

**HOOKSETT POLICE COMMISSION  
PUBLIC MEETING MINUTES  
HOOKSETT SAFETY CENTER (MEDIA ROOM)  
November 27, 2012**

**CALL TO ORDER:** Chairperson Joanne McHugh called the meeting to order at 8:08pm. 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 (via phone), Captain Jon Daigle, Police Manager Tom Burke

**BUDGET WORKSHOP:**

Chairperson McHugh – This is a budget workshop and at our last meeting we had directed the administration to go back and work on some numbers to bring back to the commission.

I had a chance to speak with Dr. Shankle today and asked if there were any directives from the town council for the budget this year. He stated that it was directed for departments not to spend more than they had in the previous year. I asked about any additional employees and he stated he thought a warrant article would be the way to go. He felt that the town could not go another year with a default budget. January 5, 2012 will be the budget presentation to Town Council.

Captain Daigle – Here is the proposed budget.

Proposed wages – \$ 2,143,661.78 – This includes one additional dispatcher as it is felt that 2 dispatchers should be on at one time; Administration Clerk that is currently staffed by a part time employee and we would like to make that full time and the Administration Coordinator is listed as part time 32 hour week position at \$21 per hour. We are going with what was proposed last year which is 4 Sergeants and the 14 Patrolmen. Part time recording clerk will need to be discussed.

Tom Burke – The Captain did speak with the Fire Chief and Deputy Chief and they have an 18 month escape clause from the current contract with Concord Fire. I am going to try and speak with the fire department tomorrow but they did inform the captain that they must inform Concord Fire 18 months prior to leaving if they chose to do so. I do believe conversations can begin now but it would not happen this or next fiscal year.

Chairperson McHugh – I would suggest speaking with Dr. Shankle and the Fire Chief to see if talks can begin as sometimes these items take time for everyone to agree if possible.

Captain Daigle – We have had changes upstairs one change being in prosecution. We felt more attention may be needed for the victims and ensuring they are getting the services that they need. If we have the prosecution assistant pick up more victim advocacy, we will need the admin clerk to go full time to pick up some of the work that was being completed by the prosecution assistant.

Tom Burke – I think the Admin Coordinator should be someone sworn as they would be able to augment some of the duties in the case of an emergency. I think that a part time civilian position would not be as

helpful as certified personnel would. I see an influx of a lot of paper work with all of the new officers that are in the process of being hired.

Chairperson McHugh – Will the Administrative Assistant still be moving between upstairs and downstairs doing the inventory items as well as the other items that we had discussed doing a better job at. Will the Administrative Assistant and Administrative Clerk be sharing some of those duties?

Captain Daigle – Yes they will be working together on some of those things.

Chairperson McHugh – I have a question on the overtime line it used to be 4 hours has it gone up to 4.5 hours.

Captain Daigle – We can go back and look at that to ensure the calculation is correct. I believe it was 3 hours.

Commissioner Scherer – When we were calculating the CBA in regards to the overtime we had to use specific number according to Finance and I believe it was required for the warrant article.

Captain Daigle – This is something that I will look into. This also covers court appearances, vacations, etc.

Chairperson McHugh – I have a question in regards to the amount a budgeted for the chief is that too high?

Tom Burke – It may not be that high but we want to hire a high caliber employee and you also have to look at the other salaries of the command staff and adjust accordingly.

Captain Daigle – Mr. Burke and I configured a \$126,000 in retirement with all of the new wages.

Chairperson McHugh – Last year we had suggested to the town council to bring in the state reps so that they can see that this down shift of funding is causing hardship and it cannot continue.

Captain Daigle – Some of the increases in the Wages are \$126,000 retirement, \$7000 FICA, and \$12,000 in Health Insurance.

**221 – Computer Services** – This increase is for a computer systems upgrade. The server should be replaced if we are going to upgrade to version 6. The amount of the increase would be \$36,000. Merrimack Police just did this upgrade and we were welcomed in Merrimack to see what this system can do.

In the budget reports you see monthly there are impact fees remaining in the amount of \$27,000. We may be able to utilize those for this I will contact finance and find out. If we are able to utilize these funds then we will be able to reduce this line from the proposed \$36,000. I think we need to finish using those monies. I will contact Finance to ensure that we can utilize those funds.

**223 – Professional Services** – You will see small increases in this line such as legal specimens.

Chairperson McHugh - Data shredding is that a town wide contract if not can you please inquire and let us know?

Captain Daigle – Yes I can follow up on that.

**229 – Internet/Cable** – This has been lowered

**251 – Printing** - This has been lowered

**310 - Maintenance of other equipment** - Staying the same

**311 – Fuel** – I went with what we had last year. We are currently paying \$3.09 currently at the pumps but the projections are not sure where the fuel costs will end up.

**313 – Vehicle Maintenance** – We are requesting 24 winter tires for the unmarked, seasonal rotation will be removed, increased towing of cruisers, added vehicle registrations \$357.60 per unmarked vehicle.

Chairperson McHugh – Will there be a request for any new vehicles this year?

Tom Burke – Yes just one to replace the 2007 that we have been having some major issues with.

Captain Daigle – We have paid more than \$2,000 for this vehicle since July 1, 2012.

Commissioner Scherer – Would we be comfortable making the vehicle maintenance line \$16,500?

Chairperson McHugh – Lets make that line \$17,500 for the vehicle maintenance.

**314 – Communication Maintenance** – This line was reduced to \$31,800 we removed excess batteries

**415 – Photography** – This line was reduced to \$800 after looking at actual expenditures

**427 – Meals & Food** – No change from last year

**431 – Postage** –There was an increase of \$500

**433 – Telephone** – We left this as the same as we requested last year \$10,000. We could reduce it to reduce to \$9,000

**441 – Selection Process** – I left the same request in this line as last year. But we could reduce to one sworn and one non sworn position process and reduce the line to \$8,758.20

Captain Daigle – This is an unknown as you never know if the candidates will pass all of the background checks that they must complete.

Chairperson McHugh – I am asking if you are comfortable with this.

Captain Daigle – I am comfortable with reducing this in certain areas

Commissioner Scherer – We are at the understanding that if the budget gets approved that we would be able to complete the selection process before the new budget was to take effect.

Tom Burke – Yes we will have enough time to complete that in that timeframe.

**443 – Training & Dues** – The line was increased to \$28,000 there are increases in miscellaneous training such as first line supervisors. We have made a commitment to increase training for all sworn and non-sworn personnel. We are also looking at hosting regional trainings this could reduce some of the costs. We want to send more officers to more training that are involved in their career path. We have also add some trainings in Domestic Violence Conference, RAD membership, Child Abuse Conference, etc

Chairperson McHugh – Where did you put the reimbursement for the non-union personnel?

Captain Daigle – That is not in here we will need to add it.

Chairperson McHugh – Can you please check with Finance to verify where that should be placed in the budget.

Captain Daigle – Yes I can call Christine tomorrow and verify where we should add that.

Commissioner Karolian – Last year we had cut out a lot dues and association fees that we felt were not needed. The 12/13 budget request was reduced due to the default and now it being proposed taking this into consideration that we would like to move forward.

Captain Daigle – The new dues that have been added was for the RAD Program. We have made a commitment for more training for the all staff.

Tom Burke - The other considerations that you have to consider is the new staff will be required to attend trainings as well.

**444 – Employment Testing** – This line stays the same

**446 – Education (Contractual)** - This is a contractual obligation it is a must

**447 – Community Services** – There was a small decrease in this line

**481 – Vehicle & Related Purchase** – One new vehicle request to replace 071 to date since July 1, 2012, we put \$2,012 with 87,900 miles on it and I think it would be in the best interest to replace this vehicle.

Commissioner Karolian – I would recommend putting in for two new vehicles to replace the 2 police vehicles from 2007. I don't think we can go strictly on mileage for replacement of vehicles. I think we need to purge older vehicles as these are emergency vehicles. I don't think it is unreasonable to get rid of vehicles a couple at a time when it is necessary.

Commissioner Scherer – Would it be prudent to look at the entire vehicle fleet and maintenance costs from last year to this year with mileage as well?

Captain Daigle – Since July 1, 2012 the task is easier as I have the report but with the previous year it will take some time as we have to go back through the invoices. It is something that we can do it will just take some time.

Chairperson McHugh – I would rather put in one vehicle, do the research that we need to do to make the right decision. Then maybe at the end of the fiscal year if we have the funds left we could go to council and request to purchase the vehicle at the end of the year.

Commissioner Scherer – We are proposing \$25,000 for vehicle maintenance and to duplicate the line with the purchase of a new vehicle

Chairperson McHugh – I need to bring closure to this, so does the commission want to replace one or two vehicles

Commissioner Scherer – I have requested the mileage and repair costs for each vehicles this way we can take an in depth look to see what the department really needs.

Commissioner Karolian – I think we need to request two new vehicles.

Commissioner Scherer – Right now we have 8 marked vehicles which means we are replacing every four years.

Commissioner Karolian – If we can get rid of some of the older vehicles to possibly offset the purchase of the new vehicles then I think that should be reviewed as well.

Commissioner McHugh – We need to bring this discussion to a close and we need to make a decision and move forward.

Chairperson McHugh – I do not want to have another default budget is this a to put in one and once we get all of the information that we have requested

Commissioner Karolian – I say request 2 vehicles.

Commissioner Scherer – I say evaluate based on 1 and look at justification for another at a later date

Chairperson McHugh – I say request 1 vehicle.

Consensus of the commission was move forward with the request of 1 new vehicle and get addition information regarding possible replacement of another if needed.

**713 – Police Equipment** – \$36,916 – This increase reason is \$29,000 for cruiser in camera system as our current system has become obsolete. They no longer make the tapes that are needed to record on. We

have enough tapes on hand to last one year but after that the super 8 are out of existence. We have received a quote in the amount of \$29,600 with systems and installation for all 8 cruisers.

**715 – Uniforms** – This line has been reduced to \$11,300, the reason being is the reduction in bullet proof vest replace.

**716 – Uniform Allowance (Contractual)** – This is a contractual obligation it is a must

**717 – Office Supplies** - This is the same as last year

**718 – Rental & Leases** – This is the same as last year

**821 – Legal for Police Commission** – This is the same as last year

**962 – Animal Control Operations** – This is the same as Last year

Chairperson McHugh – We will have another Budget Workshop on Dec 6, 2012 at 6:00pm to finalize the budget

#### **Education Expense Policy**

Chairperson McHugh – Read the proposed policy

Commissioner Karolian – Is this the language from the CBA?

Captain Daigle – Yes it is.

Chairperson McHugh – We need to add something that states the maximum of \$7,500 will be given out so that employees know that there is a set amount money that is available.

Tom Burke - We can add that into the policy.

#### **Vacation Policy**

Tom Burke - We have the vacation policy that we have put together as per the discussion from your last meeting.

Commissioner Scherer- Does this mirror the CBA?

Commissioner Karolian – I think at this point what we need to do is review policies for sworn and non-sworn personnel.

**Commissioner Karolian motioned to table both the Vacation Policy and the Education Expense Policy until further information is received Commissioner Scherer seconded. Voted unanimously**

#### **PUBLIC INPUT:**

None

**ENTER NON PUBLIC SESSION PER 10:51PM RSA 91-A: 3, II, (a) (b):**

Commissioner Karolian motioned to enter into non-public session at 10:51pm under RSA 91-A: 3, II, (a) (b) seconded by Commissioner Scherer. Voted Unanimously

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

**EXIT NON-PUBLIC SESSION AT 12:11AM PER RSA 91-A: 3, II, (a) (b):**

Commissioner Karolian motioned to exit non-public session at 12:11am 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, (a) (b) seconded by Commissioner Karolian

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

**Commissioner Karolian motioned to adjourn the meeting at 12:13am seconded by Commissioner Scherer voted unanimously**

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