

APPROVED 03/08/2012 - np

Hooksett Police Commission  
Public Session Minutes  
Tuesday, December 20, 2011

Attendance: Chairperson/Commissioner Joanne McHugh, Commissioner Kenneth Scherer, Commissioner Clark Karolian, Captain John Daigle, Kym Craven, David Pearl, Marc Miville, J.R. Oullette

Chairperson McHugh called the public meeting to order at 6:56 p.m. Marc Miville, Main St., Hooksett, submitted a DVD on behalf of Mr. David Pearl that is a copy of the audit results for the Hooksett Police Commission dated November 15, 2011

Commissioner McHugh asked if everyone had an opportunity to review the November Monthly Expenditure report on the budget that was in the manifest

Captain Daigle stated the reduction from \$39+ down to \$32+ and had inquired with Christine as to why certain months were different than others

Commissioner McHugh asked why nothing was paid on the Internet Service and Captain Daigle responded that they had not been paying for the modem and so the budget will show an increase.

Commissioner Scherer questioned the \$500 October charge for postage.

Commissioner McHugh: Explained that the grace time for finalizing the budget had been exceeded and this is the next item to discuss.

Commissioner Karolian discussed account #113, Part-time employees and asked if it was for 2 employees or 3?

Captain Daigle responded 3 employees: clerk, secretary and the part-time reflects a vacant position they want to add.

Commissioner McHugh stated the only other one we haven't nailed down is the position change, the fleet manager.

Discussion was held on research conducted by Captain Daigle and Kym Craven on fleet manager position in Bedford, N.H. and would check into the town of Goffstown.

Kym Craven suggested that the fleet manager position could be integrated into someone else's job: someone who does grant-seeking, writing and maintaining job descriptions, coordinates information on the website, someone who makes less salary and is not a sworn position and did not have to take patrol time.

Kym Craven responded to Commissioner Karolian's question regarding salary range by stating between \$60 and \$65,000.

Captain Daigle stated that was high for someone just taking vehicles to be repaired.

Commissioner McHugh stated we had increased the dollar amount and what do we want for the salary line?

Further discussion was held on job positions and how to best utilize employee skills and what duties would be performed for what positions and whether or not benefits would be paid.

Kym Craven responded to Commissioner McHugh's request for title suggestions (TBA) by suggesting Equipment and Services Coordinator.

Commissioner McHugh discussed her conversation with town administrator Dean Shankle with regard to the police vehicle and a warrant article and the idea of starting a capital reserve account.

Marc Miville stated wheeled vehicles would qualify.

Commissioner McHugh stated it was too late for this year to put forth a warrant article for capital reserve.

Further discussion was held on the vehicle and approaches to sell.

Commissioner Karolian stated if there's a warrant article to sell the van then the proceeds would go back into general funds, let the public decide.

Mike Downer stated with the sale of the van the funds could be used to start a capital reserve fund.

Commissioner Karolian stated we should put it to the voters, the money goes to the general fund and benefits taxpayers.

Commissioner McHugh questioned the money from the sale goes automatically to the general fund?

Commissioner Karolian: If it goes to the voters, sell it to offset the price of a new vehicle.

J.R. Ouellette: Not sure you can sell it if the voters say no.

Commissioner McHugh asked what the will of the commission is?

Captain Daigle stated we need two vehicles.

Commissioner McHugh asked what type of vehicles and Captain Daigle directed the commission to the packet he submitted at the start of this meeting regarding the types of vehicles chosen and the upfits to them.

Further discussion was held on vehicle models and their purchase prices.

Following discussion on patrol packages and wage lines, Commissioner Karolian made a motion to go into non-public session at 8:13 p.m., seconded by Commissioner McHugh. Unanimous.

Commissioner Karolian made a motion to seal the non-public minutes at 8:29 p.m., seconded by Commissioner Scherer. Unanimous.

Commissioner Scherer made a motion to come out of non-public session at 8:30 p.m. Unanimous.

Commissioner Karolian left at 8:31 p.m.

Commissioner Scherer made a motion to adopt the budget proposal in the amount of \$3, 503, 572.60. Commissioner McHugh seconded. Unanimous.

#### Other Business:

Captain Daigle: Update on Shelving Project: Need to purchase shelving to put inside the expanded area for evidence storage as priced out by Detective Matt Burke.

Commissioner Karolian returned at 8:39 p.m.

Commissioner Scherer made a motion to authorize Captain Daigle to use the Home Depot credit card in the amount not to exceed \$1033. for the purchase of shelving, seconded by Commissioner Karolian. Unanimous.

Commissioner McHugh stated the next item on the manifest is the PSSG contract. Kym Craven provided a summary of the contract to everyone and explained it is a continuation and the original contract would stand. Kym explained how PSSG would work with the Acting-Chief to devise a strategy, to be their as a team to assist on a daily basis. Monthly updates will be made with direct reporting to the commission.

Kym answered questions from Commissioner Karolian regarding rate of pay, hours, 3 consultants and billing.

Motion made by Commissioner Scherer to accept the amendment to the Professional Services Agreement with Public Safety Strategies Group, not to exceed \$169,000 for services to occur between December 20, 2011 and December 20, 2012. Commissioner Karolian seconded the motion. Unanimous. Further discussion was held by the commission.

Mike Downer

The Hooksett Police Commission signed and dated the contract with "PSSG" at 9:20 p.m.

Captain Daigle stated he responded to Commissioner Scherer's request to send a letter of cooperation to town administrator Dean Shankle, Town of Hooksett for work done by Leo Lessard, Director of Public Works regarding the "front bumper skin" on a police vehicle repair.

Commissioner McHugh commended Captain Daigle for working with the Highway Department.

Public Input:

David Pearl, 79 Main St., Hooksett: Stated the one time budget expense for the extension of the contract with "PSSG" as a wise move and thanked the commission for their long, hard hours.

Marc Miville, 42 Main St., Hooksett: Echoed Mr. Pearl's comment and commended the Hooksett Police Commission and "PSSG" for their due diligence and supports the extension of the contract. Mr. Miville stated he is pleased to hear what Captain Daigle has done and hopes more to come on that.

At 9:31 p.m. Commissioner Scherer made a motion to approve and accept the manifest service comp. by \$15,410 dated September 20, 2011, final payment of the audit. Commissioner Karolian seconded the motion. Unanimous.

Captain Daigle signed the manifest at 9:34 p.m.

Motion made by Commissioner Scherer to approve and accept the manifest in the amount of \$82,485.42, dated December 16, 2011. Commissioner Karolian seconded the motion. Unanimous.

Commissioner Scherer motioned to approve and accept the manifest for Training and Dues dated December 6, 2011, in the amount of \$9,912.68

Commissioner Scherer made a motion to approve and accept the manifest for overtime in the amount of \$45,000 in holiday pay, which inflates the manifest in the amount of \$196,784.85, dated December 6, 2011. Unanimous.

The public attendees left the meeting at 9:38 p.m.

Commissioner McHugh motioned to go into non-public session per RSA 91-A:3, II (a) and (c) at 9:38 p.m., seconded by Commissioner Karolian. Unanimous.

Commissioner Scherer made a motion to seal the non-public minutes, seconded by Commissioner Karolian at 10:33 p.m. Unanimous.

Commissioner Scherer motioned to seal the public minutes, seconded by Commissioner Karolian. Unanimous.

Commissioner Karolian made a motion to adjourn the meetings of the Hooksett Police Commission dated December 20th, 2011, at 10:34 p.m. Commissioner Scherer seconded the motion. Unanimous.