

April 11, 2016

The Nashua Police Commission held a public meeting on Monday, April 11, 2016, at the Nashua Police Department.

**Members present:**

Commissioner James R. Tollner, Chairman  
Commissioner Nicholas Dahl, Clerk  
Chief Andrew J. Lavoie  
Deputy Chief Michael Carignan  
Deputy Chief Denis Linehan  
Karen Smith, NPD Business Manager  
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)

**Others Attending the Public Session:**

Citizen Matthew Plant

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**PUBLIC SESSION**

Commissioner Tollner called the meeting to order at 6:00 p.m.

**MINUTES:**

- March 21, 2016

**MOTION:** Commissioner Tollner made a motion to approve the minutes of the March 21, 2016, meeting. Motion seconded by Commissioner Dahl. All in favor.

**BUDGET:**

Business Manager Karen Smith provided the Commissioners with the following reports for their review. Ms. Smith discussed the following:

**Grants:**

A resolution was prepared to accept \$28,600 from the NH Highway Safety Agency for the Sustained Traffic Enforcement Program (STEP). This funding was received for the smaller NH Highway Safety grants received in prior years. The only difference is the smaller funded grants were consolidated into one grant and there is a required in-kind match. The in-kind match of \$7,150 will be supported through the payroll paid to one of the current officers assigned to the Traffic Unit. The grant will fund overtime and benefits for the traffic enforcement for Red Light Running, Speed Enforcement, School Bus Enforcement, Seatbelt Enforcement, Pedestrian Enforcement, and Safe Commute/Speed Enforcement. The resolution will go before the Human Affairs meeting on April 11th, then scheduled for its second reading on April 12<sup>th</sup>.

**FY2016 Expenditure Report:**

The Commissioners received a copy of the Department Detail Expenditure Report as of month-end March 31, 2016. There continues to be an expected shortage in accounts 54100 electric and 54114 gas heat which will be absorbed through other operational accounts as needed. If the overtime trends higher, other operational accounts such as gasoline will have to cover the overtime overage, or, the City will need to transfer funds from contingency to cover the overage.

Commissioner Tollner inquired about the FY2017 budget gasoline account. Karen Smith stated that the account amount was determined by the Mayor's guidelines for FY2017.

**FY2016 Revenue Report:**

The Commission received a copy of the March 31, 2016 Revenue Report.

**FY2016 Weekly Payroll Overtime:**

The overtime for March increased and is now averaging \$41,000 per week during the month of March due to coverage, investigations, and training. The overtime can hover between \$35,000 and \$45,000 per week to stay within the budget due the number of vacancies we have experienced throughout the year and the payroll savings offsetting the overtime. We plan to hire/fill two vacant First Year Officer positions out of the seven vacancies. We anticipate the payroll will continue to cover the overtime.

**Overtime for Coverage Graph:**

During the first half of the fiscal year, we continued to operate with the following reductions:

- Previously we removed two officers assigned to the schools; however, additional support from the current patrol was added to cover.
- Temporarily eliminated the Sectors 1 and 16 as mandatory staffing.
- Temporarily had the patrol lieutenant provide coverage before hiring an additional sergeant while below minimum staffing levels.
- Eliminated third shift Records Technician position.
- Existing Records Technician positions were changed from essential to non-essential positions.

***Recent changes that were made include the following:***

- Supervisors’ overtime: eight hour shift, five times per week, and stopped substituting with an on-duty Lieutenant.
- Patrol overtime up to eight hours, five times per week for additional manpower.
- SID overtime between 8 and 16 hours per week for additional DCYF reporting procedures and backlog.
- Evidence processing 4 hours times two people
- Maintenance for punch list of projects
- Detective Secretarial overtime for cases
- Bring back Traffic Unit for first and second shifts
- Increase overtime for heroin efforts using the Traffic Unit and POP Unit. Backfill with overtime for second shift.

**FY2016 Overtime Tracking by Specific Case or Significant Occurrence:**

The Commission received a copy of the FY2016 Monthly Overtime Tracking by Specific Case Number or Significant Occurrence report showing the overtime cost for recent major cases and or significant occurrences. This month’s overtime included overtime for assault cases, overdose with death cases, possession of controlled drug, drug offense, prostitution, child pornography, Field Training Officer OT, SRT training, Civilian Active Shooter Training, and Firearms Training.

**FY2013 – FY2016 Payroll Graphs:**

The Commission received graphs comparing fiscal years 2013 through 2016 overtime expenditures. The graphs show that the first quarter of FY2016 overtime was in-line with the budget. The second quarter had an increase due to an increase in December for coverage and investigative overtime. January overtime is still higher but came down more in February. March had a spike primarily in coverage due to the overtime initiatives.

**Payroll Cost Analysis and Forecast:**

Karen Smith updated John Griffin’s payroll form to show hypothetical scenarios for the rest of the year based on overtime of approximately \$35,000 per week and \$43,000 per week. At the \$35,000 weekly overtime level the payroll account includes: An expected surplus in holiday pay of \$40,000; the payroll forecast adjusted for the delay in filling five (5) vacant sworn positions until late August; absorb the \$140,000 balance for retirements that has not been reimbursed by the city. This would leave an estimated payroll accounts balance of \$62,000. However, if the overtime is focusing on the initiatives and overtime spending is at \$45,000 per week, there could be a negative balance of (\$68,000) until the City transfers funds into our budget to cover the balance of the retirements. We expect the payroll account to be close to depleted.

**Strength Report:**

The Commissioners received a copy of the March 2016 Strength Report.

	Commission Authorized	Budgeted	Positions Filled	Vacant Budgeted Positions
Total Sworn Full-Time	185	178	171	7
Total Sworn Part-Time		1	1	0
Total Non-Sworn Members	6	6	5	1
Total Part-Time Civilians	7	5	5	0
Total Full-Time Civilians	70	61	59	2
Total Grant Civilians	1	1	1	0
TOTAL:	269	252	242	10

**Grant and Revolving Special Revenue Funds:**

The Commission received copies of the Grants and Revolving Special Revenue Funds as of March 31, 2016.

It may be months before any federal forfeiture funds owed to NPD are released by the federal government.

Officer Adamson writes the grants for NPD. We chose not to get involved in some grants because some have too many restrictions attached to them.

**MOTION:** Commissioner Dahl made a motion to approve the budget reports. Motion seconded by Commissioner Tollner. All in favor.

**ACTIVITY REPORT:**

***Deputy Chief Denis Linehan:***

The following incidents were significant regarding drug arrests as they were routine traffic stop/suspicious motor vehicle calls.

On March 12, 2016, an officer conducted a motor vehicle stop and learned the driving privileges of the operator were suspended. The subject was placed under arrest and during a consent to search the vehicle, the officer found 56 grams of heroin/fentanyl.

An officer observed a suspicious vehicle parked at 300 Main Street during the late night. On further investigation, the officer observed what appeared to be a possible firearm in the door. The officer made contact with the operator and the passenger. After receiving consent to conduct a search, the firearm was found to be a BB gun, and Fentanyl was located. During the booking process and with written consent to search, a large sum of cash was found along with crystal meth, heroin, fentanyl, and a quantity of illegal pills.

**Deputy Chief Michael Carignan:**

Members of the Nashua Police Department's Uniform Field Operations Bureau arrested three subjects that were involved in a credit card cloning scheme at the Pheasant Lane Mall. Officer responded to the mall for a report of suspicious credit card activity. Detectives executed a search warrant on the vehicle that was driven by one subject and located over 250 counterfeit credit/debit cards, over 20 various gift cards, and various receipts originating from the State of North Carolina. Detectives from the Nashua Police Department in conjunction with detectives from the Tewksbury, MA, Police Department executed a search warrant on two hotel rooms where the subjects were staying and located a laptop computer, card coder/reader, a box of blank cards and a large quantity of gift cards. We have since received calls from police departments along the east coast regarding this incident.

With the recent changes in DCYF reporting with a substantial increase in reports, Uniform Field Operations Bureau officers are investigating the initial report and sending a referral to the Detective Bureau for further investigation when warranted.

**Narcotics Update:**

Drug arrests beginning in January 2016: 232

- POP Unit: 53 arrests made; Traffic Unit 31 arrests made; UFOB: 148 arrests made. (Includes 25 NID warrants served by other bureaus/units.)

**Police Recruit Exam:**

The next Police Recruit Exam is scheduled for April 23, 2016. Thus far, we have received 151 applications with some certified applicants.

**Generator Project:**

The generator replacement project is underway.

**MOTION:** Commissioner Tollner made a motion to accept the activity report. Motion seconded by Commissioner Dahl. All in favor

**CORRESPONDENCE FROM THE PUBLIC & OTHER AGENCIES:**

The Chief gave the Commissioners an overview of the letters of appreciation received from the public and other outside agencies.

**MOTION:** Commissioner Dahl made a motion to accept the correspondence and place on file. The motion was seconded by Commissioner Tollner. All in favor.

**HIRING:**

For the record, the following civilian has been hired:

- Donald C. Topham has been hired to fill the vacant position of full-time Police Attorney effective April 6, 2016.

For the record, the following sworn officers will be sworn in as a First Year Special Officer effective April 19, 2016. Conditional Offers of Employment were previously approved by the Police Commissioners.

- Paul Auguste
- Nicholas Markarian

**RESIGNATION:**

Parking Enforcement Specialist Elvis Lantigua resigned effective April 9, 2016.

**MOTION:** Commissioner Tollner made a motion to accept the resignation of Parking Enforcement Specialist Elvis Lantigua effective April 9, 2016. The motion was seconded by Commissioner Dahl. All in favor.

**C.A.L.E.A.:**

Chief Lavoie and a group of his staff members attended the C.A.L.E.A. re-accreditation conference which was held from March 31 through April 3 in St. Louis, Missouri. Chief Lavoie participated in a full commission review and assessment and oral board before five commissioners. The "lead commissioner" stated that the Nashua Police Department had a "perfect assessment". This is Nashua's eighth re-accreditation and this time we were awarded with "Advanced Meritorious Status". C.A.L.E.A. has made recent changes to the assessment process from a three-year cycle to a four-year cycle. The process is now in electronic format with an annual review for standards. Chief Lavoie noted that less than 5% of law enforcement agencies in the country are accredited, with six or seven agencies accredited in the state of New Hampshire. The accreditation process requires us to "show proof" that we use the best law enforcement practices. Our accreditation manager, Bill Pease, is also a C.A.L.E.A. assessor/team leader. A press release regarding this reaccreditation is forthcoming.

**PUBLIC COMMENT:**

There were no public comments.

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**TENTATIVE DATE OF NEXT REGULARLY SCHEDULED MEETING:**

- Tuesday, May 17, 2016

**ADJOURNMENT**

**MOTION:** Commissioner Tollner made a motion to end the public session and adjourn the meeting. Motion seconded by Commissioner Dahl.

**Time: 7:07 p.m.**

Respectfully submitted,

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Commissioner Nicholas Dahl, Clerk