

APPROVED

POLICE COMMISSION MEETING

Minutes of the Meeting of Monday November 16, 2009

The Hooksett Police Commission held a public meeting on Monday November 16, 2009, at the Safety Center. Present were Chairperson David Gagnon, Commissioner Henry Roy, Commissioner Joanne McHugh, and Chief Stephen Agrafiotis.

1. Call to Order:

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

2. Roll Call:

Commissioner Roy motioned, seconded by Commissioner Gagnon and the motion carried unanimously by roll call vote to enter public session.

Public Session

3. Pledge of Allegiance:

The pledge of allegiance was held.

1. Workshop for Proposed 2010-2011 Budget:

A. Chairperson McHugh asked Chief Agrafiotis how he wanted to proceed with regards to the budget. Chief Agrafiotis stated that at the October 27, 2009 Budget workshop meeting the Commission reviewed the first draft and some adjustments were made. Chief Agrafiotis stated that the decrease in the proposed budget was \$70,282, which appeared in the second draft.

Chief Agrafiotis stated that he was asked to look into 2 other line items one being the drug and alcohol testing line. There was a question on whether the department was required to budget for this item. Chief Agrafiotis received legal opinion and was advised the department needed to budget for this line item.

Chief Agrafiotis stated the second item was the storage units, which was under the police equipment line. He stated Lt. McDaniel had spoken with the Town Administrator and was advised there is storage space available at the town hall. The storage unit's amount would decrease to \$480 from \$2520, which will reflect in the next draft.

Commissioner Roy inquired if other departments would have access to this storage area. Chief Agrafiotis stated that the Police Department will be the only one with access.

B. Chairperson McHugh wanted to discuss the wage lines. Chief Agrafiotis stated the wages were asking for 29 sworn officers which were what the Hooksett citizens had voted for in 2004.

Chief Agrafiotis stated the department is budgeted for 27 sworn officers as the budget committee cut two positions last year. Chairperson McHugh asked why the budget committee had cut the two positions. Chief Agrafiotis stated that he did not remember why. Chairperson McHugh stated she would like to find out the reason why.

Commissioner McHugh inquired how Chief Agrafiotis figured out the overtime figures. Chief Agrafiotis informed the commission that detectives/sergeants/patrol/communications were figured out at six hours of overtime per week for 50 weeks. Coverage for court, training, sick, vacation, staff meetings, town events. The support staff was figured at 4 hours per week.

Commissioner Roy stated that there was a new change with the Evergreen Law that went into effect this year. He also asked if an average step increase was about 2%. Chief Agrafiotis stated that he believed it was 2% or 2 ½ %.

Chairperson McHugh inquired when the presentation is goes before the committee if anything was going to be said about the extra coverage needed on the west side of town.

Chief Agrafiotis stated that in past years they present a basic cover letter addressed to the council and budget committee explaining an overview of what is in the budget with backup paperwork.

Chairperson McHugh inquired how they would defend to the town council in regards to only being allowed 27 officers and that they were asking for 29 officer positions. Chief Agrafiotis stated this is the commission's budget and they are the ones that need to decide what they will be moving forward with. He stated that he has put in the budget what he believes is needed to cover the town and the commission needs to decide what budget to present.

Chairperson McHugh asked the commission what they wanted to do with the budget. Do they want to move forward with the 29 positions. Commissioner Roy stated that he wanted to move forward with what it takes to adequately protect the community. Commissioner Gagnon stated that they should move forward with the 29 positions. The commission was in agreement with this proposal.

Chief Agrafiotis stated that if they were moving forward with the 29 positions he suggested the first place to look at for savings was to go through the non-sworn positions and decide if there were any positions to cut.

It was decided to cut the receptionist position, reduce one of the admin assistant position to 3 days at 8 hours a day for 24 hours a week, and not fill the support specialist position. Chief Agrafiotis stated that he looked at the first draft, and the current budget to see what the difference is and how to come up with the number that the council wanted. He stated that there was over a \$600,000 difference.

The commission agreed to leave the 7 dispatcher positions and address at a later date if needed.

Commissioner Gagnon stated that the overtime line for dispatch was very high. Chairperson McHugh stated that if they leave dispatch at seven positions they may be able to cut back on the overtime.

Chief Agrafiotis suggested that the commission spend some time in dispatched to get an idea or what their job entails.

Commissioner McHugh suggested that the Chief go back and review as there was approximately \$70,000 in the overtime line and see if there is another way of addressing this. The commission agreed with this.

Chief Agrafiotis asked for clarification if the commission wanted to leave the sworn positions at six hours and he would redo communications, or are they looking to refigure everyone. The commission stated that the overtime line was excessive.

Chairperson McHugh stated that the Chief refine the overtime line, and adjust the figures for the positions that were discussed.

Chief Agrafiotis asked if there was a certain amount the commission wanted to see in the overtime line. He voiced his concern about cutting back too much and not having the proper coverage.

Chief Agrafiotis stated that they can cut back on the overtime line and it would reflect in not filling some shifts when employees call in sick, and not keeping detective on certain hours to follow through on investigations. There will have to be cuts backs. People need to be aware of this.

Commissioner Gagnon stated he would like to see the full compliment and cut back on overtime and not fill a shift.

Chairperson McHugh asked how the department compares to other agencies with the administration.

Chief Agrafiotis stated that some people say it is too much and he does not believe that it is.

Commissioner Gagnon stated that the Chief can remove the positions discussed earlier and change one position to part-time, and he would like to see the bottom line of the overtime come down \$100,000.

Chief Agrafiotis stated that he wanted to make sure he had everything correct. The commission wanted to make one admin assistant position to part-time, 24 hours a week, receptionist and supports specialist will be removed, and they will leave the rest of the positions and overtime is refigured to reflect a cut of \$100,000.

The commission agreed

1-424-01-311 Gasoline:

A discussion was held on the gasoline line reference the gas rate of \$1.94 and the mileage. The Commission instructed the Chief to increase the mileage and make the appropriate adjustments.

1-424-01-313 Vehicle Maintenance

A discussion was held on who performs the work on the vehicles. Chairperson McHugh asked if the town does any of the repairs, she was advised that they do not.

1-424-01-314 Communications Maintenance

Chairperson McHugh inquired about the battery replacements. Chief Agrafiotis stated that they need to replace the batteries for each portable.

1-424-01-315 Maintenance Contracts

Cost for contracts.

1-424-01-415 Photography

Increase was for Cruiser Video tapes.

1-424-01-441 Selection Process

Chairperson McHugh asked if this line was to find replacements, and to get to the compliment of the 29 positions.

Chief Agrafiotis stated yes.

1-424-01-443 Training

Chairperson McHugh stated the line went from \$17,764 to \$24,259. Chief Agrafiotis stated that is what was expended and the 2008/2009 appropriation was at \$27,000, they did not expend all of this.

1-424-01-447 Community Service

Chairperson McHugh asked if this line takes into consideration what they want to implement in regards to helping the public. Chief Agrafiotis stated yes.

1-424-01-481 Vehicle & Related Purchases

Chief Agrafiotis stated this line was brought down to 1 vehicle from the 3 that they discussed in the last budget workshop.

1-424-01-713 Police Equipment

Chief Agrafiotis stated that they lowered the self storage amount.

1-424-01-715 Personnel Equipment

Chairperson McHugh stated that this line went from \$14,779 to \$23,384. Chief Agrafiotis stated they were at \$23,000 last year and spend \$15,000. He stated that this year they have 7 bullet proof vests that need to be replaced.

Commissioner Roy asked Chairperson McHugh that when she states it went from \$14,000 to \$23,000 that what she was looking at was from 2 years ago. Chairperson McHugh stated she was

looking at the expenditure. Commissioner Roy stated they do not know what will happen this year; she was looking at the 6/30/09. They are looking at the 06/2011 there will be increases.

Commissioner Gagnon inquired about the laptop batteries under police equipment. He asked if they run off the batteries all the time, they shouldn't be and there was \$3,000 for laptop batteries.

Chief Agrafiotis will look into this.

1-424-01-716 Uniforms

This line was figured at a full compliment.

1-424-01-718 Office Equipment Rentals

Discussed data shredding and how long they need to keep records.

1-424-01-821 Legal Police Commission

Chief Agrafiotis stated that as stated in the past they are working on and looking at the bills from the past. They deal with the issues as they arise. He stated they do use LGC for limited things. He also stated that they are looking at the cost between the new program the town has gone to verses the cost of the current legal council. They are looking at the cost for this and whether they provide the level of service that the commission requires.

Chairperson McHugh stated that they would come back to this line based on information received at a future meeting.

1-424-01-821 Legal Union Negotiations

It was decided to leave this line as is for now.

1-424-01-962 Animal Control Operations

Chief Agrafiotis stated that if issues arise with animals they need this line to address them.

Chairperson McHugh asked if they wanted to refine this amount. She wanted to know what the historical cost was for this line.

Chairperson McHugh stated finance needs the budget by 12/09/2009 so they can have it ready for the 12/16/09 meeting.

The Commission scheduled another budget workshop for 12/01/09 at 5:30 pm.

Chairperson McHugh stated that the Chief had a candidate for a dispatch position and it has been past practice of the board they interview patrol officers and not civilians. She was asking them how they wanted to handle this.

The Commission decided to keep it the way it has always been.

A motion was made to adjourn at 7:15 PM.

Drafted by: Executive Assistant Francine Swafford