**BERLIN POLICE COMMISSION**

**MONTHLY MEETING**

**PUBLIC SESSION**

**DATE: THURSDAY, MARCH 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 7:33 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 February 8, 2019:** Comm. Tremblay noted a correction to who made the motion to adjourn non-public session; minutes were then unanimously accepted as amended, on a motion by Comm. Tremblay, seconded by Comm. Morin.

**IV**. **Monthly Financial Report:** The report was reviewed. The budget is still running tight, and Chief Morency restated that overtime was hit particularly hard when several employees were out on injury leave. To help offset some of that expense, auxiliary details have been put on hold. The report was accepted as printed on a motion by Comm. Tremblay, seconded by Comm. Morin.

**V. Old Business**

1. **Mutual Link:** Departments utilizing Mutual Link have the ability to connect radio and camera systems. Mutual Link is being installed at the PD; the program is provided by a grant through Grafton County, and installation should be completed today.

1. **DARE vs LEADS**: Officer Zach Howry joined the meeting at 7:40 a.m. and highlighted aspects of the LEAD program. He noted that most of his LEAD instructors were former DARE instructors who recognized that the DARE program had become stale and saw LEAD as a more progressive, up-to-date program. LEAD offers a curriculum for grades K through twelve which has evidence-based research behind it. Officer Howry will be teaching LEAD to Berlin’s fifth grade and Milan’s sixth grade, and he thanked Chief Morency for the opportunity.
2. **Promotions:** Chief Morency commended Officer Howry for doing a great job. He stated Zach is enthusiastic about his work, and the lieutenants have highly recommended him for promotion; he will be promoted to corporal. The chief and commission extended their congratulations.

Prosecutor Daisey has been doing very well in his new position and has completed his probationary period. He will be promoted to lieutenant.

Both promotions will be effective next week.

1. **Hiring Process:** Both candidates passed the oral board, and backgrounds are now being conducted.
2. **Budget:**  There have been no changes to the proposed budget, other than a Workers’ Comp rate adjustment which resulted in a $7,970 savings.

The chief met with Jim Wheeler to review and modify the PD’s CIP request. While not authorized to recommend changes to the PD’s operating budget, the city manager can make recommendations on the PD’s CIP request, and the chief highlighted those changes.

1. **Other:** 
   * Auto Attendant: Bugs in the system are being worked out.
   * The new Intoxilyzer is up and running.
   * Evaluations: The deputy chief has reviewed and returned evaluations to the lieutenants.

**VI. New Business**

1. **Cates Hill Tower:** The tower has some weaknesses, has taken a beating by the weather, and will eventually need to be replaced. Issues in need of immediate repair will be fixed; however, the City-owned tower is being considered as an alternative. It is more accessible, and renting space on the tower could potentially generate some income for the City. Ossipee Mountain Electronics is working on a coverage map and cost. In addition to the PD, the tower serves AVH, Water Works, and the Fire Department. The chief has had discussions with all agencies, and they have agreed to share in the cost.
2. **Furnace:**  Some repairs have been completed: pipes have been unclogged, and the cell area now has heat. New tanks have been delivered, but the changeover needs to be completed in warmer weather.
3. **CIP Meeting with City Manager:** (See Old Business, E.)
4. **Zetron Technical Support Upgrade:** Both consoles have been upgraded, and the renewal maintenance contract is now in place.
5. **Windows Upgrade:** Microsoft Windows must be upgraded, and the estimated cost is $20,000. Pam Laflamme will include this in the City’s computer line item request.
6. **Plowing Complaints:** The PD has issued warnings for snow plowing issues, and some people may be billed by the City for snow removal. Discussion ensued. Comm. Nault commented on how narrow Main Street becomes after a snowstorm when cars are parked on both sides of the road; some trucks are unable to pass. He questioned if the Safety Committee should consider a temporary parking ban for one side of Main Street until the City has a chance to pick up snow; this would benefit merchants as well as the City.
7. **NH Fish & Game Grant Authorization:** On a motion by Comm. Tremblay, seconded by Comm. Morin, the Commission unanimously authorized the chief to apply for and accept funds from the NH Department of Fish and Game for ATV grant related patrols.
8. **Statistics** were reviewed.
9. **Correspondence**: The City receives many requests for specialty signs and will be updating its current signage.
   * The governor has included $300,000 in his budget to redo a section of Hutchins Street.
   * As a community services program, the chief is considering the possibility of implementing a call-in program for the City’s elderly.
   * Right to Know training for the PD is scheduled on March 21 at 9:30 a.m. The City has also scheduled a session on April 3 at 6:30 p.m. at the BHS library.
   * Sgt. Roy has expressed an interest in becoming a lieutenant.
   * NHPSTC 178th Academy Graduation will take place on April 26.
   * Kiwanis has requested assistance with their bike registration day.
   * DEA Take Back Day is April 27.
   * The PD will receive $501 in additional grant funds to conduct safe commute patrols.
   * The Primex Conference is scheduled for May 15-16.
   * At this time, law enforcement is ranked first as the most difficult job to fill. There has been a 30% reduction in applicants, and some agencies are offering up to $15,000 in signing bonuses.
   * OHRV Bill: Drivers must be at least 16 years old and possess a driver’s license.
10. **Other**: The annual contract with the North Conway Humane Society has been signed.
    * Rabies has made it as far north as Gorham, and its progression continues to be monitored by the State.
    * Kiwanis donated stuffed animals to the PD for officers to give to children they come in contact with who may be going through a rough time.

1. **Public Comments**: None.
2. **Adjournment of Public Meeting:** At 9:10 a.m., Comm. Tremblay motioned to go into non-public session per RSA 91-A:3, II. (a), (c), (d), and (e); on a roll call vote, Commissioners Nault, Tremblay, and Morin voted in the affirmative. Public session reconvened at 9:55 a.m. There were no decisions made in non-public session. Public session then adjourned unanimously on a motion by Comm. Morin, seconded by Comm. Tremblay. The next meeting will be held Thursday, April 4, 2019.