

**HOOKSETT POLICE COMMISSION
PUBLIC MEETING MINUTES
HOOKSETT SAFETY CENTER (MEDIA ROOM)
November 20, 2012**

CALL TO ORDER: Chairperson Joanne McHugh called the meeting to order at 6:35pm. She led the pledge of allegiance. Proof of Posting was given to interim recording secretary Jodi Pinard.

ATTENDANCE – POLICE COMMISSION: Chairperson Joanne McHugh, Commissioner Kenneth Scherer, Commissioner Clark Karolian, Captain John Daigle, Sergeant Bouchard, Lieutenant Labrecque, Leslie Boswak Town Council Rep(left meeting at 7:27pm)

ENTER NON PUBLIC SESSION AT 6:34PM PER RSA 91-A:3,II, (b):

Commissioner Karolian motioned to enter into non-public session at 6:34pm under RSA 91-A: 3, II, (b) seconded by Commissioner Scherer voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh – Aye

EXIT NON-PUBLIC SESSION AT 6:48PM PER RSA 91-A:3,II, (b):

Commissioner Karolian motioned to exit non-public session at 6:55pm under RSA 91-A:3,II, (b) seconded by Commissioner Scherer Voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh –Aye

Commissioner Scherer motioned seal the minutes per RSA 91-A:3,II, (b) seconded by Commissioner Karolian voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh –Aye

ANNOUCEMENT OF NEW POLICE OFFICER HIRES:

Chairperson McHugh -The commission has just given its approval to hire Justin Sargent as a Police Officer for the Hooksett Police Department and we would like to congratulate you.

PUBLIC INPUT:

None

APPROVAL OF MEETING MINUTES:

July 30, 2012 – Approved on October 16, 2012

August 21, 2012 – Approved on September 18, 2012

October 4, 2012 – Public approved on October 16, 2012

Commissioner Scherer motion to approve the September 18, 2012 public meeting minutes seconded by Commissioner Karolian with corrections Voted Unanimously

Pg 2 - 2/3 of the way down under my comments “Just so that everyone knows Kym Craven brought this to my attention a second report that was given to the commission by Kym Craven of” needs a period after Kym Craven after that it is fine.

Pg 4 – Chairperson McHugh – “There are certainly some that are very similar job descriptions but I think there are some very similar as well” I do not get the sense of that at all and it needs to be rewritten. Then the comment right underneath it where Commissioner Karolian is speaking it should state “to gather” not together

On the last page with regards to Todd Lizotte’s public comments there is a word in there that is not a word it should be the abbreviation CALEA.

Commissioner Karolian motioned to approve the September 27, 2012 public meeting minutes seconded by Commissioner Scherer. Voted Unanimously

Commissioner Karolian motioned to approve the October 1, 2012 public meeting minutes seconded by Commissioner Scherer. Voted Unanimously

Commissioner Karolian motioned to approve the October 9, 2012 public meeting minutes seconded by Commissioner Scherer. Voted Unanimously

Commissioner Scherer - I had taken the minutes from October 11, 2012, and you had asked that Francine transcribe the tape. The only thing that is missing from the minutes I had taken was the discussion after the reading aloud of the Press Release for the Interim Police Manager hiring.

Commissioner Karolian motioned to table the October 11, 2012 public meeting minutes seconded by Commissioner Scherer. Voted Unanimously

Monthly Report

Police Budget Report

1. Overview of Expenditures -

Captain Daigle-We are currently 27% expended and we are below the norm for the town. I do have the clarification of the \$2,000 that was expended out of the community service line that was questioned at last month’s meeting. That was something we had tried to encumber at the end of last fiscal year and we could not. So it had to be paid out of this fiscal year and this was for White Mountain Web Arts.

Chairperson McHugh – Why was the overtime for 11/11/12 so high for patrol?

Captain Daigle – We had 8 officers assigned to the polls for the election and we also had fire arms training that week as well.

Activity Report

Chairperson McHugh – It is basically the same thing from month to month.

Captain Daigle – Yes it is. In regards to the shoplifting I think we will be able to be more proactive once we are at full capacity. At that point we will be able to reach out more and have possible training with the large box stores.

Commissioner Karolian – Are the stores at exit 10 hiring any additional police details from the department during the holiday season?

Captain Daigle – Yes, Wal-Mart and Target have hired details. Wal-Mart is using State Police and Target is using us.

Lieutenant Labrecque – The State Police cannot come into town without us inviting them. So I have a message into them. In the past details were denied by us so the store would call the State Police to come in and cover the detail. But when I called them to find out why they went directly to the State Police I was told it was because we had always denied them.

Captain Daigle – This is something that we are addressing,

OLD BUSINESS

A. S.O.P. Review (tabled from 10/16/12)

O-120 Pursuit

Mr. Burke – We will not pursue any motorcycles in this town that is one change to this policy that I had made.

Captain Daigle – Pursuit roadblocks was also removed you will be receiving a roadblock S.O.P but any language of roadblocks in this S.O.P has now been removed.

Mr. Burke – I support spike stripes but I do not support the use of a cruiser to block any roads. I do support a cruiser blocking the roadway in the case of a sink hole or some type of safety hazard but I do not support it for pursuit purposes. I have seen what can happen when a cruiser is used for a roadblock and it is not something that should be done.

Commissioner Scherer motioned to approve S.O.P O-120 Pursuit with an effective date of December 1, 2012 seconded by Commissioner Karolian Voted Unanimously

O-101 Use of Force

Commissioner Scherer motioned approve S.O.P O-101 Use of Force with an effective date 12/1/12 of seconded by Commissioner Karolian Voted Unanimously

B. Recording Device

Captain Daigle – Upon your request I have looked into it and I spoke with Evelyn Horn. She has allowed us to borrow the device that she uses for the Town Council Meetings for tonight's meeting. This way you can see if the quality is something that you approve of. If it is something that you do approve of then we could move forward with the purchase.

Chairperson McHugh – I think we should move forward with it and purchase the digital recorder.

C. Tuition Reimbursement Sworn Personnel Non-Bargaining Unit

Chairperson McHugh – We had started this conversation last month and I believe Mr. Burke brought this to us. I believe it was not to exceed \$7,500 in a fiscal year.

Mr. Burke – We want this to given out fairly and make sure that everyone has a chance to get reimbursed.

Commissioner Scherer – I believe in CBA the member has to have the course approved prior to them taking it in order to get a reimbursed.

Mr. Burke – We would just mirror what is stated in the CBA.

Captain Daigle –In the CBA under 3C it states no more the \$1,500 shall be paid to any employee in any calendar year for course reimbursement

Lieutenant Labrecque – Currently now the Sergeants and office staff vacation accrual does not mirror the CBA and we do not receive the same amount of vacation time after the 5 year mark.

Mr. Burke – This was something else that we wanted to bring to the commission for review. I believe that the vacation accrual should mirror CBA for all non-union as well.

Chairperson McHugh – I think there have been things that we have dealt with that has no policies. We owe it to this department to have a personnel plan.

Captain Daigle – That is one of the only documents that PSSG did not complete. This is P-205. PSSG was directed to go through the Personnel Plan and it is an S.O.P. We took the town personnel plan and tried to compare it to the departments. Then we have to go through to see what applies to us and what does not. It is very lengthy process.

Commissioner Scherer – I think that anything that is in the CBA that is personnel benefit should be applied to both. I don't think we have any reluctance in mirroring those benefits for non-union.

Chairperson McHugh – I think this is something that needs to be addressed. I am not sure of all the policies that you follow as some of these items were only approved in minutes and were never put into a written policy.

Commissioner Karolian – CBA members have some advantages over the non-union members. I am in favor of keeping all employees in par with each other in regards to vacation time, personal time, etc.

Captain Daigle – I think we should have a binder of policies that we have approval dates and signatures on them and it can also be reflected in minutes but I think something that has signatures on it that can be referenced would be the best way to go.

Chairperson McHugh – The command staff will put together a draft policy on the tuition reimbursement and vacation and holiday accruals. Once they have compiled a draft policy they will bring it back to the commission for review and approval.

Salary Study

Commissioner Karolian – Do we know who drafted the second page?

Captain Daigle – The bulk of this is PSSG. It was typed up by Jessie.

Commissioner Karolian – I am having a hard time reading it when it comes to the amount of “*”. Once I get to 3 of them I keep having to reference the bottom of the page. I find it very difficult to read.

Captain Daigle – Jessie in putted it but I am not sure she developed the spreadsheet.

NEW BUSINESS:

A. 2013-2014 Budget Discussion

Chairperson McHugh – I had a conversation today with Dean Shankle and I asked him with regard to the budget what were, if any directives that were given by the Town Council that we were to follow. He said the only directive was do not start any new projects.

Captain Daigle – The retirement went up \$115,550.47. So right off the bat that is an increase that you have to deal with the actual percentage rate was 4.8%.

Chairperson McHugh – We had asked last year whether the town council would bring in the state reps to see if there was anything that they could do regarding such a large increase. I do not know if it is worth our effort to put a call in to someone but maybe it is something to consider.

Captain Daigle – The budget is not done. Mr. Burke and I still need to speak a little further on some of these items. The budget sailed through without us being chopped last year. I have spoken with Mr. Burke and how we can move forward. But I find it hard to say we don't need the items we needed last year. If you remove the increase in retirement you would see that we are below what we requested last year. I believe Mr. Burke and I need to discuss training. I believe we may need to increase that line but we may be able to decrease in other areas.

Chairperson McHugh- I have a question regarding vehicle maintenance, does this reflect the highway department doing this work.

Captain Daigle – I think the highway department is doing great work but there are some things that we still need to send out for repairs that the town mechanic may not be able to repair such as airbags. I think in we will see a true comparison of what we were paying previously and what we are paying now with the highway department in a few years. The highway department only started doing the work in July again. I know for a fact that the highway mechanic is doing a good

job. He is finding things that need to be repaired. The age of the fleet also plays into this as well. Also we are still looking to see if need vehicles this year.

Chairperson McHugh – Is it prudent for us not to purchase a vehicle as we did struggle last year. Fortunately we were able to sell a vehicle and had fund balance so we were able to purchase the vehicles. Should we get on a schedule to purchase new vehicles?

Captain Daigle – You have to get into a cycle. I think that is the best way to go.

Commissioner Scherer – Do we have any vehicles that we do not need maybe some unmarked?

Captain Daigle – We may be able to downsize in the unmarked but I would have to verify.

Chairperson McHugh – I think we have to explore all avenues and the possibility of trading in vehicles should continue to be explored.

Commissioner Karolian – I think there should be some type of program with regard to the age of the vehicles in terms of possibly trading in. I don't think it should not matter the condition. This is also something that will need to be looked at.

Captain Daigle – When you get to wages what we need to be prepared to talk about is positions. We need to know where we are going. We need to know the Administrative Coordinator whether it is going to be full time or part time. For the sergeants I did just like last year as well as patrolmen.

Mr. Burke – Let me just explain something that we need to look at. We have upwards of 8 new personnel that are coming on at HPD. The dispatch center is going to be inundated with more of a work load. I see areas in dispatch that will need major improvements problems that are going to arise are forced overtime, more volume of calls, more multi tasking etc. You will really have to consider putting on another dispatcher per shift because they will not be able to handle the volume of calls that will come in with the all of the new staff. Currently staff is 5 dispatchers and 1 dispatch supervisor. I am not sure why the fire department went to Concord Dispatch but we should consider talking to them to see if they would come back. If we had a two dispatch system here you would alleviate a lot of the stress. Right now the dispatch schedule is a 5 on and 2 off. This means some will never have a weekend off with their families. My opinion is they should go on a 4 on and 2 off schedule.

Commissioner Karolian – Do we have to tell the CBA that we are changing the schedule?

Captain Daigle – No in the CBA we have the right to change schedule it is a managerial item.

Mr. Burke – If both parties agree to go outside the contract then I believe we can make this change. This would just be an addendum to the current CBA if both parties want to make this change.

Commissioner Karolian – I am in favor of that change. I would say pursue it.

Chairperson McHugh – Do you want to pursue this with the fire department to see if they want to talk about the possibility of coming back to dispatch.

Mr. Burke – Yes, I think we should. This is just my opinion on it. I am not going to be here but I just think this is something that should be looked into.

Commissioner Karolian – So I think they should move forward with the 4 on and 2 off in dispatch and as long as both sides agree to the terms. Someone needs to crunch numbers and get back to the commission in regards to if we would be saving money or if it becomes an expense.

Chairperson McHugh – Are there are other points you would like us to know?

Captain Daigle – No I think that is it.

B. Scheduled Dates for Budget Workshops

Chairperson McHugh – Has the town established there dates the budget needs to be in by?

Captain Daigle – On of the dates was yesterday. But I can get a drop dead date from Christine tomorrow. I want to have some more conversations with Mr. Burke but I do need to know from the commission regarding the positions, which impacts greatly the budget.

Chairperson McHugh – Budget Workshop November 27, 2012 at 6:30pm

C. P.S.S.G Monthly Report:

Commissioner Karolian – Are we moving in the right direction since hiring for the Police Manager?

Captain Daigle – I have spoken with every end of this building and everyone is moving forward and seems very positive.

Commissioner Karolian – I would like to draw your attention to page 6 Policies and Procedures and every policy was reviewed and edited. Did this occur?

Chairperson McHugh – Tom you had the chance to meet with them before they left and if you could let us know how that went.

D. Neighborhood Watch – Sgt Bouchard - The Captain asked that I give an update as to what I have been doing with the neighborhood watch. If I see something that I think needs to get out to the public I email the neighborhood watch chair to distribute the block watch captains. I also send things to just give some updates to the watch group. I did get some concerns from the residents on Mallard Lane and I gave that information to the neighborhood watch leader. I have not been able to do much but I want to start looking at trainings on line and see what we can do to help the block captains.

Chairperson McHugh – I asked to have this on the agenda because I don't think we have had a group meeting in a while and I think it is a good time to do this. I have been made aware that those people that are not officially part of the group may have their own group. I just want to be able to get those groups as well.

Sgt Bouchard – Heads Pond has had 7 car break ins since September 13, mostly in the afternoon 3:30 and 6:30pm. I would like to put up a warning on that board to notify people of the break ins at this trail. I have received a contact now to get this information posted and I will move forward with that.

Captain Daigle - The Sgt and I have had the conversation to bolster the neighborhood watch notifications. We also want to see if residents in neighborhoods that have had incidents who do not currently have groups maybe now would like to start one now.

Chairperson McHugh – I think it would be a very good message to the community to have another large meeting at the library. I feel it was very productive and thought it should be something to be considered.

Commissioner Scherer – Will you be involved with the neighborhood watch information that is on the website?

Sgt Bouchard – I am not sure but I would definitely be willing to take that on as it is part of the neighborhood watch program.

E. Manifest:

1. Expenses and Payroll October 12, 2012 – November 15, 2012

Commissioner Scherer motioned to approve the expenses and payroll Manifest dates October 12, 2012 – November 15, 2012 consisting of payroll in the amount of \$150,322.48 and expenses in the amount of \$33,016.14 in a total amount of \$183,338.62 seconded by Commissioner Karolian. Motion Passed

F. Phone Line South Bow Tower

Captain Daigle – We have a generator located there and we had one incident where the generator did not kick in. We were looking to go wireless but it is not going to work. We will need a landline and we have received two options for your review. The first is \$20.88 a month plus taxes and fee with a one-time \$60 activation fee. The seconded option is a 2- year agreement at \$24.99 per month with long distance. We do not need long distance. I would like to go with option 1.

Commissioner Karolian motioned to authorize the phone line to the South Bow Tower with a \$20.88 per month plus taxes and fees with a one-time \$60 activation fee seconded by Commissioner Scherer. Voted Unanimously

PUBLIC INPUT:

ENTER NON PUBLIC SESSION PER 9:28PM RSA 91-A:3,II, (c):

Commissioner Karolian motioned to enter into non-public session at 9:28pm under RSA 91-A:3,II, (c) seconded by Commissioner Scherer. Voted Unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh – Aye

EXIT NON-PUBLIC SESSION AT 12:32AM PER RSA 91-A:3,II, (c):

Commissioner Karolian motioned to exit non-public session at 12:32am under RSA 91-A:3,II, (c) seconded by Commissioner Scherer. Voted Unanimously

- Commissioner Karolian -Aye
- Commission Scherer -Aye
- Chairperson McHugh – Aye

Commissioner Scherer motioned seal the minutes per RSA 91-A:3,II, (c) seconded by Commissioner Karolian

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh – Aye

G. Hooksett PD Website

Commissioner Scherer – I think it looks good. I do have a few items I would like to see on the website. With respect to the Police commission, I would like to suggest that it least mirrors what is on the town website. It identifies duties and 412 Administrative Code. But I think we need to elaborate on the Administrative Code. I think we need to remove the Town Council Representative from Police Commission page.

Commissioner Karolian – What is the web address? Is it is .org or .com?

Commissioner Scherer – We must own both .com and .org because when I type it in with .org at the end of the web address it automatically goes to the website but the website address changes to .com

Postage Machine

Commissioner Scherer motioned to approve postage machine contract with the same monthly fee with the replacement of the current outdated machine with a new postage machine a seconded by Commissioner Karolian. Voted unanimously

ITEMS FOR THE NEXT AGENDA:

S.O.Ps (previously tabled)
Tattoos
Smoking
Piercing

Commissioner Karolian motioned to adjourn the meeting at 12:53am seconded by Commissioner Scherer voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh – Aye