

May 17, 2016

The Nashua Police Commission held a public meeting on Tuesday, May 17, 2016, at the Nashua Police Department.

**Members present:**

Commissioner James R. Tollner, Chairman  
Commissioner Nicholas Dahl, Clerk  
Commissioner Matthew Plante  
Chief Andrew J. Lavoie  
Deputy Chief Michael Carignan  
Deputy Chief Denis Linehan (not in attendance)  
Karen Smith, NPD Business Manager  
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)

**Others Attending the Public Session:**

Captain David Bailey

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**PUBLIC SESSION**

Commissioner Tollner called the meeting to order at 9:00 a.m.

**CONFIRMATION OF POLICE COMMISSIONER:**

For the record, Matthew Plante has been confirmed as a Nashua Police Commissioner. Commissioner Plante was nominated by Governor Maggie Hassan and confirmed by the NH Executive Council on April 20, 2016. His term will be from April 20, 2016 – September 1, 2017. He will serve the remainder of Commissioner Robert Valade's term.

Welcome, Commissioner Plante, on behalf of the Commissioners.

**MINUTES:**

- April 11, 2016

**MOTION:** Commissioner Dahl made a motion to approve the minutes of the April 11, 2016, meeting. Motion seconded by Commissioner Plante. All in favor.

**BUDGET:**

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

**Department Detail Expenditure Report FY2016:**

The Commissioners received a copy of the Department Detail Expenditure Report as of month-end April 30, 2016. There continues to be an expected shortage in accounts 54100 electric and 54114 gas heat which we will absorb 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.

**Department Detail Revenue Report FY2016:**

The Commission received a copy of the April 30, 2016, Revenue Report.

**FY2016 Weekly Payroll Overtime:**

The overtime for April averaged \$38,196 per week during the month of April due to coverage, investigations, and the interdiction efforts. The overtime can hover between \$45,000 and \$55,000 per week to stay within the budget due to the number of vacancies we have experienced throughout the year and the payroll savings offsetting the overtime. The delay of obtaining qualified candidates for five of the seven vacancies attributes to the availability of funding for the interdiction 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 of the officers in the schools but added additional support from the current patrol.
- Temporarily eliminated Sectors 1 and 16 as mandatory staffing.
- The Patrol Lieutenant will temporarily 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.

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 a week for additional DCYF reporting procedures and backlog.
- Evidence processing 4 hours times two people.
- Maintenance - punch list of projects.
- Bring back Traffic Unit for first and second shifts.
- Increase overtime (Interdiction) for heroin efforts using the Traffic Unit & 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 SRT callout, criminal threatening, fraud, overdose, sudden death, robbery, child pornography, Field Training Officer overtime, recruiting, and training.

**Payroll Graphs FY2013 – FY2016 Analysis:**

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. However, the overtime for April came back down to the December and January average.

**Functional Strength Analysis:**

The Commissioners received a copy of the Functional Strength Analysis report showing vacancies including officers at the academy or unavailable due to training. The Department has twelve members unavailable as of April 2016. The report also provides the average weekly overtime for comparison to previous years' data of overtime and functional strength.

**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 \$45,000 per week. Ms. Smith will have a better year-end picture of the final numbers in June and will be in contact with CEO Griffin.

- 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 (\$23,000) 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 April 2016 Strength Report.

|                           | Commission Authorized | Budgeted   | Positions Filled | Vacant Budgeted Positions |
|---------------------------|-----------------------|------------|------------------|---------------------------|
| Total Sworn Full-Time     | 185                   | 178        | 173              | 5                         |
| Total Sworn Part-Time     |                       | 1          | 1                | 0                         |
| Total Non-Sworn Members   | 6                     | 6          | 4                | 2                         |
| Total Part-Time Civilians | 7                     | 5          | 5                | 0                         |
| Total Full-Time Civilians | 70                    | 61         | 60               | 1                         |
| Total Grant Civilians     | 1                     | 1          | 1                | 0                         |
| <b>TOTAL:</b>             | <b>269</b>            | <b>252</b> | <b>244</b>       | <b>8</b>                  |

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

**ACTIVITY REPORT:**

***Deputy Chief Michael Carignan:***

Last evening, police responded to a call for on March Street regarding a domestic situation in which several rounds were fired inside the home with a possible barricade subject. The female subject was able to get out of the home and the male subject was taken into custody without incident without the need for SRT Unit activation.

Channel 9 reported on a carjacking incident on Hollis Street which appeared to be an attempt to rob the driver of cash. Police were unable to locate the subject; however, detectives continue to investigate further.

*Drug Overdoses:* Year to Date: 117 drug overdoses which includes 13 deaths. There were three overdose deaths in April. NPD continues its assertive drug interdiction efforts by utilizing the POP and Traffic Units.

*Red Mirror Project:* The Red Mirror Project is a community policing initiative that teaches children/youth the role of a police officer and how to interact with officers. Nashua High School students have just completed a video project for the Red Mirror Project, which will be released sometime this week, and will be used as a teaching tool at the schools, local churches, and other community organizations.

The subject involved in a highway pursuit a few weeks ago is still hospitalized and being evaluated in Massachusetts. Once that is completed, he will be brought to Nashua.

Captain David Bailey has been actively managing our NPD Twitter account and postings include emergency information, police officer community involvement events, NPD historical photos and articles related to Nashua's fallen officers, and photos from officers visiting the National Law Enforcement Memorial in Washington, DC. We currently have close to 1800 followers.

Chief Lavoie commented that the Disproportionate Minority Committee has been renamed the Race & Ethnicity Diversity Committee as it was found that Hillsborough County was not disproportionately incarcerating Hispanic juveniles and no longer had any disparity issues.

The Chief and Deputy Chief answered any questions the Commissioners had regarding recent police incidents. Commissioner Dahl gave "kudos" to the officer who, while on routine patrol in the area of Paxton Terrace, identified a subject who was in possession of stolen IDs and credit cards.

Commissioner Tollner commented on the great efforts by our Computer Forensic Unit members for providing an Internet Safety presentation at the Boys and Girls Club and assisted PAL with the John Halligan Cyber Bullying presentation. Deputy Carignan added that this was another opportunity to expand our community policing efforts which have also included recent Tactical Emergency Care/Active Shooter Training. Commissioner Tollner encouraged the Chief and Deputy to continue to reach out the Telegraph to highlight these community initiatives.

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

**FY2017 BENEFIT PACKAGES:**

Chief Lavoie gave the Commissioners an overview of each of the non-union benefit packages outlined below. These non-union packages are addressed annually by the Police Commissioners. He stated that the CEO package and the Staff package increases are comparable with the increases negotiated by the Police Supervisors in their collective bargaining agreement.

Regarding the First Year Special Officers benefit packages, the wages are competitive with other outside agencies starting rates.

The Parking Enforcement/Animal Control Officer package is based on City recommendations.

**Chief Executive Officers:  
SUMMARY OF AMENDMENTS  
FY2017  
07/01/16 – 06/30/17**

| <b>ARTICLE</b>                          | <b>CHANGES</b>   |
|---|--|
| <b>Established Salaries</b>             | Effective 7/1/16: 2% increase<br>Effective 1/1/17: 1% increase |
| <b>Uniform Allowance</b>                | Language clarification.  |
| <b>Educational Assistance</b>           | Language clarification   |
| <b>Wellness Reimbursement Allowance</b> | Added personal workout equipment allowed.                      |

**MOTION:** Commissioner Tollner made a motion to approve the changes to the CEO Members benefit package as outlined in the "summary of amendments" effective 7/1/16 – 6/30/17. Motion seconded by Commissioner Dahl. All in favor.

**Staff Members:  
SUMMARY OF AMENDMENTS  
FY2017  
07/01/16 – 06/30/17**

| <b>ARTICLE</b>              | <b>CHANGES</b>   |
|-----------------------------|--|
| <b>Established Salaries</b> | Effective 7/1/16: 2% increase<br>Effective 1/1/17: 1% increase |
|                             |  |

|   |   |
|---|---|
| <b>Uniform Allowance</b>                | Language clarification.                   |
| <b>Educational Assistance</b>           | Language clarification.                   |
| <b>Wellness Reimbursement Allowance</b> | Added personal workout equipment allowed. |

**MOTION:** Commissioner Dahl made a motion to approve the changes to the Staff Members benefit package as outlined in the “summary of amendments” effective 7/1/16 – 6/30/17. Motion seconded by Commissioner Plante. All in favor.

**First Year Special Officers:  
SUMMARY OF AMENDMENTS  
FY2017  
07/01/16 – 06/30/17**

| <b>ARTICLE</b>          | <b>CHANGES</b>  |
|-------------------------|---|
| <b>Article 19 Wages</b> | Effective 7/1/16: 1% increase <ul style="list-style-type: none"> <li>• (1<sup>st</sup> Year Special Officers &amp; Certified 1<sup>st</sup> Year Special Officers)</li> </ul> |

**MOTION:** Commissioner Plante made a motion to approve the changes to the First Year Special Officers benefit package as outlined in the “summary of amendments” effective 7/1/16 – 6/30/17. Motion seconded by Commissioner Dahl. All in favor.

**Parking Enforcement Specialist / Animal Control Officers:  
SUMMARY OF AMENDMENTS  
FY2017  
07/01/16 – 06/30/17**

| <b>ARTICLE</b> | <b>CHANGES</b>                |
|----------------|-------------------------------|
| <b>Wages</b>   | Effective 7/1/16: 1% increase |

**MOTION:** Commissioner Tollner made a motion to approve the changes to the Parking Enforcement Specialist / Animal Control Officers benefit package as outlined in the “summary of amendments” effective 7/1/16 – 6/30/17. Motion seconded by Commissioner Dahl. All in favor.

**MUTUAL AID FOR LACONIA BIKE WEEK CONCERT**

NPD currently has a mutual aid agreement with Laconia, NH, regarding motorcycle week. Laconia PD has requested assistance from Nashua officers, as well as officers from other communities, to assist with a “Bike Week” concert with an anticipated attendance of 30,000 people. Off-duty officers will be hired and will be paid by Laconia through an “outside detail” and will be allowed to function as “police officers” through the current mutual aid agreement. These detail positions will be filled with “off-duty” officers who are on their normal day off, thus, it will not affect NPD staffing.

**OUTSIDE AGENCIES PARTICIPATION IN NASHUA OUTSIDE DETAILS:**

Chief Lavoie stated that many times we have trouble filling “outside detail” positions in Nashua; therefore, a draft agreement is in process that will allow outside agency police officers to participate in these vacant detail positions. These agencies are currently covered by mutual aid agreements with Nashua.

**OTHER BUSINESS:**

The following items were received after the May 17, 2016, agenda was completed and posted.

***Retirement:***

Master Patrolman Kevin J. Landry: Retirement effective June 30, 2016

***Resignation:***

Part-time Prisoner Transport Officer William Hamilton: Effective May 31, 2016

Crime Analyst Dawn Reeby: Effective May 25, 2016

**MOTION:** Commissioner Tollner made a motion to accept the retirement and resignations listed above on the effective date. Motion seconded by Commissioner Dahl. All in favor.

**PUBLIC COMMENT:**

There were no public comments.

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

After a brief discussion, the Police Commission meetings will tentatively move to the 3<sup>rd</sup> Monday of the month until further notice.

- Next meeting: Monday, June 21, 2016

**ADJOURNMENT**

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

**Time: 10:03 a.m.**

Respectfully submitted,

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Commissioner Nicholas Dahl, Clerk