

December 17, 2013

The Nashua Police Commission held a meeting on Tuesday, December 17, 2013, in the Nashua Police Department classroom.

**Members present:**

Commissioner Thomas J. Pappas, Chairman  
Commissioner Thomas A. Maffee  
Commissioner Robert E. Valade  
Chief John Seusing  
Deputy Chief Andrew Lavoie  
Deputy Chief Christopher Peach  
Karen Smith, NPD Business Manager  
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)

**Others Attending the Public Session:**

Alderman Lori Wilshire – not in attendance

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**PUBLIC SESSION**

Chairman Pappas called the meeting to order at 6:21 p.m.

Chairman Pappas welcomed newly promoted Deputy Chief Christopher Peach to his first Police Commission meeting.

**MINUTES:**

- November 4, 2013

**MOTION:** Chairman Pappas asked for a motion to approve the minutes from the November 4, 2013, meeting as submitted. Upon motion by Commissioner Valade, seconded by Commissioner Maffee, motion carried.

**BUDGET:**

Business Manager Karen Smith reported the following:

**Grants:**

The Justice Assistance Grant, JAG2013, has been awarded from the Department of Justice, Bureau of Justice Assistance, in the amount of \$201,126. The multi-jurisdictional grant includes Manchester receiving \$147,933, Nashua receiving \$50,193, and Hillsborough County receiving \$3,000. NPD plans to continue to use the funding for overtime and equipment as specified in the application. Chairman Pappas asked if the number of sworn officers at each department is part of the funding distribution calculation. Ms. Smith will research his question and get back to him.

**Department Detail Expenditure Report FY2014:**

At this time, 22 of 52 payroll weeks have been processed or should be at 42% of the average appropriation. The current payroll reflects that we are operating at 41% in the full-time payroll. Overtime is expended at 51%. We have an estimated \$50,000 in in-grade promotion pay increases that will be affecting the payroll in the next six months. The \$100,000 attrition reduction will need to be made up for by year-end. With these factored in, although there is a current surplus in payroll, due to anticipated positions planned for hire and upcoming in-grade promotions, we will see a negative balance on the payroll side of the budget in the forecast by year-end using a forecasted weekly overtime/per-diem amount of \$21,000.

**Police Department Payroll Cost Analysis FY2014:**

CFO Griffin's master form was used again this month to map out the trend of overtime and per-diem over the five month period of July through November. November has proven to be the lowest month year-to-date for overtime. Using the \$21,000 for overtime and per diem as a weekly payroll variable including the anticipated in-grade promotions and vacant hires we can see an approximate (\$88,000) preliminary payroll number. However, this number does not include the recent officer coming off of field training that will help the numbers. December will be a difficult month to measure with anticipated higher coverage for vacations, however, so we will look at an additional month into January.

**FY2014 Weekly Payroll Overtime:**

The month of November includes the Veterans Day Parade overtime. Even with the events, the overtime for the month of November is the lowest month year-to-date.

**FY2014 Overtime/Coverage Analysis:**

FY2014 Coverage for excused absences in 8-hour segments/shifts totals 715 hours for October. The total overtime coverage in 1-hour segments was 73 hours. This represents 10% of overtime coverage to total absences. In contrast, last October showed 29% coverage to absences.

**Overtime Coverage Multi-Year Comparison Report:**

The multi-year coverage report continues to show a decrease in overtime in FY2014 compared to prior years.

**FY2014 Overtime by Specific Case/Incident Report:**

The Commissioners received a copy of the report showing the overtime costs for recent major cases.

**Department Revenue Report FY2014:**

The Commissioners received a copy of the report.

**Strength Report**

The Commissioners received a copy of the November 2013 Strength Report.

	Commission Authorized	Budgeted	Positions Filled	Vacant Budgeted Positions
Total Sworn Full-Time	179	178	177	1
Total Sworn Part-Time		1	1	0
Total Non-Sworn Members	6	6	5	1
Total Part-Time Civilians	7	6	5	1
Total Full-Time Civilian	68	62	59	3
Total Grant Civilian	1	1	1	0
TOTAL:	261	254	248	6

**NPD Police Vehicle Analysis Reports and CERF Meeting Request:**

The CERF meeting is scheduled for December 19<sup>th</sup> at 9:00 a.m. and the packet provided to David Fredette for supporting documentation of the vehicle analysis is attached along with the CERF meeting request document. Originally the FY2013 pricing was used until the NH State pricing became available mid December.

**MOTION:** Chairman Pappas asked for a motion to accept the budget reports and place on file. Upon motion by Commissioner Maffee, seconded by Commissioner Valade, motion carried.

**ACTIVITY REPORT:**

***Verbal report by Deputy Chief Christopher Peach:***

In addition to patrol report, the Special Reaction Team, the Hazardous Device Unit, and the Crisis Negotiation Team conducted a joint exercise with BAE Systems Security at their facility. This is an annual training event. Chairman Pappas asked if this type of training could be conducted at the schools during the summer months. Chief Seusing responded that training is conducted at the schools. NPD recently coordinated with the schools regarding gaining access to locked school buildings in the event of an emergency. Officers continue to make random daily visits to all schools within the city. Deputy Peach also reported on a single vehicle accident with a fatality that occurred near the Nashua Public Library.

***Verbal report by Deputy Chief Andrew Lavoie:***

An arrest was made regarding the recent Lake Street Convenience Store in which the store clerk was struck with a tire iron.

An arrest was made regarding the TD Bank robbery. We received a lot of information from citizens who were in the area and everyone did a great job with this case.

An incident regarding a discharge of a firearm took place on Congress Street in which two people suffered non-life threatening injuries. The incident took place while one subject was taking apart the firearm and it discharged.

Police responded to a report of a robbery with a knife at Kirkpatrick's store. Detectives are investigating.

The Police Athletic League is conducting a Winter Classic Weekend fundraising event at the Conway Arena on December 29 which will include a Police vs. Fire hockey game. United States Senator Kelly Ayotte will be attending. On December 28, ESPN NH, the people at Infiniti of Nashua, and the Police Athletic League were able to secure the 2004, 2007, and 2013 Red Sox World Series trophies as part of the Winter Classic Weekend. The trophies will be on display at Infiniti of Nashua beginning at 6:00 p.m. This is the first time that all 3 World Series trophies will be in New Hampshire. All donations from this event will go directly to PAL. Both police unions are paying for any officer details needed for security.

**MOTION:** Chairman Pappas asked for a motion to accept the activity report. Upon motion by Commissioner Valade, seconded by Commissioner Maffee, motion carried.

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

The Commissioners received copies of letters of appreciation from citizens and outside agencies.

**MOTION:** Chairman Pappas asked for a motion to place the letters on file. Upon motion by Commissioner Valade, seconded by Commissioner Maffee, motion carried.

**HIRING:**

Hiring of First Year Special Officer:

- **Corey Gobbi** will be sworn in on December 19, 2013. He will begin the Police Academy on January 6, 2014.

**MOTION:** Chairman Pappas asked for a motion to approve the hire of Corey Gobbi for the position of First Year Special Officer effective December 19, 2013. Upon motion by Commissioner Maffee, seconded by Commissioner Valade, motion carried.

**OTHER BUSINESS:**

No other business.

**PUBLIC COMMENT:**

No attendees from the public.

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**NON-PUBLIC SESSION**

**MINUTES NOT SEALED**

**TIME:** 7:15 p.m.

**PUBLIC SESSION INTO NONPUBLIC SESSION:**

**MOTION:** Chairman Pappas asked for a motion by roll call vote to suspend the public session and enter non-public session as authorized by:

**RSA 91-A:3, II (a) DISMISSAL, PROMOTION, COMPENSATION, DISCIPLINE, INVESTIGATION OF ANY PUBLIC EMPLOYEE**

The dismissal, promotion, or compensations of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted."

**Motion by Commissioner Maffee, seconded by Commissioner Valade. Motion carried.**

***A roll call vote was taken:***

- Chairman Pappas – yes
- Commissioner Maffee – yes
- Commissioner Valade - yes

**Promotion/Certification to the rank of Master Patrolman:**

- Senior Patrolman Ross Desmet: Effective March 21, 2014
- Senior Patrolman Nicole Clay: Effective March 22, 2014

**MOTION:** Chairman Pappas asked for a motion to promote/certify Senior Patrolman Ross Desmet and Senior Patrolman Nicole Clay to the rank of Master Patrolman on the dates listed above. Motion by Commissioner Valade, seconded by Commissioner Maffee. All in favor, motion carried.

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**NON-PUBLIC SESSION**

**MINUTES NOT SEALED**

**CONTINUATION OF NONPUBLIC SESSION:**

**MOTION:** Chairman Pappas asked for a motion by roll call vote to continue the non-public session as authorized by:

**RSA 91-A:3, II (a) DISMISSAL, PROMOTION, COMPENSATION, DISCIPLINE, INVESTIGATION OF ANY PUBLIC EMPLOYEE**

The dismissal, promotion, or compensations of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted."

**Motion by Commissioner Valade, seconded by Commissioner Maffee. Motion carried.**

***A roll call vote was taken:***

- Chairman Pappas – yes
- Commissioner Maffee – yes
- Commissioner Valade - yes

***Salary determination for new hire: IT Manager/Software Specialist Peter Cinfo***

Peter Cinfo will be hired for the position of IT Manager/Software Specialist effective December 30, 2013. Based on the current UAW contract that was recently passed by the Board of Aldermen, Chief Seusing made a recommendation to the Commissioners that his starting annual wage be \$82,000.

**MOTION:** Chairman Pappas asked for a motion to approve the starting annual salary of \$82,000 for the IT Manager/Software Specialist Peter Cinfo. Mr. Cinfo will be hired on December 30, 2013. Motion by Commissioner Valade, seconded by Commissioner Maffee, motion carried.

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**NON-PUBLIC SESSION**

**MINUTES SEALED**

**CONTINUATION OF NONPUBLIC SESSION:**

**MOTION:** Chairman Pappas asked for a motion by roll call vote to continue the non-public session as authorized by:

**RSA 91-A:3, II (b):** "The hiring of any person as a public employee"

**Motion by Commissioner Valade, seconded by Commissioner Maffee. Motion carried.**

***A roll call vote was taken:***

- Chairman Pappas – yes
- Commissioner Maffee – yes
- Commissioner Valade - yes

**MOTION TO SEAL RSA 91-A:3 III** Chairman Pappas asked for a motion to seal the minutes of this portion of the non-public session. Upon motion by Commissioner Maffee, seconded by Commissioner Valade, motion carried. Chairman Pappas – yes; Commissioner Maffee – yes; Commissioner Valade – yes. Minutes sealed.

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**END OF NON-PUBLIC SESSION:** Chairman Pappas asked for a motion to end the non-public session and return to public session. Upon motion of Commissioner Maffee, seconded by Commissioner Valade, motion carried.

**RETURNED TO PUBLIC SESSION: 7:48 p.m.**

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**TENTATIVE DATE OF NEXT MEETING:**

The next meeting is tentatively scheduled for Tuesday, January 21, 2014.

**ADJOURNMENT**

**MOTION:** Chairman Pappas asked for a motion to end the public session and adjourn the meeting. Upon motion of Commissioner Maffee, seconded by Commissioner Valade, motion carried.

**Time: 7:48 p.m.**

Respectfully submitted,

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Commissioner Thomas A. Maffee, Clerk