

**HOOKSETT POLICE COMMISSION  
PUBLIC MEETING MINUTES  
HOOKSETT SAFETY CENTER (MEDIA ROOM)  
JANUARY 29, 2013**

**CALL TO ORDER:** Chairperson Joanne McHugh called the meeting to order at 6:39pm. 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, Police Chief Peter Bartlett

**2013-14 PROPOSED BUDGET COST OF LIVING INCREASE**

Chairperson McHugh- The main purpose of this meeting is to discuss the 2013-14 budget and the cost of a possible cost of living increase. I believe Chief Bartlett that you had eluded that this would not increase the bottom line of the current if this is something the commission decides to move forward with.

Chief Bartlett – In the proposal if we were to give a 2% COLA the cost would be \$8,451.71 for 14 employees and you are correct it would not affect the bottom line of the current budget.

Chair McHugh – This would include all the non-union affiliates. Could you please name the positions that this would affect?

Chief – The positions are the Chief, Captain, Executive Assistant, Administrative Assistant, Administrative Coordinator, Receptionist, 5-Sergeants, Patrol Lieutenant, Prosecutor, and Prosecutor assistant and Dispatch Supervisor.

Commissioner Karolian – That would be effective July 1, 2013.

Chief Bartlett – Yes it would be. Here is a listing of positions with the 2% increase.

Chairperson McHugh – Was this in the original proposal that was presented to the Town Council?

Chief Bartlett – No this would be an increase to the bottom line of the 2013-14 budget if it was approved.

Commissioner Scherer – The Administrative staff matrix looks like the old CBA. We have three different that we follow. It is longevity every three after 5 years of employment. But all of the other positions have the three year increments. Some do max out at 9 years.

Commissioner Karolian – From within our department we have four different pay matrixes that we follow.

Commissioner Scherer – Longevity wise if you look at each position the Chief and prosecutor have longevity that goes out to 252 months, then you have command staff – Captain, Lieutenant, Sergeant, Executive Assistant, and Dispatch Supervisor which are completely different for the administrative staff. Essentially yes we do have four different matrixes.

Commissioner Karolian – So we have four to five different longevity matrixes.

Chairperson McHugh – By virtue of no contract for the CBA we decided to freeze all increases to keep parity with in the department.

Commissioner Scherer – I know what we did was put a freeze on non-affiliated employees because we were going to mirror the CBA once it was approved. What we need to look at is an employee who was frozen and see if the employee is due an increase.

Commissioner Karolian – Do we know if anyone of the employees were due for increase during the time that we had frozen pay increases.

Commissioner Karolian – Commissioner Scherer is there any employees that may fall into the category that we are talking about?

Commissioner Scherer – There may be. If you look here there are some employees that say frozen step not given. We have 4 sergeants that are not due an increase. It would appear we have three employees that clearly state the step was not given. I would think that the commission needs to act to restore those missed increases.

**ENTER NON PUBLIC SESSION PER 7:15PM RSA 91-A: 3, II, (a) (c):**

Commissioner Karolian motioned to enter into non-public session at 7:15pm under RSA 91-A: 3, II, (a) (c) seconded by Commissioner Scherer. Voted Unanimously

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

**EXIT NON-PUBLIC SESSION AT 8:06PM PER RSA 91-A: 3, II, (a) (c):**

Commissioner Scherer motioned to exit non-public session at 8:06pm under RSA 91-A: 3, II, (a) (c) seconded by Commissioner Karolian. Voted Unanimously

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

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

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

Commissioner Karolian motioned to give the non-affiliated employees a 2% COLA effective July 1, 2012 seconded by Commissioner Scherer

Chair McHugh – I was just thinking about this and we could postpone the vote. Let them know the money is in the budget and we would like to do further research. When we are ready the chief still has the money in the budget. We can inform them we set aside 2% for purposes of the 2013-14 COLA raises.

Commissioner Karolian – What is the chance that they cut the budget after we say we have the money for these raises.

Chair McHugh – They can cut anyways.

Commissioner Karolian – They can cut but it is still a bottom line so if they choose not to fund something we would need to find the money somewhere in the budget to fund it.

Commissioner Scherer – The only thing that I would offer is we had a discussion when we had frozen step increases. I think it would be prudent and I think that we have some time to make the corrections before we decide that we are going to do these things. It looks as if some of these matrixes have not been changed since 2009 and 2010.

Commissioner Karolian withdrew his motion and Commissioner Scherer withdrew his second.

Commissioner Scherer – It may be prudent to wait until the town votes and then move forward with the 2% increase.

**INVOICE**

Chief Bartlett – I have the invoice for \$4,313.19 for tasers and I am looking for the commission to approve the invoice to be paid out of the Jag Grant.

Chairperson McHugh – Can we talk about the duty light on the belt?

Chief Bartlett – The light is supposed to be used for a known threat and I believe the light may be used currently for building searches. I am doing some research and I will make a recommendation once I have completed all of my research. I do not want to make a directive without an option in place.

**PUBLIC INPUT:**

None

**ITEMS FOR NEXT AGENDA:**

**PUBLIC INPUT:**

N/A

**ENTER NON PUBLIC SESSION PER 8:34PM RSA 91-A: 3, II, (a) (c):**

Commissioner Karolian motioned to enter into non-public session at 8:34pm under RSA 91-A: 3, II, (a) (c) seconded by Commissioner Scherer. Voted Unanimously

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

**EXIT NON-PUBLIC SESSION AT 9:14PM PER RSA 91-A: 3, II, (a) (c):**

Commissioner Karolian motioned to exit non-public session at 9:14pm under RSA 91-A: 3, II, (a) (c) seconded by Commissioner Scherer. Voted Unanimously

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

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

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

Commissioner Scherer motioned to change the current Chief of Police salary to \$46.57 per hour as shown in the current pay matrix approved by the police commission on January 4, 2010, with an annual salary of \$96,865.60 retroactive to January 7, 2013, seconded by Commissioner Karolian. Voted Unanimously

Chairperson McHugh – I would like you to know for the February meeting I will not be in attendance.

Chairperson McHugh – When I spoke with Dr. Shankle regarding the commissioner being on the previous town council agenda, he informed that this was an old business item. This was regarding they had previously taken regarding the commission.

Commissioner Scherer – This is was a tabled item from a previous meeting and when anyone has to go before the town council agenda it would be under new business otherwise it is shown as an old item.

Next Meeting will be February 12, 2013.

Commissioner Scherer – I think we need to start with the frozen positions and work forward with those matrixes first.

Chair McHugh – Why don't you start with the CBA and see how that was designed and we can move forward from there.

Commissioner Karolian – I think if we start with one position the rest will just fall into place. This will give you the information you need. You will then be able to decide how you would like to proceed with all of the pay matrixes.

Chairperson McHugh – I think we need to follow what the chief had said and make sure there is a differential. I think there is a balance that has to be obtained there.

Commissioner Scherer – The thing that we need to be cognitive of is the number of years we build into the matrix. Maybe it is appropriate to have 10 years.

Commissioner Karolian – I think that is a place to start. My opinion is you hire an officer and the retirement is 25 years. So you should have a pay matrix that goes 25 years. The increments don't have to be yearly you can make those different. I am very surprised to see what I see here.

Chair McHugh – What was it like in Manchester?

Chief Bartlett – They use the Yarger Decker System and it was based on merit. There were every strict contractual guide lines that had to be followed. This was over a thirteen year span.

Commissioner Karolian – There are strict guidelines that have to be followed. We are looking for longevity.

Chair McHugh – We are looking at longevity for this portion of the matrix.

**Commissioner Scherer motioned to adjourn the meeting at 9:39pm seconded by Commissioner Karolian voted unanimously**

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