

Approved

Tuesday April 19, 2011

A public session was held at the Hooksett Safety Complex on Tuesday April 19, 2011. Present were Commissioner Clark Karolian, Chairperson Joanne McHugh, Chief Stephen Agrafiotis
Not in attendance: Commissioner Henry Roy.

Call to Order.

Proof of Posting

Pledge of Allegiance

Minutes of Last Meetings

October 19, 2010 public minutes

Commissioner Karolian made a motion to take the minutes of October 19, 2010 off the table. Motion was seconded by Chairperson McHugh. Motion carried unanimously.

Page 9: New Business: Chairperson McHugh – Chief Agrafiotis gave copies to the Commission for review of the budget for 2011-2012 and review for the meeting that will be held on October 26, 2010 at 5:30PM. I am proposing this budget to you and the Commission can look at it before the workshop next week.

Page 9: Code Red: Chairperson McHugh: Chief Agrafiotis stated this year is applying for the Edward J. Burn Memorial justice Assistance Grant to cover the cost of the Code Red notification system. The Town Administrator asked if emergency management writes the grant and manages the money for the program. The money would be in the emergency management budget for next year. The Police Department would review the paperwork and sign the grant. Presently we are sharing the cost.

Page 9: Animal Control: Chairperson McHugh: Town Council held a discussion about the animal control position. It is in the police department's budget draft for 2011-2012 under support services. The Chief stated that we need to go with what the Police Commission is proposing and not necessarily what the town administrator is recommending. Page 10, 1st Paragraph, 2nd Sentence, 8th word: Chairperson McHugh: Preserved.

Page 10, 7th Paragraph, Last Line add in sentence: Chairperson McHugh: They are certainly well qualified before to do.

Page 10, 8th Paragraph, 3rd Sentence: Chairperson McHugh: Commission getting an opinion from Attorney LeFevre, the Commission. Who made the decision with getting.

Page 10, 8th Paragraph, 4th Sentence: Chairperson McHugh: Attorney Higgins opinion, the Commission? Who made the decision to fight the Union, the Commission? Chief Agrafiotis stated for the redaction you asked me to call Attorney Bailey but I also told him to call LGC.

Page 10, 8th Paragraph, 5th Sentence: Chairperson McHugh: She stated I probably gave him permission once or twice, but did not make a practice.

Commissioner Karolian made a motion to approve the minutes of October 19, 2010 with the amendments. Chairperson McHugh seconded the motion. Motion carried unanimously.

November 23, 2010

Continue to be tabled.

March 15, 2011

Commissioner Karolian made a motion to take the minutes of March 15, 2011 off the table. Motion seconded by Chairperson McHugh. Motion carried unanimously.

Page 1, Public Input – Chairperson McHugh

Mr. Oulette wanted to explain the cuts to the budget and express his disappointment with the command staff. He compared Hooksett to Goffstown and requested material that warranted the raises. Hooksett has lost the Dare Program, and the only officer that was polygraph trained. The Chief's salary should be based on what other services the department offers.

Page 2, Under Caller ID – Chairperson McHugh:

Chief Agrafiotis stated that the only caller ID they have currently is through 911. However, he was unsure what this system would do.

Page 3, Under Public Input – Chairperson McHugh

Mr. Oulette asked if the Prosecution Assistant could get a hold of the website. He also stated that he would like the Chief placed on leave and there should be a complete audit of the department from top to bottom. He also requested the Chief not be involved in the proceedings.

Commissioner Karolian made a motion to approve the minutes with the amendments. Motion was seconded by Chairperson McHugh. Motion carried unanimously.

March 28, 2011

Commissioner Karolian made a motion to approve the minutes of March 28, 2011. Motion was seconded by Chairperson McHugh. Motion carried unanimously.

April 4, 2011

Commissioner Karolian made a motion to approve the minutes of April 4, 2011. Motion was seconded by Chairperson McHugh. Motion carried unanimously.

Public Input

David Pearl, 79 Main St.

Thanked the Commission for last night's meeting. He stated his disappointment with the Hooksett Police Department and the Chief's behavior. Mr. Pearl also committed that the Police Department was not prepared for the meeting. It concerned him because these are things that the Department should have been aware of. He requested that the Chief step down so the Hooksett Police Department could move forward as a whole.

Gregory Martakos, 1465 Hooksett Rd.

Mr. Martakos stated his concern for an officer recently being taken away in an ambulance for being disciplined. He commented on while the Commission was performing the audit that the Chief should be placed on leave. Spoke on the Chief's behavior in the past.

Chairperson McHugh responded and stated that she did not think that it was for this forum.

Mr. Martakos asked that the Commission at least look into it. He also spoke about being concerned for the Officers during the audit and reinforced that the Chief be placed on administrative leave during the time.

Monthly Reports

Police Budget Reports

A discussion was held on the Police budget reports. The Chief gave his best case and worst case scenario. The current numbers are best \$100,700 and worse \$21,700. As we get closer to the end of the year the numbers will change.

Chairperson McHugh looked at the overtime line. She commented that the overtime is not as high as it has been. Chairperson McHugh asked the Chief if he was going to take the money out of regular wages because the department is already over spent.

A discussion was also held on what a sergeants meeting was between the Chief and the Commission.

Old Business

Caller ID

Captain Daigle stated there needs to be some cards placed in the system. The quote that he was given was 540.00. To place this system it has to be done in house. There are two types that they have. The first one will give you the number only, and the second one is it will give you the name and the number of the individual calling. It will not let block calls come through. New Hampshire only has available the number and

name. There is a one - time activation fee of \$25.00. There is also a way to trace the call.

Right now there are 3 emergency lines. The town is in the process of switching phone companies to OTT communications. The safety complex will be switching with the Town. There is some concern with this switch.

Web Site

Det. Sgt. Dupuis commented on a statement written by Captain Cecilio. Captain Ceicillio contacted the Concord Police Department and also looked at Goffstown Police Department. It was stated to him that it did not cost the department anything to set up the program and the program is called express web. Captain Cecilio suggested that the department join the town's website to make things easier. Also there is training forms included if the commission is going to have someone from the department to do it.

Chief Agrafiotis: Would like to know how to move to the next step. Who within the department would be working on the website? It looks like the cheapest way is to hook up with the town's web site. However, he would like to investigate into this further.

Todd Lizotte 29 Post Rd

If the Commission would allow the citizens to take part of this, he knew of a gentleman that would generate a program on his own time. He would speak and create a proposal and deliver it to the police department.

Chairperson McHugh that would be a good idea to get the community involved. There are people out there that we could give a try.

The Commission and the Chief agreed with it.

RF Audit

The closing date is April 28th. The Commission received 2 of them today. They were placed in the Commissioners file cabinet to be opened on April 28th or 29th.

Calls for Service

Captain Daigle spoke in regards to calls for service. He gave the Commission a different format to better understand the calls to service.

The ok system is a computer system that calls those that are elderly or sick. The system dials automatically and the person pushes a button to say they are ok. If no one answers an officer is sent.

Part - time Officers Ad

Captain Daigle: An ad did go out for the part time officers. However, it did not have good success. The ad ran for two weekends and the department only received six resumes.

Commissioner Karolian: Requested the department resubmit the ad. Instead of patrol officer put police officer.

Captain Daigle: The department did receive emails from individuals that would like to know if the department would entertain with the motion of doing training. However, the department thinks it is not the way to go. They do have one that may be good but he is currently not certified.

Chairperson McHugh: Commented that she thought the police officers were stressed to the max. It would be in the best interest in the community to get the part time officers and fix the solution to the problem.

Commissioner Karolian: If no takes the overtime, then the department needs to bring on part time officers, or force the overtime on the officers. Captain Daigle did a good job with the original ad; however he requested just to change the wording. Captain Daigle stated he would and get the ad back out there.

Media Room Phone Jack

Chief Agrafiotis: If the Commission needs a phone in the room, then they would have to move the meeting to the training room. It is not worth it with the cost. This is from Carol at the town hall. The town would have to approve it unless the department would pay for it. However, this room is designed for other functions.

Captain Daigle: Carol would be willing to have the maintenance guy run the line but the phone company would need to come in.

Need to get price on the phone jack.

Jag Grant

A discussion on what would come out of the grant was held.

Lt. McDaniel: He took on the project to see what they could afford a west side car. The grant was first started up to keep the officer's on the streets. He spoke with the Feds and they do not see a problem with using it at all. The Feds did state the money was supplanting. However, there would be no money at the end of the fund that would continue it. Right now the department has been using the money for emergencies if they needed to put extra officers on the streets.

Chairperson McHugh: Once the money is gone it is no longer there. The money would be only available to use this year.

Lt. McDaniel: The grant started off with \$26,000, and now there is approximately \$21,000 left in the account. He went through Concord Police Department grant manager and they don't have a problem with it at all. They do have a thing called a reprogramming. Reprogramming would give 10%, which would allow them up to \$24,000 for something totally different. A clause was put into the grant so if they

needed to buy equipment. He requested the Commission allow him to explore if some of the money could be used for initial cost of the web site.

Chief Agrafiotis: His choice would be to use the money to put the extra car out there. He will be looking at reports to see when is a good time to put that extra car on the West side.

Commissioner Karolian: Would like the department to keep the statistics to show the need of it in the end.

02/13/2011 O.T. Report

Captain Daigle gave an overview of the overtime report. He went over what pushed up the hours of that week. Coverage was a little higher due to sick, vacation time, and comp time of the officers.

Lt. Cline gave a heads up on the Sergeants meetings. He does not do the evaluation of the OIC with them in the room. However, all the officers know that the evaluation had input from all the Sergeants.

A discussion was also held on the SRO hours. The SRO hours are Monday, Wednesday, and Friday 7am-3pm at Cawley Middle School, and on Tuesday and Thursday 8am-4pm at either Memorial or Underhill.

02/27/11 O.T. Report

Captain Daigle spoke in regards with the OT report. Some of it had to do with a holiday week.

Verizon

Captain Daigle: Spoke with the Supervisor above the representative on Friday. He was unable to get a decision yet because there were upper management changes going on in this region. So at this time they will have to wait. However, the cards are up and running being used accurately. They have had a couple of computers go down but they have been brought back up within a day. There is one phone that is not completed. Within the next two weeks that will be done.

Neighborhood Watch

Det. Sgt. Dupuis: Next neighborhood watch program will be May 18th and is scheduled for 7PM. There are seven people that will be at that meeting. In late summer, early fall the neighborhood watch will be having an open house. Looking for Commission input and neighborhood watch what they will do at the open house.

Chairperson McHugh: It would be best to have the open house at the library, and to have the existing neighborhood watch there to mingle with the group.

Mr. Lizotte gave a donation to the neighborhood watch.

Info Reference Old Police Vehicles

Chief Agrafiotis: A Town Council Representative had been asked many months ago. Lt. McDaniel's talked to administration and finance.

Lt. McDaniels- He called Christine and asked if they could trade vehicles. She stated she did not see any issue with that. He was told to contact Carol at the Town Hall. He spoke with Carol and Carol stated that she would get back with him on it.

Chairperson McHugh: Spoke with Chair of Town Council and he will put it on the agenda for discussion.

New Business

Manifest

Payroll 03/25/2011

Commissioner Karolian made a motion to approve the payroll for \$169,643.83. The motion was seconded by Chairperson McHugh. Motion carried unanimously.

Bill 04/01/2011

Commissioner Karolian made a motion to approve the bill for \$2,434.69. The motion was seconded by Chairperson McHugh. Motion carried unanimously.

Payroll 04/15/2011

Commissioner Karolian made a motion to approve the payroll for \$78,078.10. The motion was seconded by Chairperson McHugh. Motion carried unanimously.

Bill 04/14/2011

A discussion was held on the amount of money being spent on vehicle maintenance. Chairperson McHugh stated the department needs to get serious. Commissioner Karolian gave advice that they should check into other avenues for oil changes, and go somewhere when the department needs car work done.

Commissioner Karolian made a motion to approve the payroll for \$10,546.54. The motion was seconded by Chairperson McHugh. Motion carried unanimously.

Prosecutor's Vehicle Use

Chief Agrafiotis: At this time the prosecutor presently uses her own vehicle. Presently she travels for court. It is in question to let her use the one of the unmark vehicles. Given the size of the fleet it would not hurt. However, what is most cost effective, to pay the prosecutor the mileage rate, or do the maintenance on the vehicles.

Academy Graduates

Officer Fernald & Officer Fiore

On April 8, 2011, two new officers graduated from the Police Academy. They are both at this time with FTO. The Department at this time is now fully staffed. The two new officers will be with the FTO for approximately 12 weeks. Commission welcomed both officers to the force.

Other Business

A discussion was held on storage in the sally port area.

Commissioner Karolian: Commented on the sally port being extremely unsafe. This area is where the vehicle comes in with a prisoner. He strongly recommended that the sally port got cleaned out completely. It should be a clean area and avoid of having anything in there. The department should find another area of storage. It should be a secured place because of what needs to be in there.

Chairperson McHugh: There are storage problems in the building. It should have been explored.

Chief Agrafiotis: There is no place within the building for storage. We have some storage at town hall. There is still no proper storage here. The town needs to provide some sort of storage or the department needs to do it.

Items for Next Agenda

- Research for Special Detail
- Prosecutor vehicle use
- Web Site
- Part time officers ad
- Media room phone jack
- Verizon
- Prescription drug

Public Input

David Pearl, 79 Main St.

Asked about meeting last night and had some questions. He is confused why other officers are coming to the meetings. He raised issues with the Chief and his position within the Department. It looks like paper is generated too much. He would like to see something happen within the Department. The Chief needs to step up and do his job.

Tod Lizotte, 29 Post Rd.

Commented on the hearing., he has concerns with the investigation. Someone should take a look at the prosecutor interject on the discipline. A simple package could be placed on the schedule, so everyone could see it but also give to everyone including yourselves so you could see it. Also recommend an efficiency study. Key cards should be upgraded for time sheets.

Marc Miville, 41 Main St.

Comment on the agenda tonight. Stated he has missed a couple of meetings. He was wondering where Commissioner Roy was and wondering if the agenda is a new format. Spoke in regards to the web site. He would support Commissioner Karolian's decision about the vehicle. He suggested they build storage or shed outside.

JR Ouellette, 3 Summerfare St.

Last month he submitted a right to know request. The information that he received from the Chief did not scandalize. The Chief sent it to him at \$1 per page and some of the sheets were not legible. He requested that this become an attachment to the minutes. He also requested that the \$15 be waived for the copies. Mr. Ouellette stated his unhappiness with the document he received. He requested that the Commission contact LGC to look into the documents. He would like the raises revoked and would also like an investigation on how the raises were warranted. This was his formal complaint.

Commissioner Karolian made a motion to enter non-public session according to NH RSA 91-A: 3, II (a) & (c) at 9:49PM. Motion seconded by Chairperson McHugh. Vote carried unanimously.

Commissioner Karolian made a motion to come out of non public at 11:00PM. Motion was seconded by Chairperson McHugh. Vote carried unanimously.

Commissioner Karolian made a motion to seal the non public minutes. Motion was seconded by Chairperson McHugh. Motion carried unanimously.

Commissioner Karolian made a motion to adjourn at 11:01PM. Motion was seconded by Chairperson McHugh. Motion carried unanimously.

Adjourned at 11:01PM.

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