

DRAFT/ UNAPPROVED

HOOKSETT POLICE COMMISSION

PUBLIC MINUTES OF AUGUST 21, 2012

Attendees: Joanne McHugh, Chairperson; Clark Karolian, Commissioner; Kenneth Scherer, Commissioner; Jon Daigle, Acting-Chief; Kym Craven and Rick Bailey from Public Safety Strategies Group; Leslie Boswak, Councilor from Hooksett Town Council and guest Barry Cox from the Local Government Center
Barbara from the Hooksett Banner and Maura
Recording clerk: Nancy Perry

Call to Order: Chairperson McHugh called the meeting to order at 6:33 p.m. and led us in saying the pledge of allegiance. Commissioner Kenneth Scherer arrived.

Approval of Public Minutes for June 19th, July 17th and July 23rd of 2012:

Comm. Karolian motioned to accept the public minutes of June 19, 2012, with corrections on page 2, "Monthly Reports" 4th line: "patrol is 32 and 62 hours of overtime. Last sentence: "projection town had made in fund balance to be corrected. And on page 4, 2nd paragraph: Replace the name "Dowler" with "Downer." In 2nd paragraph from the bottom "review of second vehicles...should say "actuator." This motion was seconded by Chairperson McHugh.

Comm. Scherer reviewed the minutes of June 19, 2012, and had nothing to add. Chair McHugh called for a vote, which was unanimous. Comm. Karolian stated that the corrections would be given to the recording clerk, Nancy.

Comm. Scherer motioned to accept the public minutes of July 17, 2012, seconded by Comm. Karolian. Chairperson McHugh had no corrections and called for the vote, which was unanimous.

Comm. Karolian motioned to accept the public minutes of July 23, 2012, seconded by Chairperson McHugh with no corrections. The call for vote was unanimous.

The commission did not have the minutes of July 30, 2012.

Monthly Reports:

The Year End Report was presented to the commission. There was a difference in what the town report showed with expenditures of \$178,311. Captain Daigle will find out what that difference is and will have it verified. Further discussion was held and Captain Daigle responded to the commissions questions.

New Business: Public Safety Strategies Group Report

Kym Craven presented the overview of expenditures to the commission and responded to questions. Topics discussed had to do with the development of policies and procedures, a new fraud policy to be drafted, tattoo and smoking policies not yet addressed. Public Safety Strategies Group sends the monthly report to the Commission, and the Chair has provided the report to Francine, the executive assistant to print and post as a public document. Only the "PSSG" report with their logo and dates are to be posted to the website. Comm. Scherer inquired about the timeline chart updates and said he was interested in getting the "Big" spreadsheet as soon as possible.

Chairperson McHugh acknowledged Councilor Leslie Boswak and a discussion was held regarding town council annual updates.

Kym Craven responded to Comm. Scherer's questions regarding the server and new computers, backups and the format for storage. Two copies are stored on the hard drive and one copy on the thumb drive. The server is up and running. Captain. Daigle responded to Comm. Scherer's questions stating that yes there is an SOP on computer usage and how files are stored. The system auto archives and is synced to the server.

Kym responded to Comm. Scherer's question on when we deploy the Hooksett specific domain and she was hopeful in about a week.

Comm. Karolian questioned the 4th to the last bullet, Oral Boards and Kym said there were two new members from the Hooksett Police Dept. that will participate in the Oral Boards.

Captain. Daigle addressed the commission saying he had 4 certified candidates and 2 non-certified candidates that he would like to move forward quickly. Chair McHugh said that we should try to do as much training as we can and Kym responded and agreed. Captain. Daigle said the department is short 6 officers.

Chairperson McHugh introduced Barry Cox from the Local Government Center to everyone and he submitted to the commission a professional services contract. He said the most recent towns they worked with were Thornton, New Hampton and Greenland.

Mr. Cox explained the steps in their recruitment process and answered questions from the commission. Advertising options were discussed. Mr. Cox explained how LGC sets up Oral Boards. Chairperson McHugh explained that she had previously met Mr. Cox when she participated on the oral board when they were seeking a town administrator. Mr. Cox also said that LGC would contact the other candidates to let them know that one had been chosen. Mr. Cox said the process varies in time depending on where you advertise, but the fast track overall would be two to three months. Part of this includes the candidate's notice to a former employer. Chairperson McHugh thanked Mr. Cox for coming to the commission meeting and he was excused at 7:36 p.m.

Discussion of the SOP's were tabled.

Program Director Position (Administrative Coordinator) was discussed. Following discussion with Captain. Daigle and "PSSG", the commission agreed to table this item until they have received the job description.

Barbara from the Hooksett Banner arrived at 7:50 p.m. Maura also arrived at 7:55 p.m.

Manifests:

8:45 p.m. Comm. Scherer made a motion to approve and accept the Hooksett Police Department's Expenses and Payroll dated July 13, 2012 thru August 17, 2012 for a grand total amount of \$194,151.92; consisting of \$161,218.41 for payroll and 32,933.61 in expenses. Chairperson McHugh called for a vote. Unanimous.

Public Input: None.

Comm. Karolian made a motion to go into non-public session, pursuant to RSA 91-A:3, II (a) and (c), seconded by Comm. Scherer. Unanimous.

At 11:47 p.m. Comm. Scherer motioned to come out of the non-public session and to seal the non-public minutes, seconded by Comm. Karolian. Unanimous.

At 11:48 p.m., Comm. Karolian motioned to adjourn the meeting, seconded by Comm. Scherer. Unanimous.