

APPROVED on May 15, 2012 by Comm. Scherer, Comm. Karolian. Unanimous. - np

MINUTES
PUBLIC MEETING FOR THURSDAY, FEBRUARY 23, 2012
HOOKSETT POLICE COMMISSION

Attendance: Chairperson Joanne McHugh, Commissioner Kenneth Scherer, Commissioner Clark Karolian via telecom, (Acting-Chief) Captain Jon Daigle and members of Public Safety Strategies Group ("PSSG"): Kym Craven, Alan Stuart and Rick Bailey

Chairperson McHugh called the meeting to order at 6:47 p.m. and the pledge of allegiance was held.

The commission reviewed the police budget report and discussed the Verizon Cell Phone charges. There was a difference found in the detailed expense report and it was discussed with Captain Daigle. Equipment and Maintenance had no expenditures. Commissioner Scherer asked about the coordinating the billing in the manifest and referred to the Professional Services line and inquired why that is.

Old Business: Chairperson McHugh explained to Commissioner Scherer that the Captain would go through the budget. The commission wishes to ask the town council to expend some funds for a new vehicle. Commissioner Scherer stated they allowed for two vehicles in the budget. Captain Daigle explained the issue of only having two cars here, which will be a problem eventually. Two of the vehicles may be deadlined due to transmissions. Vehicles 66 and 67 are out there parked. Chairperson McHugh stated the commission is leery about putting monies into cars not road worthy and would like to develop a revolving fund (fund balance). Commissioner Scherer made an observation that the budget is tracking right on and there is no wiggle room. The town administrator says we can use the vehicle as a trade-in.

At 7:05 p.m. Commission Karolian's call came in and he joined the meeting via telecom.

The commission discussed that closer to the end of the fiscal year, they could approach the town to see if we can purchase a new vehicle. Chairman McHugh asked if there were any opinions to see what a fund balance would be to implement. Commissioner Karolian stated that it is being transparent and honest with the town. The Fire Dept. is no longer interested in the van.

An update on the union contract was given. Chair McHugh and Captain Daigle went to the town council meeting last night and they motion to recommend to the budget committee on March 1st. Commissioner Scherer stated they will double and triple check the numbers and has discussed this with Christine Soucy. Commissioner Karolian thanked Commissioner Scherer and Captain Daigle for all the hard work they have put in on the contract.

“PSSG” Summary and Confidential Reports

Kym had made changes and a clean copy was submitted to the commission. Commissioner Karolian received the reports via email. Kym Craven, Rick Bailey and Alan Stuart discussed the topics of these reports with the commission.

Commissioner Karolian stated the OT reports put into the packets - Activity Report had nothing unusual to West Side. Captain Daigle submitted a change of notification to AOM.

Commissioner Scherer stated there were two Verizon bills in the manifest for telephones and he was still trying to figure it out for them. Chair McHugh was also reviewing the manifests.

Chair McHugh brought up the credit card usage issue and it was discussed, along with following the Administrative Code. Chair McHugh mentioned past history of late fees being paid because credit card bills were not paid in the following month. The commission agreed they must follow the administrative code and that now that the chief has acting authority they need to be more aware that if supplies are needed, they need to order them. The credit card needs to be used judiciously, as they can't get an invoice with it, hopefully a balance can be struck. If they incur late fees, then the card will have to be suspended. Commissioner Karolian stated now he can ensure the bills will get to finance and get paid. Captain Daigle also mentioned that in the past we did not have the manifests, which now will show we are still within spending. Commissioner Karolian stated he has confidence in Captain Daigle in this matter. Chair McHugh suggested that they find out when finance cuts the checks and if the payables are weekly. Captain Daigle agreed that you shouldn't miss a 30 day cycle. All agreed Captain Daigle had credit card spending authority up to \$2,000. Commissioner Scherer reminded him to be mindful that it's an as-needed device.

Commissioner Karolian recapped that the commission budgeted for 25, we're now at 17, so down 8 people.

At 8:15 p.m. Commissioner Scherer motioned to go into non-public session, pursuant to RSA 91-A:3, II (a) and (c), seconded by Commissioner Karolian. Unanimous. The recording clerk shut off the audio cd. Commissioner Karolian signed off at 12:35 p.m. and “PSSG” members left at 12:36 p.m.

Commissioner Scherer motioned to seal the non-public minutes, seconded by Chairperson McHugh at 12:48 p.m. Unanimous.

Commissioner Scherer motioned to come out of non-public session, seconded by Chairperson McHugh. Unanimous.

Commissioner Scherer motioned to seal the non-public minutes, seconded by Chairperson McHugh. Unanimous.

The audio cd was turned on.

Chairperson McHugh made the following announcements:

The commission accepted Jay Defina's resignation from the Hooksett Police Dept., effective February 18, 2012.

The commission accepted Les McDaniel's resignation, effective February 3, 2012.

Commissioner Scherer resumed the meeting with discussion on the budget summary, which they had received in their packets.

Captain Daigle gave updated at 1:19 p.m.

The dept. has 7 used tires at Motor Care Altermotives and 24 tires at State Motors. Leo Lessard shall start working for HPD on July 1st.

HPD received notice on Feb. 15, 2012, from the N.H. Liquor Commission for a liquor permit at Cinemagic, which Captain Daigle shall send a letter requesting a hearing for. Chairperson McHugh suggested he call the planning board also.

Commissioner Scherer made a motion to adjourn the meeting at 1:28 p.m., seconded by Chairperson McHugh. Unanimous.

np