

APPROVED

POLICE COMMISSION MEETING

Minutes of the Meeting of Tuesday September 16, 2008

The Hooksett Police Commission held a public meeting on Tuesday September 16, 2008, at the Safety Center. Present were Chairperson David Gagnon, Commissioner Henry Roy, Commissioner Mary Anne Maksalla, Chief Stephen Agrafiotis, Lt. Les McDaniel, Town Councilor Paul Loiselle, and Union Leader Representative Lauren Sausser.

Chairperson Gagnon called the meeting to order at 5:35 p.m.

Pledge of Allegiance.

Public Session

1. Minutes of Last Meeting:

A. A motion was made by Chairperson Gagnon to accept the August 19, 2008 public, and non-public minutes, and to accept the September 9, 2008 public minutes. Seconded by Commissioner Roy, motion carried unanimously.

Commissioner Roy had a question on the September 9, 2008 non-public minutes that would be discussed in non-public session.

2. Wrecker Rotation List:

A. The Hooksett Police Department recently had a wrecker service resign from their emergency wrecker rotation. The Commission conducted interviews with Dan City Auto Body, Auto City Repair and Recovery, Performance Towing and Recovery, C&F Towing and LMC Towing and Recovery. Each company gave a brief overview of their company and level of services they could provide to the Town of Hooksett.

It was decided that the Commission would review the information and contact them in the near future.

3. Monthly Reports:

- A. The Chief informed the Commission that the problem with the police department budget last month was corrected and a corrected version was given to the Commission.
- B. Discussed the August 2008-2009 budget the town is in week 9 and expended 17.31% and the police department was 11.90% expended.
- C. Counselor Loiselle stated that in the near future he would be having various department heads sit down with the Town Council and discuss budget shortfalls.

Chairperson Gagnon stated that this department was going to cover their shortfall as they are cutting back in different areas now. Chief Agrafiotis stated that the department would be approximately \$30,000 under in fuel, and that was part of the reason for buying the cruisers early. He is watching the budget very closely and unless there is a serious incident that happens he believes the budget should be all set.

4. Old/New Business:

- A. Councilor Loiselle asked if the town was losing revenue from details as compared to the past. Chief commented that every year in the union contract the detail rate increases, and the officers may price themselves out of details. The Town has made a little money in the past, and there are more companies out there providing this type of service and doing a good job.
- B. Discussed the phone problems at the police department and informed the Commission that the Town Administrator is working on correcting this.
- C. Attorney Mayer has worked out a contract with Verizon on the tower issue and it was given to Ossipee Mountain Electronics for review. The plan is to get this completed before the bad weather sets in.
- D. Attorney Mayer is still working on the access issues with the firing range.
- E. The department will work the detail for Old Homes Day. Councilor Loiselle stated that they are still working on obtaining fireworks, and that Old Homes Day has an additional \$2,000 in the budget that they are willing to apply it to the fireworks, and there is still some solicitation going on. Chief Agrafiotis requested that the town council approves the fireworks the police department be notified. They are only planning for the day, and if it is going to go into the evening then they would need to get more coverage.
- F. Chief discussed a request received from the finance department last month asking the department to provide a three or four sentence overview for the council and budget committee about last year's budget, and that the Commission was going to make a decision tonight.

Old/New Business Continued:

Chairperson Gagnon made a motion to not provide the requested information as they appear before the council and budget committee in person and provide this information. Seconded by Commissioner Roy, motion carried unanimously.

G. The Town Administrator provided the Chief at last month's meeting with a copy of a memorandum from the town's auditors. It was pertaining to encumbering funds and prepays. The Chief reviewed the memo and gave copies to the Commission and it stated how the monies should be encumbered, and that you can prepay as long as it is done properly.

H. There was flooding in the town again on September 6, 2008.

I. Chief is working with the Town Administrator on relocating the old safety center sign with solar lights.

J. Discussed the generator issues that occurred last month. The Chief met with the fire department and the information that was received previously was not correct and it was not an issue that the fire department did. It turned out to be a transfer switch in the generator system that maybe bad. Longchamp Electric is looking into this issue and getting a specialist to evaluate the problem.

K. The building at the firing range is being worked on.

L. The new emergency door has been installed in the communications department.

The door going into communications from the hallway has had a glass window installed for safety reasons.

M. Fuel is at \$3.28 a gallon compared to \$3.61 a gallon last month. The department is budgeted for \$2.50 a gallon.

N. Chief asked if the new procedure to deliver paperwork to the Commission is working. There were no issues with this process. If the Commission needed something changed to contact Executive Assistant Swafford and she will take care of it.

O. Chairperson Gagnon discussed changing next month's commission meeting to October 28, 2008, as he would not be available. All agreed with this meeting change.

P. Chief informed the Commission that Ford will stop making the Ford cruisers in 2011.

Q. A letter was sent to the superintendent of schools requesting a meeting about scheduling the school resources officer, and discussing possible reimbursements. He is waiting for a response.

Old/New Business Continued:

R. A discussion was held at last month's meeting with the Town Administrator about an email that was received from the IRS and how town vehicle are being used. The Chief stated that the police department is all set with this issue.

S. Chief Agrafiotis made a request to Counselor Loiselle if he could update the town council that back in July a gentleman came to the town council about a fireworks complaint. Chief stated that when the gentleman stated that the police department had not shown up for 20 minutes, he checked into this and stated that when the officer arrived on the scene they arrived in 9 minutes and that it probably was 20 minutes by the time the officer got to his house as he was dealing with the fireworks issue in the street.

T. CIP Program was discussed; the department has only 1 item, which is the emergency radio communication system development fund. The Chief will complete and submit the paperwork.

U. The Chief's Kiwanis dues were paid by him.

V. Some of the Command staff will be attending the Annual Public Sector Labor and Employment Law Review and Update scheduled for October 23, 2008.

W. The Town appreciation day is scheduled for September 19, 2008, and has been posted in the department.

X. Executive Assistant Swafford is graduating from the New Hampshire Human Resources Management Certificate Program on September 18, 2008.

Non-Public Session

At 6:52 PM, the Commission entered a non-public session to discuss personnel issues. Commissioner Roy motioned, seconded by Commissioner Maksalla, 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 7:40 PM.

1. Personnel Issues:

A. A motion made by Chairperson Gagnon to accept Lorraine Keach's resignation with deep regret. Seconded by Commissioner Maksalla, motion carried unanimously.

B. A motion was made by Chairperson Gagnon to accept the September 9, 2008 non-public minutes as amended. Seconded by Commissioner Roy, motion carried unanimously.

Motion made by Chairperson Gagnon to seal certain parts of the non-public session of the minutes that contained certain 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 8:06 PM.

Drafted by: Executive Assistant Francine Swafford