**BERLIN POLICE COMMISSION**

**MONTHLY MEETING**

**PUBLIC SESSION**

**DATE: THURSDAY, SEPTEMBER 3, 2020**

**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 Nault, Tremblay, and Morin were present.

 **Others Present:**  Chief Morency and Deputy Chief Buteau.

**Recorded by:** Lisa Arguin

**III. Acceptance of Minutes of July 9, 2020:**  Minutes were unanimously accepted as printed, on a motion by Comm. Tremblay, seconded by Comm. Morin.

**IV**. **Monthly Financial Report:** The report was unanimously accepted on a motion by Comm. Morin, seconded by Comm. Tremblay. To date, approximately $50,000 has been reimbursed to the City for Covid-19 expenses for the last fiscal year.

**V. Old Business**

1. **Drug Task Force:**  Everyone is on board, and there is also another certified officer interested in a position on the team.
2. **Hiring Process:**  The applicant passed the written and physical exams and will be scheduled for the oral board; the position is part-time but all applicants are subject to the same process. Another hiring process will begin once this one is completed.
3. **COVID-19 Task Force:** The Task Force meets every other week and continues to work with the Chamber on upcoming events.
4. **K-9 Status:** Officer Gale and Kodiak are half-way through the training program, and all is going well. Decals have been applied to the older Expedition which will be used as the K-9 vehicle. The program has been well received by the public.
5. **Vehicles**: Explorers were ordered months ago; due to their unavailability, pickups were researched, and two were found at Plymouth Ford at a cost less than State bid. They are basic trucks which can eventually be transferred for use by the PWD.
6. **Projects**: The new front door has been installed, and dispatch desks are scheduled for installation on September 22. The PD’s septic system backed-up three times during the last week and remains an issue. Piping is very old and has started to collapse; the portion of line running outside the building was replaced last year, but the issue now is the inside line which runs under the cement floor. This may become a major project in the near future.
7. **Other:** Tower lights have been installed and are operating.
	* City Hall cameras are installed and running.
	* This year’s Call to Duty Memorial Golf Tournament has been canceled. The fund is still receiving support, however, as Verizon just donated $200. The Service Credit Union has also expressed interest in becoming more involved with the tournament.

**VI. New Business**

1. **Academy Graduates:**  Officers Rachel O’Connell and Chris Cass graduated and are nearing completion of their FTO period. Customarily, new officers and their families attend a meal after graduation, but due to Covid restrictions, families could not attend the ceremony this year. The officers will receive gift certificates instead.

1. **Records Management**: The records clerk’s responsibilities continue to increase; along with the rise in FOIA and 91A requests, she is making critical decisions on the release of information and is also now responsible for providing criminal histories on all of defenses’ witnesses. She is also the detectives’ and prosecutor’s secretary, oversees the crossing guards’ schedules, and, as a former senior dispatcher, she assists and fills-in at dispatch. In keeping with the PD’s other established wage step protocol, the chief would like a 10% spread between the records clerk’s and dispatchers’ wage; he recommends an increase of .87 per hour which would bring her wage to $22.10. The average State wage for records personnel is $32.00. There are sufficient funds in the budget to cover the expense, due to changes in other personnel. The Commission agreed that the increase is merited and reasonable, and the increase was unanimously approved on a motion by Comm. Morin, seconded by Comm. Tremblay.
2. **School MOU & SRO Contract**: Both annual agreements have been signed. Officer Arsenault has agreed to be the SRO for one more year.
3. **Comp & Vacation Time**: Given recent events, employees have had difficulty using their earned time. If necessary, instead of incurring additional overtime expenses, Chief Morency recommends allowing employees some flexibility in carrying over unused time. This is a temporary situation for this year, due to extenuating circumstances. The Commission unanimously agreed by consensus, provided employees are aware that this is temporary and does not set a precedent.
4. **Statistics:**  Statistics were reviewed and discussed.
5. **Correspondence**: Chief Morency highlighted training notices and thank you notes.
	* The NH Retirement rate will increase from 28% to 32.99% for the next fiscal year.
	* The PD is working with the Kiwanis on amending skateboard rules.
	* The PD is monitoring a potential speeding issue on First Ave.
6. **Other**: Roland Pinette would like to donate a generator to the PD; it is valued at $2,000 and can be used for the incident command trailer. The donation was unanimously accepted on a motion by Comm. Tremblay, seconded by Comm. Morin. The chief and Commission extended their thanks.
	* Commissioner Morin has been reappointed by Council to the Commission for another term.
7. **Public Comments**: None.
8. **Adjournment of Public Meeting:** At 8:30 a.m., on a motion by Comm. Tremblay seconded by Comm. Morin, the Commission adjourned to non-public session by roll call vote per RSA 91-A:3 II (a), (c), & (e) with all commissioners voting in the affirmative. There were no decisions made in non-public session. Public session reconvened at 9:40 a.m., at which time minutes were unanimously sealed on a motion by Comm. Morin, seconded by Comm. Tremblay, as the divulgence of information would adversely affect the reputation of a person other than a member of the board.

The next meeting will be held on Thursday, October 8 at 7:30 a.m.