



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: April 11, 2022  
Submitted by: Captain Eric Marquis  
Department: Police

Date of Meeting: April 28, 2022

Speakers: Captain Eric Marquis

Time Required: 15 minutes

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input checked="" type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

Approval to accept a grant from the NH Office of Highway Safety for equipment reimbursement

## DESCRIPTION OF ITEM

Accept a grant from the NH Office of Highway Safety for Equipment reimbursement in the amount of \$11,715.33.

## REFERENCE (IF KNOWN)

RSA:	31:95-b	Warrant Article:	_____
Charter Article:	8-15	Town Meeting:	_____
Other:		N/A	

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name:	<u>Eric Marquis</u>	Address:	<u>Police</u>
Phone Number:	<u>603.420.1862</u>	Email Address:	<u>emarquis@merrimacknh.gov</u>

## APPROVAL

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:

Hold for Meeting Date: \_\_\_\_\_



# MERRIMACK POLICE DEPARTMENT

31 Baboosic Lake Road • Merrimack, NH 03054  
(603) 424-3774 • Fax (603) 424-1760  
[www.merrimackpd.org](http://www.merrimackpd.org)

**Brian K. Levesque**  
Chief of Police

**Matthew J. Tarleton**  
Deputy Chief

---

---

## MEMO

---

---

**DATE: APRIL 11, 2022**  
**TO: MEMBERS OF THE TOWN COUNCIL**  
**CC: TOWN MANAGER PAUL MICALI**  
**FROM: ERIC MARQUIS**  
**RE: HIGHWAY SAFETY EQUIPMENT REIMBURSEMENT GRANT**

---

The Merrimack Police Department is transitioning to a new records management system moving from our current system, Microsystems-Crimetrack, to a management system from CSI Technology Group which will offer us a more efficient way to manage our records. The new CSI system is currently scheduled to be implemented in June of this year.

The new system gives officers the ability to electronically produce motor vehicle enforcement paperwork, warnings, summons and defective equipment paperwork roadside. This is a scanning based system where the officers scan an operator's license to start the paperwork process. Currently these items are hand written by the officer. It will also give officers the ability to scan documents including license, motor vehicle registrations, etc. to more efficiently document accident reports. This new method will be more efficient and safe for officers on the road.

This new technology requires the purchase of printers to be mounted in the officer's vehicles to be able to produce the paperwork roadside. We have eleven vehicles that will need to be outfitted with these new printers. This also requires the purchase of mounting kits, adapter plates and would require professional installation. We have a quote for the equipment from Glacier Computer for \$10,226.00. The grant is a 100% reimbursement for the printers which also requires a 25% in-kind match. Our match will be the cost of the installation.

We are also purchasing a mobile data terminal which will be installed in our K9 officer's vehicle. This vehicle currently does not have an MDT in it. We have a quote

**on file from Advanced Electronics Design Inc. for \$3,499.48 which would cover the lap top purchase, mounting equipment as well as installation. This grant for the MDT is covered at 50% (up to \$1,500) by the state and will total \$1,500 in reimbursement. We will cover the remaining balance.**

**In November of 2021 we applied for an equipment reimbursement grant from New Hampshire Office of Highway Safety for the equipment listed above. We received word in March of this year that the grant application we submitted to the state has been approved. We have been awarded a grant from the New Hampshire Office of Highway Safety in the amount of \$11,715.33 to help cover all related costs. We are asking the Council to allow the town to accept this grant.**

**LEGAL NOTICE**  
Town of Merrimack  
**Public Hearing**

---

Residents of Merrimack are hereby advised that the Town Council will hold a public hearing to authorize the acceptance and expenditure of a grant from the New Hampshire Office of Highway Safety in the amount of up to \$11,715.33 for equipment reimbursement towards a new record management system for the Police Department, pursuant to RSA 31:95-b and Charter Article 8-15. The public hearing will be held on **Thursday, April 28, 2022 at 7:00 PM** in the Matthew Thornton Room located at 8 Baboosic Lake Road in Merrimack.

---

**For Town of Merrimack Use:**

Posted: April 20, 2022

To Be Published: April 20, 2022 (*Union Leader*)

To Be Published: April 22, 2022 (*Sunday Select / Merrimack Edition*)



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner
Richard C. Bailey, Jr., Assistant Commissioner
Eddie Edwards, Assistant Commissioner

Office of Highway Safety

Captain Christopher W. Vetter, Commander
John A. Clegg, Program Manager



GRANT AGREEMENT AMENDMENT NOTICE

Chief Brian Levesque
Merrimack Police Department
31 Baboosic Lake Road
Merrimack, NH 03054

Date: 02/08/2022

Grant Agreement Title/Number: Merrimack Highway Safety Grant, 22-118

The NH Office of Highway Safety is amending your FFY 22 original award amount from \$9,251.00 to \$20,966.33

Upon your acceptance of this amendment, it shall be attached to and made a part of your department's FY22 Grant Agreement. Please refer to your Grant Agreement and Scope of Work for any requirements, which will apply to this amendment.

Adjustments:

Table with 3 columns: Additional Project & Funds Awarded, Adjustment, Match Requirement. Rows include Mobile Data Terminal, E-crash Printer, and a Total row.

Comments: Scope of Work Attached

Handwritten signature of Chief Brian Levesque

03-10-22

Signature and Title of Subrecipient 1
Chief Brian Levesque

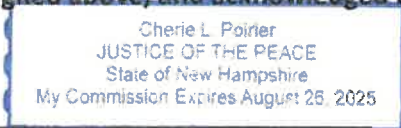
Date

Signature and Title of Subrecipient 2

Date

Acknowledgment: State of New Hampshire, County of Hillsborough, on 3 / 10 / 22, before the undersigned officer, personally appeared the person(s) identified above, known to me (or satisfactorily proven) to be the person(s) whose name(s) is(are) signed above, and acknowledged that he/she executed this document in the capacity indicated above.

Handwritten signature of Cherie L. Poirier



Name, Title & Signature of Notary Public or Justice of the Peace

Robert L. Quinn, Commissioner
NH Department of Safety

Date

# Scope of Work

## eCrash Equipment

EQUIPMENT AWARDED IS INDICATED BY AN "X" NEXT TO THE PROJECT

NOTE: All equipment must meet the "BUY AMERICA" requirement

### **X** Printer, Bar Code Scanner, GPS Receiver Equipment

- A reimbursable unit includes the following three items:
  1. Compatible Printer w/Mobile Adapter Kit/Printer Mount and Adapter Plate
  2. Compatible Bar Code Scanner
  3. Compatible USB GPS Receiver
- eCrash equipment cannot exceed the amount of \$1,440.00 per unit to include shipping.
- Purchased units must be installed within 90 days of receiving equipment.
- Law Enforcement agencies who are participating in this program are expected to begin submitting electronic crash reports to the Division of Motor Vehicles within 180 days of receiving equipment.

+++++

### **X** Mobile Data Terminal Equipment

- A reimbursable unit includes the following two items:
  1. Laptop - OHS will reimburse 50% up to \$1,500 for each laptop awarded
  2. Docking Station/Mounting Hardware/Stand - OHS will reimburse 50% up to \$500 for docking station/mounting hardware/stand
- Only cruisers that are primarily (used 50% of the time for enforcement efforts) used for citation, crash reporting and have connectivity to the state system will be considered eligible for this E-Crash equipment grant.
- Purchased units must be installed within 90 days of receiving equipment.
- Law Enforcement agencies who are participating in this program are expected to begin submitting electronic crash reports to the Division of Motor Vehicles within 180 days of receiving equipment.
- Equipment Reimbursements must be submitted within the quarter in which the equipment is purchased.

**NOTE:** Does not include the purchase of equipment outside the scope of the above mentioned equipment.

Grantee Initials: BE  
Date: 3/10/2024

Grantee Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Grantee Initials: \_\_\_\_\_  
Date: \_\_\_\_\_