

APPROVED

PUBLIC MINUTES
HOOKSETT POLICE COMMISSION
JULY 17, 2012

Attendees: Joanne McHugh, Chairperson; Clark Karolian (via telecom) and Kenneth Scherer, commissioners; Jon Daigle, acting-chief; Janet Bouchard, sergeant, Jake Robie, detective; Kym Craven and Rick Bailey from Public Safety Strategies Group ("PSSG") and Jacob Drouin, candidate

Proof of Posting was given to recording clerk Nancy Perry
Pledge of Allegiance was spoken by attendees.

Nomination of Commission Chairperson:

Acting-Chief Daigle called the meeting to order at 6:30 p.m. and entertained a motion for the chairperson for the Hooksett Police Commission. Joanne McHugh indicated she would be willing to accept the nomination as chair, if she received help from the other commissioners regarding her duties. Comm. Scherer made a motion to nominate Joanne McHugh for another year as chairperson for the Hooksett Police Commission, seconded by Comm. Karolian and both agreed to help her with the duties required of her as chairperson. Jon Daigle asked for all in favor of the motion to signify by saying "Aye," Hearing no objections, he congratulated Joanne McHugh as being nominated chairperson for the Hooksett Police Commission for another year. Comm. Karolian said they would talk about the duties at the next meeting.

First Order of business was a motion by Comm. Scherer to go into non-public session pursuant to RSA 91:3, II (a), (b) and (c)., seconded by Comm. Karolian at 6:36 p.m.
Roll Call: Comm. Karolian, Comm. Scherer and Chairperson McHugh.

At 9:05 p.m. Comm. Scherer made a motion to seal the non-public minutes, seconded by Comm. Karolian. Unanimous.

Public Input: Chairperson McHugh stated no one was present for public input.

Monthly Reports:

Police Budget Report: The commission received an amended report. Jon Daigle explained that the report was amended, because they added another invoice from "PSSG."

Overview of Expenditures:

Discussion was held on some of the line items and there was agreement that the commission did a good job at controlling costs. Jon Daigle said that town administrator Dean Shankle was happy about the monies returned to the town by the departments.

Old Business:

Spending Authority Policy A-121:

The commission did not take action on this at the last meeting, because Comm. Karolian was not present. Discussion was held on the credit card policy being similar to what the town's policy is. Comm. Karolian said one thing he wondered about was whether they should take bids over the phone. Discussion about accepting bids in writing was held.

Chairperson Joanne McHugh made a motion to accept the "Draft" Credit Card Policy stating she has no problems with it, if it mirrors the town's policy. Kym Craven said there were two changes: 1) The template was prettier, but the content was the same. 2) The authority page was changed and the "issued by" and "per order of" portion was removed.

Kym also stated that "PSSG" shall submit a disk with 20 SOP's to the commission at the August meeting for their review. The credit card policy shall be reformatted to look like the other ones; what we have.

At 9:24 p.m., Comm. Scherer made a motion to accept SOP A-121 to approve the credit card policy based on the new format and with the revised authority page (text to include 6/15/2012). Comm. Karolian seconded by saying with the agreement page removed, the format changes and amended to "any credit that may be open in future." No further discussion. Unanimous.

Purchasing Policy A-120: In the review stage.

Joanne McHugh discussed page 2, the top of the document with regard to when to obtain purchasing orders.

Comm. Karolian wanted to know if what we have is the same as what the town has. Rick Bailey excused himself at 9:28 p.m. and returned at 9:34 p.m. Comm. Karolian made a motion to table this. Kym retrieved the town's purchasing policy on her computer. Further discussion was held regarding page 3 (d). Corrections were made to the policies. Comm. Scherer added the change "three quotes received either in written or electronic format..." Joanne McHugh said she was more inclined to go with that. Strike sentence two out of that paragraph. Page 3 (d) where it says "police chief shall make the final decision, change that to "police commission shall make the final decision"... and in the non-compliance impact "shall result in following" remove "per order" and correct the spelling of the word contacts to say contracts. Kym made the changes requested by the commission.

At 9:41 p.m. discussion was held on the Authority Page.

Comm. Scherer made a motion to adopt the authority page as presented for the Hooksett Police Department's policy manual, effective July 17, 2012. Comm. Karolian seconded the motion at 9:45 p.m. Unanimous. Chair McHugh and Comm. Scherer signed these documents and she said someone will have to have Comm. Karolian sign them as well. Comm. Scherer also added that if the format or font of the revised SOP's does not match, that this can be adjusted. Comm. Karolian said the outline speaks for itself.

New Business:

"PSSG" Monthly Report: Kym Craven submitted the report. Kym said in prep for the August meeting, they would give the commission a disk this week with the organization's policy and what the new policy looks like. 20 policies coming your way and "PSSG" is giving them to the commission in chunks. Chair McHugh asked about a key of some sort. Kym responded that once the policies get approved they will have Microsoft Office feature "highlighting" and then will key continuous; i.e. 200 policies better to page/ word search and will be searchable .pdf.

Rick Bailey said there will be less referencing, because the policies are put where they belong. Comm. Scherer asked if there will be hyper-linking. Kym responded, "It's possible." Comm. Scherer asked if the department can sign-off on received policies and approve them with electronic signatures. Rick Bailey said they are also archiving. Jesse is doing that. They are in the testing and reviewing process. They have the frequency and high risk for officers policy to do. Everyone will read and search for typos, view changes in the laws and this process will continue in a working committee. There will be hard copies available in certain areas of the department.

10:00 p.m. Activities Report:

Shoplifting

Theft of Vehicles

Nothing from Neighborhood Watch - Acting-Chief Daigle had discussed with Sgt. Bouchard the rash of vehicle thefts. Sgt. Bouchard emails the Neighborhood Watch Groups. He said the new Loss Prevention Officer at K-Mart, Target and Kohls are really good at it.

At 10:03 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: Kenneth Scherer, Clark Karolian and Joanne McHugh.

Jon Daigle was excused for the evening at 10:09 p.m.

Commissioner Karolian was excused at 10:29 p.m.

At 11:00 p.m. Comm. Scherer made a motion to seal the non-public minutes, seconded by Chair McHugh. Unanimous.

Kym Craven and Rick Bailey were excused at 11:08 p.m.

Manifests:

Comm. Scherer made a motion to accept the Expenses and Payroll Manifest dated June 14, 2012 thru June 21, 2012, for a total amount of \$74,685.30; consisting of \$69,768.80 for payroll and \$4,916.50 for expenses. The motion was seconded by Chair McHugh at 11:09 p.m.

Comm. Scherer made a motion to accept the Expenses and Payroll Manifest dated June 22, 2012 thru June 30, 2012, for a total amount of \$85,381.06; consisting of \$42,108.58 for payroll and \$43,272.48 for expenses. The motion was seconded by Chair McHugh at 11:10 p.m. Unanimous.

Comm. Scherer made a motion to accept the Expenses and Payroll Manifest for June 30, 2012 thru July 12, 2012, for a total amount of \$63,504.52; consisting of \$38,692.71 for payroll and \$24,811.81 for expenses. The motion was seconded by Chair McHugh at 11:11 p.m. Unanimous.

Comm. Scherer made a motion to accept the Expenses Manifest for June 18, 2012 thru July 14, 2012, for a total amount of \$14,187.50; and the motion was seconded by Chair McHugh at 11:12 p.m.

Items for Next Agenda:

Approval of the minutes were deferred until next meeting.

Comm. Scherer made a motion to adjourn the meeting at 11:36 p.m., seconded by Chair McHugh. Unanimous.

public minutes drafted by Nancy Perry

8/21/12 - Comm. Scherer accepted the public minutes of July 17, 2012, without corrections, seconded by Comm. Karolian. The vote was unanimous.