



Hooksett Police Department

Approved

STEPHEN M. AGRAFIOTIS
CHIEF OF POLICE

15 LEGENDS DRIVE
HOOKSETT, NH 03106
TELEPHONE 603-624-1560
FAX 624-6891

POLICE COMMISSION MEETING BUDGET WORKSHOP

Minutes of the Meeting of Tuesday October 26, 2010

The Hooksett Police Commission held a public meeting on Tuesday October 26, 2010, at the Safety Center. Present were Chairperson Joanne McHugh, Commissioner Henry Roy, Commissioner Clark Karolian, Chief Stephen Agrafiotis and Town Councilor James Gorton.

1. Call to Order:

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

2. Proof of Posting:

Chairperson McHugh provided a copy of the meeting notice.

3. Pledge of Allegiance:

The pledge of allegiance was held.

Public Session

4. Budget Workshop:

A. Chief Agrafiotis discussed the draft budget for 2011-2012. He discussed the budget proposal and process with the commission. He was presenting a wish list budget with the compliment of 29 officers. The wages, overtime and part-time officer positions were discussed.

Different positions were discussed support specialist, administrative lieutenant, animal control officer, and restructuring of the staff.

It was decided to budget for 29 officers refigure the wages and overtime pool, add a 7th dispatcher and an administrative assistant.

Recessed at 7:12 pm

Reconvened at 7:19 pm

Chairperson McHugh stated they needed to research if they add an additional officer if it needs to be presented in a warrant article.

The commission also wanted to know what the percentage increase will be from last year to this year.

Commissioner Roy said that the purpose budget represented a 30% increase over last years budget.

Gasoline

It was decided to remove \$6,000 from this line.

S.P.O.T.S.

Leave as is for now.

Vehicle Maintenance

Leave as is. Chairperson McHugh wanted information on the fleet, last year they received a report reference the age of the vehicles and the mileage on them. She asked to have this information for the next meeting.

Communication Maintenance

Discussed communications tower maintenance. It was decided to look into the maintenance cost and see why it wouldn't be split with the fire department as they use the tower also.

Maintenance Contracts

The rates have risen causing an increase. Discussed possibility of getting bids from other vendors.

Photography

Commission wanted more information on the cruiser tapes.

Telephone

Discussed reducing the cellular phones bill. Chief Agrafiotis stated he was meeting with the cellular company and working on this. The commission wanted the Chief to look into splitting the cost of a new phone line for the media room with the fire department, and if the town was looking to change to Verizon and if it was going to be a competitive price.

Selection Process

Discussed the hiring process and it was decided to leave as is for now.

Training

It was decided to cut the full amount for the ammunition and to look at the inventory the department has. Removed the discussed training amounts from domestic violence conference, labor and employment seminars, management level course, memberships and dues, ect. The line would be refigured to the new amount.

Drug & Alcohol Testing

Change to \$1.00.

Publications

Discussed removing different publications, reduce the line and refigure.

Education

Discussed decided to leave as is contractual.

Community Service

Discussed and decided to leave as is.

It was decided the commission would resume at the next budget workshop on the vehicle and related purchases line, and the Chief would bring back the updated figures that were discussed.

Manifest Development/Spending Authority

Discussed the sample manifest and how they wanted the information presented on the manifest. The commission wanted a signature line for each commissioner with the total amount of the bills and date of manifest.

A discussion was held on the spending authority back in 2002 the commission authorized the following \$0 to \$7,500 the Chief was authorized to purchase, \$7,501 to \$10,000 the Commission Chairperson and the Chief was authorized to purchase, anything about \$10,001 required the full commission authorization.

The commission discussed changing the spending authority amount. Discussed past bills and the amounts of the bills that were approved by the Chief being over his spending authority amount. A discussion was held on several legal bills and the amounts, and how the Chief understood and handled the process.

Chairperson McHugh stated the purpose of the manifest is to be aware of what items are being purchased and the amount that is being spent, and the manifest has nothing to do with the spending authority.

Discussed how other departments handle the spending authority amount of \$2,000 and the approval of the manifest from the Town Administrator.

Chairperson McHugh stated employees would ask the Chief to approve a purchase order he would sign off on it and it would be put on the manifest.

Ms. Ouellette stated a representative from the school board reviews everything every 2 weeks and once the manifest is completed it is reviewed by the full board. Nothing is paid until the manifest is approved. She stated the spending authority doesn't come into play if it is anything of importance the full board would be notified.

Commissioner Karolian asked if they even needed a spending authority, why give the Chief a limit if he has to come before the commission to get approval for everything.

Chief Agrafiotis asked what do they do about the items that are operational, gasoline, prisoner meals, ect. Does he bring a purchase order every month? Chairperson McHugh stated he could submit a bill. It would be a small incidental. It is two separate things. Commissioner Karolian asked for clarification on this.

The manifest was reviewed and approved by the commission.

Chief Agrafiotis asked for clarification he will make the changes on the manifest. He asked about emergency items, example given, a light bar is out on a cruiser he needs to come before the commission for approval to get it repaired before the work is done. Chairperson McHugh stated they need to keep the cruisers in working condition. She stated there is a certain amount of discretion used.

Commissioner Karolian stated if you're a good manger you can get over the humps and continue to keep the cruiser running and the commission would back up the manager. The Chief is not going to be denied things.

Chairperson McHugh made a motion to approve the manifest dated for October 26, 2010 in the amount of \$14,198.01, seconded by Commissioner Karolian. Commissioner Karolian Aye, Commissioner Roy, Aye, Chairperson McHugh Aye. Motion carried.

Non-Public Session

At 10:21 PM, the Commission entered a non-public session by a motion made by Commissioner Roy, seconded by Commissioner Karolian, 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). Commissioner Karolian Aye, Commissioner Roy, Aye, Chairperson McHugh Aye.

1. NH RSA 91-A:3, II, (c).

A motion was made by Commissioner Roy to seal all parts of the minutes of the non-public session. The motion was seconded by Commissioner Karolian and the motion was carried unanimously by roll call vote. Chairperson McHugh Aye, Commissioner Karolian Aye, Commissioner Roy, Aye.

The motion was made to come out of the non-public session at 11:13 PM.

Meeting adjourned at 11:14 PM.

Drafted by: Executive Assistant Francine Swafford
Amended by: Recording Clerk Dawn McDonald