

APPROVED on June 6, 2012 -ng

PUBLIC MINUTES
OF THE
HOOKSETT POLICE COMMISSION

Tuesday, March 20, 2012

Attendance: Chairperson Joanne McHugh, Commissioner Clark Karolian, Commissioner Kenneth Scherer, acting Police Chief Jon Daigle and Public Safety and Strategies Group members (hereinafter corrected "PSSG": Rick Bailey, Kym Craven and Alan Stuart, recording clerk Nancy Perry

Public attendees: Alexander Allen and Maura Ouellette.

At 6:30 p.m., the commission met with Attorney David E. LeFevre of Hage Hodes, P.A., Manchester, NH, in a non-meeting to confer with the attorney; the recording clerk was not in attendance.

This session concluded at 7:00 p.m.

Chairperson McHugh called the public meeting to order at 7:08 p.m., pledge of allegiance was said and the proof of posting was given to the recording clerk.

Public Input: Chairperson McHugh recognized town rep./councilor Mike Downer, 15 Park Lane, Hooksett District #5 to speak.

Mr. Downer invited the commission to attend the council meeting on Wed., March 28, 2012, to speak about the positive things that are going on at the Hooksett Police Dept., their future direction and work on-going with "PSSG" Comm. Karolian invited "PSSG" members to give their monthly commission report there. The commission made it clear that they would not discuss information considered non-public, but will give an updated report. Mr. Downer said he would ask to lead the meeting. Chairperson McHugh asked if the commissioners were available to attend and explained to Mr. Downer to set the ground rules before the meeting starts. Chairperson McHugh said the commission will not discuss personnel issues, they will only talk about the budget.

Comm. Karolian asked "PSSG" if their progress reports could be disseminated and Kym's response was "Yes." Mr. Downer explained that he would like to see the positive momentum from the budget committee continue in that positive direction. Chairperson McHugh said the commission does want to build trust, be transparent and was glad to follow up. Mike Downer said one topic that would get asked about is the awarding of the contract and the continuation with "PSSG." Having that on web-streaming, the future direction and Safety Day. Comm. Scherer said the commission always had

information available to the public, the audit presentation, the amendment and minutes. He suggested the commission could have "PSSG's" monthly report as an attachment to the minutes for posting. The commission invites the town council and the public to attend the commission meetings. Comm. Karolian said the commission does a lot of non-public meetings and they put a lot of hours in, but the commission cannot discuss why we have non-public meetings. Comm. Scherer added by saying this commission is unique, 3 person commission, we can't prepare for the agenda, multiple subjects, we do put our time in with due diligence. The town council has 9 members and can communicate without it being called a meeting. Mr. Downer referred to the RSA and said if people had a keener idea of what policing is all about and read the RSA that may help. After discussion, Chairperson McHugh said, "All said and done, we are agreeable." Mr. Downer said he will talk to Chairman Sullivan and if for some reason the commission cannot attend that date, then when he meets with the sub-committee he can reschedule.

At 7:41 p.m. Captain Daigle gave an overview of the Expense Report to the commission and said they were under the town average at this time. Discussion was held on the computer services line. Chairperson McHugh referred to line #221 and asked if the bill can be found to find out what she affixed to it. The commission reviewed the over-time line and Captain Daigle explained the filling of positions, sick time and filling of shifts. The dental and retirement lines were reviewed and discussed. Chairperson McHugh went on to say we do have money for training. Comm. Karolian discussed the cost differences in battery purchases for the 2007 and 2008 Crown Victorias. A late fee was also discussed, which had been researched by Captain Daigle. He explained to the commission that all bills will now be signed by him on Thursday, and that Dean Shankle signs all bills on Tuesday. If bills are submitted to Finance on Fridays, they do not get paid until the following week. Chairperson McHugh inquired why Finance could not have cut a check to avoid the late fee.

Captain Daigle submitted a spreadsheet of the anticipated amount remaining for the fiscal year to the commission. Kym assisted Captain Daigle with his presentation. The best averages are \$306,451 left at the end of this fiscal year, provided nothing else comes up. This led to a discussion on how many police vehicles were left and how to approach the town council to sell the van and use the proceeds and remaining funds from the budget to purchase a new vehicle. Captain Daigle explained an officer's vehicle was hit from behind last weekend, leaving the dept. with 5 vehicles. Mr. Downer said this would have to come before the town council. Mike said if they could come to the meeting on Wednesday, it would be a perfect time and he will speak with Dean about it. Captain Daigle said Leo Lessard's mechanic Mario was doing some estimates. Comm. Scherer said the commission is in agreement to get rid of the van. Comm. Karolian added, "Lets do it!" Discussion on vehicle transmissions for the 2006's and what to get in the next budget ensued. Chairperson McHugh said to go forward with

this one (the van) and we do have the funds available, the vote is in May. Captain Daigle agreed, "the sooner, the better." Captain Daigle explained that Mr. Lessard will speak with Dean Shankle regarding the auctioning off of any unwanted vehicles and vehicle parts before July 1st. That would be a cost savings.

Old Business: Discussion about the way in which Finance paid the December 30th and Jan. 3rd bills with Verizon and OIT was held.

At 8:20 p.m. New Business:

Updates on the One on One meetings with Supervisors was discussed. Captain Daigle held a meeting and they discussed accountability, staff inspections, evaluations, ability to lead, "same on each shift", starting point each month, model organization "PSSG" talk, leaders in the rank of patrol, as well as, the organizational needs and individual needs. Talked about being in the process together and they looked at a model, fix the issue in a systematic way.

Interviews have been conducted with uncertified and certified applicants.

Alan spoke about the revisions to the SOP's and he was working with Captain Daigle on assigned tasks for others and things to improve upon. The SRO is implementing a poster program for literacy with safety issues in the schools. Captain Daigle and Officer Lebrek are to be the judges. On Monday, a school meeting will be held with the SRO's, Kym Craven and Captain Daigle. Chairperson McHugh said the issue of bullying and the issue with the state and school district reporting needs to happen. Kym discussed and said department training on bullying was postponed to next month. She said it is important to train those involved prior to going into the schools, i.e. correct language, curriculums from federal agencies, etc.

At 8:31 p.m. "PSSG" talked about the interviews and oral boards for promotions and new sergeants. Comm. Karolian asked if that breaks protocol. A discussion was held on potential conflicts with that. The progress with CAD RMS was discussed, good strategies, Jess on-board, talks about how to make better and training.

Rick and Alan spoke about coordination of paperwork flow, eliminating duplication. The detective doing the paperwork and the prosecutor back doing investigative and answering legal questions. Alan said the detectives have morning sit-downs now, supervisors review reports. There is a lot of paperwork generated by this police dept. Captain Daigle reviews the logs. Further discussion was held on daily review so everyone had the same information and informed with the same information. Discussion on field cards was held. Captain Daigle said the best thing to do was to look at the logs. No one is doing reports in the evenings and midnights. He said it is the detective supervisor's job to review the information and send it in the direction it needs

to go. (tape change at 8:45 p.m.) Alan responded to Comm. Karolian's concern about the process of coordination of information. Alan said he had been a detective captain for ten years. He said that you are not always going to get three detectives together each morning, but he would look into the coordination issues and get back to the commission at the next meeting. Rick spoke about report writing and informed the commission of a meeting scheduled for the next day. They will work better with more accountability. An item on tomorrow's agenda is a change in how shoplifting evidence is handled, so now the merchants will be keeping the evidence, Website update: In design stage, "PSSG" has reached out to police departments and shall have choices for the commission at the next meeting.

At 8:55 p.m., a discussion was held on follow up and additional training. Comm. Scherer's questions regarding the manifest changes were answered.

At 9 p.m., Captain Daigle will rectify correction to Professional Services line to be for computer services. He had a conversation with Christine and Francine.

Discussion regarding vendors to design the website and emails. Target date within two weeks. Next meeting the commission can make a decision on the quotes. In April, upgrade and licensing for Microsoft.

A recess was taken at 9:08 p.m. Mike Downer was excused. The meeting resumed at 9:19 p.m.

Captain Daigle submitted a list of contributors for donations received for Safety Day. Comm. Scherer made a motion to accept donations associated with our Safety Day from many local businesses in the grand total amount of \$1805. in checks and kind donations. The motion was seconded by Comm. Karolian. No further discussion. Unanimous.

Captain Daigle spoke of the press release that had gone out in the Union Leader. Kym said Captain Daigle is coordinating the variable message board for out front. The full schedule is going to get forwarded over to get posted in the paper. The school resource officer has coordinated the backpack stuffer. There will be a picture of the judges for the poster contest. Kym will try to take that on Tuesday, so it can come out in Thursday's paper. Captain Daigle sent the release and information out to Heather Shumway to put out at the library, so they have flyers there, because part of that is the safety seat inspection. Dean Shankle will take the camera (where he uploads the meetings) and take footage of some of the activities going on at Safety Day and he will upload it for viewing. Kym said also during the week we'll pass out the flyers, specifically to the daycares advertising the general Safety Day, but also informing them of the safety seat check that's incorporated into Safety Day. Once the full agenda is

set, it will go to both the Hooksett Police and Fire Dept. Kym will forward that to the town

manager, so Evelyn can get out to all department heads so everyone can see it. There will be a link to that on the website as well. Captain Daigle will find out if a written newsletter goes out by the town. Chairperson McHugh said if they are, we, the commission should include a piece about both the budget and the contract. At the department head meeting, Dr. Shankle wants to have different departments that have budgets do an in-camera presentation for overview of their budgets that he wants to upload to the site. So he was looking for the police department next Tuesday. I think I can verify the time, I believe it was 1:30-2:30 p.m. If somebody would like to do that with me, if one of the commissioners could do it, he would certainly come here with that small camera and ask some questions about the budget that could be answered and it would be uploaded to the website. So he wanted to go around to all the depts.

Captain Daigle said DPW had painted the walls in the media room, lobby, downstairs and upstairs. Captain Daigle did thank director Lessard at the department head meeting for the assistance they provided. Chairperson McHugh made a motion for Captain Daigle to send a thank you memo to the DPW with cc: to the town administrator and town council. All agreed DPW is awesome!

At 9:30 p.m., a discussion was held on written policies. Chairperson McHugh said that the commission spent a great deal of time inquiring from other departments what they were doing with regard to policies. The difficulty has been that the commission has not had any policies to guide them. What they found out was that the commission wasn't doing that and needed to be more in line with other departments. The commission needs to have something in place. The written policies were not submitted as yet, as an internal review is going on and Evelyn Horn was contacted by Kym and asked her for the towns policies, so there would be no conflict with town ordinance. So there is a little bit of language change. There will be one more go round with "PSSG" before sending to Attorney LeFevre.

(tape change at 9:44 p.m.)

Manifests

At 9:55 p.m., Comm. Scherer accepted the expense manifest for February 17, 2012 through February 24, 2012, in the amount of \$251.69, seconded by Chairperson McHugh. Unanimous.

Comm. Scherer made a motion to accept the payroll and expense manifest for February 26, 2012 through March 16, 2012, in the amount of \$167,893.53, consisting of payroll in the amount of \$134,581.60, and expenses in the amount of \$33,311.93, seconded by Comm. Karolian. Unanimous. A brief discussion on the costs for batteries.

Comm. Scherer questioned the brake repair bill from February 17th, asking why we were not aware the vehicle needed brakes until down to the rotors and whether or not

we had p.m. inspections of vehicles. Captain Daigle explained that it was not found during an inspection, but rather from a noise heard while operating the vehicle. Comm. Scherer said "exactly why I posed the question!" Captain Daigle explained the officer put on a request sheet. Comm. Scherer questioned why we don't have a mechanism in place to prevent this. Document maintenance and PM sheet. Right now no mechanism in place to track that kind of vehicle status.

Public Input: None.

At 10:00 p.m. Comm. Scherer made a motion to go into non-public session, pursuant to RSA 91-A:3,II(a) & (c), seconded by Chairperson McHugh. Unanimous. Roll Call: Comm. Scherer, Comm. Karolian, Chairperson McHugh. Chairperson McHugh and the commissioners said goodnight to the public. Members of "PSSG" and Captain Daigle were present.

Chairperson McHugh excused the recording clerk at 11:49 p.m.

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

Comm. Scherer made a motion to adjourn the meeting, seconded by Comm. Karolian at 12:36 p.m. Unanimous.

drafted by Nancy Perry

Approved on June 6, 2012 - Nancy Goulden