

**HOOKSETT POLICE COMMISSION
PUBLIC MEETING MINUTES
HOOKSETT SAFETY CENTER (MEDIA ROOM)
December 6, 2012**

CALL TO ORDER: Chairperson Joanne McHugh called the meeting to order at 6:32pm. 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 Jon Daigle, Police Manager Tom Burke

BUDGET WORKSHOP:

Chairperson McHugh – We are here tonight to continue the budget workshop from the last meeting.

Captain Daigle – We did make a call to the shredding company and we are already getting a deal so we cannot save any other money.

Chairperson McHugh – Thank you for getting back to us. I believe our conversation tonight was going to be more about vehicles and vehicle purchases.

Commissioner Scherer – What you provided to us showed we had a fairly large expense on the other 2007 last year. Do we know what that may have been?

Captain Daigle – I believe that was a transmission as well.

Chairperson McHugh – How many cars do we use most often?

Captain Daigle – We have 8 marked units. When we have a full shift it would be 4 vehicles. The vehicles are rotated by the staff so that no vehicle is used more than 24 hours straight.

Captain Daigle – When you look at 071 it was down for a few months when it had the transmission problems otherwise that would be in the 90,000 mile range. Both 2007 vehicles have had transmission replaced.

Chairperson McHugh – Does anyone happen to know if we will have funds remaining at the end of the year?

Captain Daigle- I had a conversation with the finance director about the what the budget may look like at the end of the year and about if it would be to bring forward a possible vehicle purchase at that time. She had suggested that we utilize the remaining funds at the end of the year to purchase vehicles that we may need if there was money left and she believes there should be if we continue on the same tread as we are now. I told her I would bring this to the commission.

Commissioner Scherer – I would like to make a comment regarding this budget and the fact that we worked very diligently to keep costs down and only request the items we believe are needed.

Chairperson McHugh – Last year the budget was not cut by either the town council or the budget committee because we had worked so diligently and made the cuts where we could. This year we will also be paying more in the retirement, training, cameras, and the CBA. I think that they need to remember that these are extremely important and some are completely out of our control.

Captain Daigle – I was asked at the department head meeting yesterday about the budget and I told them that we were working on it and have made some cuts but there are necessary items that we need. But I questioned on how we can remove items that we requested last year that we need.

Commissioner Karolian – Do the cameras work automatically? When they put the blue lights on and does the auto box go on as well

Captain Daigle – When the blue lights go the cameras automatically go on and begin recording. We do have to put on the auto box. The tapes are then deposited in a box at the end of the shift. These are on a thirty day rotation unless there is an arrest and then we copy it and file it as evidence. The individual who is stopped is notified immediately that they are being auto and visually recorded.

Commissioner Karolian – Everyone is aware that I think we should ask for two vehicles. If we do not request those can we buy those vehicles out of the remaining funds if we have any at the end of the year as we did last year?

Chairperson McHugh – I would be inclined to do that. But we are dealing with a default budget and what if we do not have the funds then we will have nothing. I believe we ask for the one and hopefully we have the funds at the end of the year to purchase the other. Last year we gave back \$142,000.

Tom Burke – I think that may be the best way to go.

Commissioner Scherer – If we are not going to ask for two outright in the budget then at the very least we ask for one and show the budget committee the backup information showing we have the documentation showing that we actually need to replace both.

Chairperson McHugh – Line 481 is for the request of one vehicle in the \$33,409.

Commissioner Karolian – Is this for a car?

Chairperson McHugh – How long is the extended warranty?

Captain Daigle – Yes it is a car and I believe the warranty is 3 or 5 years.

Commissioner Scherer – How much research has been done trying to find the tapes for the current system that we currently use?

Captain Daigle – Jessie has done more research today and has called the vendor. They are trying to find tapes. But we have been told they are no longer making them and have reached out to as many vendors and contacts that we could find. The tapes themselves break after 8 uses.

Commissioner Karolian – This system is obsolete. I think this is the same thing as updating the cruisers. This is something that needs to be done.

Chairperson McHugh – Is this possibly something that we could use Impacts Fees for?

Captain Daigle – No it has to be related to growth. Tom and I are looking into possible items to purchase with impact fees otherwise in June we may lose some funds.

Tom Burke – We are looking at the possibility of new technology for the accident investigator and possibly putting a team together. This is something that I believe this town needs. I think it is a great idea.

Chairperson McHugh – What was the actual cost of postage last year?

Captain Daigle – We spent \$1000 the volume of what we sending out is more.

Chairperson McHugh – Will someone from the town be speaking with the state reps regarding the retirement?

Captain Daigle – I did have a conversation with Dr. Shankle and he said he would relay the message to the council. He said that he did remember that we had brought this subject forward last year as well.

Tom Burke – I think we have done everything that we can do and that a lot of this is beyond our control.

Chairperson McHugh – Are we doing a power point presentation?

Captain Daigle – I am not sure but I do think that we have to show what our actual increases are versus the mandatory increases.

Commissioner Scherer – If we could add whether the lines increased or decreased and the reasons as to why. I think that is the best way to go.

Commissioner Karolian – If we go to the budget committee and they approve it can still be voted down correct?

Chairperson McHugh – Yes because the voters can vote no on the budget.

Commissioner Scherer motioned to approve the Police Department proposed budget as presented for Fiscal Year 2013/14 in the amount of \$3,863,540.70 seconded by Commissioner Karolian. Voted unanimously

Education Expense Policy

Commissioner Scherer motioned to approve the Education Expense Policy for sworn non union employees dated December 6, 2012, seconded by Commissioner Karolian . Voted Unanimously

Vacation Policy

Commissioner Karolian motioned to approve the Sworn non union employee vacation policy dated December 6, 2012, seconded by Commissioner Scherer. Voted Unanimously

ENTER NON PUBLIC SESSION PER 7:32PM RSA 91-A: 3, II, (b) (c):

Commissioner Karolian motioned to enter into non-public session at 7:32pm under RSA 91-A: 3, II, (b) (c) seconded by Commissioner Scherer. Voted Unanimously

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

EXIT NON-PUBLIC SESSION AT 9:23PM PER RSA 91-A: 3, II, (b) (c):

Commissioner Karolian motioned to exit non-public session at 9:23pm under RSA 91-A: 3, II, (b)(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, (b) (c) seconded by Commissioner Karolian

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

Chairperson McHugh – Announced that during non-public session there were some promotions made. The employees will be notified and then an official announcement will be made after that.

Commissioner Karolian motioned to adjourn the meeting at 9:56pm seconded by Commissioner Scherer voted unanimously

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