



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

Minutes of the Meeting of Monday January 3, 2011

The Hooksett Police Commission held a public meeting on Monday January 3, 2011, at the Safety Center. Present were Chairperson Joanne McHugh, Commissioner Henry Roy, Commissioner Clark Karolian, Chief Stephen Agrafiotis.

1. Call to Order:

Chairperson McHugh called the meeting to order at 2:03 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. New Business:

Commission Stipend:

A. Commissioner Karolian stated he believes under RSA 105:6C a police commissioner is not allowed to receive compensation they are only allowed to receive actual expense reimbursements. He stated the practice of receiving commission stipend should cease and if any expenses are made by a commissioner an expense report needs to be submitted.

A discussion was held on how other boards receive stipends.

Commissioner Karolian stated he would notify the Finance Department informing them he doesn't want to receive the stipend.

Chairperson McHugh suggested they talk to the Town Council about this issue. Chief Agrafiotis stated they could ask the Town Council or the Town Administrator about it.

Commissioner Karolian stated the state law is specific about compensation.

Chairperson McHugh stated this issue came about because the Town Council had requested all the stipends be included in the budgets they come from. It has been a long standing practice, and she would like to see them go back to review what it states in that RSA because it maybe a mistaken assumption on their part. She stated the Chief said they could absorb it in the wage line. Chief Agrafiotis stated he met with the Finance Director, the Town Administrator has added the \$1,200 to the bottom line of the budget so they don't have to worry about absorbing it.

The budget changes were reviewed and discussed by the Commission. The budget lines were reformatted to match with the other town departments based on the recommendations of the town council.

Commissioner Karolian questioned the FICA that is taken out for the commission stipend.

Chief Agrafiotis stated the bottom line increased by \$1,292.00 for the stipend and FICA.

Chairperson McHugh stated the issue needed to be addressed. She asked the Chief to contact the Town Administrator to get an answer.

Commissioner Karolian asked for a copy of RSA 105-C:6.

Chief Agrafiotis reminded the Commission RSA 105-C:6 is not the RSA that governs the Commission it is Chapter 412.

Commissioner Karolian read RSA **105-C:6 Compensation.** – Police commissioners shall serve without compensation but shall be reimbursed for all actual expenses incurred in the discharge of official duties. He stated they can not be compensated other than for expenses.

Commissioner Roy stated if the Town Council was to justify this, will the Commission withdraw the motion? Commissioner Karolian stated they should not be accepting a stipend.

Chairperson McHugh stated it needs to be addressed with the Town Council they are under the impression it should be treated as a regular stipend.

Commissioner Karolian stated they should advise the Town Council, it is not correct and they are not going to be doing it anymore.

Commissioner Karolian made a motion to no longer accept the stipend from the Town and to return the latest stipend dated December 30, 2010 to the Town, and in the future submit expense reports for reimbursements for actual expenses. Seconded by Chairperson McHugh. Motion carried by roll call vote. Chairperson McHugh Aye, Commissioner Karolian Aye, Commissioner Roy, Aye.

Rescind Directive:

Commissioner Karolian wanted to rescind the directive the Commission gave the Chief of Police in regards to hiring mandatory overtime and leave it up to the Chief to decide how to allocate his manpower and overtime.

Chairperson McHugh asked what Commissioner Karolian's reasoning was. He stated that he thinks it should be the Chief's responsibility to do this and not the Commissions.

Chairperson McHugh had concerns over the fact they don't always seem to have coverage they need to have in some areas. A discussion was held on coverage for the Town.

Chief Agrafiotis stated he looks at the level of activity and assign people as needed. He stated the added coverage and the activity level has not been that productive, beside the negative impact it has on morale, as they keep ordering people to work. Chairperson McHugh stated she did read the letter from Officer Broughton about the overtime issues. She doesn't want to be in a position of being reactive. They need to make sure there is a consistent effort on the Westside of the river. Chief Agrafiotis stated they are spending more time over there and the supervisors are adjusting coverage as needed, to give them the flexibility would be a great help to them.

Commissioner Karolian asked if the Commission could receive statistics for calls for service and the location they are happening in Town. They would have a better understating as to what is occurring.

Chairperson McHugh stated she would like to see the statistics before they make a motion on this issue.

Commissioner Karolian stated it is the Chief's responsibility to look at the allocation of manpower and calls for service and appropriate the manpower accordingly.

Commissioner Karolian made a motion the Commission cease the directive given to the Chief about hiring mandatory overtime of the 3 and 1 and the Chief designate the overtime as he sees fit. Seconded by Commissioner Roy. Motion carried by roll call vote. Chairperson McHugh opposed as she wanted the information before making the motion, Commissioner Karolian Aye, Commissioner Roy, Aye.

Commissioner Karolian stated he wanted on record that the Chief and the command staff would supply the statistics for calls for service on a monthly basis.

Manifest:

Commissioner Roy made a motion to accept the December 21, 2010 manifest in the amount of \$6,737.25. Seconded by Chairperson McHugh, motion carried by roll call vote. Chairperson McHugh Aye, Commissioner Karolian Aye, Commissioner Roy, Aye.

Commissioner Karolian made a motion to accept the payroll manifest for December 21, 2010 regular wages \$74,273.33 and overtime wages \$11,610.41, total of \$85,883.74. Seconded by Commissioner Roy, motion carried by roll call vote. Chairperson McHugh Aye, Commissioner Karolian Aye, Commissioner Roy, Aye.

Commissioner Karolian asked for a breakdown of the overtime for patrol, supervisors, detectives, ect. for the next meeting. An overtime report would be prepared for each meeting.

Union Negotiations:

A. Chairperson McHugh stated they needed to decide who was going to be on the negotiations team. In the past there was a Commissioner, Chief, Admin Captain and the Attorney.

Commissioner Karolian stated that the Chief should be the Chief negotiator, and wanted to discuss this in non-public.

Chairperson McHugh stated negotiations need to resume again.

Commissioner Karolian stated an attorney is not required at each negotiation. He cannot continue with negotiations due to personal reasons. The Chief can be the Chief negotiator and Captain Daigle can assist, and then they would run this by an attorney in the end. He stated the Chief checked with the Town Administrator and he spoke with her as well, and they have different understandings when it comes to this.

Commissioner McHugh stated she thought Captain Daigle should have been in the negotiations from the beginning. Commissioner Karolian stated he did not exclude him. Chief stated it was a while ago since they had discussions on this and couldn't remember why he was not included.

Chief Agrafiotis asked if Chairperson McHugh was going to be the Commission Representative. She stated yes.

Other Business:

Recording Clerk Position:

Chairperson McHugh stated Liz Dionne has 5 candidates to interview for the position and she and Chairperson McHugh would be doing that tomorrow. She would keep them updated.

Vehicles:

Commissioner Karolian asked what the status was for the vehicle situation. Chief Agrafiotis stated that 2 vehicles are in the process of being decommissioned. Commissioner Karolian asked if the other 2 vehicles are in service? Chief stated they are in the process of being put into service. It was started after the meeting on the 15th of December.

Commissioner Karolian asked the Chief why Lt. McDaniel was pulled out of patrol and put back into administration. Chief stated to get the vehicles completed and to catch up on other admin items. Commissioner Karolian asked when would he be going back to patrol? Chief stated he is not sure they hired 2 officers, and have a new officer from the academy, and another new officer starting in January. The Lt may only need to be used as needed on the day shift as supervisor.

Commissioner Karolian asked why the Chief didn't come to the Commission with this as he was given a directive to put him into patrol? Chief Agrafiotis stated under the law it is his responsibility and it was a decision he made.

Chairperson McHugh asked if adjustments had been made to the wage line in the budget for the new hires. Chief Agrafiotis stated they had been adjusted accordingly.

Manifest:

Commissioner Roy made a motion to accept the manifest of January 3, 2011 in the amount of \$7,458.75. Seconded by Commissioner Karolian, motion carried by roll call vote. Chairperson McHugh Aye, Commissioner Karolian Aye, Commissioner Roy, Aye.

Non-Public Session

Present were Chairperson Joanne McHugh, Commissioner Henry Roy, Commissioner Clark Karolian, Chief Stephen Agrafiotis.

At 3:01 PM, the Commission entered a non-public session by a motion made by Commissioner Roy, seconded by Commissioner Karolian, the motion carried in accordance with the provisions of NH RSA 91-A:3,II (a). Chairperson McHugh Aye, Commissioner Roy Aye, Commissioner Karolian Aye.

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

At 3:50 pm the Commission came out of non-public session.

Commissioner Roy made a motion to seal all parts of the minutes of the non-public session. Seconded by Commissioner Karolian, motion carried by roll call vote. Chairperson McHugh, Aye, Commissioner Roy, Aye, Commissioner Karolian, Aye.

Commissioner Roy made a motion to adjourn. Seconded by Commissioner Karolian, motion carried by roll call vote. Chairperson McHugh, Aye, Commissioner Roy, Aye, Commissioner Karolian, Aye.

Meeting adjourned at 3:50 PM.

Drafted by: Executive Assistant Francine Swafford
Drafted: January 7, 2011
Amended by Recording Clerk Dawn McDonald