**BERLIN POLICE COMMISSION**

**MONTHLY MEETING**

**PUBLIC SESSION**

**DATE: THURSDAY, SEPTEMBER 7, 2017**

**TIME: 7:30 A.M.**

**PLACE: BERLIN POLICE DEPARTMENT CONFERENCE ROOM**

**I. Call to Order:** The meeting was called to order by Comm. Nault at 7:33 a.m.

**II. Roll Call:** Commissioners Jerry Nault, Marc Tremblay, and Pierre Morin were present.

**Others Present:**  Chief Morency, Deputy Chief Buteau, and Jenn Cloutier

**Recorded by:** Lisa Arguin

**III. Acceptance of Minutes of August 10, 2017:** Minutes were unanimously accepted as printed, on a motion by Comm. Tremblay, seconded by Comm. Nault.

**IV**. **Monthly Financial Reports:**  The report was accepted unanimously, on a motion by Comm. Morin, seconded by Comm. Tremblay.

**V. Old Business**

1. **Police & Dispatch Services for Gorham:** The chief continues to work on the draft response to Gorham’s RFP; nothing will be finite until after the final draft has been reviewed by the Council and legal counsel. The objective is to ensure that Gorham’s needs can be addressed while not incurring any additional burden on the taxpayers of Berlin. The Commission agreed to hold another work session on September 14 at 7:30 a.m.

1. **Memorial Golf Tournament:** A good turnout is expected, and Officer Marsh has done an outstanding job fundraising.
2. **Phone System**: The dates on the RFP need to be adjusted; once changed, the RFP will be returned to the city manager.
3. **Traffic Safety Committee:** The sign installed at the intersection of Hillside and Wight is not what was expected. The company has ordered the correct sign and should have it in place shortly. For the time being, an officer is positioned at that intersection before school.
4. **Decriminalization of Marijuana**: Several issues have developed as a result of decriminalization, and the Attorney General’s Office is reviewing the processes.
5. **SOP Update Status**: The process of updating operational SOPs is complete, and it was accomplished according to the deputy’s time line. Lt. Godin is now reviewing the tactical response team SOPs which are separate from operational procedures. Discussion ensued about the SOP pertaining to personnel and tattoos; currently, tattoos are generally not allowed but can be as determined by the chief on a case-by-case basis. No official stand was taken by the Commission; however, it was agreed upon by consensus that none are in favor of tattoos that are in any way disparaging or derogatory.
6. **Memorial Wall:** The wall has been straightened, but the repairs are not yet complete.
7. **IEA Training:** Grafton County will conduct a training session, and the Berlin PD’s session will be conducted in November. The intent is to get everyone on the same page as far as policies and procedures.
8. **Other:** Four AEDs have been ordered.
   * The PD participated in a wage study and is awaiting the results.
   * Lisa Arguin continues to work with Jen Myers on the Fire Department’s Safer Grant.
   * The replacement part for the radar cart is in, and the cart should be back on the streets next week.

**VI. New Business**

1. **NH Law Updates**: The chief received a packet of updates, and they will be incorporated into officer training.
2. **Highway Safety Grant Cuts:** At Liquor Enforcement’s request, the PD assisted in conducting a sweep, which resulted in three businesses selling to minors. The businesses were each given a warning. It is not law enforcement’s intent to take liquor licenses away; it is to work with businesses and the community at increasing awareness.
3. **Opioid Grant Award:** The PD applied for $60,000 and received $20,000.
4. **Annual Report:** Lt. Valliere is working on the report, and a copy will be provided once it is completed.

1. **Military Equipment:** Equipment is now available; the chief and deputy will look into what is offered.
2. **Restructure of Records**: The senior dispatcher is training with JoAnn Therriault for a few hours each week, to assist with the increase in demand for records.
3. **RZR Festival:** NH Fish & Game is requesting $5,000 to assist this year, and DRED is also expecting some form of payment. The Coös County Sheriff’s Department will assist at no charge but continues to revisit the possibility of receiving compensation. Polaris has agreed to pay an additional $5,000 this year.
4. **Statistics**: Stats were reviewed; notable increases were observed in Milan calls for service, sexual assaults, accidents, and juvenile arrests. The number of Gorham PD requests for assistance have considerably decreased, since the Town began talking about contracting with Berlin for police services.
5. **Correspondence**: Thank you notes were received from Northumberland Chief Pete Pelletier for the department’s assistance and Braedon Cooney for his memorial scholarship.
   * Invitations were received to the 100 Club Annual Dinner; NH Trauma Conference; Law Enforcement Memorial Candlelight Vigil on September 29; and CHaD Battle of the Badges hockey tournament.
   * The PD assisted the City with 11 Notices to Quit.
   * A letter of support was received from the North Country Health Consortium.
   * Story Land is offering discounted entry during September and October for law enforcement as a form of hero appreciation.
   * Officer Eric Benjamin’s supervisor submitted a complimentary letter to the chief regarding the officer’s performance.
   * This weekend’s Fueling Dreams fundraiser for Special Olympics is being postponed to further assist those affected by Hurricane Harvey.
   * City Council has approved a 5K road race during River Fire
6. **Other**: Block Party: City Council was approached to hold a block party. The event is intended to promote recently renovated luxury apartments and will include wine, a DJ, and a pig roast for approximately 200 people. Council approved the request; however, Sec. 13-2 of the City Charter places the authority to grant permission for the use of alcoholic beverages at this type of event with the Police Commission. Discussion ensued. The Commission unanimously supported by consensus an ordinance rewording the language of 13-2, removing the authority from the Commission and redirecting it to the police chief.
7. **Public Comments**: None.
8. **Adjournment of Public Meeting:** At 9:20 a.m., Comm. Morin motioned to adjourn; the motion was seconded by Comm. Tremblay and carried by Comm. Nault. The next regular meeting will be held Friday, October 6, 2017 at 7:30 a.m.