

APPROVED on May 15, 2012 by Comm. Scherer and Comm. Karolian. Unanimous. -
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PUBLIC MINUTES
OF
HOOKSETT POLICE COMMISSION
TUESDAY, JANUARY 17, 2012

ATTENDANCE: Commissioner Joanne McHugh, Chairperson; Commissioner Kenneth Scherer; Commissioner Clark Karolian via telephone; Public Safety Strategies Group (“PSSG”) members: Kym Craven, Alan Stuart and Rick Bailey and Corey from the Manchester Union Leader; Acting-Chief Captain John Daigle

CALL TO ORDER: Chair McHugh called the meeting to order at 6:33 p.m.
Pledge of Allegiance was said.

FIRST ORDER OF BUSINESS:

The Hooksett Police Budget Report with an attached detail expense report was submitted to the Commission by Captain Daigle. Captain Daigle responded to chairman’s questions and to the \$800.00 difference between the Hooksett Budget Summary and their budget. Captain Daigle shall inquire with the town on this.

Captain Daigle gave an update on the budget presentation by Chairman Joanne McHugh and him given to the town council on January 7, 2012, and thanked “PSSG” for their help. He stated their presentation was useful, very well received and easy to understand.

Commissioner Scherer made a motion to amend the bottom line budget number to \$3,585,410.28, which reflects a difference of \$18,189.60 identified in the benefit line of the wage summary that was inaccurate. The motion was seconded by Commissioner McHugh. No further discussion. Unanimous.

An incoming call was received by Captain Daigle from Commissioner Clark Karolian, who joined the meeting via telecom/ speakerphone. Chairman McHugh responded to his question regarding the minutes to be taken up later and he responded that he would be in agreement with the minutes at that time.

“PSSG” members submitted handouts to the Commission and gave their monthly update. Members of “PSSG” started working with the department since the last commission meeting on December 20, 2011, and every day since December 23rd, which included the creation of the budget presentation for the January 7th budget meeting and a new way of laying out the manifests. Instead of two sheets for expenses and payroll, they are merged together and Kym Craven explained the details of it. Also “PSSG” helped the Captain with some of the monthly statistics by creating standardized spreadsheets.”PSSG” started the process for enhancing external communications and discussed recommended upgrades to website and the possibility of retaining an intern from Southern New Hampshire University to work with setting up the framework. Kym responded to questions from Chairman McHugh and Commissioner Scherer. The other part of external communications is to help shape the message for anyone in the department who is speaking to community groups and Kym assisted an officer who was to speak on Thursday. Kym also observed the officer give a tour at the department. The intent is so that when people come to the department everyone has the same information and are talking about the same pieces.

Maura Ouellette arrived at the meeting.

Kym discussed holding a Safety Day at the Hooksett Safety Center planned for the last Saturday in March and discussed what events would be held. Captain Daigle met with the Fire Dept. for use of their facility if needed. Some of the events listed are station tours, child passenger safety activities, RAD, Fatal Vision Goggles, Firearms safety, bicycle/helmet safety and the Neighborhood Watch. Kym discussed each event item in detail. Training and certification requirements were discussed.

CAD/RMS new on intranet, but not the internet: Captain Daigle will look into the difficulties with the system and shall get more information and review for vendors before the Commission makes a decision on this. Kym responded to questions from Commissioner Scherer and Captain Daigle.

Kym referred to the Information on Police Foundations and discussed the trends with stores and giveaways and the possibility of establishing a 501.3 (c) non-profit to assist in funding future programs to work as a supplemental source of income for the department, considered as enterprise accounts not part of the operating budget. Commissioner Karolian reiterated the sole purpose being to raise money for matching funds for i.e. mailing brochures and/or work with programs set up to do that. Chairman McHugh stated the town must do this and shared her knowledge of what she knew about it and stated that process would be worth exploring. Many questions were raised and answered.

Updating Policies and Procedures: Discussion was held on this topic with emphasis on archiving and electronic capability. Chairman McHugh stated she would like to see a Key that also reflects

the language, revisions and effective dates and where to find the policies. Alan Stuart stated the command staff should sit down every 3 years and go through the policies and procedures. Alan Stuart stated the policies having to do with liability should be addressed first. Rick Bailey stated

they would like to see a training policy for the entire department for making comments and sending them up the chain of command. May need to merge AOMs with policies, but "PSSG" is looking at the entire process. Kym stated next month they could come back with some choices. Commissioner Karolian provided his input and experience. Commissioner Scherer suggested that the Fire Dept. has an excellent, organized, effective system and we may want to look at theirs.

Discussion on a request for press release and whether or not a motion was needed. Revisions and additions were discussed. Kym Craven signed the contract.

Further discussion was held on staffing the open house/ Safety Day and the cost of holding the event and obtaining participation from volunteers and the community.

Commissioner Karolian, after reading the email from Kym, made a motion to accept the action items that were listed at the bottom of the monthly summary report. Commissioner Scherer seconded the motion. No further discussion. Unanimous.

Commissioner Scherer made a motion to go into Non-Public Session at 8:13 p.m. Chair McHugh seconded the motion. Unanimous.

At 12:23 p.m. Commissioner Scherer made a motion to seal the Non-Public minutes, seconded by Commissioner Karolian. Unanimous.

Commissioner Scherer motioned to come out of Non-Public session and seal the minutes of the Non-Public session at 12:24 p.m. Unanimous.

Commissioner signed off the telephone at 12:25 p.m.

APPROVAL OF MANIFESTS:

At 12:30 p.m. Commissioner Scherer made a motion to accept the Payroll Expense Manifest for January 1-6, 2012, in the amount of \$36,333.74. Chairman McHugh seconded. Unanimous.

Commissioner Scherer made a motion to accept the Expense Manifest for January 1-6, 2012, in the amount of \$5,367.79, seconded by Chairman McHugh. Unanimous.

Commissioner Scherer made a motion to accept the Payroll Expense Manifest for January 13, 2012, in the amount of \$36,847.04, seconded by Chairman McHugh. Unanimous.

Commissioner Scherer made a motion to accept the Expense Manifest in the amount of \$17,436.73, seconded by Chairman McHugh. Unanimous.

Commissioner Scherer made a motion to accept the Payroll Manifest dated December 11, 2011, in the amount of \$15,866.72, seconded by Chairman McHugh. Unanimous.

Commissioner Scherer made a motion to accept the Expense Manifest dated December 11, 2011, for the month of December, in the amount of \$6,885.45, seconded by Chairman McHugh. Unanimous.

Commissioner Scherer made a motion to adjourn the meeting of January 17th at 12:41 p.m., seconded by Chairman McHugh. Unanimous.