

**Town of Auburn**  
**AUBURN POLICE COMMISSION MEETING**  
**MINUTES**  
**October 18, 2016**

**Present:** David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Chief Edward Picard, Lt. Ray Pelton, Sgt. Charles Chabot and Lillian Deeb, Office Manager.

**Also Present:** Mike DiPietro, Russell Sullivan, Tom Gonyea, Mary Ann Rolfe, Carol Cloutier, Jim Cloutier, John Rolfe, Mike Dross, Linda Dross, Bill Herman, Marion Miller and Mike Rolfe.

**Absent:** Glenn Shaw, Police Commissioner (\*arrived few minutes late)

**D. Dion** – the meeting was called to order at 7:01.

**R. Pelton - R. Pelton** – comments on the DWI and Select Traffic Control grants the department is pre-approved for 2016-2017. **D. McCarthy** – comments on the remaining funds. **R. Pelton** – comments patrols remain and funds will be used. **D. McCarthy** – motion to level fund 01-4210-1-150-1 DWI & Sobriety Checkpoint Patrols at \$5000.00. **D. Dion** – second. All in favor.

**Motion passes.**

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

**R. Pelton** – comments on the six court days remaining and projects to use more of the remaining funds. **D. Dion** – recollects when that line was funded with \$6000. **L. Deeb** – asks that the commissioners keep in mind court time will be discussed with Attorney McCaffrey later in the meeting. **D. McCarthy** – motion to level fund 01-4210-1-150-3 Police Witness Fees at \$2000.00. **D. Dion** - second. All in favor. **Motion passes.**

**D. McCarthy** – motion to level fund 01-4210-1-150-4 PD OHRV at \$1.00. **D. Dion** - second. All in favor. **Motion passes.**

**D. McCarthy** – asks if personnel budget figures are going to be discussed tonight. **D. Dion** – comments items may be mentioned in the non-public meeting but not for commission consideration

**R. Pelton** – clarifies that many of the officers purchase in the winter and this line item is contractual. **D. McCarthy** – motion to level fund 01-4210-2-290-1 Uniforms at \$8450.00. **D. Dion** – second. All in favor. **Motion passes.**

**D. Dion** - outlines per the documents the department is looking for \$23,500. **L. Deeb** – comments on what was awarded in the computer line last years and explains why the backup server was not purchased and proposes either the department purchases it with 2016 funding or budgets the proposed amount for the back-up server. **D. McCarthy** - comments the idea of using 2016 funds more appealing and talks about how municipal funds work. **L. Deeb** – questions the reason why insurance claim is filed. **R. Pelton** – comments the Selectman will have to be consulted regarding expending that number of funds. **D. McCarthy** – motion to increase 01-4210-3-340-1 Computer Services at \$23,500.00. **D. Dion** – second. All in favor. **Motion passes.**

**D. McCarthy** – motion to level fund 01-4210-3-360-1 Custodial Services at \$7120.00. **D. Dion** – second. All in favor. **Motion passes.**

**R. Pelton** – comments AEDs need to be purchases pursuant to MRI recommendation and department is looking at state funded bids and compatibility with Auburn FD defibrillators

**D. McCarthy** – motion to level fund 01-4210-3-370-1 Medical Services at \$1200.00. **D. Dion** – second. All in favor. **Motion passes.**

**D. Dion** – comments going to wait on prosecution until Attorney McCaffrey arrives.

**D Dion** – comments on a legal line. **L. Deeb** – explains this is something she spoke to Commissioner Dion about. **D. Dion** – comments on the totals of the Tideview and Wadleigh, Starr and Peters and suggests the commission consider establishing a legal line or get clarification whether the town's legal line will be paying invoices

**R. Pelton** – comments on the grant the department presently has for \$7750.00 and plans for proposing a warrant article to approve matching funds and remaining funds for certification. **D. McCarthy** – motion to level fund 01-4210-3-390-1 Radar at \$1145.00. **D. Dion** – second. All in favor. **Motion passes.**

**D. Dion** – questions if there is an error dealing with remaining funds in line. **L. Deeb** – clarifies just received two invoices. **D. McCarthy** – asks that the 2017 proposed spending reflect the portables rather than cruiser radios to keep request clear. **R. Pelton** – explains moving forward the radios are up-to-date and the department is working on portables and hopes 2017 will complete maintenance upgrade and mentions the need for station repeater. **D. McCarthy** – motion to level fund 01-4210-3-390-2 Radio Maintenance at \$6300.00. **D. Dion** – second. All in favor. **Motion passes.**

**D. McCarthy** – motion to level fund 01-4210-3-390-4 Training at \$4200.00. **D. Dion** – second. All in favor. **Motion passes.**

**C. Chabot** – comments needing a few items but can work within that amount. **L. Deeb** – comments on the recent purchase of camera batteries. **McCarthy** – motion to level fund 01-4210-3-390-4 Photography at \$300.00. **D. Dion** – second. All in favor. **Motion passes.**

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

**D. Dion** – comments on recent discussions about the Selectmen and town taking out the line items of Electricity, Telephone and Heating Oil out of the police department's budget and looks to Mr. Herman for clarification. **B. Herman** – comments that this was at MRI's suggestion and that the Town will be dealing with those accounts moving forward.

**D. McCarthy** – motion to level fund 01-4210-5-560-1 Plant Costs at \$8,000.00. **D. Dion** – second. All in favor. **Motion passes.**

**R. Pelton** – explains the overage related to the equipment costs to hire Officer Aku. **D. McCarthy** – motion to level fund 01-4210-6-610-1 Police Equipment at \$5050.00. **D. Dion** – second. All in favor. **Motion passes.**

**D. Dion** – explains the reduction was due to the purchase a new color copier as one-time expense. **D. McCarthy** – questions the amount requested and makes a minor adjustment to amount. **D. McCarthy** – motion to approve line 01-4210-6-610-2 Office Equipment at \$2000.00. **D. Dion** – second. All in favor. **Motion passes.**

**Commissioner Glenn Shaw arrives at 7:20.**

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

**D. Dion** – comments looking to reduce line \$400.00 but looks like it should be \$370.00. **D. McCarthy** – motion to decrease line 01-4210-6-640-1 Subscriptions/Dues at \$4000.00. **G. Shaw** – second. All in favor. **Motion passes.**

**R. Pelton** – comments the agency has few outstanding invoices and there is night qualification scheduled and two officers need to attend firearm instructor class at Police Standards and Training Council. **D. Dion** – questions pricing and availability for ammunition. **R. Pelton** – discusses the company in MA and quick delivery and decent pricing. **D. McCarthy** – asks about the taser replacement program. **R. Pelton** – comments on the continued need to purchase 2 for 2017. **D. McCarthy** – motion to level fund 01-4210-6-660-1 Firearms at \$5800.00. **G. Shaw** – second. All in favor. **Motion passes.**

**R. Pelton** – explains the current use of the remaining funds. **D. McCarthy** – motion to level fund 01-4210-6-660-2 Police Supplies at \$2250.00. **G. Shaw** – second. All in favor. **Motion passes.**

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

**D. Dion** – comments on the reasoning behind the current overage in the line. **D. McCarthy** – motion to level fund 01-4210-7-710-1 Commission at \$100.00. **G. Shaw** – second. All in favor. **Motion passes.**

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

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

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

**L. Deeb** – explains the 2015 budget considerations that were made to lease only one cruiser and that this is 2016 was the last year department experienced the reduced number of lease payments and also explains the reduction in set-up costs due to the vehicle styles being the same. **D. McCarthy** – confirms the agency is going to continue using the SUV style. **R. Pelton** – confirms but explains there have been some modifications with the SUV style but the

department continue using SUV and make some equipment changes for set up but for safety reasons. **D. McCarthy** – questions the need for as many cruisers as the department has. **R. Pelton** – comments three of the cruisers presently have over 55,000 miles and will likely need to order two cruisers next year but will consider the possibility of one lease the following year. **G. Shaw** – motion to increase line 01-4210-7-700-1 Police Cruisers at \$69,520.00. **D. Dion** – second. All in favor. **Motion passes.**

**R. Pelton** – comments the agency didn't train anyone this year but one of the full-time officers has expressed interest. **D. McCarthy** – motion to approve line 01-4210-7-700-1 Motorcycle at \$4000.00. **G. Shaw** – second. All in favor. **Motion passes.**

**D. Dion** – notes the remaining balance. **L. Deeb** – comments winter tires need to be purchases. **D. McCarthy** – motion to level fund line 01-4210-7-710-1 Cruiser Maintenance at \$10,550.00. **G. Shaw** – second. All in favor. **Motion passes.**

**D. Dion** – comments on the prices being down from when he first began as commissioner. **C. Chabot** – comments on WEX program the department participates in. **D. McCarthy** – comments on tracking fuel in the future by gallons. **L. Deeb** – comments she can track that. **D. McCarthy** – motion to reduce line 01-4210-7-720-1 Cruiser Fuel at \$25,000.00. **G. Shaw** – second. All in favor. **Motion passes.**

**D. Dion** – welcomes Attorney Lonnie McCaffrey who just arrived for his presentation related to the 2017 prosecution budget and outlines that last year's budget was about 14,000 and looking to move to about \$19,100. **L. McCaffrey** – outlines that 19,100 would be the ceiling of the cost, falling somewhere between 16,000 and 19,000. He gives a brief outline of his contracts since he began with Auburn in 2013, his contract 2014 and 2015. He notes per 2015 contract he told town he wouldn't increase his contract in 2016 but reminds commissioners and extra invoice was paid because hours of work went up but not rate of pay. He updates the commission on hours worked since the extra invoice was paid, indicating his overage of hours to date which he has been rolling into his monthly invoicing. **D. Dion** – asks if Lonnie is able to produce stats of cases he has handled. **L. McCaffrey** – outlines the number of arrests the department has had since 2014, along with citations and then the numbers for 2015 and 2016. He comments on the number of cases that went before the court for 2014, 2015 and 2016. **D. Dion** – comments on negotiation and such that Lonnie must handle. **L. McCaffrey** – comments on the number of arraignment, probable cause hearing and trials that were scheduled in those years. **D. Dion** – mentions the savings in the Witness Fees budget line. **L. McCaffrey** – outlines the amount of time spent on different cases mentioning, DWI and Domestic Violence are more time consuming, explaining DWIs many times require preparation for ALS hearing at DMV. He explains that Domestic cases deal with restraining orders and conditions of bail which many times need to be modified which requires additional court time. He explains the court is reducing its day and only have one major court day per month and many time Auburn cases are being scheduled on Raymond days and his outlines the days he worked over the last two months beyond his initially anticipated amount of time. **D. Dion** – comments possibly wanted Lonnie to come speak to Selectman and/or budget committee. **L. McCaffrey** – comments on some moving parts as he calls them. He plans on keeping his rate of pay the same and explains it's an increase in hours worked and the increase has been steady over the past few years and doesn't anticipate decrease with the young officers being hired. He comments that instead of the range being 22-26 hours per month it will be 32-36 hours per month. **D. Dion** – asks if the remaining budgeted funds will be used. **L. McCaffrey** – anticipates if the increase in hours for 2017 is approved the hours will even out going into the new year and explains if this increase in hours is approved alteration to his current prosecuting schedule will need to be

made and will most likely be done as a transition due to his commitments as prosecutor for other towns. **D. McCarthy** – comments that since 2013 a 25% increase is being requested and doesn't see the numbers justify this. **L. Deeb** – comments when running the stats for this meeting simply indicating 70 arrests to date does not account all the work the prosecutor does and comments in 2013 before we had a prosecutor there were 272 cases scheduled for court and today we have had 442 which more accurately reflects the prosecutors time. **D. McCarthy** – clarifies that hourly billing rate has not changed. **G. Shaw** – motion to increase 01-4210-3-390-0 Prosecution at \$19,100.00. **D. McCarthy** – second. All in favor. **Motion passes.** **G. Shaw** – comments with the Attorney time it frees up the officer's time to conduct investigations.

**D. Dion** – comments commissioner never had a legal line and may want to check with Selectmen if going to continue to receive legal invoices determine whether a line needs to be completed within the police department budget. He outlines the overall budget figures. **D. McCarthy** – comments the overall budget is increase is approximately 5,400.00.

**D. Dion** – asks if the new job descriptions are available. **R. Pelton** – comments receiving them today and copies are handed out. He further comments job descriptions were given to Barry Cox the person that did all the other town job descriptions for town. He explains the town sent them out and minor changes were made. He requests the commissioner review and approve to forward to the Joint Personnel Board. **D. Dion** – asks if a salary recommendation is made. **B. Herman** – clarifies a labor grade is set. **D. McCarthy** – comments would like to address at next meeting, having just received them. **D. Dion** – asks Mr. Herman if that leaves enough time with the Joint Personnel Board. **B. Herman** – comments the Board will be meeting sometime in November and reminds the commission one of the positions is part of the bargaining unit and will need to be approved by the union. **R. Pelton** – comments not anticipating issues with union having already had preliminary discussions of possible change.

**D. Dion** – call for a motion to enter Non-Public Session at 8:13 p.m pursuant to RSA 91-A:3, II (e) consideration of pending claims or litigation. **G. Shaw** – motion to enter non-public **D. McCarthy** – second. A roll call vote was taken: **D. McCarthy – Yes; G. Shaw – Yes; D. Dion – Yes. Motion passes.**

In attendance were: David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Chief Edward Picard, Lt. Ray Pelton, Bill Herman and Lillian Deeb, Office Manager.

**D. Dion** - motion to come out of Non-Public Session at 8:18 p.m. **G. Shaw** – second. A roll call vote was taken: **D. McCarthy – Yes; G. Shaw – Yes; D. Dion – Yes. Motion passes.**

**G. Shaw** - motion to seal the minutes of the Non-Public Session. **D. McCarthy** – second. All in favor. **Motion passes**

**D. Dion** - calls for motion to enter Non-Public Session at 8:18 p.m. pursuant to RSA 91-A:3, II (a) dismissal, promotion or compensation of any public employee... **D. McCarthy** – motions to enter non-public **G. Shaw** – second. A roll call vote was taken: **D. McCarthy – Yes; G. Shaw – Yes; D. Dion – Yes. Motion passes.**

In attendance were: David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Chief Edward Picard, Lt. Ray Pelton, Sgt. Charles Chabot and Lillian Deeb, Office Manager

**G. Shaw** - motion to come out of Non-Public Session at 8:41 p.m. **D. McCarthy** – second. A roll call vote was taken: **D. McCarthy – Yes; G. Shaw – Yes; D. Dion – Yes. Motion passes.**

**D. Dion** - motion to seal the minutes of the Non-Public Session. **G. Shaw** – second. All in favor. **Motion passes**

**G. Shaw** - motion to adjourn public meeting at 8:41 p.m.. **D. McCarthy** – second. All in favor. **Motion passes**

Minutes approved by \_\_\_\_\_ on \_\_\_\_\_.