

APPROVED

Monday May 2, 2011

The Hooksett Police Commission held a public meeting on Monday May 2, 2011. In attendance were Commissioner Clark Karolian, Chairperson Joanne McHugh, Commissioner Henry Roy, and Chief Stephen Agrafiotis.

Call to Order at 5:30PM.
Proof of Posting.
Pledge of Allegiance.

RFP Discussion

The Commission had a discussion in regards to the RFP audit. Originally the commission had sent out RFP's to six different companies. They received three quotes back. The prices ranged from \$22,965 to \$42000The three that responded were: Public Safety Strategies, Municipal Resources Inc., and ICMA. These three companies are not equal. The companies offer different quotes of prices and what they do within the audit process. Part of the scope of the audit the commission would like is whoever does the evaluation they need to do a comparison with other departments that are the same size.

Chief Agrafiotis: It is hard to compare other communities with Hooksett. This is due to different communities even if they are the same size as Hooksett, may offer different things than in Hooksett.

A discussion between the commissioners was held on who pays for the travel for the companies doing the RFP. They looked at the different companies to find that out. The commission did not put anything into the RFP in regards to travel.

The commission spoke about what each company does and to which company they should choose to do the RFP.

Commissioner Karolian: Does not see a problem with the companies wanting to do a comparison, interviewing departmental heads, review all departmental. Also wanted the companies to do exit interviews (prior staff to present), and there are two companies that say that.

Public Safety Strategies out of Townsend MA quote was \$29520 inclusive of travel. Also included are some of their references. There are seven different people. The RFP is even broken down into hours of what each individual will be doing and how long it will take. The assistant director has 30 years in law enforcement.

Municipal Resources, Inc out of Meredith NH quote was \$22965; they will conduct exit interviews with former employees up to 2005. Some of the people they will interview are the police commission, town council, police chief, supervisory personnel. There was no talk on travel, meals and lodging. All that one says is N/C or unknown. They also have six phrases that they go through.

ICMA out of Washington D.C. quote was \$42000 will conduct interviews with past employees to 2005 till present. Will also do surveys to all employees. They say the audit would be done in 90 to 120 days. This company also has three team members on their team. They consist of project manager, data team leader, and police team leader. The company would also add on \$6,000 in additional expenses.

Put out RFP's and what you get back, if they don't meet all of the criteria then they are pulled out.

Commissioner Roy: Would like to go with MRI due to the span.

Commissioner Karolian asked if anyone on the commission or the chief had or known anyone with MRI. The chief did answer and did have a professional knowledge of someone that works with MRI that would be doing the RFP audit.

There are certain things the companies do and the commission does not believe they need to do some of the things that they had listed.

The commission went down what they wanted as part of the RFP and compared what the three companies had to offer in regards to that.

Chairperson McHugh: Sees ICMA out of the running due to cost.

Chairperson McHugh: Asked the town administrator to put them on the agenda (which would be May 12th) regarding the RFP ; whether or not it turns out to be an FYI, or to ask for their approval.

Chief Agrafiotis: Would ask commission to go to the council to allow the commission to use the money and give them the reason why. As of April 18, 2011 the best case the department would have left over is \$107,000, and the worse case would be \$21,000.

Chief Agrafiotis: The other way would just to go to town and explain why. Then you would still have some wiggle room. The way the agreement was written that the

commission could go to the town council and ask them to honor their part of the agreement.

Commissioner Karolian: Take the money out of the current budget, and then the department would have to be reworked.

Chief Agrafiotis: The town said you could go back to the town and ask for the money. The total amount of the budget was \$3,499,461. With 39 out of 52 weeks done the budget has spent \$2,154,048. That gives \$985,413 left with the benefits.

Commissioner Roy: The budget has already been calculated. And where the commission already asked to be placed on the agenda, the commission should see if they could get approved.

Public Input

JR. Ouellette, 3 Summerfare St.

A member of the budget committee spoke. Believes the funding is there. The way the funding is there is due to the department has slowed the spending process down. There is a conflict there with the chief knowing someone with MRI. Also has heard that a captain was leaving.

Chairperson McHugh: Is that true Chief?

Chief Agrafiotis: I don't know but that is what I hear also.

Marc Miville 42 Main St.

He wanted to explain to Commissioner Roy the way the budget committee works. The budget committee should have no say in it as long as the department is not overspending.

Chief Agrafiotis: He is not disagreeing with the commission; he just wanted to let them know the other avenue

Commissioner Karolian polled the commission and the chief to find out if anyone had any conflicts or knew anyone associated with Public Safety Strategies.

Chairperson McHugh No

Commissioner Roy No

Commissioner Karolian No

Chief Agrafiotis No

Public Input

Mary Farwell, 24 Grant Drive

Suggested the commission go through a reverse conflict of interest and reference check with the company the commission chooses.

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Marc Meville, 42 Main St.

There is a name that sounds familiar which is Rick Bailey. He just wanted to make sure there was no relationship to Atty. Bailey.

Commissioner Karolian made a motion to eliminate the other two and go with Public Safety Strategies pending the outcome of reference checks and reverse conflicts of interest review. Motion was seconded by Commissioner Roy. Motion carried unanimously.

Commissioner Roy made a motion to adjourn the meeting at 8:15PM. Motion was seconded by Commissioner Karolian. Motion carried unanimously.

Drafted by Dawn McDonald, Recording Clerk
Amended by Dawn McDonald, Recording Clerk