

**APPROVED**

**POLICE COMMISSION MEETING**

**Minutes of the Meeting of Tuesday July 15, 2008**

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The Hooksett Police Commission held a public meeting on Tuesday July 15, 2008, at the Safety Center. Present were Chairperson David Gagnon, Commissioner Henry Roy, Commissioner Mary Anne Maksalla, Chief Stephen Agrafiotis, Captain Jon Daigle, Dispatch Supervisor Sheri Brown, Town Administrator David Jodoin, Town Councilor Paul Loiselle and Reporter Lauren Sausser from the Manchester Union Leader.

Chairperson Gagnon called the meeting to order at 5:30 p.m.

Pledge of Allegiance

**Public Session**

**1. End of Year Billing Issues:**

A. A discussion was held reference end of year billing. It was recommended that the department encumber funds next year if needed.

**2. One Communication:**

A discussion was held about the ongoing phone problems with One Communications. Emergency phone lines are not being transferred in an appropriate amount of time.

Commissioner Gagnon stated that Town Administrator Jodoin, Captain Daigle and Dispatch Supervisor Brown meeting with One Communications to work on these issues as soon as possible, and come up with a solution, and if it can not be corrected they need to switch to another carrier.

Town Administrator Jodoin stated that if he does not hear from One Communications he will contact them by the end of the week and inform the Department of the outcome.

### **3. Building Issues:**

A. Administrator Jodoin stated that work has begun on installing the new door in the Communications Center, and on the lawn for the safety center.

Chief wanted to thank the Town Administrator for the work that is being done.

### **4. Nomination of a Chairperson:**

A. A motion was made by Commissioner Roy to nominate David Gagnon as the Chairperson for the Police Commission, seconded by Commissioner Maksalla, motion carried unanimously.

### **5. Minutes of Last Meeting:**

A. A motion was made by Chairperson Gagnon to accept the June 17, 2008 public minutes, and to accept the June 17, 2008 non-public minutes. Seconded by Commissioner Roy, motion carried unanimously.

### **3. Monthly Reports:**

A. A projection budget for the 2007-2008 budgets was reviewed for June. The projection looks like the police department would be returning approximately \$60,000 and Communications would be returning approximated \$68,000. The final numbers will be coming in later this month.

A copy of the 2008-2009 default budget was given to the Commission. Chief stated that he will be helping to review the payroll looking for any issues. He has also met with the department heads to discuss and look at ways if any to save money. The main area is to try to keep the over time down as much as reasonable, reduce training and no spending unless needed.

A detailed and updated report for the month of June will be prepared and given to the Commission for next month's meeting.

### **4. Old/New Business:**

A. A discussion was held on the special detail rate for police officers.

A motion was made by Chairperson Gagnon to increase the detail rate to \$52.00 per hour with a four hour minimum and to increase the cruiser rates to \$20.00 per hour. Seconded by Commissioner Roy, motion carried unanimously.

B. The Chief discussed the fuel expense and as of July 2, 2008 the department's cost was \$3.49 a gallon, being in a default budget the fuel is budgeted at \$2.50 a gallon. If the department uses the amount of fuel that they plan to as of today, by the end of the year the

**Old/New Business Continued:**

department will be \$30,000 in the hole for fuel. The good thing is the vehicles and other items were paid from last year's budget and that would help off set things. Also at the beginning of this year the department has a 29<sup>th</sup> officer to pay for which is not budgeted because of the default budget.

C. The Commission signed two AOM's the Rules & Regulations, and Promulgation Order for the Written Directive System and for the Rules and Regulations for the Government of the Hooksett Police Department.

D. Officer Defina the School Resource Officer is attending an advanced School Resource Officer training this week.

E. The School Superintendent is working with the Department and the schools with the State of Emergency Management to update the emergency plans. Training will be held on August 14, 2008.

F. The Chief has received no updates from Attorney Mayer's office on the firearms range and communications tower issues.

G. Discussed the concern for Southern New Hampshire University dining facility and the traffic issues. The Planning Board held a meeting on 07/14/08 and he will check and see what they discussed at this meeting. The Planning Board has been addressing the traffic issues.

H. Several news articles were discussed the LTD vehicle will no longer be made after 2011, and that the cruiser equipment that goes into these vehicles will not fit into new vehicles. This will be a big expense when they do stop making them.

An editorial published on July 8, 2008 reference the Manchester Police Department pushing criminals out of the city. They will be heading to the surrounding towns.

Hooksett ethic codes published on July 10, 2008 when that comes out the Chief will be asking the Commission to vote this in officially, to show support.

Two articles were also discussed the Value of Police, and School Districts are also facing local challenges in hiring.

I. Chief informed the Commission that a towing company has been suspended from the towing list.

J. Chief met with the owner of Jutras Sign last week and formally signed a contract, and they have started making the sign.

K. A discussion was held reference relocating the older safety center sign to another area

**Old/New Business Continued:**

by the safety center with solar lights. There would be the main sign on Hooksett Road and you would come down Legends Drive and another sign would be located somewhere there with solar lights. The Chief needs to discuss this with the Town Administrator first.

L. The work on the firearms range building will not start until the attorney has taken care of the plowing issue with the range.

Town Councilor Loiselle will also contact Attorney Mayer's office to see if he can get any results.

M. Signs will be posted on Quality Drive, and patrol will start removing subjects for illegal parking in this area.

N. The old school resource officer car and equipment that is going to the town has an approximate value of \$7,800.

A 2006 LTD has been taken off the road the mileage was at 143,700.

O. The Town Report was reviewed by the Commission and signed by Chairperson Gagnon.

**Non-Public Session**

At 6:55 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 7:30 PM.

**1. Personnel Issues:**

Motion made by Chairperson Gagnon to seal all 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 Maksalla and the motion carried unanimously by roll call vote.

A motion was made to adjourn at 7:31 PM.

Drafted by: Executive Assistant Francine Swafford