

**LOWELL METROPOLITAN POLICE COMMISSION**  
**July 10, 2013**

The Lowell Metropolitan Police Commission met in regular session on July 10, 2013 at the Lowell Town Hall.

The meeting was called to order at 6:00 p.m.

**I. ROLL CALL**

Commissioner Keith Kilmer, present  
Commissioner Sharon Patterson, present  
Commissioner John Piper, present  
Commissioner Allan Fox, present  
Commissioner Martin Freeman, present  
Chief Erik Matson, present

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited, followed by a brief moment of silence.

**III. APPROVAL OF MINUTES June 11, 2013 REGULAR MEETING**

Commissioner Piper made a motion to approve the minutes from the June 11<sup>th</sup> meeting, seconded by Fox. 5 ayes, motion passed.

**IV. APPROVAL OF CLAIMS/ EXPENDITURES**

Commissioner Freeman made a motion to approve the Claims and Expenditures and to send them to Town Council for payment. Commissioner Fox seconded the motion. 5 ayes, motion passed.

**V. CHIEF'S REPORT AND THE REPORT OF THE COMMITTEES OR MEMBERS**

Chief Matson advised the Commission that Phil and Sons Lock Smith service came out last week and took an audit of all the locks that have to be changed again. Phil and Sons will be changing the locks next week and should be completely installed by the end of next week.

Chief Matson stated that the Officer Employment orientation took place last week and that a total of 79 applicants showed up. A total of 20 applications have been received from that process.

Chief Matson advised the Commission that Abby Hofmann of Lowell has been interviewed for a part time dispatcher position. He requested that the Commission approve the hiring of Hofmann. A Commissioner asked if Hofmann has any experience and the Chief stated no, but that she comes highly recommended by a former part time dispatcher and Officer. Chief also stated that there are no dispatchers with experience available for hiring at this time.

Chief Matson thanked the Commission for the approval to purchase the generator for the Police Department. He stated that during the bad weather last month the Police Department lost power and the generator worked very well.

## VI. INTRODUCTION AND ADOPTION OF RESOLUTIONS

## VII. OLD BUSINESS

## VIII. NEW BUSINESS

Commissioner Piper made a motion to approve the hiring of Abby Hofmann as a part time dispatcher. Commissioner Fox seconded. 5 ayes, motion passed.

Commissioner Fox made a motion to allow the Chief to start a Promotion Process to start creating an Eligibility List. Commissioner Patterson seconded it. 5 ayes, motion passed.

Commissioner Fox made a motion to purchase a new electronic device to record Commission meetings with. Commissioner Piper seconded it. 5 ayes, motion passed.

## IX. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

## X. ANNOUNCEMENTS

President Kilmer announced that the next Commission Meeting will take place August 8<sup>th</sup>. The Executive meeting will begin at 7:30, followed by the regular Commission Meeting at 8:00 p.m.

## XI. Adjournment

A motion was made by Commissioner Piper to adjourn the meeting, seconded by Commissioner Freeman. 5 ayes, motion passed.

Meeting was adjourned at 6:16 p.m.

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Keith Kilmer, President

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Martin Freeman, Secretary