

**HOOKSETT POLICE COMMISSION
PUBLIC MEETING MINUTES
HOOKSETT SAFETY CENTER (MEDIA ROOM)
Thursday, October 4, 2012**

CALLED TO ORDER

Chairperson Joanne McHugh called the meeting to order at 6:37pm. She led the pledge of allegiance. Proof of Posting was given to interim recording clerk Donna Fitzpatrick.

ATTENDANCE – POLICE COMMISSION: Chairperson Joanne McHugh, Commissioner Kenneth Scherer, and Commissioner Clark Karolian (via speaker phone).

ATTENDANCE - PUBLIC: Todd Lizotte, Hooksett District 1, Town Councilor, 21 Post Road, and Marc Miville, 42 Main Street.

Commissioner McHugh: The first item on the agenda is MRI (Municipal Resources, Inc.). For those of you here, I would like to explain about the meeting this evening, and why I called it to order. I attended the Town Council meeting last week. Acting on the advice from PSSG, the Police Commission is not looking right away to appoint a Chief until we implement the audit recommendations. The last couple of months' timeline included fact finding about hiring a Chief. Originally we spoke with LGC, however there was no decision at that time to follow the Town's Administrative Code and have our policies mirror that code. We have obtained three (3) - LGC, MRI, and Primex. Unfortunately unless Primex has a contact with the Town, it doesn't offer that service. We have met the requirement for three (3) bids. This evening Alan Gould from MRI will present their proposal.

Alan Gould, MRI: For 22 yrs. all MRI has done is to service towns and cities in New England, Pennsylvania, Connecticut, and New York. 50% of our business is in public safety. I am a retired Police Chief and former Town Administrator with 30 yrs. of expertise. I manage 70-80 of the projects. I manage all public safety and I am hands on due to my experience in police studies and recruitments. I completed Woburn and Dedham, and Gloucester the year before. Now I am doing four (4) police studies in the State of NH. Before the Bedford Police Chief, I just did the Bedford Town Manger. I also did Hinsdale; I was awarded the contract out of 81 applicants. I have also done Dartmouth, MA for the Town Manager, Police Chief and Fire Chief. PSSG provided you a full study and recommendations. That is also what we do. Dedham asked us to stay on to implement our recommendations and negotiate contracts for police and fire. We were the interim Police Manager for New Boston and Lydenborough, and the Fire Dept. management for Manchester by the Sea. We try to staff with the right person. If our person on site gets stumped, there are ten (10) more subject experts to reply via phone or e-mail. MRI has 20-30

people behind that one person.

Commissioner McHugh: Some of those interim police management have they ever been chiefs?

A.Gould: Yes.

Commissioner Karolian: Mr. Gould, the police management title you are giving, are they certified or former officers and now acting as civilians?

A.Gould: Correct, former officers now acting as a civilian Police Manager.

Commissioner Karolian: Former certified police officers that were chiefs or administration and are now not certified, they would be a civilian to administration duties.

A.Gould: If they are not employed full-time, their certification lapses. It is a conflict if it is a certified officer and he/she does the work we do.

Commissioner Karolian: What are some of the duties you propose in Hooksett?

A.Gould : Administration and management of the department to include budgeting, and implementation of policies and procedures. Anything that does not require a badge and gun to fulfill the Commissioner Karolian duties.

Commissioner Karolian: Police Manager is the highest in command in our case.

A.Gould: Our person would direct and manage your organization at the highest rank. The Captain would be highest rank in sworn command.

Commissioner Karolian: Will written orders be by the Captain vs. the administration by MRI?

A.Gould: I don't know why SOPs are by a sworn person. We mentor Police Chiefs. Sometimes we issue it (written orders) and sometimes it is through the Police Captain.

Commissioner Karolian: The police administrator can give directives to the Captain and anybody else down the chain-of-command, as well as civilians, in the Police Dept.

Commissioner McHugh: That MRI individual can do what?

A.Gould: As the Police Commission you would issue some directive to the interim Police Manager. Example, fire services in cities we don't expect the interim Fire or Police Manager to run into the fire.

Commissioner Karolian: The ranking officer will issue the order to the department sworn personnel.

A.Gould: The authority is by you folks if you want the interim can issue orders to the sworn

Captain.

Commissioner Karolian: We would need to reword that.

Commissioner McHugh: Explain how you work this with regard to time in a week; the whole process and schedule.

A.Gould: It would be three (3) days per week at 24 hrs. per week. We could do 32 hrs. if needed. We would triage where you are and how much work is needed to get you where you need to be. There is no learning curve. We know the business. That is why it is less than a full-time position. This is affordable to communities, because you are not paying a full-time position with benefits. Our people are our employees. The rate is \$75.00 per hour. There could be travel and mileage; mileage at government rate of .55 cents per mile.

Commissioner Karolian: You have two candidates in mind?

Commissioner McHugh: Their background?

Commissioner Karolian: Where are they located?

A.Gould: One is from Goffstown and the other from Methuen, MA.

Commissioner Karolian: Regardless, are we paying travel and mileage?

A.Gould: For the Goffstown candidate, I don't think there is a mileage issue. The Methuen candidate is the first exit after Salem on I-93, there may be 10 miles.

Commissioner Karolian: If we make a decision to go forward, will the arrangement for the contract be open ending or will there be an ending time period?

A.Gould: We will contact the Commission and MRI to set the terms out to include "until completed or some end period, whichever comes first".

Commissioner Karolian: Say again?

Commissioner McHugh: We could have a date certain.

A.Gould: Our contracts state we could change personnel if needed. We have a five (5) day out of contract clause, so no one is locked into this.

Commissioner McHugh: What is the background on these two (2) individuals?

A.Gould: They are both Chiefs; one in NH in a town a bit bigger in size than Hooksett. He has accreditation manager files all over Callia. He does assessments at other Police Dept. He has a Bachelors and international association status of police. He was Chief for 9 yrs. The other has his Masters and Bachelors. He was a Chief for 9 yrs. in a city 2-3 times larger than Hooksett; 83

sworn officers with 44,000 residents. He took over the Massachusetts Leadership Institute of Lowell. He has been with MRI for 10 yrs. He has been a participant on most police studies. Both candidates have served as Police Managers in the State of NH.

Commissioner McHugh: If we ask at some point for recommendation or follow-up background as an interim, could we get that?

A.Gould: Absolutely. Our original proposal to you included a few pages of police references, and you could call any of them.

Commissioner McHugh: Do you have a hard copy of that for the Commission?

A.Gould: Yes.

Commissioner McHugh: Commissioners, do you have any more questions?

Commissioner Karolian: No.

Commissioner Scherer: I think that is all my questions.

Commissioner McHugh: I am now looking at a proposal from MRI that Mr. Gould has just handed me, and I am going to pass to Commissioner Scherer to look at.

Commissioner Karolian: Is it a contract?

Commissioner McHugh: No a proposal of services, if the Commission chooses to go with an interim Police Manager.

A.Gould: Our people can start next week. It is not unusual for us to get a call on a Friday afternoon to start Monday morning.

Commissioner McHugh: Explain in detail some of those communities where an interim manager was brought in and how things developed and went along.

A.Gould: For more than a year, they didn't think they needed a Chief.

Commissioner McHugh: They didn't have a Chief?

A.Gould: No, they did.

Commissioner McHugh: Was it Lydenborough?

A.Gould: Quick check, you have a report we can look at with recommendations. We would triage and prioritize the report by easy quick things, and what are the high-risk and high-liability. The latter may be more difficult to implement, but important to you folks. This person works with your staff for delegations and assignments being our expertise. We manage day-to-day fires

and put them out. I have been an interim Town Manager not a Police Manager. We triage and identify what needs to be done.

Commissioner McHugh: You don't mean just putting out fires?

A.Gould: Triage to me means prioritizing. Fires are triaged on a day-to-day basis.

Commissioner McHugh: How much would you move forward and not address what is happening today?

A.Gould: We move forward as quickly as you want us. I would meet with the person and you. We would manage the budget, staffing, standard operating procedures, and enforcement. How quickly you will allow us to move is up to you. Sometimes we function in collective bargaining agreements or budgets; you are the boss.

Commissioner McHugh: Hooksett: 1) we have a default budget, and 2) the collective bargaining contract was voted in May 2012.

A.Gould: You have recently voted to ratify the contract.

Commissioner Karolian: One contract for the dept.

A.Gould: Everything has to happen in the context of that agreement.

Commissioner McHugh: Commissioner Karolian is there anything else you want to ask or question we need to ask?

Commissioner Karolian: I don't have any further questions. We have covered what the position is to include responsibilities, money, hours and timeframe. I am aware what they would do. No further questions at this time.

Commissioner McHugh: Can it be decided how we want the 24 hrs. per week broken down?

Commissioner Karolian: Days of the week they work?

A.Gould: I can't commit someone to just 4 hrs. a day, but rather three (3) full days. We will do what we need to make it work. If there is an occasional conflict in schedule, they will get that time in.

Commissioner McHugh: I just wanted that to be clear.

Commissioner Karolian: Would that individual, if they decided to change their hours and not work days, as long as they worked 8 hrs., in that day, would that make a difference to the Commission? If there was a problem on the 2nd shift, and they wanted to work on the 2nd shift vs. 1st shift? Mr. Gould is it an 8:00am-5:00pm three (3) days a week position?

A.Gould: Our person would want to be here other times than just 9:00am-5:00pm. Our person will make recommendations. You would want to have some flexibility. You would determine what is best for you folks. You may say Monday, Wednesday, Friday 8 hrs. per day 9:00am-5:00pm or he may say 1/2 evening shift to work with that staff. The night meeting(s) would come out of the 24 hrs. and he comes in later that day or the next morning.

Commissioner McHugh: We would want flexibility for the 24 hrs.

Commissioner Karolian: We had some previous discussion with you for a proposal for actual Police Chief recruitment.

A.Gould: At time you weren't seeking an interim Police Manager, however the interim is in the cover letter very briefly. The specifics, as we discussed tonight, is to send over a draft contract for your review. We make any necessary changes, then we all sign it.

Commissioner McHugh: Part of the reason why we asked you to come this evening and put out an RFP of sorts is that things have changed a little bit. Now the Commission is in receipt of Captain Daigle's letter to not pursue the Chief of Police position. We now need to accelerate the search process, and that is why we are meeting with you this evening.

A.Gould: I have been following your news.

Commissioner McHugh: I wanted to be clear about that.

Commissioner Karolian: We can discuss that later.

Commissioner McHugh: We thank you and I will let you know the outcome.

A.Gould: Whatever you decide, I wish you luck.

PUBLIC INPUT

Todd Lizotte, Hooksett District 1, Town Councilor, and 21 Post Road: In looking at your agenda, I thought I would come up with a proposal myself (see 10/4/12 Todd Lizotte Proposal for details). My proposal is the outcome of PSSG recommendations and the request of Captain Daigle to return to his previous position. There is a short-term need for leadership. Options for consideration and your presentation from MRI are interesting. First I would propose you contact the State Police. In the past they have offered officers to take over that type of post. Any time the local police can strength the relationship with the State Police is a good thing. There is also the possibility of appointing Dr. Shackel as acting Police Chief. I think he has done that in the past as well. He also manages the Town employees. There is difficulty with separation of powers bearing that in mind. For a permanent Police Chief, in my background and drive, is to evolve a state of the art modern Police Dept. I am very anxious for the patrol and CXCC group. I had the pleasure to work with Ms. Bouchard who did a similar appraisal of a detective group from the State Police. My experience with MRI is not positive, but should be evaluated on merits. MRI states they can work jointly with the Town Administrator and Police Commission in searching

for Police Chief candidate, and he has worked with a number of Police Chiefs. He can assist you in putting out information and fielding out candidates. MRI can sort through the candidates and the Police Commission can focus on those candidates to reduce a budgetary burden of this type of endeavor. Specifically I am not aware of any special method to search for a Police Chief. LGC canned their location where people who are looking at those positions could search. It is easier today to search than 10 yrs. ago due to technology. These are my proposals for consideration. Thank you.

Marc Miville, 42 Main Street: I heard about this meeting just a few moments before it started. There have been events of the last few weeks. I did attend the Town Council meeting several weeks ago and viewed the video of last Council meeting. This last meeting, the room was filled. The room was full of people not in support of the Commission. I have supported this Commission since your appointments, and continue to do so. Be as transparent as possible; have more transparency on-gong. You have my full support. The citizens and workers of the Police Dept. fell they can't go through proper channels and improperly go to others to express their concerns; referenced RSA 412 & 105. The Town Council has no jurisdiction over RSA412. The Commission should openly urge Police Dept. citizens and staff to go through the proper chain of command and ultimately to the Commission. I feel they can't do that, and they should. I am particularly dismayed that the prosecutor was the spokesperson for a number of employees for fear of retribution. The prosecutor is not fulfilling her obligation as prosecutor because of that. Promote transparency and a willing to listen to employees. Keep up your great work.

Commissioner McHugh: The update Mr. Lizotte spoke of earlier, I had an occasion to speak to Dr. Dean E. Shankle, Jr. today that our secretary wasn't available. As Town Administrator he would be willing to offer himself as interim Police Manager during this period. He did stipulate this is based on the will of the Town Council.

M.Miville: One major concern for citizens and co-workers is that there should be three (3) bids.

Commissioner McHugh: We did get three (3) bids; LGC, MRI, and Primex. For LGC we had originally had Barry Cox come in and speak at one of our meetings and shared his proposal of recruitment of a Police Chief. Since then LGC has closed that dept. Now they have MRI do that. That bid no longer exists. Secondly I went to MRI and requested that same evening August 28th proposal. just recently we reached out to Primex.

Commissioner Karolian: There are two different things: 1) search for a Police Chief, and 2) an interim Police Chief/Manager if we choose to go that way. For hiring an individual, I don't think you need a bid. If you are hiring a firm, then yes we need bids. Councilor Lizotte comes forward with more information on a State Police option. I would be in favor of a certified Police Officer as an interim chief vs. a formerly certified administrator. One thing begs exploring short term: having a State police law enforcement professional. Councilor Lizotte proposes cultivating a stronger relationship with the State Police. This is Todd's word and my own research for the advantage to the current situation.

Commissioner McHugh: I don't have a problem to reach out to the State Police. If I was remiss, it is because I thought it was different policing. If it is the will of the Commission, I have no

problem reaching out to the State Police.

Commissioner Karolian: It would not be an administrator, but a law officer for an interim time period. It gives the officers a person in command that they can respect.

Commissioner McHugh: I understand what you are saying.

Commissioner Karolian: Commissioner Scherer, are you recommending the State Police?

Commissioner Scherer: I would explore the State Police as a sworn officer in place as a lower cost solution. This is something to consider. What might we pay a Police Chief, say \$100 hrly.?

Commissioner Karolian: This could be the best bang for the buck.

Commissioner McHugh: The pleasure of the Commission is to get a State Police proposal for a certified individual.

Commissioner Scherer: Yes certified.

T. Lizotte: It would be a Sr. officer in major crimes. He indicated he has done this before. My feeling as a Town Councilor that the Police Commission can take power from the State. You will make the best decision and I am not worried about it. If you run parallel paths so you have a solution, all indications are they would put in a sworn officer. State Police go into Federal Government for stints at a time; months for cross training. I think this is a similar situation. Someone who desires administration capabilities and management. If you investigate it, it can be done pretty quickly.

Commissioner Karolian: It is a professional chosen for a special assignment. It would reflect positively on their resume.

Commissioner McHugh: I have no issue reaching out for information to make it available to the Commission.

Commissioner Karolian: There is the inquiry with MRI, and the State Police ability for their timeframe to react, and their scope of services they would provide. This would be under the discretion of the Police Commission. We would need the fees for that service if it is done.

Commissioner McHugh: Commissioner Karolian added to try to get information from the State Police.

Commissioner Karolian: My understanding and experience, they do that with a smaller community and a smaller Police Dept. However, if this is the avenue the other Commissioners think we should explore, than we probably should. I know there is more on the agenda to include non-public.

Commissioner McHugh: It is worthwhile to at least get information especially for a certified

individual.

T. Lizotte You are in a dilemma. MRI can deploy immediately. You are meeting some type of requirement for bids. At least the State Police have certified individuals. MRI has that type of service, and not many have that. Thank you.

Commissioner Karolian: I personally may hold-off on contacting them (State Police) at this point. I remind the Commission about something in non-public RSA 91-A:3,II(b) & (c). State Police would be done in an emergency type situation. For transparency, I don't want the general public to think I am going into non-public specifically for RSA 91-A issue, but I don't want to expose the Commission to liability by not going into RSA 91-A.

ENTERED NON-PUBLIC SESSION AT 7:37pm PER RSA 91-A:3,II(b)&(c).

Commissioner Karolian motioned to enter non-public session at 7:37pm per RSA 91-A:3,II(b)&(c). Seconded by Commissioner Scherer.

Vote unanimously in favor; none opposed.

Roll Call:

- *Commissioner Karolian – Aye*
- *Commissioner Scherer – Aye*
- *Commissioner McHugh - Aye*

EXITED NON-PUBLIC SESSION AT 7:37pm PER RSA 91-A:3,II(b)&(c).

Commissioner Scherer motioned to exit non-public session at 10:03pm per RSA 91-A:3,II(b)&(c). Seconded by Commissioner Karolian.

Vote unanimously in favor; none opposed.

Roll Call:

- *Commissioner Karolian – Aye*
- *Commissioner Scherer – Aye*
- *Commissioner McHugh - Aye*

Commissioner Scherer motioned to seal the non-public minutes. Seconded by Commissioner Karolian.

Vote unanimously in favor; none opposed.

Roll Call:

- *Commissioner Karolian – Aye*
- *Commissioner Scherer – Aye*
- *Commissioner McHugh - Aye*

PUBLIC MEETING, CONTINUED

Donna Fitzpatrick, Planning Coordinator: I am need of the Commissions confirmation of a date to present the Police Dept. CIP to the CIP Committee.

Commissioner McHugh: Commission consensus is Wednesday, November 7th @ 6:00PM at Town Hall Chambers.

Commissioner Karolian motioned to adjourn at 10:15pm. Seconded by Commissioner

Scherer.

Vote unanimously in favor; none opposed.

Roll Call:

- ***Commissioner Karolian – Aye***
- ***Commissioner Scherer – Aye***
- ***Commissioner McHugh - Aye***

ADJOURNMENT

Commissioner McHugh called the meeting adjourned at 10:15pm.

Respectfully submitted,

Donna J. Fitzpatrick
Interim Recording Clerk