**BERLIN POLICE COMMISSION**

**MONTHLY MEETING**

**PUBLIC SESSION**

**DATE: THURSDAY, NOVEMBER 7, 2019**

**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 7:30 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 October 2, 2019:** minutes were unanimously accepted on a motion by Comm. Morin, seconded by Comm. Tremblay.

**IV**. **Monthly Financial Report:** The reports were reviewed and unanimously accepted on a motion by Comm. Tremblay, seconded by Comm. Morin.

**V. Old Business**

1. **Septic Drain Issues:** Repairs involved digging through ledge as well as the wall. Work was completed by the Public Works Department, and issues have been resolved.
2. **New AFIS Machine:** All training on the new machine has been completed.
3. **Windows:** Window installations are complete.
4. **Armory Building:** Chief Morency attended a meeting of the Long Range Capital Planning and Utilization Committee and explained the City’s predicament of high tax rate and inability to assume a bond for the building. After Committee deliberation and thanks to support from Senator Lou D’Allesandro, the Brigadier General gave permission to transfer the building to the City at no cost. The building will be a serious asset for the City. The PD has first option to use it, and a needs assessment will be completed.
5. **NHPSTC & WMCC on CJ Program**: NHPSTC has agreed to review the college curriculum to see what courses can be accepted.
6. **Hiring Process:** Two candidates passed the oral board and are undergoing background investigations.

The departure of Detective Adam Marsh created another vacancy. Chief Morency explained that past practice has been to bring on new officers at a rate equivalent to 75% of the Patrol V wage, with incremental increases after completion of the Academy and FTO periods. Now, however, because of the limited number of acceptable recruits and in order to remain competitive, the formula has changed to a starting wage of $22 with incremental steps to Patrol V.

1. **Annual Report:** The Commission reviewed and unanimously accepted the report prepared by Lt. Valliere, on a motion by Comm. Morin, seconded by Comm. Tremblay.
2. **Department Meeting:** The meeting is scheduled for December 5. This year’s training will be on vicarious trauma and coping mechanisms.
3. **Other: School Traffic:** The new road from the upper High School parking lot will remain one-way onto Jasper Street, and the PWD will plow it.
   * **Left Turn on Red:** The city manager has been made aware of Chief Morency’s opinion on the subject.
   * **Director Vittum Retirement:** Chief Morency continues to work with the state committee on hiring a replacement.

**VI. New Business**

1. **Gorham Police Chief:** Detective Adam Marsh was hired as Gorham’s new chief. The Department wishes him well and is now seeking his replacement.
2. **Promotions:**  With new officers on board comes a need for restructuring to provide guidance and experience in leadership on the streets. Sergeants Hollie Dube and Nathan Roy have been promoted to patrol lieutenants, and a bid for three sergeant positions has been posted.
3. **Capital Improvement Plan**: The plan is due next week, and a list will be provided at next month’s meeting. Three proposals for the current dispatch desks CIP have been received, but the award has not yet been made. The new desks will have the capability of being relocated.
4. **AVRRDD Contract**: The annual contract has been signed and renewed.
5. **Milan Contract:** The annual contract is due for renewal by January 1. Chief Morency summarized the history of past contracts, noting that Milan has been a great partner.
6. **Emergency Operations Plan**: The plan is being updated through a grant, and Lt. Valliere and Jenn Cloutier have been attending the EOP meetings.
7. **New AEDs**: The fire chief found grant resources to update the City’s AEDs.
8. **Opioid Grant**: Lt. Lemoine completed and submitted an application for a new grant.
9. **Annual Training Report**: Deputy Chief Buteau is working on the annual year-end report. All training requirements will be met.
10. **Statistics**: The report was reviewed.
11. **Correspondence**: Chief Morency highlighted grant opportunities, training announcements, invitations, and a thank you note which was received from the Hard-Head Vets.
    * Adam Marsh has been selected for the Hands of Hope Award for his work with the CAC.
12. **Other**: Officer and Employee of the Year Awards will be presented at the December Department meeting. Awards for community involvement and patrol activity are also being considered.
    * Officer Imperial requested and will be visiting Berlin’s nursing homes to recognize veterans on Veterans Day.
    * An NCIC/CJIS audit will be conducted at the PD next week.
    * River Fire went well and continues to grow. Participation in the Poker Run and road race each increased by 50%.

1. **Public Comments**: None.
2. **Adjournment of Public Meeting:** At 9:25 a.m., Comm. Morin motioned, with a second by Comm. Tremblay, to move into non-public session per RSA 91-A:3, II (a), (b), (c), and (e). The Commission entered non-public session by roll call vote with all members voting in the affirmative. Public session reconvened at 10:05 a.m. There were no decisions made in non-public session, and minutes were sealed on a motion by Comm. Morin, seconded by Comm. Tremblay, carried unanimously by Comm. Nault, as their release could adversely affect the reputation of a person other than a member of the Commission.

Comm. Tremblay then motioned, with a second by Comm. Morin, to adjourn the public meeting; so moved. Due to a scheduling conflict, the next monthly meeting will be held Wednesday, December 4, 2019.