

August 28, 2014

The Nashua Police Commission held a meeting on Thursday, August 28, 2014, at the Nashua Police Department.

**Members present:**

Commissioner Thomas A. Maffee, Chairman  
Commissioner Robert E. Valade, Clerk  
Commissioner Carl Andrade  
Chief John Seusing  
Deputy Chief Andrew Lavoie  
Deputy Chief Christopher Peach (not in attendance)  
Karen Smith, NPD Business Manager  
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)

**Others Attending the Public Session:**

Alderman Lori Wilshire  
Alderman Michael Soucy (not in attendance)  
Citizen Matthew Plant

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**PUBLIC SESSION**

Commissioner Maffee called the meeting to order at 6:06 p.m.

**MINUTES:**

- July 15, 2014

**MOTION:** Commissioner Andrade made a motion to accept the minutes of the July 15, 2014, meeting as submitted. Motion seconded by Commissioner Valade. Motion carried.

**PUBLIC COMMENT:**

There were no public comments.

**BUDGET:**

Business Manager Karen Smith provided the following budget report.

**Grants:**

- 2014 Justice Assistance Grant in the amount of \$53,594 for the purpose of purchasing equipment and/or funding overtime July 23, 2014, through September 30, 2017.
- Bulletproof Vest Partnership award in the amount of \$22,324 to be used for a portion of the 18 replacement vests for the fiscal year 2015 and vests for the hiring of new officers. The balance of the grant will be applied to FY16 purchases on the two year grant.

**FY2013 to FY2014 Budget Balance Comparison:**

- The budget balance for FY2014 is \$41,974, which includes the unanticipated funding of the Supervisor's collective bargaining agreement in the amount of \$65,828. In comparison, the FY2013 balance after escrows was \$31,711.
- The payroll accounts for FY2014 had a negative balance of (\$102,505) compared to FY2013 which was (\$88,391). The fiscal year overages were absorbed by the operational account balances. The FY2014 unexpended accounts included funds in the following accounts: medical services, recruitment and hiring, electricity, HVAC maintenance, vehicle repairs and maintenance, hardware maintenance, general equipment repair, telephone, unleaded fuel, uniform clothing allowance, and vehicle equipment.

**Special Revenue and Grant Reports:**

The Special Revenue Forfeiture account balances total approximately \$332,000 and are a combination of the State account for restitution and two federal funds for the Department of Justice and the Treasury as part of the equitable sharing program. The Pistol Permit account has a balance of \$28,000.

Open grants include the Justice Assistance Grant FY12 and FY13. There is a balance in the training account. There are balances available for CITJAG which is for the Citizens Academy, the CPJAG which is for Neighborhood Crime Prevention meetings, DETJAG is for the Detective Bureau overtime costs for the Sex Offenders Initiative, RADJAG, which is for the RAD (Rape Aggression Defense) program, and the COMMJAG, which is for community policing. A detailed list of the grant areas is in the back of the packet listing the FY2014 purpose areas. The VAWA (the Domestic Violence grant) and the Bulletproof Vest grant 2013, and the NH Highway Safety grants which expire in September have a small balance remaining. Some of the funds will be used to pay for the upcoming NPD Open House.

**Equitable Sharing Annual Certification:**

The Equitable Sharing Agreement and Certification was submitted by 8/31/14 as required. This report details the beginning balance, federal funds received, interest income, the itemized areas of expenditures, and the fiscal year-end balance. This report is for both Justice funds and Treasury funds.

**Department Detail Expenditure Report FY2015:**

Four (4) of fifty two (52) payroll weeks have been processed or should be at 7.7% of the average appropriation. The budget report reflects that we are operating at 7.7% in the 51 Salaries and Wages accounts. The report has not been updated to reflect the \$70,000 being returned to our budget, but it will be updated by the City shortly.

Page six shows a list of the accounts including encumbrances which were commitments that were encumbered in the prior year but have not materialized and have been carried over. There were not any prior year escrow requests.

**FY2015 Weekly Payroll Overtime:**

The average weekly overtime for the month of July was \$26,690 and comparable to May and June of FY14. This is still an increase from the \$20,000 we saw in the fall and in March and April. The first week paid in July included overtime in the amount of \$9,000 for the 4<sup>th</sup> of July activities. The month of July included a higher volume of overtime for coverage.

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

The multi-year coverage report for the month lists July 2014 at \$52,078. An analysis of a week in June with high coverage compared to a standard lower coverage week showed that the combination of people on training while other people are out on vacation or other authorized leave was the reason for the increased coverage overtime. The lower weeks are low because with a good staffing, we did not have to hire for every absence. However when training is occurring at the same time, there are not enough officers on duty without paying overtime. We will be doing further analysis of the coverage overtime for the month of July.

**Payroll Cost Analysis:**

This analysis was created by John Griffin and updated by Karen Smith. Karen updated the report with a weekly payroll of \$281,500 and the weekly overtime/per diem of \$24,000 for the remaining 48 payroll weeks of the fiscal year. This would leave a remaining balance in the range of \$102,000 by year end in the payroll. As we have seen during other budget cycles, this reporting is for one month and the numbers will fluctuate depending on expenditures throughout the year

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

The Commission received a copy of the report showing the overtime cost for recent major cases and robberies.

**FY2015 Revenue Report:**

The Commission received a copy of the July 2014 Revenue Report.

**Strength Report:**

The Commission received a copy of the July 2014 Strength Report.

July 2014	Commission Authorized	Budgeted	Positions Filled	Vacant Budgeted Positions
Total Sworn Full-Time	185	178	177	1
Total Sworn Part-Time		1	1	0
Total Non-Sworn Members	6	6	5	1
Total Part-Time Civilians	9	6	5	1
Total Full-Time Civilian	68	62	59	3
Total Grant Civilian	1	1	1	0
TOTAL:	269	254	248	6

**CERF and Finance Committee Meeting Update:**

- Bulletproof vests went to Finance on August 20, 2014. The vests are purchased from Department funding at 50% and the bulletproof vest grants at 50%. Twenty seven vests will be purchased as needed during the fiscal year based on replacement schedule and new hires.
- Building Maintenance Vehicle: This was originally approved at CERF and scheduled for Finance, but we asked for the truck to be removed from the scheduled Finance meeting so we could wait to obtain the 2015 Ford F150 that comes with the plow package that will be better suited for us to put our existing plow on the new truck. The pricing is expected to be available in September.
- Telephone project: The NPD Information Technology Manager is scheduled for a project meeting at for the end of August and that they are working on the process for bonding the project.
- The annual ammunition order will be processed and requested for the October 1 meeting along with the responses from the bid for ballistic helmets purchased through the 2014 grant funds.

Commissioner Maffee questioned if officers assigned to the Broad Street Parkway project were paid through the NPD budget. Officers are not paid through the department budget but through the Outside Detail program.

Commissioner Andrade requested a future meeting with Business Karen Smith in order to get a better understanding of the NPD budget.

**MOTION:** Commissioner Valade made a motion to accept the budget reports and place on file. Motion seconded by Commissioner Andrade. Motion carried.

**ACTIVITY REPORT:**

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

On August 27, 2014, two brothers were arrested following a shooting in Nashua. The suspects followed two subjects from Manchester to Nashua, got out of the vehicle, and shot multiple rounds with one round entering a nearby residence. An officer on patrol heard the shots and attempted to stop a vehicle, which turned out to be the suspect vehicle, for a going through a stop sign. Both suspects were arrested and are currently being held at Valley Street. The individuals are possible suspects in a Manchester shooting.

On August 20, a woman was the victim of a purse snatching incident on Concord Street. Detectives were able to track the stolen debit card use. Video surveillance photos were put out on Channel 9. Two suspects were identified and arrested.

A woman suffered a serious injured after being shot by her boyfriend at a Gilman Street location. Her boyfriend claimed he was cleaning his gun when it went off, hitting the victim. Detectives continue to investigate this case.

The Narcotics Intelligence Division and the POP Unit conducted a series of drug sweeps in which 11 people were arrested on various charges of drug sales including, heroin, and cocaine, crack, and prescription pills. A press release is forthcoming.

**MOTION:** Commissioner Andrade made a motion to accept the activity report. Motion seconded by Commissioner Valade. Motion carried.

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

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

**MOTION:** Commissioner Valade made a motion to place the letters on file. The motion was seconded by Commissioner Andrade. Motion carried.

**RESIGNATIONS:**

- Part-Time Police Attorney Steven Ranfos: Effective September 5, 2014
- Parking Enforcement Specialist Jennifer Bartlett: Effective August 17, 2014

**MOTION:** Commissioner Andrade made a motion to accept the resignations, with regrets, of Steven Ranfos effective September 5, 2014 and Jennifer Bartlett on August 17, 2014. The motion was seconded by Commissioner Valade. Motion carried.

**RETIREMENTS:**

- Sergeant Joseph Molinari: Effective August 20, 2014
- Lieutenant Francis Sullivan: Effective September 1, 2014
- Captain George McCarthy: Effective September 1, 2014
- Deputy Chief of Uniform Operations Christopher Peach: Effective October 1, 2014.

**MOTION:** Commissioner Valade made a motion to accept the retirements, with regrets, of Sergeant Joseph Molinari effective 8/20/14, Lieutenant Francis Sullivan effective September 1, 2014, Captain George McCarthy effective September 1, 2014, and Deputy Chief Christopher Peach effective October 1, 2014. Motion seconded by Commissioner Andrade. Motion carried.

**SWORN HIRE:**

For the record, the following people were sworn in as a First Year Special Officer on August 26, 2014: Conditional Offers of Employment were previously approved by the commissioners.

- First Year Special Officer Matthew Cote
- First Year Special Officer Michael Kekejian

**TEAMSTERS LOCAL 633 COLLECTIVE BARGAINING AGREEMENT:**

Deputy Chief Andrew Lavoie gave the commissioners a summary of the changes to the Collective Bargaining agreement.

***Summary of Changes:***

ARTICLE	CHANGES
<b>13 – Vacations</b>	<b>Added</b> provision for prorated vacation for part-time employees. <b>Added</b> an additional day of vacation for employees with twenty (20) or more years of continued service (total 27 days).
<b>15 – Uniforms, Dress &amp; Grooming Code</b>	<b>Added</b> provision permitting employees to wear department approved business casual dress on Fridays through Sundays and holidays.

<b>18 – Bereavement Leave</b>	<b>Clarified</b> language by stating that bereavement leave is three (3) consecutive regularly scheduled work days.  <b>Added</b> an additional day of bereavement leave for the loss of an employee's parent, step-parent, spouse, child or step-child.
<b>20 – Personal Days</b>	<b>Added</b> provision permitting the use of personal days in half-day increments. <b>Removed</b> window for prior approval by supervisor of personal days.
<b>21 – Exchange of Workdays</b>	<b>Allows</b> employees to fill any positions for which they had been trained or cross trained.  <b>Increased</b> number of swaps per employee with other employees and himself/herself from three (3) to ten (10) per quarter and extends the payback period to six months.  <b>Allows</b> an employee to receive a personal day or vacation day used towards scheduled swap days as long as the approval for that personal day or vacation day does supersede a like request from a permanently scheduled employee on that shift.
<b>22 – Shift Exchanges</b>	<b>Changes</b> designation of Receptionist from Clerk Typist II to Records Tech I and II.  <b>Eliminates</b> provision prohibiting employees from working consecutive shift on a workday.
<b>23 – Wages</b>	FY15: 2.5% wage increase; FY16: 2.5% wage increase; FY17: 3% (2% 7/1/16; 1% 1/1/17) wage increase.  <b>Added</b> provision requiring current employees who are properly trained to be called before a position is filled by a per diem or adjunct employee.
<b>25 – Overtime</b>	<b>Amends</b> seasonal time adjustments to pay employees eight (8) hours regular time and one (1) hour overtime in the Fall and eight (8) hours regular time in the Spring.
<b>27 – Compensatory Time (Time Coming)</b>	<b>Permits</b> compensatory time to be used within six (6) months and <b>removes</b> the prohibition against carrying over compensatory time from one year to the next.  <b>Removes</b> the prohibition against using time coming to extend leaves and the seven (7) day prior approval period.
<b>33 – Department Seniority</b>	<b>Defines</b> “service” or “date of hire” as a full-time position in the Teamsters Union.
<b>43 – Term of Agreement</b>	July 1, 2014 through June 30, 2017.

**MOTION:** Commissioner Valade made a motion to approve the Teamsters Local 633 Collective Bargaining Agreement effective July 1, 2014 – June 30, 2017, as outlined above. Motion seconded by Commissioner Andrade. All in favor. Motion carried. The agreement will be forwarded to the city for final approval by the Board of Aldermen.

**COMMUNICATIONS EMPLOYEES N.E.P.B.A. LOCAL 125 I.U.P.A., AFL-CIO COLLECTIVE BARGAINING AGREEMENT:**

Deputy Chief Andrew Lavoie gave the commissioners a summary of the changes to the Collective Bargaining agreement.

**Summary of Changes:**

ARTICLE	CHANGES
<b>15 – Uniforms, Dress &amp; Grooming Code</b>	<b>Added</b> provision permitting employees to wear department approved business casual dress on Fridays through Sundays.
<b>16 – Insurances Medical &amp; Health Insurance</b>	<b>Deleted</b> provision requiring that health care plans have a “benefits comparable to those currently provided” and <b>add</b> a definition for a “comparable” plan.

	<p><b>Reduces</b> the city's health care premium contribution for Point of Service plans to 70% and for HMO plans to 80%.</p> <p><b>Increases</b> co-pays for medical visits to twenty (\$20.00) dollars and for emergency room visits to one hundred (\$100.00) dollars. Requires deductibles of two-hundred and fifty (\$250.00) dollars per person and five hundred (\$500.00) per two-person/family plans for inpatient/outpatient facility care.</p> <p><b>Revised</b> for co-payments of \$5/15/35 (\$5/30/70 mail order) for prescriptions.</p>
<b>17 – Sick Leave</b>	<p><b>Add</b> sick leave increase from an accrual rate of 8 hours each month (12 days) per year to 10 hours each month (15 days) during the last two years of the contract.</p>
<b>18 – Bereavement Leave</b>	<p><b>Adds</b> to the definition of immediate family "step-grandchildren."</p> <p><b>Adds</b> an additional day of bereavement leave (total of 4 days) for the death of a spouse, parent or child.</p>
<b>21 – Exchange of Workdays</b>	<p><b>Requires</b> a minimum of 8 hours off following a 16 hour block.</p> <p><b>Eliminates</b> the requirement that a 16 hour block limited to one swap and be a regular 8 hour block.</p> <p><b>Eliminates</b> prohibition against two consecutive 16 hour blocks.</p>
<b>22 – Shift Exchanges</b>	<p><b>Requires</b> a minimum of 8 hours off following a 16 hour block.</p> <p><b>Eliminates</b> requirement that 16 hour block be limited to one swap and a regular 8 hour block.</p> <p><b>Eliminates</b> prohibition against two consecutive 16 hour blocks.</p>
<b>23 – Wages and Titles</b>	<p>FY12: 0% increase to the payroll grade and step grid and no step.</p> <p>FY13: 0% increase to the payroll grade and step grid and no step.</p> <p>FY14: 0% increase to the payroll grade and step grid for all employees except Shift Leaders* will receive a 1% increase to their grid, and all employees move one step on the grid.</p> <p>FY15: 1% increase to the payroll grade and step grid for all employees except Shift Leaders will receive a 2% increase to their grid, and all employees move one step on the grid.</p> <p>FY16: .5% increase to the payroll grade and step grid except shift leaders will receive a 1.5% increase to their grid and all employees will move one step on the grid.</p> <p>After completion of probation, Comm. Techs and Dispatchers will move to step two on the payroll grade and step grid.</p> <p>*The Shift Leader payroll grade and step grid has 1% steps while the grid for other employees has 2% steps.</p>
<b>25 – Overtime</b>	<p>Clarifies daylight saving time provision by requiring that employees in the Fall receive 8 hours of regular time and 1 hour of overtime and 8 hours regular pay in the Spring.</p>
<b>27 – Compensatory Time (Time Coming)</b>	<p>Increases the maximum number of compensatory time hours from 16 to 24.</p>
<b>39 – Term of Agreement</b>	<p>Five year term July 1, 2011 through June 30, 2016.</p>

**MOTION:** Commissioner Andrade made a motion to approve the Communications Employees N.E.P.B.A. LOCAL 125 I.U.P.A., AFL-CIO Collective Bargaining Agreement effective July 1, 2011 – June 30, 2016, as outlined above. If approved, the agreement will be forwarded to the city for further approval. Motion seconded by Commissioner Valade. All in favor. Motion carried. The agreement will be forwarded to the city for final approval by the Board of Aldermen.

**OTHER BUSINESS:**

The Nashua Police Department will be having an open house on September 20, 2014, from 10:00 am to 4:00 pm. It will be open to the public.

The new NPD sign has been installed.

The Commissioners and Chief Seusing thank Alderman Wilshire for her support during the budget process.

Alderman Wilshire will contact Attorney Bennett regarding sponsorship for the Teamsters and the Communications collective bargaining agreements.

**TENTATIVE DATE OF NEXT MEETING:**

Tuesday, September 16, 2014.

**ADJOURNMENT**

**MOTION:** Commissioner Valade made a motion to end the public session and adjourn the meeting. Motion seconded by Commissioner Andrade. Motion carried.

**Time: 7:24 p.m.**

Respectfully submitted,

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Commissioner Robert Valade, Clerk