

APPROVED at the May 15, 2012 Hooksett Police Commission Mtg.
Comm. Karolian, Comm. Scherer - Unanimous (np)

PUBLIC MEETING MINUTES
OF THE
HOOKSETT POLICE COMMISSION

held Thursday, March 8, 2012
at the Hooksett Safety Center

Attendance: Chairperson Joanne McHugh, Commissioner Kenneth Scherer, Commissioner Clark Karolian (via telecom at 6:35 p.m.), Public Safety Strategies Group (hereinafter "PSSG") members: Kym Craven, Rick Bailey and Alan Stuart

Chairperson McHugh called the meeting to order at 6:33 p.m., pledge of allegiance was said and the proof of posting was submitted to the recording clerk

Scope of Services Update from PSSG

Kym Craven submitted two "PSSG" monthly reports to the commission. A discussion was held on an action item regarding having a separate domain name and a separate server for the Hooksett Police Commission. Also discussed was whether or not to migrate away from the Town of Hooksett emails and to go with the police department's. Kym said emails from the police department's domain will be accessible. Comm. Karolian asked how personnel and attorney/client privileged information would be handled. Following discussion, Kym said it would not be costly to create a new domain name, it's about \$30.00 per year. Comm. Karolian asked if there was a paper trail, or electronic trail. Kym explained that emails could be pushed, so everyone could access them. She also responded that they could not isolate emails. Discussion was held on how Right To Know requests would be handled regarding emails. Comm. Scherer recapped the key points: 1) Atty.-Client privilege 2) Exchange of non-public attachments that may be transmitted by email. Chairperson McHugh explained that they do have guidelines from the Local Government Center. Comm. Scherer said if coordinated through a third party, this could be done on the Hooksett Police Department's domain. After further discussion, Kym said "PSSG" shall move forward with the website. Comm. Scherer advised Kym that she could find out who has authority of the town of Hooksett's domain by contacting Evelyn Horn. Comm. Karolian said once the Hooksett Police Dept.'s site is up, we should get emails within the agency. It makes sense that who's in charge will have to know what RSA's are, and he said he is in favor of having it within

the department. Chairperson McHugh suggested that "PSSG" have them work on the department's first. Kym explained that everyone at the police department will get an email address, the commissioners names will be on it, whether or not the domain is at that location. The commission agreed.

Kym Craven quickly explained the donations and in-kind donations received for the Hooksett Police Dept.'s Safety Day, the poster contest for the elementary school and Officer Caitlin Johansen press release. A brief discussion was held on rewards and recognition and Kym has spoken with Captain Daigle to know that those special times should be public.

At 7:03 p.m., Comm. Scherer made a motion to go into non-public session, pursuant to RSA 91-A:3, II, (a) and (c), seconded by Comm. Karolian. Unanimous. Roll Call: Comm. Kenneth Scherer, Comm. Clark Karolian, Chairperson Joanne McHugh. Unanimous.

At 10:10 p.m. Comm. Scherer made a motion to seal the non-public minutes, seconded by Chairperson McHugh. Motion carried.

Comm. Scherer made a motion to come out of non-public session at 10:11 p.m., seconded by Chairperson McHugh. Unanimous.

Comm. Scherer made a motion to seal the non-public minutes, seconded by Chairperson McHugh. Unanimous.

Documents were given to the recording clerk to file. The minutes of January 28, 2011, May 9 and May 16, 2011 were deferred.

Comm. Scherer made a motion to accept the public minutes of September 20, 2011, seconded by Chairperson McHugh at 10:16 a.m. Unanimous. Corrections were discussed and made and they will be corrected by the recording clerk.

Corrections were made to the October 18, 2011 public minutes and shall be corrected by the recording secretary. The November 2nd minutes were deferred until next meeting.

Chairperson McHugh made a motion to approve the November 15, 2011 public minutes, seconded by Comm. Scherer, with a correction in the first paragraph to strike "production of the" and on page two correct the word "there" by replacing with "their" so to read "supervisors need to know what their value..." Also a correction was made to add "after disciplinary system" and the commission asked the recording clerk to review the video to add in the correction. The motion was withdrawn for revisions to be made by the recording clerk.

Chairperson McHugh made a motion to approve the public minutes of November 21, 2011, as amended and corrected, seconded by Comm. Scherer. Unanimous. Corrections to be made by the recording clerk.

The commission made corrections to the November 28, 2011 public minutes and the recording clerk shall revise.

Chairperson McHugh made a motion to approve the December 20, 2011, public minutes as amended, seconded by Comm. Scherer. Unanimous. The recording clerk shall revise.

Discussion was held on the February 2, 2012, public minutes. Motion was withdrawn. Rephrase the Call to Order by inserting the motion to go into non-public session. The recording clerk shall revise.

Discussion was held on the February 13, 2012 minutes and deferred to next meeting.

Other Business:

Having no other business, Comm. Scherer made a motion to adjourn the meeting at 11:47 p.m. Unanimous.