

APPROVED

HOOKSETT POLICE COMMISSION PUBLIC MEETING MINUTES TUESDAY, MAY 15, 2012

Attendance: Chairperson Joanne McHugh, Commissioner Clark Karolian and Commissioner Kenneth Scherer, Acting-Chief Jon Daigle, Sgt. Dupuis, Sgt. Michael Labrecque, Muzafer Aku and Paul Mueller, Jr. and their family members, Public Safety Strategies Group ("PSSG") members: Kym Craven and Rick Bailey, town councilor Mike Downer, Mr. Marc Miville, Maura Ouellette and recording clerk Nancy Perry

Call to Order: 6:30 p.m. Pledge of Allegiance was led by Chairperson McHugh. Acting-Chief Daigle welcomed everyone for the swearing in of new officers and introduced the commission and recording secretary to the audience. Muzafer Aku was sworn in as patrol officer with the Hooksett Police Dept., formerly employed with the Auburn Police Dept. Mr. Aku graduated from Manchester Central High in 2007, and has attended the New Hampshire Technical Institute and New Hampshire Police Academy. Paul Mueller Jr. was sworn in as patrol officer with the Hooksett Police Dept., formerly employed with the New Hampshire House of Corrections since 2004. Mr. Mueller Jr. graduated from Concord High School in 1999, graduated from the Criminal Justice program at New Hampshire Technical Institute in 2009 and the New Hampshire Corrections Academy in 2004. His father Paul Mueller Sr. has served 25 years with the Concord Police Dept. At 6:38 p.m. photos of both new officers were taken in the media room with their family members and Acting-Chief Jon Daigle.

Minutes of Previous Meetings:

Motion made by Chairperson McHugh, seconded by Comm. Scherer to approve the public and non-public minutes of November 2, 2011. Unanimous.

The December 22, 2011 non-public minutes were deferred.

Motion made by Comm. Scherer to approve the public minutes of January 17, 2012, seconded by Comm. Karolian. Unanimous.

Motion made by Comm. Scherer to approve the February 23, 2012, public minutes, seconded by Comm. Karolian. Unanimous.

Motion made by Comm. Karolian to approve the March 8, 2012, public minutes with the addition to "PSSG" report by adding "Scope of Services", seconded by Comm. Scherer. Unanimous.

Acting-Chief Jon Daigle submitted a budget packet to the commissioners. Acting-Chief Daigle responded to questions that the commissioners had raised. Chairperson McHugh recognized town councilor Mike Downer. Councilor Downer said he would relay the needs not reflected in the Hooksett Police Department's budget to the town council. Chairperson McHugh said the commission is willing to go before the town council. Further discussion was held on the budget details. Discussion of the Activities Report was held. Comm. Scherer requested bold grid lines. Following discussion Chairperson McHugh said to look at the report and analyze to see what is of interest to the commission, i.e. overview in a statement, or one simple sentence.

Old Business:

Rules and regulations policies suggested by the agency will be put on the following agenda, as the commission did not have the opportunity to review them. The AOM's are now called SOP's. Chairperson McHugh recommended that Acting-Chief contact Paul Sanderson at the Local Government Center for clarification regarding Chapter 412, Chapter 1 and 2.

Sgt. Michael Labrecque was excused at 8:03 p.m.

8:16 p.m. - Discussion on Computer Server recommended purchase for web hosting and an email server for the department. This is separate from the CAD RMS system. The server will increase capacity, hardware space, memory with up-to-date software and the email server will be here at the Hooksett Police department and the electronic files would be kept here. This is a business server for emails and work station capability. Kym Craven explained that the new things you want to do can't be supported by the old server (to maintain emails). Discussion regarding Boston Systems & Solutions and a Dell server with a 3 year warranty were discussed. Chairperson McHugh said to have a conversation with the town administrator and obtain three written or verbal quotes. Councilor Downer recommended they have a conversation with Christine and Dr. Dean Shankle. Discussion was also held on researching the state bid process.

New Business:

1. Acting-Chief Daigle introduced Sgt. Dupuis to the commission for the purpose of taking a look at the new duty belt and gear available. Discussion was held on the improvements to the holster and tactical light. The associated costs for replacement were discussed with the commission. Sgt. Dupuis put it out to bid to 5 or 6 vendors

and 3 responded back. Rileys Gun Shop is willing to take older nylon gear as trade-in for credit towards the new gear. Comm. Karolian asked for specific trade-in dollar amount be brought back to the commission. Comm. Scherer asked for an appraisal of the equipment in the trunks of the cruisers that is not being used. Acting-Chief Daigle accepted the directives of the commission.

Purchase of Office Supplies:

Acting-Chief submitted a comparison to the commission regarding price differences between W.B. Mason and Staples. He said W.B. Mason had delivery delays and that going with Staples would be more cost effective without the wait. A general consensus was made that if Acting-Chief speaks with Dr. Dean Shankle and he has no problem with it, then he does not have to bring this back to the commission.

9:11 p.m. "PSSG" Monthly Report

Kym Craven said the report had been emailed to the commission beforehand. A copy was given to Councilor Mike Downer. Kym presented the details of the report to the commission. Councilor Downer thanked the commission and excused himself from the meeting. The next town council meeting is scheduled for May 23rd, and the commission agreed that telling the town council what they were going to do was not a bad idea. Comm. Scherer said to point out two things: unanticipated expenses and duty belts. The computers were an unanticipated expense. Duty belts were identified as part of the audit. The enhance and professional the image and appearance of the department. Comm. Scherer said it is worthy to notify the town council of fund balance spending. Comm. Karolian raised his concerns about spending in the 11th hour regarding the duty belts. At 9:58 p.m. discussion continued on the computer equipment. Kym explained that if you don't upgrade the old server then you cannot use Office 2010. At 10:00 p.m., Mr. Miville gave his point of view saying the commission has a "good faith effort to inform". He said the budget committee meets for their last final meeting this Thursday, May 17th, at 6:30 p.m.

At 10:09 p.m., Chairperson McHugh gave Nancy two letters she received from Agnes Covas to file.

All agreed to try to meet for the Special Meeting to discuss expenditures. Further discussion on who can meet and what to discuss were held. Acting-Chief Daigle gave the commission copies of the Sales Invoice for the computer server costs. The commission felt that they had a lot of unanswered questions, however, they were not blaming anyone. The commission agrees the computer server is a necessary expense, however they would like the computer vendor defined and if the hardware is covered. Comm. Scherer stated it would be prudent to go before the budget committee and the town council prior to moving forward.

10:30 p.m. - Out of Service Cruisers

Acting-Chief Daigle discussed the situation with the cruisers and what was needed. He gave an update on how things were going with regard to the sale of the van. A discussion was held on outfitting the new cruisers once they were obtained. He discussed the costs associated with repairing the two 2006 cruisers; and that they would need transmissions and brakes.

Chairperson McHugh called recess at 10:57 p.m. The meeting resumed at 10:30 p.m.

Default Budget - Acting-Chief Daigle presented the default budget to the commission. Acting-Chief Daigle said he had sent the commission an email last Thursday regarding an attachment (last column from Christine) A discussion on contractual items was held. Dr. Dean Shankle had attended the staff meeting that was held that day to see what 2% could be cut from the budget.

At 11:22 p.m., Comm. Scherer motioned to go into non-public session pursuant to RSA 91-A:3, II (a), seconded by Comm. Karolian. Unanimous.

Rick Bailey was excused at 12:08 p.m. Kym stayed.

At 12:21 p.m., Comm. Scherer motioned to seal the non-public minutes, seconded by Comm. Karolian. Unanimous.

At 12:22 p.m., Comm. Scherer motioned to come out of non-public session, seconded by Comm. Karolian. Unanimous.

At 12:22 p.m., Comm. Scherer motioned to seal the non-public minutes, seconded by Comm. Karolian. Unanimous.

Public session continued:

Manifests:

At 12:24 p.m., Comm. Scherer made a motion to accept the Expenses and Payroll Manifest dated April 13, 2012 thru April 16, 2012, consisting of wages in the amount of \$33,955.62 and expenditures in the amount of \$2,222.49 for a total amount of \$36,178.11, seconded by Comm. Karolian. Unanimous.

At 12:26 p.m., Comm. Scherer made a motion to accept the Expenses and Payroll Manifest dated April 19, 2012 thru April 26, 2012, consisting of wages in the amount of

\$33,343.01 and expenses in the amount of \$2,761.38 for a total amount of \$36,104.39, seconded by Comm. Karolian. Unanimous.

At 12:27 p.m., Comm. Scherer made a motion to accept the Expenses and Payroll Manifest dated April 27, 2012 thru May 3, 2012, consisting of payroll in the amount of \$34,097.15 and expenses in the amount of \$4,192.09 for a total amount of \$38,289.24, seconded by Comm. Karolian. Unanimous.

At 12:28 p.m., Comm. Scherer made a motion to accept the Expenses Manifest dated April 29, 2012 thru May 12, 2012, for Professional Services in the amount of \$6,565.00, seconded by Comm. Karolian. Unanimous.

At 12:32 p.m. a discussion was held about the Hooksett Police Dept. having Facebook, a free, nondescript page to share with the community. The Hooksett Police Dept. would control it and set it up. The postings would be one way, so that information can get posted quickly, rather than wait for the town to post to the website. This would be helpful in getting information out on the weekends. At 12:39 p.m. the commission came to a consensus to move forward with Facebook provided that someone from the outside cannot post to it.

Portable Radio Grant:

Acting-Chief Daigle submitted a letter to the commission from the N.H. Dept. of Safety dated May 10, 2012, which he received last Friday. Homeland Security and FEMA has grant money for portable radios. APX 700. The department's radio vendor, Ossipee Mountain recommends them. This is a time sensitive offer and has to be signed by the town administrator and the Acting-Chief. Chairperson McHugh asked Acting-Chief Daigle to find out the reason for the grant. She wants to know if it obligates them in any way.

At 12:50 p.m., Comm. Karolian made a motion to authorize the town administrator and Acting-Chief Daigle to sign the grant for new portable radios without cost to the department. Following further discussion, Commissioner Scherer seconded the motion. Unanimous.

At 12:54 p.m., Commissioner Karolian made a motion to adjourn the meeting, seconded by Commissioner Scherer. Unanimous.