

**Town of Auburn
Police Commission
January 6, 2015**

Present: David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Ken Robinson, Police Commissioner, Chief Edward Picard and Lillian Deeb, Office Manager.

Also Present: Tom Gonyea, Greg Santuccio, Det. Chip Chabot, John Rolfe, Maryann Rolfe, Linda Dross, Mike DiPietro and Chris Rolfe.

Absent: Captain Gary Bartis.

D. Dion – the meeting was called to order at 7:02 and the locations of the exits and restrooms identified.

REVIEW THE December 2, 2014 MINUTES

K. Robinson - motion to accept the minutes as presented. **D. McCarthy** - second. All in favor. **Motion passes**

REVIEW BILLS AND CORRESPONDENCE

D. Dion – comments there are no bills or correspondence tonight.

NEIGHBORHOOD WATCH UPDATE

D. Dion – comments Mr. Cloutier sent email indicating unable to attend but reports two new members signed up and they are done testing new mail server and appears to be renewed interest in NW Facebook and will use it as notification means as well as email.

CHIEF'S REPORT

Chief – comments on the great job the NW did last year. NW participation resulted in lower criminal activity, kudos to them and looking forward to another successful year. Further comments all the officers have met their minimum yearly training requirements and qualified for another year and comments Melissa and Lillian doing fabulous job and their efforts are making the department run smoothly. **D. Dion** – comments hiring Melissa is asset to department and the changes within office with new carpet, addition of locker room and organization of sally port, progress is greatly noticed. **Chief** – comments on the Melissa's recent community policing projects organized and their success and sees those continuing. Further comments the Captain should be back Monday and looks forward to another successful year. **D. McCarthy** – asks if the Chief is directing patrolman to attend the Board of Selectmen's meetings? **Chief** – comments he is not. **D. McCarthy** – asks if there is a reason they are attending? **Chief** – comments the Lieutenant goes and asks why Commissioner McCarthy is asking. **D. McCarthy** – comments why the duty officer is attending. **Chief** – comments at a workshop with the Selectmen officer was requested with officer present during tax season to be in the building and asks if there is a problem with the officers in the building. **D. McCarthy** –clarifies they are there at the request of the Selectmen. **Chief** – confirms.

CAPTAIN'S REPORT

None

OLD BUSINESS

D. Dion – looks for a recap of December expenditures and purchases as discussed at previous meetings. **C. Chabot** – comments that the dispatch module was purchased and training was given by IMC with a tech coming in to train the trainer. Further commenting the technical issues continue to be worked on and things are moving ahead nicely. **D. Dion** – asks if a special class and certification will be needed to use the laptops. **C. Chabot** – explains the current certification and logins remain active. **D. Dion** – asks if the department was able to purchase a laptop. **C. Chabot** – confirms the department purchased the test model that was set up in cruiser. **K. Robinson** – asks if there has been any issue with the new IMC program. **C. Chabot** – explains the only con the department is presently experiencing is implementation issues compared to the old system. **D. Dion** – comments on the present plan for purchasing new laptops if necessary. **C. Chabot** – comments the department would need five in the future but that is something being considered for future budgets since the computers being used now are still usable however technology continue to advance and this needs to be considered. **D. Dion** – asks what Word version is the laptops are presently using. **C. Chabot** – explains the version and further explains when the time comes the department will have to see if a simple update will work or if new licenses will need to be looked at. Chabot explains Lt. Pelton asked that the commissioners be updated on where the project with the SOPs stands, explains new SOPs were brought before town counsel, who in turn made suggested changes and the SOPs were then given and then discussed with people from Primex. Primex professionals made their suggested changes and Melissa has since re-typed and the next step is to make SOPs electronically available to staff. **D. Dion** – comments on whether determinations had been made to which SOPs were available for public review in cases of the right-to-know. **C. Chabot** – comments he is of the understanding that the SOPs have been separated for this issue. But will need to check. **D. McCarthy** – comments everything looks good on the budget with 2 ½ percent remaining which is close but good considering the spending done at the end and asks if all the purchases the department anticipated were made. **L. Deeb** – comments most of the purchase discussed were made but a few were held off on due to some legal bills that came in the department was not anticipating. **D. Dion** – comments on questions he had related to the legal bills he approved in recent weeks to make the other commissioners aware of. He outlines in the past if the commissioner sought advice of counsel the invoices were paid through the town's legal line but explains in recent weeks invoices related to the updating of the SOPs have been forwarded from the town hall for the police department to pay. He comments the police commission may need to consider setting up a legal line and commission may want clarification from the Selectmen on this issue or consider establishing a legal line for the police department. **Chief** – suggests checking with the Chairman of the Board of Selectmen. **D. McCarthy** – agrees to check because police department does not have a legal line or next year have to make a legal line if that is going to be the practice in the future.

NEW BUSINESS

D. Dion – comments the last item relates to employment evaluation for Captain. **D. McCarthy** – motion to approve satisfactory evaluation for Captain Bartis awarding him a step increase from a Labor Grade 17, Step 8 to a Labor Grade 17, Step 9, **D. McCarthy** – second. A vote was taken; all were in favor. Motion passes.

D. Dion - Motion to adjourn. **D. McCarthy** –second. **Motion passes**

Meeting closed at 7:20 p.m.