

**Police Advisory Committee
March 27, 2017
Cook Memorial Library – Tamworth
4:00 p.m.**

Individuals Present: Melanie Streeter, Lisa Remick, Susan Ticehurst, Becky Mason, Eric Dube, Bill McKay, Diana Lewis, Peter VanderLaan, Chele Miller, Mark Anthony, Nancy Sheriden, Chris Canfield.

Minutes Recording: Becky Mason/Chris Canfield

1. Call to Order at 4:00 p.m.
2. Introduction: Each member present gave a brief introduction regarding serving on this committee.
3. Chris Canfield discussed the purpose of this committee:

Purpose:

The Tamworth Police Advisory Committee was created by the Board of Selectmen (BOS) at its 3/23 meeting, this at the behest of the Tamworth Town Meeting, 3/14/17. The BOS asked Chris Canfield to chair the committee. Its goal is to create recommendations to the BOS about how to structure the Tamworth Police Department based on input from the community as well as research into how communities staff their departments. The BOS has requested that this committee submit its recommendations by May 25 so that it can begin a process to structure the police department that they hope to conclude in time for “budget season” in early November.

4. Chris Canfield passed out handouts for group to review which included:
 - Possible timeline for activities to be done
 - 91-A Guidelines
 - “Six Steps to Recruiting a Great Police or Fire Chief”
 - pp.7-9 91:A text: “IV. Meetings”
5. Discussion took place regarding the formation of a steering committee consisting of possible seven members. Members were asked after the review of timeline and paperwork if they were willing to serve on Steering Committee. It was determined that the Steering Committee would be the voting members of the committee. Those who did not wish to serve on the Steering Committee did wish to continue to serve in any capacity that would assist the committee.

The following individuals that were nominated for the Steering Committee:

Peter VanderLaan	Melanie Streeter
Lisa Remick	Becky Mason
Mark Anthony	Chris Canfield

It was discussed that if another member of the Steering Committee was not obtained that the Chairman of the PAC would vote only as a tie breaker.

Motion made by P. VanderLaan, seconded by Eric Dube to accept those nominated for the Steering Committee - voted on by all present. Passed 12-0.

6. Discussion took place regarding RSA:91-A (Right-to-Know)
 - Please err on the side of caution.
 - Meetings = quorum making decisions
 - Non-meetings
 - Emails
 - What criteria constitutes a non-public meeting
 - Posting of the meeting in two public places, one of which can be electronically on the Town of Tamworth Web page.

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7. Discussion took place regarding Proposed tasks and timeline
- a. Determine PAC meeting time - Mondays at 7pm - Cook Library
 - b. Discussion took place regarding the Listening sessions: The following individuals will research and work on the listening sessions:
 - Chris Canfield
 - Nancy Sheridan
 - Chele Miller
 - Susan Ticehurst
 - Eric Dube

Discussion took place that Chris Canfield will ask Dick Lennon and Ruth Timchak to serve on the Steering Committee as well as the Listening session.

Items to be researched for next meeting:

- Listening Forum postcard - target date (mail in 10 days: April 5)
- Mechanics of mailing—Funding, Households, Mass mailing tips
- Listening training (Two weeks: April 10)
- Listening sessions to have only 2 Steering Committee members present at each location.

- c. Discussion took place regarding what other areas needed to be looked at regarding the Police Department. It was determined the following areas would be looked researched and Steering Committee assigned:
 - Area Need: M. Anthony/B. McKay (school, community, etc)
 - Hiring Practices/ Evaluation: P. VanderLaan/L. Remick
 - Job Descriptions/Performance Evaluations: M. Streeter/B. Mason
 - Compensation/Retention - will be done in conjunction with job descriptions/Performance Evaluations.

8. Homework: Chris Canfield asked that the committee members do the following prior to the next meeting:
- Review “Six Steps to Recruiting a Great Police or Fire Chief”
 - Think survey: resources? Mechanics of mailing (see listening forum)

Motion made by B. Mason, seconded by E. Dube to adjourn the meeting. Voted 12-0.

Meeting adjourned at 5:45 pm