

Claremont Police Commission Meeting

Public Minutes

Wednesday, March 18, 2015 @ 5:30 PM

@ Visitor's Center/Planning & Development Office, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order **at 5:35pm**. Commissioner Courtemanche, Commissioner Raymond and Commissioner Tremblay were all present along with Chief Scott.

- II. Citizens Forum: No citizens appeared for citizen's forum. Chief Scott outlined plan to have to work with either the Library or Community Center to help host public informational sessions such as classes for community members on basic Constitutional Law issues and duties and responsibilities of the Police Commission. Chief Scott noted he is hoping to have the first one in April or May. Commission continued discussion during New Business, Strategic Plan Update, discussing potential ways to increase citizen participation.

- III. Review Minutes of February 18th, 2015 Public Meeting: After review of the February 18th, 2015 Public Minutes Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Commissioner Tremblay and all three Commissioners voted in favor of said motion.

- IV. Preview of February and March and April, 2015 upcoming events: Chief Scott noted that the Department is preparing for a Department of Justice COPS office onsite grant audit scheduled for April 1st. Later that week the Department is participating in a mock accreditation on-site inspection in preparation for the actual on-site inspection scheduled for June 28-30, 2015.

Police Academy Graduation for Officers Wade and Petrin is scheduled for Friday April 10th, 2015 at 2:00pm at Police Standards and Training, Concord, NH.

V. February 2015 Monthly Reports:

- a. Chief's Office
- b. Criminal Division
- c. Patrol Division
- d. Communications Division
- e. Statistical Reports

The February 2015 monthly reports were reviewed with discussion centering on a recent pistol permit denial that was overruled by the Circuit Court, discussion of the new plans for the Claremont Speedway, update on eviction process at 54 Windsor Road (Hunter Property), and explanation of School Resource Officer's efforts with Duty of Parent citations for consistently absent students. After review and discussion of the February 2015 Monthly Reports Commissioner Tremblay made a motion to accept said report, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

VI. Correspondence: A thank you note to the Claremont Police Department from the parents of a domestic violence victim who was assisted by the department was reviewed.

VII. Accreditation / Grants update: Chief Scott reminded the Commission of the upcoming COPS grant audit and mock CALEA on-site inspection.

VIII. Budget Update:

- a. Police: Chief Scott noted that the budget is currently at 68% spent which is under target. Budget should end with savings at the end of the year.
- b. 911: Chief Scott noted that the budget is currently at 62% spent which is under target. Budget should end with savings at the end of the year.
- c. 2015/2016 Proposed Police Budget: Chief Scott outlined 2015/2016 budget proposal noting there are no significant changes other than contractual personnel costs.
- d. 2015/2016 Proposed 911 Budget: Chief Scott outlined 2015/2016 budget proposal noting there are no significant changes other than contractual personnel costs.

IX. Old Business: N/A

X. New Business:

- a. Review of 2014 Strategic Plan and recommendations for 2015 Update: After reviewing and discussion the Commission requested the following items be considered for inclusion in the updated strategic plan:
 - i. Improving the department's use of social media to educate public about department activity, etc.;
 - ii. Defining a plan for community interaction beyond just the School Resource Officer;
 - iii. Quantify internal and external education sessions associated with Community Policing;
 - iv. Continue focus on Succession Planning;
 - v. Review timing of annual requirements such as evaluations, analysis, CALEA requirements, etc. in light of new payroll increase dates, fiscal budget year, etc.

- b. Review of 2014 Immediate Goals and Objective and recommendations for 2015 Update: Commission requested that the suggestions from Strategic Plan update be included in Immediate Goals and Objectives update draft. Draft updates should be presented at April meeting.

At 6:45pm Commissioner Raymond made a motion to go into non-public session pursuant to NH RSA 91-A:3, II (a) Personnel, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

- XI. Public Session: The meeting returned to public session **at 6:56pm.**
- XII. Set tentative meeting(s) Schedule for March 2015 meeting: The April 2015 Police Commission meeting was tentatively scheduled for Wednesday April 15, 2015 at 5:30pm at the Claremont Visitors Center, 14 North Street.
- XIII. Adjourn: At 6:58pm Commissioner Courtemanche made a motion to Adjourn, the motion was seconded by Commissioner Tremblay and all three Commissioners voted in favor of said motion.

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Prepared by:

Chief Scott