting to order at 6:37 p.m., lead us in the pledge of allegiance and stated the purpose of the meeting is to work on the 2012-2013 budget for the Hooksett Police Department.

Prior questions from the previous budget meeting regarding Captain Daigle's second draft of the budget were addressed. Review of overtime and the personnel wage sheet and how personnel would be deployed were discussed.

Chairman McHugh discussed the status of Health and Dental regarding additional contribution changes or benefits and to obtain information from the town council. Councilman Downer stated he would check on any changes and get information to Captain Daigle.

Further discussion was held on Computer Service costs, Professional Services, Legal Blood Specimen costs, Vision/ Communications and Employee ID/Badges. Additional discussion regarding 1 new dispatch chair, Investigation transcription costs, data shredding costs, Internet Service costs and Maintenance costs. The cost of fuel and vehicle usage were discussed.

Commissioner Karolian made a motion to set the fuel line under line item 1.424-01-311 to be set for \$80,000 even for the Hooksett Police Dept. 2012-2013 budget dated November 28, 2011. Commissioner Scherer seconded the motion. Following further discussion Chairman McHugh called the vote. Commissioner Scherer seconded. Unanimous.

Marc Miville submitted the Table of Contents to the secretary.

Discussion resumed regarding maintenance and review of estimates/bids, the need for price lists (sealed). Kym Craven explained how to do a request for proposal with sealed bids.

Discussion continued on Community Centers, aircards in laptops. Correction was made to reflect 4 aircards. Following discussion on Communications, Commissioner Scherer commented that it is prudent that any line item more than 5 digits be put out to bid. Chair McHugh asked what administrative code says and Councilman Downer said he will check into that.

Discussion on photography and digital reproduction.

Councilman Downer stated that administrative code says anything over \$2,000.00 you should get 3 competitive bids, but 0-\$2000.00 the dept. head has approval, no bid required for State of N.H.

Captain Daigle removed the line item for digital reproduction.

Chair McHugh called break time at 8:34 p.m. and the meeting resumed at 8:44 p.m.

Discussion continued with Meals and Food.

Commissioner Karolian made a motion to set Meals and Food at \$212.50 in line item 1-424-01-427 for the Hooksett Police Dept. 2012-2013 budget. Commissioner Scherer seconded. Unanimous.

Discussion on Postage and Telephone costs continued. Costs for 441 Selection process and for Polygraphs were discussed. Training and Dues and Duty Rounds were discussed.

Commissioner Karolian made a motion to set Training and Dues, line item 443 for IACP reduced from \$360 to \$120.00 based on 1 membership for the Hooksett Police Dept. 2012-2013 budget. Commissioner Scherer seconded the motion. Unanimous.

NPSA - free training for Police of Chief secretaries - sponsor free training.

Chair McHugh stated she wants to make sure the "HPD" has adequate training. Commissioner Scherer left momentarily and returned at 9:41 p.m.

Discussion continued with line item 447, Community Services and 481, Vehicle and Related Purchases. Discussion on resale of van and how to go about that process. Discussion continuing on through 713, Police equipment.

Commissioner Scherer made a motion to remove computer accessories line in the Hooksett 2012-2013 budget of \$500, account 1-424-01-713 and revise line total to \$10,824. Chairman McHugh seconded the motion. Unanimous.

715, Uniforms Chairman McHugh motioned to set line 715 for uniforms at \$2,225.00. Motion seconded by Commissioner Karolian. Unanimous.

Captain Daigle stated no changes in line item 716.

718, Postage Machine - Automated Mail Systems, Copiers (rentals and leases) were discussed.

Motion made by Commissioner Scherer to remove the keyboard, monitors and mouses line item 424-01-221 in the Hooksett Police Dept. 2012-2013 budget to remove \$600. and revise the grand total to \$23,175. Commissioner Karolian seconded the motion. Unanimous.

Chair McHugh stated she has a Right To Know request regarding the approval of the 11/15/2011 minutes. The 5 elements to the Right To Know request are copy of the recording, notes, draft minutes, full and complete audit report and final approval.

Motion made by Commissioner Scherer to amend the 11/15/2011 public minutes, seconded by Chairman McHugh. Unanimous.

Noted: At last Tuesday's manager meeting, Town Administrator Dean Shankle offered his training background on leadership training and would do this training free of cost.

At 10: 55 p.m. Commissioner Karolian motioned to go into Non-Public Sesssion per RSA 91-A: 3, II, paragraph (a) and (c), seconded by Commissioner Scherer. Unanimous.

Councilman Downer and the secretary left at 10:57 p.m. Secretary returned at 11:20 p.m.

Motion made by Commissioner Scherer to seal non-public minutes, seconded by Commissioner Karolian. Unanimous.

Motion made by Commissioner Scherer to come out of non-public session, seconded by Chairman McHugh. Unanimous.

Motion to adjourn the meeting at 11:33 p.m. made by Commissioner Scherer, seconded by Commissioner Karolian. Chairman McHugh called vote unanimous.