

APPROVED

POLICE COMMISSION MEETING

Minutes of the Meeting of Tuesday May 27, 2008

The Hooksett Police Commission held a public meeting on Tuesday May 27, 2008, at the Safety Center. Present were Chairperson David Gagnon, Commissioner Henry Roy, Commissioner Mary Anne Maksalla, Chief Stephen Agrafiotis, Captain Jon Daigle, Captain Paul Cecilio, Town Councilor Paul Loiselle, Greta Cuyler correspondent for the Union Leader, Marc Milville, Tyler Whitacre and David Whitacre.

Chairperson Gagnon called the meeting to order at 5:34 p.m.

Pledge of Allegiance

Non- Public Session

At 5:35 PM, the Commission entered a non-public session to discuss personnel issues. Chairperson Gagnon motioned, seconded by Commissioner Roy, and the motion carried unanimously by roll call vote to enter non-public session in accordance with the provisions of NH RSA 91-A: 3, II (c)

A motion was made to come out of the non-public session at 6:00 PM.

1. Personnel Issues:

A. A motion was made by Chairperson Gagnon to hire Troy Cline for the vacant patrol lieutenant position, Derek Brown for the vacant detective position, and Paul Bonafide for the vacant police officer position, pay rates to be determined. Seconded by Commissioner Roy. Motion carried unanimously.

Public Session

1. Minutes of Last Meeting:

A. A motion was made by Chairperson Gagnon to accept the April 15, 2008 public minutes as amended. Seconded by Commissioner Roy, motion carried unanimously.

2. Public Input:

A. Citizen, Marc Miville stated that at the last Town Council meeting it was brought to his attention that the Police Commission was considering replacing the Safety Center sign located on Legends Drive and Hooksett Road. He wanted the Commission to be aware of the history behind the sign before replacing it. He stated that his sister Roxanne Cate sent a letter to Councilor Bill Gahara expressing her concerns, because the sign was actually created by an Eagle Scout. He stated that if the sign needed to be moved or replaced that they consider repurposing the sign.

Chief Agrafiotis informed Mr. Miville that they would be discussing the sign later in the meeting if he wanted to stay and have some input.

3. Monthly Reports:

A. The budget summary for the Town for the month of April was in week 43 of 52 and 82.69% expended. The Police Department was 69.16% and Communications Department was 58.47% expended.

4. Old/New Business:

A. The Town Administrator was asking all department heads to attend the next Town Council Meeting scheduled for May 29, 2008 to discuss funds that may be left over in their budgets. Chairperson Gagnon stated the Chief would attend but would not have any firm figures at that time.

A discussion was held reference the Police and Communication budgets. Town Councilor Loiselle stated that they are looking to help offset the fuel increases, and other items that need to be taken care of in town.

B. The School Resource Officer vehicle is being given to the Town Assessor; it is being painted.

C. Chief stated they had some old light bars and other types of equipment that have been offered to other town departments if they had any use for them.

D. Councilor Loiselle stated that at the last Town Council meeting, the Council supported giving the Police Commission the authority to take care of the new sign for the Safety Center.

Chief stated that he met with Jutras Signs who will be working on this project they would be putting emblems up in the media room and finishing up on the lettering on the front of the building. A meeting is scheduled for next week to start looking at lighted signs. The Fire Department, Sandra Oliver, Paul Loiselle and Jutras Sign would be part of this committee.

Old/New Business Continued:

The Commission gave permission to the Chief to hold these meetings and to present them with a bill at next months Commission meeting.

Chairperson Gagnon informed Mr. Miville the current sign will not be thrown out they will find some place to put the sign.

Commissioner Maksella inquired if Mr. Miville knew which merchants participated in making donations to the old sign. Mr. Miville stated that he would look into this and get back to the Commission.

E. The Verizon tower and the firearms range issues are still being worked out.

F. The tower located in Allenstown was vandalized as graffiti was put all over the building, there is no fence around this building and access can be made to this location. Chief stated that Captain Daigle spoke to the Town Administrator advising the department would pay to get a fence installed if the town did not have the money to do this. If someone gains access to this tower it would be very costly to repair the damage to the equipment, and services would be affected.

The building was replaced last year by the Town. The Chief needed permission from the Town to get a fence installed.

The Chief asked if the town is running into money problems, and was not going to be able to have the emergency door installed in dispatch to give the project back to this department and he would have it taken care of. He asked if Councilor Loiselle could address these two items at the next Town Council meeting.

Chairperson Gagnon directed Captain Daigle to get pricing on what it would cost to have a fence installed. If the Town gives the authority to the police department to get it done they would have the information.

G. Chief discussed possibly paying for new cruisers out of this year's budget. Chairperson Gagnon stated the intent for this was so they would have enough funds to pay for an additional salary and the increase in fuel costs. His recommendation is to purchase all three vehicles now for next year so that the funds would be in the default budget.

Chief asked if the Commission could approve this concept, and give the Chairperson the authority to do this. He does not know what is going to happen in the next few weeks with the budget and when he has a better idea, he would then contact the Chairperson for the authorization.

Commission Roy moved to approve this process, seconded by Commission Maksalla. Motion carried unanimously.

Old/New Business Continued:

H. Chief stated if Cabela's moves forward in the spring of 2009 and they start development on the other side of town, it would be another impact on numerous departments in town, and they needed to prepare for the future.

I. Working on labor projects with the attorneys, yearly training issues, law updates, and a revision of the administration and operations manual.

Most of the command staff attended training on the annual law updates, there are all kinds of new information coming out, and this was a good investment.

J. Discussed fuel prices the state fee for April was at \$2.64, and increased to \$2.79 in May.

K. The Chief was working on a project with the building department trying to streamline some of their processes, and worked with them on a department sign off sheet for building occupancies which would make the process faster.

L. Cost of Community Study is finally completed.

M. Safety Center repairs, the entry way had been painted and insulated the lettering is completed and the emblems will be installed. The Administrator has been working to get a lot of things done and it is appreciated.

N. Discussed the Police Commission process, there had been a motion at the Town Council meeting on April 23, 2008 to require members of the police commission who are looking to be reappointed to go through the regular process application to include a background check and drivers record.

O. The Kiwanis Club has received a trail grant from the State. The Police Department did offer a letter of support on this project.

P. Lt. McDaniel was doing a lot of research on vehicles and fuel cost. When looking at the data from other agencies across the country. He did not believe it would be worth going with smaller vehicles. The little bit of saving that they would get would be off set by scraping all the equipment that fits in one body size, to buy all new equipment for another body size.

Lt. McDaniel has been attending the police fleet expos and staying up on the different types of vehicles.

Q. The Chief stated he has not heard anything from the Police Association.

R. There would be a blood drive held at the Safety Center on June 9, 2008.

Old/New Business Continued:

S. The Memorial Day Parade was held on Sunday which went well. There was not a big crowd, but it was a lot of work and a lot of overtime to do this type of event.

T. Chief reviewed the proposed Town Ethics policy he had just received it, and would get a copy to the Commission, it is a work in progress and it looks good.

U. The annual Town report will be due in July.

V. Councilor Loiselle voiced a concern about security issues at the new town hall. He wanted to make the police department aware, and to keep an eye on the building if they see issues or have any concerns.

Chief asked Councilor Loiselle to bring this concern up at the Town Council meeting tomorrow night.

Non-Public Session

At 7:35 PM, the Commission entered a non-public session to discuss personnel issues. Chairperson Gagnon motioned, seconded by Commissioner Roy, and the motion carried unanimously by roll call vote to enter non-public session in accordance with the provisions of NH RSA 91-A: 3, II (c)

A motion was made to come out of the non-public session at 7:57 PM.

1. Personnel Issues:

A. A motion was made by Chairperson Gagnon to adjust the Executive Assistant's job responsibilities and give her a pay adjustment. Seconded by Commissioner Roy, motion carried unanimously.

B. A motion was made by Chairperson Gagnon to accept the April 15, 2008 non-public minutes as amended. Seconded by Commissioner Roy, motion carried unanimously.

Motion made by Chairperson Gagnon to seal some of the non-public session of the minutes that contained personnel issues. The reasons justifying the need for a non-public session still remain. Motion seconded by Commissioner Roy and the motion carried unanimously by roll call vote.

A motion was made to adjourn at 7:58 PM.

Drafted by: Executive Assistant Francine Swafford