**BERLIN POLICE COMMISSION**

**MONTHLY MEETING**

**PUBLIC SESSION**

**DATE: THURSDAY, JUNE 6, 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 May 9, 2019:** Minutes were unanimously accepted as printed, on a motion by Comm. Tremblay, seconded by Comm. Morin.

**IV**. **Monthly Financial Report:** Oil tanks have been replaced, and boiler replacement will hopefully be appropriated in CIP funding for the next fiscal year. This week, the sewer line backed up and flooded the basement; the sewer crew was brought in. The plumbing is old, has developed burrs over the years, and some changes will need to be made.

 Because of City’s financial situation, contractual eval pay was paid based on one instead of two percent. Chief Morency will meet with the mayor next week, and the additional percent payout will be made contingent on available funding.

 The financial report was unanimously accepted as printed, on a motion by Comm. Morin, seconded by Comm. Tremblay.

**V. Old Business**

1. **Hiring Process:** Deputy Chief Buteau provided an update on the ongoing process. Press surrounding the City’s financial concerns has been discouraging potential recruits.
2. **Firing Range**: The transfer is in process. As current owner, the Conservation Fund has assumed responsibility for payment of the recent Milan tax bill.
3. **Budget & CIP:** Council has not yet approved the budget. A recent meeting with Governor Sununu appeared to go well, and the urgency of the City’s concerns surrounding school funding was conveyed.
4. **Armory Building:** Chief Morency received a copy of the blueprints and will review them to identify the Department’s needs.
5. **Cates Hill Tower:** Ossipee Mt. Electronics’ proposal will be ready within the next two weeks.
6. **“Call to Duty” Scholarship/Book Awards:** Deputy Chief Buteau presented awards to Allison Theriault and Emily Letellier during the BHS Senior Awards Night. John Arguin received his award when meeting with the deputy.
7. **Police Memorial Service:** The ceremony went well; families were escorted and represented by members of the PD.
8. **Other:**
	* The red light on the Dummer Yard Tower is not working, and Skywire, the City’s internet provider, will replace it with an LED system.
	* This year’s CAC pizza fundraiser raised the most funds to date. Chief Morency gave kudos to Dan Arguin for assisting with deliveries, as all full-time law enforcement personnel were tied up with a search.

**VI. New Business**

1. **Radio Reprogramming:** All police, fire, and EMS radios in the state will be reprogrammed and coordinated to the same channels. The cost will be covered by a State grant.
2. **DTF Grant/PET Grant:**  The letter of support explained by Lt. Lemoine at last month’s meeting was submitted along with a grant application.
3. **Manchester PD on IP Address:**  The PD received word that its video system was allegedly accessed; that claim was ruled out by the City’s IT provider. Since then, the Manchester PD contacted the detectives to advise that the BPD’s IP address was involved in one of their cases; that claim was also ruled out as spoofing. The IT provider is adamant in their determinations and assured the PD that they will continue to monitor for penetrations to the system.
4. **Software for Discovery:** During recent training, Hollie Walters learned that there is software available which encrypts discovery paperwork and allows it to be securely emailed. The software is in use by other departments and is compliant with FBI security mandates. The cost to the PD will be approximately $500 which will be quickly offset by the decrease in postage and thumb drive expenses.
5. **Severance Payout:** The city manager contacted Chief Morency regarding the PD’s payout process for retirees’ accumulated sick leave. Chief Morency informed him that in 2003, payout was provided over a three-year period but has since been reduced to two years. The terms are also specified in the PD’s Union Contract.
6. **Statistics** were reviewed.
7. **Correspondence**:
	* Chief Morency advised of upcoming meetings and training sessions.
	* Thank you notes were received from Troop F, the Kiwanis, and the families of Steve Arsenault and Robert Valliere.
	* Fire Chief John Lacasse submitted his notice to retire effective July 1.
8. **Other**: Chief Morency supplied copies of recusal forms and non-public worksheets previously approved by the Attorney General’s Office and adopted by NHPSTC. The forms were reviewed by the Commission and will be updated for BPD use and approval at next month’s meeting.
	* Commissioner Nault thanked Chief Morency for his presentation at the City’s Proposed Budget Public Hearing. The commissioner also complimented City Manager Jim Wheeler for doing a great job at the hearing, noting that he maintained a positive outlook.

1. **Public Comments**: None.
2. **Adjournment of Public Meeting:** At 8:40 a.m., Comm. Tremblay motioned, with a second by Comm. Morin, to move into non-public session per RSA 91-A:3, II (a) and (c). The motion carried unanimously; so moved. The Commission entered non-public session by roll call vote with all three members voting in the affirmative. Public session reconvened at 9:05 a.m. There were no decisions made in non-public session, and minutes were sealed on a motion by Comm. Tremblay, seconded by Comm. Morin, carried unanimously by Comm. Nault, as their release could adversely affect the reputation of a person other than a member of the Commission.

Comm. Morin motioned, with a second by Comm. Tremblay, to adjourn the public meeting; so moved. The next meeting will be held Wednesday, July 3, 2019.