

**HOOKSETT POLICE COMMISSION
PUBLIC MEETING MINUTES
HOOKSETT SAFETY CENTER (MEDIA ROOM)
JANUARY 15, 2013**

CALL TO ORDER: Chairperson Joanne McHugh called the meeting to order at 6:30pm. 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 Chief Peter Bartlett

PUBLIC INPUT:

None

APPROVAL OF MEETING MINUTES:

Chairperson McHugh – We will begin with approval of the minutes of the public portion of the meeting from October 11, 2012.

Commissioner Karolian – Before we start I would like to offer my thoughts on the corrections of public portion of the minutes. This would be a process discussion on how the minutes would be corrected. My thoughts on the corrections of the public portion of the meeting minutes are whether it is a typo, grammatical error, etc I think it would be wiser to notate the corrections and give them to the recording secretary regardless of who that person may be at that time. I think that it would be wiser for us to make our corrections and submit them to the recording secretary. What I am concerned about is although we may not have a particular problem with recording secretary and we would not think in a negative way about giving them those corrections it could be perceived differently by the recording secretary whomever that may be and the public. I am concerned that this could portray the recording secretary in a negative light in regards to making a lot of mistakes and possible work product. I think this may be something that we discuss under 91A. I am concerned that even though our intent would not be to make anyone feel uncomfortable. I would rather see our corrections go to the recording secretary and then discussed after.

Chairperson McHugh – I am not saying that I have an issue with this but I am concerned with transparency. I think that the idea is a good one and this would be easier for the recording secretary. But I think there has to be a balance between the two.

Commissioner Karolian – We are not hiding anything but I just am not comfortable with making the recording secretary look as if they are making a lot of mistakes. That is my concern.

Chairperson McHugh – We don't want to be in the situation where there may be a conflict as to what was said or meant.

Commissioner Scherer – I would like to add that both opinions are well taken. The first thing that came to mind is it may be prudent if we can receive the minutes electronically before a meeting and then

send the corrections to the recording secretary. But there is concern if the recording secretary lost the corrections.

ENTER NON PUBLIC SESSION 6:44PM PER RSA 91-A: 3, II, (c):

Commissioner Karolian motioned to enter into non-public session at 6:44pm 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 7:29PM PER RSA 91-A: 3, II, (c):

Commissioner Karolian motioned to exit non-public session at 9:23pm 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) (c) seconded by Commissioner Karolian

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

Commissioner Karolian – I think that if a misquote takes place then that can be discussed it is the concern that we are being extremely narrow in regards to the typos or grammatical errors. I do not want this to reflect on the recording secretary in a negative light. I think that if the recording secretary loses the corrections then we submit the corrections again.

Commissioner Scherer – What about transparency in regards to the corrections?

Commissioner Karolian – I am saying this for general corrections and not a complete paragraph.

Commissioner Scherer motion to approve the public meeting minutes of October 11, 2012 as submitted seconded by Chairperson McHugh with corrections Voted Unanimously Commissioner Karolian abstained

Commissioner Scherer motion to approve the public meeting minutes of December 6, 2012, seconded by Commissioner Karolian with corrections Voted Unanimously

Monthly Report

Police Budget Report

1. Overview of Expenditures -

Chairperson McHugh – I have some questions with regards to the overtime for the following weeks 12/16; 12/23; 12/30 they are basically about the same amount of overtime and then for the week of 1/6 it is drastically reduced. I am just questioning the drastic reduction.

Captain Daigle – We have added from the academy and a change in the schedule has taken place.

Activity Report

Chairperson McHugh – I have a question regarding the shoplifting in the December report, do you anticipate this decreasing?

Chief Bartlett – From my interpretation as long as those stores have good loss prevention you will continue to have arrests. As long as there is shoppers going in there you will have arrests.

Captain Daigle – I just wanted to point out that from November to December there was a drop of 3 incidents.

Chairperson McHugh – I have a question with regards to the simply assault and what your feeling was?

Chief Bartlett – In looking at this sheet it is not delineated out by domestic assaults or unknown assailants.

Commissioner Karolian – I know we have talked about the sectors before, is this because of the way the computer prints it out.

Captain Daigle – We can print you out each sector. We use this to gauge of exactly where things are.

Chairperson McHugh – Question with regard to the detail and the bank account. Is there a ceiling as to how much you can keep in that account?

Chief Bartlett – That is the revolving account. I don't believe it does have a ceiling. This is where we pay our officers out of so that they do not have to wait to be paid for that detail.

Chairperson McHugh – Can you use that money for anything else?

Chief Bartlett – These funds would be utilized in the case of a large company requesting details where you could see that deplete by \$20,000. Sometimes just waiting for the company's payment to come into the department to reimburse that account can take up to three months. This account allows us to pay the officers right away.

Commissioner Karolian – Does the town have any ordinances that require details?

Captain Daigle – Not that I am aware of. That would have to be something the town would have put into place.

Chief Bartlett – That is not something that I have looked into as of today but it is something that I can look into and get back you on. We have details at the ice arenas and some roadwork but that is about it.

Commissioner Karolian – Road details is that something that you can look into?

Chief Bartlett – Yes I was planning on reviewing those ordinances and I want to be comfortable signing off on these permits. Do we have details at any the schools for special events?

Captain Daigle – That is something that we pay for. We send the officer there and we will pay them overtime for that service. For example the SRO used to attend those functions and we would adjust his schedule.

Commissioner Karolian – I do not think that we should be pulling the SRO out of the schools to attend that dance that evening.

Chief Bartlett – The slippery slope that I see is taking a car off the road. If something were to happen then I would rather not remove a responding officer.

Captain Daigle – The reason I was told we pay for the officers to attend is because we are a town entity billing a town entity. It is same pocket of money.

Chairperson McHugh – When I first came on to the police commission we approached the school district regarding this and they did not want any part of it. There are times when the town needs the school building and they do not charge the town so it was considered a wash.

Commissioner Scherer – Can I ask a question? How many times a year do we do this, the school has a deliberative session and a school vote.

Chief Bartlett – I believe that there is another entity putting this dance on and not the school themselves so we could look into charging the entity that is holding the event.

OLD BUSINESS

n/a

NEW BUSINESS:

- A. Budget Discussion for Non-Union Increases** – Chairperson McHugh – Captain Daigle and I had made the presentation to the Town Council in regards to the non-union employees. There was a discussion regarding the town employees getting a 2% raise so we had asked if the non-union employees at the police department were included in that pool of money and the answer was no.

Captain Daigle – This year the town employees got 2% and the police employees were not included in that and now the conversation is that the non-union employees may possibly be receiving 2% next year as well.

Chairperson McHugh – I don't understand as to why these employees were not included in that 2% raise as all other non-union town employees were. How many employees would this effect?

Chief Bartlett – This would affect 14 employees and some there will only be \$.30 difference between a supervisor and a subordinate.

Chairperson McHugh – It is my understanding that some employees got only 1% while other employees got 3% under the former chief.

Captain Daigle – Yes that is correct.

Chief Bartlett – This will be a \$.30 difference starting in July as the union will be receiving a 2%. This is a concern for me as this could affect morale within the department.

Commissioner Scherer – Is it appropriate for us to consider sworn and non-sworn together?

Commissioner Karolian – To me a 2% raise is a COLA as opposed to a merit raise. When I look at sworn vs. non-sworn the amount of pay should be relevant to the position.

Commissioner Scherer – Non-union sworn personnel steps were frozen due to the union not having a contract. Now the union has a contract and we will need to address the non-union employees.

ENTER NON PUBLIC SESSION PER 8:24PM RSA 91-A: 3, II, (a) (c):

Commissioner Karolian motioned to enter into non-public session at 8:24pm 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 8:56PM PER RSA 91-A: 3, II, (a) (c):

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

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

Commissioner Karolian- I would like to see a reorganization done and information given to us before any raises are given.

Chief Bartlett – I can do that.

Chairperson McHugh – Can you do that before we go to budget committee?

Chief Bartlett – That would give me 2 ½ weeks I will do my best.

Chairperson McHugh – I would like to have a decision before we go to that meeting and is it possible to have a meeting before the budget committee meeting on February 2? Is it that possible to have it on the 29th?

Chief Bartlett – Basically what you are looking for is to reclassify and reorganize some non affiliated employees and do a comparison of surrounding towns. Some items you would like to see included are organizational chart, structure of the organization, etc.

Chief Bartlett – Looking at this chart on the website I already see a few things that I would like to change.

Chairperson McHugh – Captain Daigle are you and I going to revise our budget presentation before the budget committee meeting? We will have to find out what is the difference between our numbers and her numbers.

- B. **Cell Phone Upgrade** – Chief Bartlett – We looked at all of the wireless equipment that the department utilizes. This included the 14 air cards for the cruisers that we pay \$39.95 a month for and found that we can eliminate 4 air cards. We are going to upgrade all of the cell phones. 9 phones will be sharing 1600 minutes. By upgrading all nine phones and eliminating 4 air cards. We have all new iPhones with all of the capabilities that are needed. We will be saving \$117 a month. We have not increased the amount of phones that we have. I believe they need to have texting capabilities especially while doing interviews. By upgrading the equipment and reducing the number of air cards the department will be seeing a savings. The Verizon rep will be coming in on Tuesday to complete these upgrades.
- C. **Training Computer Splitting Expenditure with Fire Department** – Chief Bartlett – The training computer cost is \$719.97. We will be splitting the cost with fire but there is an addition cost of \$889 to make that computer accessible to the overhead projector making the total purchase amount of \$804.49.

Consensus of the commission is to move forward with this

- D. **Discussion about Continuing with Legal Counsel** – Chairperson McHugh – The commission has been made aware that our attorney David Lefebvre is leaving his current firm and he is requesting that if we choose to follow him that we sign this release and the files will follow him to his new firm and he will continue as the commission’s attorney.

Commissioner Scherer – I think that it should be stated that we will be continuing to pay the same rate that we are currently paying. The rate that was negotiated by the town is being honored by his new firm.

Consensus was to continue with Attorney Lefebvre

- E. **Jag Grant** – Chief Bartlett – Currently we have a Jag Grant that has remaining \$4,315, we need to make a decision on how to spend these funds. We do need an update on our Tasers. The problem with the X26 is they are not making them anymore. What I would like to do is phase in the X2 from Taser. The X2 is capable of holding two cartridges at one time. I would like propose that we purchase 3 new X2 Tasers with all associated equipment with this Jag Grant money. The equipment we are looking to purchase is 3 Tasers at a cost of \$3,614, holster, batteries, cartridges, data port, training simulation suit for a total purchase price of \$4,313.90.

Commissioner Karolian – Can we do this legally with this fund?

Captain Daigle – I spoke with the supervisor in Concord and he stated that Tasers are allowable. Concord purchased these Tasers with these funds as well.

Commissioner Scherer motioned to approve the proposal from Chief Bartlett in the amount of \$4,313.90 utilizing the Jag Grant funds for the purchase of the new Tasers and equipment Commissioner Karolian seconded voted unanimously

Chairperson McHugh – Will we be making any changes in the SRO program?

Chief Bartlett – I would like the SRO to be full time, but in order to facilitate coverage with the SRO we have now would be to change that schedule to 9-3 Monday – Friday for a total of 30 hours a week. With the three schools now the SRO is splitting his time between the three schools and this is going to give him enough time to be in those schools

F. Manifest:

1. Expenses and Payroll December 12, 2012 thru January 10, 2013

Commissioner Scherer motioned to approve the expenses and payroll Manifest dates December 12, 2012 – January 10, 2013 consisting of payroll in the amount of \$177,389.04 and expenses in the amount of \$26,649.66 in a total amount of \$204,926.93 seconded by Chairperson McHugh. Motion Passed

ITEMS FOR NEXT AGENDA:

Meeting Minutes from December 10, 2012

Financial Projections

PUBLIC INPUT:

N/A

ENTER NON PUBLIC SESSION PER 9:56PM RSA 91-A: 3, II, (a) (c):

Commissioner Karolian motioned to enter into non-public session at 9:56pm 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 10:25PM PER RSA 91-A: 3, II, (a) (c):

Commissioner Scherer motioned to exit non-public session at 10:15pm under RSA 91-A: 3, II, (a) (c) seconded by Chairperson McHugh. 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 Chairperson McHugh

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

Commissioner Karolian left the meeting at 10:25pm

Chairperson McHugh – The town council would like the police commission to attend a meeting and speak with them.

Commissioner Scherer – I can commit to the Feb 13 for the council meeting.

Chairperson McHugh – I will call Dr. Shankle and let him know.

Commissioner Scherer motioned to adjourn the meeting at 10:33pm seconded by Chairperson McHugh voted unanimously

- Commission Scherer - Aye
- Chairperson McHugh – Aye