

Town of Auburn
AUBURN POLICE COMMISSION MEETING
MINUTES
October 6, 2015

Present: David Dion, Police Commissioner, Glenn Shaw, Police Commissioner, Ken Robinson, Police Commissioner, Chief Edward Picard, Captain Gary Bartis and Lillian Deeb, Office Manager.

Also Present: John Rolfe, Mike Dross, Linda Dross, Bill Herman, Steve Grange, Karen Norris, Mike Muncey, Ryan French, Ken Geddes, Jim and Carol Cloutier.

D. Dion – calls the meeting to order at 7:03 pm. and takes the time to indicate the exits and restrooms.

REVIEW THE MINUTES

G. Shaw – motion to accept September 1, 2015 minutes. **K. Robinson** – second. All in favor. **Motion passes.**

REVIEW BILLS AND CORRESPONDENCE

D. Dion – comments there are no bills and two letters of correspondence, one related to a 911 quick response and the other thanking the department for support regarding death in family.

NEIGHBORHOOD WATCH UPDATE

D. Dion – comments the Cloutiers are running a little late and asks if Mr. Grange would like to wait. **S. Grange** – comments on the meeting recently attended by the NW leaders, Chief and Commissioner Dion went well. **D. Dion** – comments the department will provide updates to NW periodically on status of things the NW would find of interest. He further comments there is lots to cover tonight with budget.

CHIEF'S REPORT

Chief – comments on survey conducted last year on when to have Halloween, explaining Auburn has always had it 1 pm to 4 pm for safety reasons considering many of the roads in Auburn do not have sidewalks. The general consensus was favorable with Halloween during the daylight hours. He further comments on the use of Narcan explaining still discussing the issue of training and officers carrying Narcan. He comments on the amendment made to Parking Ordinance and that the Lieutenant will speak to that amendment and public hearing on that and the reestablishment of the K-9 Unit which is scheduled for October 26, 2013.

CAPTAIN'S REPORT

G. Bartis – comments in light of the budget discussions has nothing to add.

OLD BUSINESS

D. Dion – comments before beginning the budget discussion he noticed there are some new attendees and asks if there is something they need addressed before beginning presentation. **M. Muncey** – comments he is just looking to attend. **R. French** – comments he is a student just looking to also attend meeting.

R. Pelton – asks to be heard on the Parking Ordinance and K-9. He explains the Town recently amended their parking policy, however it didn't contain enforcement language and any violations would have to be handled with a State summons. He explains department used language from Hooksett Police Department's ordinance because they are accredited and it has been posted for public hearing because the BOS approve and sign off on the ordinance. He comments the department is trying to get the K-9 program going again, commenting until 2008 he was the K-9 officer up until his dog died. With the large influx of drug activity with Heroin and its spill over from Manchester, the department felt this would be a good idea to keep ahead of the curve with a K-9 unit. There is a start-up cost for the program, dogs are expensive and pricing has certainly gone up since 2003 at the canine unit's inception but some private funds were surprising quickly solicited and four people are willing to donate \$7500.00. The dog is expensive, Crusade Group K-9 out of Manchester, supply police and military dogs and the department is looking to get a dual purpose dog for tracking and narcotics. They presently have a dog available that was ordered but not picked up by someone, so Crusade is willing to give department the dog at a really great price of \$4500, which is usually a \$7000. He comments part of the reason for good price is that the company is trying to get established in this area and with a good dog working in the area would drum up business. The department wants to get the cage insert for the cruiser, which is \$2000 and want to get the auto door opener and temperature control system for \$1000. These items total the \$7500 that was raised so to get started wouldn't cost the town any money. To take this gift it has to be brought to the BOS for their approval, therefore it also is posted for public hearing but tonight we are looking for the support of the Police Commission, the Chief is obviously in support and we will be raising it again during the budget presentation later with the operational costs for the year. He asks if anyone has any questions.

D. Dion – addresses Mr. and Mrs. Cloutier who just arrived to the meeting if they wanted to add anything regarding the NW. **J. Cloutier** – comments on a recent post that Manchester had a meeting at their Middle Schools to discuss the heroin epidemic and Auburn is not immune and would like to set something up in Auburn for parents. **D. Dion** – offers the assistance of the department and suggests evenings and far enough out to effectively advertise and offers support in any way.

D. Dion – comments commission wants to jump right in with the budget and begins by reviewing the print out provided by the department beginning with the DWI line. **L. Deeb** – updates the commissioners on the recent changes made with the grant process for the State. **R. Pelton** – explains Auburn might not have the population and numbers. **D. Dion** – comments Auburn would be in competition with a Manchester and State would consider money better spent in the larger communities. **R. Pelton** – comments the department position is it want to continue to provide what town has come to expect with grant patrols, commenting approximately 80 patrols are provided with these grants and

this allows an extra officer to be working and residents have gained this for the last 10 years, primarily using them for traffic enforcement for complaints on certain road related to speed complaints and target areas. Want to keep those lines funded and see what the future reveals with the State funding. **K. Robinson** – comments on the possibility of increasing the line. **R. Pelton** – comments the department is making every effort to look for level funding due to some unforeseen increases the department will speak to later in presentation.

K. Robinson – motion to level fund 01-4210-1-150-1 DWI & Sobriety Checkpoint Patrols at \$5000.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-1-150-2 Selective Traffic Control at \$4000.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – comments on the Witness Fees line having used more than half and comments the figures don't add up. **L. Deeb** – comments she will amend the typo in question. **R. Pelton** – comments department did talk about increasing the number due to the increase of felony drug offenses and officer having to attend Probable Cause hearings but in light of possible changes State may make and spending thought it was prudent to keep level funded. **K. Robinson** – motion to level fund 01-4210-1-150-3 Police Witness Fees at \$2000.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-1-150-4 PD OHRV at \$1.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-2-290-1 Uniforms at \$8450.00. **G. Shaw** – second. All in favor. **Motion passes.**

L. Deeb – outlines the IMC contract increase because of Dispatch Module. Further explains Department uses Brian with ANS Networking. After Brian cleaned up and efficiently secured departments records calculated the department to need approximately 5 hours monthly for maintenance and updated our security and virus protection with his pricing. In addition each member of the department has an email which is archived. **D. Dion** – clarifies this was not something the department carried in last year's budget. **L. Deeb** – comments the unanticipated portion is a very conservative amount. Further commenting the remaining funds being requested are required updates and security updates the department needs to make which includes a back-up server, cloud back-up, new router and 2 additional drives. This is equipment the department should not be operating without. Public safety does not allow for the department's computers to be down and information is critical and confidential. **D. Dion** – comments the department's budget was \$12,000 and as of today over budget by \$9000. **L. Deeb** – explains those overages are related to the fixes made and the changes the department was forced to go with. **D. Dion** – reiterates the increases the department is proposing. **R. Pelton** – comments the hacking was a pretty serious event and if IMC had been compromised the situation would have been far worst but Brian was able to immediately make some aggressive upgrades to protect the records and there is pending enforcement action with this and a possibility monies could be recovered and hope to know more before going before the budget committee but this is what the department

needs to safely operate. **K. Robinson** – motion to increase 01-4210-3-340-1 Computer Services at \$27,436.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-3-360-1 Custodial Services at \$7120.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-3-370-1 Medical Services at \$1200.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – notes that prosecution is level funded. **L. Deeb** – reminds the commissioner Attorney McCaffrey agreed not to look for an increase this year when he met with them last year but that the prosecution hours are clearly up and sometimes goes over his allotted hours. **Chief** – comments the he and the officers think he is doing an outstanding job. **K. Robinson** – motion to level fund 01-4210-3-390-0 Prosecution at \$14,000.00. **G. Shaw** – second. All in favor. **Motion passes.**

R. Pelton – comments the department made some repairs to the current radar trailer and looking into grant funding for a new radar trailer but budget constraints and the grant application period forced this to be a 2017 consideration. **K. Robinson** – motion to level fund 01-4210-3-390-1 Radar at \$1145.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – comments there is a reduction to the radio line. **L. Deeb** – reminds the commission the department was using a maintenance plan to upgrade the outdated cruiser radios and had planned to replace two each year. However the department was contacted by another company which recommended a lower wattage radio and was able to beat the state bid, therefore allowing the department to purchase the radios at a significantly lower price, allowing department to purchase an additional radio this year. So for next year's budget could reduce the line amount and finish out the replacement plan. **K. Robinson** – motion to reduce fund 01-4210-3-390-2 Radio Maintenance at \$6300.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-3-390-4 Training at \$4200.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-3-390-4 Photography at \$300.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-3-391-0 Public Relations at \$3500.00. **G. Shaw** – second. All in favor. **Motion passes.**

L. Deeb – comments the reduced amount was based on collaborative discussion with Kate at the town hall. **K. Robinson** – motion to reduce line 01-4210-5-510-1 Telephone at \$9,100.00. **G. Shaw** – second. All in favor. **Motion passes.**

L. Deeb – comments again this figure is based on discussions had with the town hall and the figure the FD presented. **K. Robinson** – motion to increase line 01-4210-5-520-1 Electricity at \$6,325.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-5-530-1 Heating Oil at \$8,700.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-5-560-1 Plant Costs at \$8,000.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-610-1 Police Equipment at \$5050.00. **G. Shaw** – second. All in favor. **Motion passes.**

L. Deeb – explains the breakdown and proposal for a new color copier providing new lease and purchase pricing and quotes obtained. **D. Dion** – comments on the overall leasing costs and recommends purchasing machine to commissioners. **K. Robinson** – motion to increase line 01-4210-6-610-2 Office Equipment at \$6580.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-630-1 Postage at \$600.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – comments on the slight increase of \$370 in subscriptions line related to the addition of scrap metal on leads on-line. **R. Pelton** – comments on the department using the 90 day free trial offer and the department found assisted in locating stolen property. **L. Deeb** – comments the two most expensive subscription are the two the detective uses the most in solving crimes and locating suspects. **K. Robinson** – motion to increase line 01-4210-6-640-1 Subscriptions/Dues at \$4370.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-660-1 Firearms at \$5800.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-660-2 Police Supplies at \$2250.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – comments providing everything goes well with the BOS accepting the gift the amount proposed covers food, vet bills, flea/tick supplies. **G. Shaw** – asks if the training line needs to be increased for Officer Cashman. **R. Pelton** – explains that is part of the officer's regular pay for the one day per month and the initial cost for the schooling attendance in the past was made up with Administration working to cover those shifts and some part-time coverage. **D. Dion** – clarifies if there is a cost for tuition for the school and asked if the department will need to purchase a ballistic vest for the dog. **R. Pelton** – explains he has a vest for the dog when he was the canine officer and explains the costs quoted are very conservative, explaining back in 2008 the budget was \$2500 and this program is a huge tool for the town. He further comments he was deployed 216 between 2003 and 2008, and the department presently uses Manchester but there is a wait time which holds officers on scene for a period of time. **A few from audience call out in support.** **K. Robinson** – motion to increase line 01-4210-6-660-3 Canine Supplies at \$3000.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-7-710-1 Commission at \$100.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-670-1 Office Supplies at \$2250.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-680-1 Advertising at \$200.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to level fund 01-4210-6-690-1 Other Contingencies at \$200.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – explains the budget considerations that were made last year regarding the leasing of only one cruiser. **R. Pelton** – speaks to the department issues with cruiser set-up and the costs involved. **D. Dion** – comments the canine cruiser will be a dedicated car. **R. Pelton** – confirms but explains some of the set-up to the dedicated car can be used to set up a new cruiser. **K. Robinson** – motion to increase line 01-4210-7-700-1 Police Cruisers at \$57,330.80. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to reduce line 01-4210-7-700-1 Motorcycle at \$4000.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – notes the increase on this line. **R. Pelton** – reminds the commission the department added a second cruiser during the day time and breaks along with more wear and tear on vehicles. **K. Robinson** – motion to increase line 01-4210-7-710-1 Cruiser Maintenance at \$10,550.00. **G. Shaw** – second. All in favor. **Motion passes.**

K. Robinson – motion to reduce line 01-4210-7-720-1 Cruiser Fuel at \$28,000.00. **G. Shaw** – second. All in favor. **Motion passes.**

D. Dion – comments increase is approximately \$31,780.00 and approximately \$5,120.00 decreases for overall budget net increase of \$26,650.00. He further clarifies the next budget presentation before the PC is scheduled for October 26th.

NEW BUSINESS

G. Shaw – comments there are employee evaluations. **D. Dion** – asks if all of the commissioners have had an opportunity to review. **G. Shaw** - motion to accept the satisfactory evaluation of Officer Jason Ientile and award him the appropriate STEP increase from Labor Grade 6, Step 2 to Step 3. **K. Robinson** – second. All in favor. **Motion passes.** **G. Shaw** - motion to accept the satisfactory evaluation of Officer Calvin Kapos and award him the appropriate STEP increase from Labor Grade 7, Step 10 to Step 11. **K. Robinson** – second. All in favor. **Motion passes.** **G. Shaw** - motion to accept the satisfactory evaluation of Officer Anita Lombardo and award her the appropriate STEP increase from Labor Grade 6, Step 9 to Step 10. **K. Robinson** – second. All in favor. **Motion passes.** **D. Dion** – comments he still has to complete the Chief's evaluation.

K. Robinson - Motion to adjourn. **G. Shaw**– seconds. All in favor. **Motion passes.**

Meeting closed at 8:25 pm.

Minutes approved by _____ on _____.