

Town of Auburn
AUBURN POLICE COMMISSION PUBLIC MEETING MINUTES
August 14, 2018

Present: David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Michael Rolfe, Police Commissioner, Chief Edward Picard, Lt. Ray Pelton, and Lillian Deeb, Office Manager.

D. Dion – looks for a motion to go into non-public pursuant to RSA 91-A:3, II (a), dismissal, promotion or compensation of any person as a public employee at 6:32 PM. **D. McCarthy** - so moves. **D. Dion** – polled the members having received the affirmative for all.

Dion – reconvenes the public meeting and called the meeting to order at 7:00 PM. He asks everyone to stand and lead the Pledge of Allegiance. He reminds those attending that moving forward the Commission Meetings will be held at the Town Hall on the second Tuesday of the month.

Also present: Bill Herman, Melissa Gates, Michele Jacob and Charles Chabot.

M. Rolfe - motion to seal the minutes from the non-public meeting. **D. McCarthy** – seconds. All in favor. **Motion passes.**

REVIEW THE June 5, 2018 and June 29, 2018 MINUTES

D. McCarthy - motion to accept the June 5, 2018 Non-Public Minutes as presented. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy - motion to accept the June 29, 2018 Non-Public Minutes (not sealed) as presented. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy - motion to accept the June 5, 2018 Public Minutes as presented. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy - motion to accept the June 29, 2018 Public Minutes as presented. **M. Rolfe** – second. All in favor. **Motion passes.**

CHIEF'S REPORT

Chief – comments on the calls for service for the month June and July, mentioning the calls for suspicious vehicle and activity called in by members of the NW group. He further comments there were only 2 burglaries for 2018 to date and feels with the help of the NW and officers doing neighborhood patrols is the reason burglaries are down. **D. Dion** – mentions the extra patrol officer that was budgeted for, commenting that too has an effect.

LIEUTENANT'S REPORT

R. Pelton – explains the PD is participating in active shooter training with the AVS. He also mentions that the PD will be sending some officers to train at Fort Devens for active shooter

training with Homeland Security. He comments on Officer Hanson, the department's new hire, commenting Karl is wrapping up his training in September and things are going well. He comments he has information on warrant article but sees that it is on agenda later in presentation, plus additional information that can be covered in the budget.

NEIGHBORHOOD WATCH UPDATE

D. Dion – greets Mr. Grange and mentions he again saw the article in Crier and asks about enrollment. **S. Grange** – mentions he has had couple people sign up but had a few move out of town. He further comments he is working on some ideas to increase enrollment and mentions bi-monthly blasts to current members to see if members can recommend neighbors and will look to have a table at the Duck Day event where people can ask questions and sign up. He also suggests when officers have contact with people to give them a small hand-out card about NW and signing up. **D. Dion** – asks about the Cloutiers NW group leaders. **S. Grange** – mentions they are still active with their Facebook page and mentions he is aware that some of his neighbors belonging to the group have called the PD for suspicious activity and mentions the PD response time to the calls is commendable.

OLD BUSINESS

D. McCarthy – updates attendees that the commissioners are moving forward union negotiations, dates have been set up and hopes to come to a resolution quickly.

NEW BUSINESS

D. Dion – comments evaluations are next on agenda. **D. McCarthy** - motion based on satisfactory review and award Jason Ientile a step increase from a Labor Grade 6, Step 5 to a Labor Grade 6, Step 6. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy - motion based on satisfactory review and award Muzafer Aku a step increase from a Labor Grade 7, Step 12 to a Labor Grade 7, Step 13. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy - motion based on satisfactory review and award ACO officer a step increase from current rate in Labor grade 4 with stipend and award a 2% increase. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy - motion based on satisfactory review and award Greg Santuccio a step increase from a Labor Grade 6, Step 14 to a Labor Grade 6, Step 15. **M. Rolfe** – second. **D. McCarthy** – Yes, **M. Rolfe** – abstained, **D. Dion** - Yes. **Motion passes.**

D. McCarthy - motion based on satisfactory review and award Melissa Gates a step increase from a Labor Grade 5, Step 12 to a Labor Grade 5, Step 13. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – comments the town operates on a 20-Step wage scale and notes many employees are nearing the last step and will have to look to resolve issue of everyone bunched up at end of scale. **D. Dion** – asks Commissioner McCarthy if there was anything he wanted to discuss which related to Ms. Gates. **D. McCarthy** – comments to Ms. Gates having received her letter and it would be discussed at a later date. **L. Deeb** – mentions having spoken to Melissa after the non-public session and suggests Melissa raised some topics of importance suggested Melissa may have benefited if had input into discussions which took place in non-public. **D. McCarthy** – mentions matter can be brought up at the next commission meeting or later after budget. **M. Gates** – mentions waiting. **D. Dion** – comments it may be necessary to meet before the Joint Personnel Board.

D. Dion – outlines what the Commission was tasked with from Selectmen as it relates to Warrant article language and explains the funding in the detail account, which has approximately \$135,000-\$150,000. **D. McCarthy** – asked if the only monies presently going into the account was the differential of the part-time and full-time officers. **R. Pelton** – clarifies monies go in for both full and part-time officer but amounts differ depending on differences. **D. Dion** – asked Mr. Herman how long ago the account was established. **B. Herman** – comments 8 years. **D. Dion** – asked if this year the fund would be at about \$150,000. **B. Herman** – comments it earns about \$20,000. **M. Rolfe** – asked with the changes in details would there be an end. **D. Dion** – comments union is discussing things and moving forward there may not continue to be \$20,000 earned yearly and mentions next step may be to meet with the Selectmen. **D. McCarthy** – mentions other town use this account to buy police equipment and would like a limit so public doesn't think detail fund is slush fund but go to Capitol items like speed trailer. **M. Rolfe** – comments would like funding going from this account to new building. **D. McCarthy** – mentions there may be limits what it can be used for. **D. Dion** – suggests meeting with Selectmen and mentions Mr. Herman also asked the commission to select a member to sit of the Building Expansion Committee being set up and asks Commissioner Rolfe if he could be that member, to which Mr. Rolfe agreed. He further asks if there is anything further before budget discussion begin. **D. McCarthy** – suggests opening the meeting to public comments. **M. Jacob** – questions why expanding the safety complex. **R. Pelton** – explains the age of the current building and explains the MRI study was done and the study outlined some needs of the police department and one need was storage space and the committee is going to look at those needs. **D. McCarthy** – explains the sally port is being used as a garage and shouldn't be, mentioning the purpose of sally port is prisoner transfer. **D. Dion** – explains assembly of committee and mentions funding set aside in the Capitol Improvement fund for this purpose but defers to Mr. Herman. **B. Herman** – comments nothing specific but that the Selectman probably will authorize funds. **R. Pelton** – suggests anyone interested in finding out more information on the building can attend the meetings as they are open to the public. **M. Jacob** – questions if part of the building expansion project impacts the meeting room at safety complex. **D. McCarthy** – comments the safety complex meeting room is multipurpose. **D. Dion** – comments expansion is being considered on the police department side of the building. **D. McCarthy** – comments the budget is not open for public comment.

D. Dion – comments he will read the budget line by line and explains the worksheet for Commissioner Rolfe. He mentions on the DWI Patrols 01-4210-1-150-1. **D. McCarthy** – comments on the remaining funds. **R. Pelton** – comments on the department recent meeting the Highway Safety about the grants and mentions each year the State has been reducing the amount. **D. McCarthy** – motion to level fund at \$5000.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments next line is 01-4210-1-150-2 Selective Traffic Control. **D. McCarthy** – motion to level fund at \$4000.00. **M. Rolfe** - second. All in favor. **Motion passes.**

D. Dion - comments on line 01-4210-1-150-3 Police Witness Fees. He mentions this line is down from past years of \$6000 with Auburn prosecutor and him conducting pretrial conferences. **D. McCarthy** – on the funds remaining and asks if it can cut. **L. Deeb** – comments that figure changes depending on the number of arrests. **D. Dion** – motion to level fund at \$2000.00. **M. Rolfe** - second. All in favor. **Motion passes.**

D. Dion – open next line for discussion 01-4210-1-150-4 PD OHRV. **R. Pelton** – explains the department received a grant last year but there are years when the department has not received funding. **D. McCarthy** – motion to level fund at \$1.00. **M. Rolfe** - second. All in favor. **Motion passes.**

D. Dion – comments next line is 01-4210-2-290-1 Uniforms – **R. Pelton** - clarifies the minimal change explains department hired a full-time officer and lost a part-time officer that many of the officer's purchase in the winter and this line item is contractual. **D. McCarthy** – clarifies amount is for actual present number of employees at contractual amount and motions to fund at \$8050.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments 01-4210-3-340-1 Computer Services Department is looking to reduce to \$23,120. **R. Pelton** – explains the Department's IT person has explained the in-house computers need to be replaced by 2020 because the operating system will no longer be supported at a cost of \$7830. The department is expecting to utilize surplus 2018 funds to accomplish this. He further explains replacement plan for the cruiser laptops at approximately \$5,000 plus, explaining the department needs 5 and was considering the utilizing funds from the detail revolving fund but accordingly until warrant article passes must prepare for it to fail and would like to come back to request 2 replacement computers be budgeted for at a later date. **D. Dion** – clarifies the department is requesting consideration of approximately \$19,000 be considered as an expense come December 2018. **D. McCarthy** – comments not liking budgeting on surplus funds and suggest adding funds in and request the line at \$30,000. **D. Dion** – comments the in-house computer are most important and funding should be \$30,950.00. **R. Pelton** – acknowledges that as the department's priority. **D. McCarthy** – motions the line at \$30,000. **D. Dion** – questions the amount at \$30,950.00. **D. McCarthy** – clarifies and motions the line at \$30,000. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments 01-4210-3-360-1 Custodial Services looking for level funded. **D. McCarthy** – questions whether this is split with FD motion to level fund at \$7120.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments 01-4210-3-370-1 Medical Services looking for level funded. **D. McCarthy** – comments this is the line always looking to reduce. **R. Pelton** – explains the purpose of this line and that supplies are usually replenished at year-end. **D. Dion** – mentions normally the department budget is being presented in October. **D. McCarthy** - motion to level fund at \$1200.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments 01-4210-3-390-0 Court Prosecution level funded **D. McCarthy** - motion to level fund at \$19,100. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments on 01-4210-3-390-1 Radar reduce \$950. **M. Rolfe** – questions the \$100 under radar trailer. **R. Pelton** – explains the radar is currently being plugged into residences homes and that cost is associated with extension cords. He also outlines the fund-raising events that Department is involved in to try and raise funds to purchase new radar trailer. **D. McCarthy** – motion to fund at \$950. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – 01-4210-3-390-2 Radio Maintenance reduced and asked for clarification. **R. Pelton** – clarifies the department now has enough radio repeaters for cruisers and explains the remaining portables the department needs. **D. McCarthy** – motion to fund at \$5050. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-3-390-4 Training at \$5000. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-3-390-4 Photography at \$300.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-3-391-0 Public Relations at \$3500.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion - comments reduce to \$7800 01-4210-5-560-1 Plant Costs. **D. McCarthy** – motions to fund line at \$7800. **M. Rolfe** - second. All in favor. **Motion passes.**

D. Dion - 01-4210-6-610-1 Police Equipment looking for increase of \$1000. **R. Pelton** – explains the taser program the department wants to utilize and explains the upfront cost and the saving. **C. Chabot** – explains the product costs goes up 6% annually and would be a lock in price. **D. McCarthy** – questions if all full-time officers carry tasers. **R. Pelton** – confirms all full-time officers are issued a taser and the part-time officers share and the recertification yearly. **D. McCarthy** – motion to fund at \$6000. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to approve line 01-4210-6-610-2 Office Equipment at \$2000.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-6-630-1 Postage at \$600.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – comments the LEADs online most expensive and works well. **C. Chabot** – mentions the scrape metal portion, E-Bay and Craigslist benefits. **D. McCarthy** - motion to level fund line 01-4210-6-640-1 Subscriptions/Dues at \$4000.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments line 01-4210-6-660-1 Firearms, looking for level funded at \$5800 but questions the tasers listed on this line. **R. Pelton** – explains the department will each year replace the expired tasers. **M. Rolfe** – asks about the rifles the department requested be purchases. **R. Pelton** – comments on the purchase being made and new rifles have been installed in cruisers. **D. McCarthy** – motion to level fund at \$5800.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion - 01-4210-6-660-2 Police Supplies at \$2250.00. **D. McCarthy** – comments the department carries so many supply lines that it's confusing. **R. Pelton** – explains the police

supplies are the disposable items like evidence bags once used are gone and equipment line is the durable items like a holster. **D. McCarthy** – motion to level fund at \$2250. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund line 01-4210-6-660-3 Canine Supplies at \$3000.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-7-710-1 Commission at \$100.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-6-670-1 Office Supplies at \$2250.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. McCarthy – motion to level fund 01-4210-6-680-1 Advertising at \$200.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion - 01-4210-6-690-1 Other Contingencies. **D. McCarthy** – questions what this line could entail. **R. Pelton** – explains this line is used for providing food during a major investigation or if someone is stuck at the PD overnight and reminds commission the department is trying to host a school for less lethal training. **D. McCarthy** - motion to level fund at \$200.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments on line 01-4210-7-700-1 Police Cruisers explains historically how department leases vehicle and rotates out old vehicles. **D. McCarthy** – comments can't see department is putting on high miles and mentions other agency run with much higher mileage on cruisers. **R. Pelton** – mentions having similar discussions with Selectmen LeClair and comments on going back to 2015 cruiser are generally replaced at 80-85,000 miles, commenting on the exception in 2017 when the department replaced a cruiser that ran terrible. He further comments the old cruisers sold for \$6500 and turning in with the approximately mileage the department doesn't run into high maintenance expenses of transmission and such. He explains in 2019 department will be looking to get rid of cruise 8 which will have 80,000 and cruiser 5 which will 90,000 plus. He explains the department projects out the mileage each year prudently trying to maintain. **D. McCarthy** – comments the department averages 150,000 per year and buy 2 a year, that's 75,000 miles a cruiser. **M. Rolfe** – questions the changeover costs. **D. McCarthy** – asked Mr. Herman when the budget is due. **B. Herman** – comments early September. **D. McCarthy** - motion to fund at \$74,640.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments 01-4210-7-700-1 Motorcycle level at \$3500. **D. McCarthy** – asks which officers are operating the MC. **R. Pelton** – comments Officer Kapos and Officer Hanson has expressed an interest. **D. McCarthy** – motion to approve line at \$3500. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – notes level fund line 01-4210-7-710-1 Cruiser Maintenance. **D. McCarthy** – motion level fund at \$10,550.00. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion – comments 01-4210-7-720-1 Cruiser Fuel at \$25,000.00 looking for level funded and mentions balance is \$13,000. **D. McCarthy** – motion to reduce line to \$20,000. **M. Rolfe** – second. **D. McCarthy** – Yes, **M. Rolfe** – Yes, **D. Dion** - Opposed. **Motion passes.**

D. Dion – begins to calculate a final number on the budget. **D. McCarthy** – comments doesn't need total, knowing it is up because he made the changes with the computers adding \$7,000.

D. Dion – looks for a motion to adjourn. **M. Rolfe** – questions who present budget. **D. Dion** – explains the budget will go before Selectmen and in the past he or Mr. McCarthy presented. **M. Rolfe** – asks if it's the Chief job indicating the Chief can present. **D. Dion** – comments the Chief may delegate. **M. Rolfe** – comments it is in his job description and wants the Chief to present. **Chief** – comments has presented many budgets. **D. McCarthy** – motion to adjourn. **M. Rolfe** second. All favor. **Motion passes.**

Meeting closed at 8:09 pm.

Minutes approved by _____ on _____.