



Chief Anthony J. King  
Chairman

**State of New Hampshire**  
POLICE STANDARDS & TRAINING COUNCIL  
NH LAW ENFORCEMENT ACCREDITATION COMMISSION  
Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 - Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



John V. Scippa  
Director

**Public Minutes**

**NH Law Enforcement Accreditation Commission Budget Subcommittee Meeting**

**June 4, 2024**

NH Police Standard & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301  
&  
Zoom

1. **Call to Order and Roll Call:** At 12:03pm Chief Chase called the meeting to order.

Committee Vice Chair: Chief (Ret.) Ron Ace present – in person  
Secretary: Chief Mark Chase Center Harbor Police Department present – in person  
Commission member: Sheriff Eli Rivera present – in person  
PST Designee: Captain Adam Hawkins NH Police Standards & Training present  
– via zoom

Staff Present: Attorney Stacie Moeser PST (Board Counsel) present – in person  
person  
Assistant Director Max Shultz PST present – in person  
Jessica Nichols PST (Business Administrator) present – in person  
Lieutenant Sonya Robicheau PST present - in person

Public Present: Rick Stillman – in person  
Keri Wearing – in person

2. **Budget / Grant Update:** Attorney Moeser provided an update on her communication with the US DOJ and the restrictions with the two different grants that we have. The first grant, the 2021 Cooperative Grant for the 75k and the second grant, a 300k Cops grant. An extension for the Cooperative Grant was requested until February 2025. These funds are restricted to tangible items such as equipment, laptop computers, an owl and the model policy RFP that was previously discussed. The second grant can be utilized for the proposed conference but cannot be used for marketing materials. Major Shultz reported that there will be greater flexibility with how we can expend the 20k annual funds that will be received from PowerDMS. BA Nicols reported that all the money has been refunded to all the agencies who had paid dues with the exception of the Hampton Police Department, which will be refunded soon. BA Nichols also reported that approved purchases have arrived.



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3. **Program Manager:** The Program Manager contract will go before the Governor and Council at the next scheduled meeting. There was discussion of the needs of the Program Manager and Accreditation Manager Lt. Robicheau. Items such as laptop computers, certificates and frames, cruiser decals for accredited agencies and letterhead. Major Shultz believes they have identified an area where a workstation could be set up for the Program Manager when working at PSTC. There are no private offices available as they are occupied by PSTC staff. Lt. Robicheau also reported that meetings will be transitioning from Zoom to Microsoft Teams.
4. **Accreditation Conference:** There was discussion on possible location a conference. It was felt that central New Hampshire in November would be the best option and that we should move forward with it.
5. **Recommendations:** A motion was made by Sheriff Rivera and seconded by Chief Chase to recommend from the budget subcommittee to the full Commission to fund the purchase laptop computers, an owl, certificates and engraved frames, letterhead, accreditation cruiser decals, and a Request for Proposal for model policies and any other necessary equipment. The motion also included reimbursing PowerDMS fees and pursuing a NH Accreditation Conference for November. All purchases are to come from the appropriate grants or line item. A roll call vote was cast, and the motion passed unanimously.
6. **Approval of Minutes:** A motion was made by Chief (Ret.) Ace and seconded by Sheriff Rivera to accept the budget subcommittee minutes from May 7, 2024. A roll call votes was cast and the motion passed unanimously.
7. **Public Comment:** None
8. **Meeting schedule / next meeting:** The subcommittee meeting will be held at:

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July 9, 2024, at 12:00 pm and by Microsoft Teams.

**Adjournment:** The meeting disbanded at 12:53 pm.

Respectfully submitted.

Chief Mark C. Chase