

# **LACONIA POLICE COMMISSION MEETING**

## **DECEMBER 17, 2025**

**Meeting took place at 2:00 p.m. in the Armand  
A. Bolduc City Council Chamber,  
Laconia City Hall, 45 Beacon Street East,  
Laconia New Hampshire**

12/17/2025 - Minutes

### **1. CALL TO ORDER**

Chairman Whittum called the meeting to Order at the above date and time.

### **2. SALUTE TO THE FLAG**

Chairman Whittum led the Pledge of Allegiance.

### **3. RECORDING SECRETARY**

Executive Assistant Lori Marsh.

### **4. ROLL CALL**

4.A. Chairman Whittum recognized Commissioners present - Chairman Douglas Whittum, Commissioner Frank Mello and Commissioner Scott Davis.

4.B. Chairman Whittum recognized Staff present - Chief Matthew Canfield and Captain Allan Graton.

4.C. Chairman Whittum recognized a quorum has been established with three Commissioners present.

### **5. PERSONNEL MATTERS**

#### **5.A. Commendations & Awards**

No discussion.

#### **5.B. Resignations/Retirements**

Chief Canfield mentioned we just had the luncheon for Lieutenant Butler and wish him a happy and healthy retirement. He indicated he will be staying on in a part time capacity after the minimum separation time of thirty days, so he will be back in February and will resume some duties on a part time basis.

Commissioner Davis inquired about what officers need to do to maintain their certification. Chief Canfield advised they have to complete their regular in-service training requirements, but their certification continues in a part time capacity. Commissioner Davis inquired if it's any different for part time versus full time and Chief Canfield advised there is no difference.

#### 5.C. Promotions/Classification Change

No discussion.

### 6. COMMAND STAFF REPORTS

#### 6.A. Support Division

Captain Graton reported the following:

He just picked up the new Ford F-250 pickup truck from being lettered and is all set to go.

We are still waiting to hear on the other three cruisers. They should have been in about a month ago.

As far as the building, right now the computer system that runs the heat controls in the building has died. The heat is stuck where it is right now. The HVAC company is building the software and will have to install new software on the server for the controls of the HVAC system.

Commissioner Davis inquired if the new room is done. Captain Graton advised it is close. They are supposed to be here on January 19th to install the screens, desks, credenza and all of the hardware and software. Recently the electricians pulled all of the cables for the screens and computer equipment and the carpet has been replaced and is now acceptable.

Chairman Whittum inquired about how many rooms were affected. Captain Graton advised the one room and hallway were reconfigured and we just changed the door entrances for the other two offices.

#### 6.A.i. Orders and Bulletins

#### 6.B. Operations Division

Chief Canfield reported the following:

We have three recruits going into the January academy. All three passed their PT tests on the 15th of this month.

We are currently using Power Ready, which is a new FTO program software. Instead of using Google Docs, it is connected to the main computer server, so there is full access to

that throughout the department based on credentials.

Yesterday Lieutenant Noyes and Officer Briggs attended the Highway Safety Conference in Concord.

#### 6.B.i. Hirings

Chief Canfield reported we have two in the completion phases of their background investigations. They have tentatively been given a start date of January 5th and they will come before the Commission at the January meeting. We have several others in various stages of the process, but none in the background phase as of yet.

### 7. COMMISSION ACTION

#### 7.A. Acceptance of minutes from previous meeting

On a Motion by Commissioner Mello, seconded by Commissioner Davis, and passed unanimously, the meeting minutes of November 19, 2025 were accepted as distributed.

#### 7.B. Notice of Holidays - 2026

On a Motion by Commissioner Mello, seconded by Commissioner Davis, and passed unanimously, the 2026 Notice of Holidays was approved.

### 8. REVIEW OF MONTHLY ACTIVITY REPORTS

#### 8.A. Department Monthly Activity Highlights

Chief Canfield reviewed the Monthly Activity Highlights. No further discussion.

#### 8.B. Criminal Investigative Unit Monthly Activity Report

Captain Graton reviewed the Investigative Unit Monthly Activity Report. No further discussion.

#### 8.C. Budget Reports

Captain Graton advised we are currently \$51,000.00 under budget. No further discussion.

#### 8.D. Monthly Traffic Report

Captain Graton reviewed the Monthly Traffic Report. Commissioner Davis noted that between October and November there was an increase in parking tickets. Captain Graton advised this can be attributed to the winter parking ban going into effect. Commissioner Davis also advised he read in the newspaper about people trying to evade police at high speeds and inquired about pursuits. Captain Graton advised a lot of pursuits would depend on traffic and weather conditions, as well as time of day/night. Chief Canfield indicated we have a strict pursuit policy. He advised it must be a physical custody arrest for a felony, so that makes a difference. Obviously a serious felony where someone just murdered someone would justify a pursuit; however, if it's just a motor vehicle offense it would not. He indicated that body worn cameras and in-car cameras are a really good resource to be used for investigative purposes after the fact, because it does capture the

initial video footage and we can enhance or zoom in after the fact and maybe get a plate number and vehicle description and possibly video of the driver.

#### 8.E. Monthly Fleet Report

No discussion.

### 9. CHIEF'S REPORT

Chief Canfield reported the following:

Year to date we have responded to 19 drug overdose calls with 1-2 suspected fatal overdoses. Compared to a number of years ago, these statistics are down.

In reference to the SpidrTech text message survey rate, for the month of November we sent out 1,331 text messages to callers, which is down slightly by 13%. Our survey completion rate is down a little bit to 18.3%, which is down about 3.1%.

We are starting the Coffee with a Cop Program again in January and are going to schedule this on a monthly basis at different locations. Detective Eric Adams is assisting with this as far as reaching out to venues. We are looking to do this once a month throughout 2026.

In addition to that, we will also be doing a Citizens Police Academy, which will be geared toward residents at the Taylor Community. This will start on January 15th through March 12th and will be held every Thursday from 1:00-3:00 pm at the Taylor Home. We will be bringing officers up to teach about what we do, such as Patrol, Detectives and Administration. The residents seem excited for it and it makes it a little easier by bringing the program to them.

We take in a number of found bicycles throughout the year. Years ago we used to have an auction at the police station and they would be auctioned off and the proceeds would go back to the general fund. Since then, it transitioned approximately 7-8 years ago to where all of the bicycles were brought to White Farm down in Concord and they were auctioned and again the money went to the general fund. Allan Beetle from the WOW Trail approached us on this, as well as a couple of City Councilors, and the City Council has approved us going back to holding the auction at the police station and the proceeds from the bicycles will go directly to fund the WOW Trail. This is something that the WOW Trail is going to take on themselves as far as running the auction and hiring the auctioneer. We will assist them with the logistics of getting the bicycles out for them. It's nice to see those funds will go toward the maintenance and upkeep of the WOW Trail. Commissioner Davis inquired when that will happen and Chief Canfield advised he has been talking with Kevin Dunleavy and they were hoping for the beginning of June. There are some people who will be out of town until the end of May, so he was hoping for sometime in June. We certainly want to do it while there is still some good riding time out there.

Last week we underwent our CALEA web based assessment for year one of our new CALEA accreditation. There was a number of interviews conducted throughout the week with a number of people throughout the police department. The assessor was very impressed with the department. He sent an email saying the report was submitted for final approval by the Commission, but he didn't see any issues with our assessment. One thing he did note was that it was a pleasure to work with our agency on the annual assessment and he particularly called out Accreditation Manager Robin Moyer for performing exceptionally in her role and representing the agency with professionalism throughout the CALEA annual assessment. This is a stressful week for Robin throughout the whole assessment, but also leading up to that for many weeks beforehand when they go into our files and ask questions and want clarification. We look

forward to a successful re-accreditation assessment report in the near future.

Just a reminder that Friday, December 19th, at noon is the the City Employee Christmas Appreciation luncheon for all City employees, boards and commissions.

Chief Canfield then presented a power point presentation of the SpidrTech quarterly review.

10. **OLD BUSINESS**

No discussion.

11. **NEW BUSINESS**

No discussion.

12. **OTHER BUSINESS**

No discussion.

13. **CITIZEN COMMENTS**

No citizens in attendance.

14. **CONFIRMATION OF NEXT MEETING DATE**

The next Regular meeting date of January 28, 2026 was confirmed.

15. **ADJOURNMENT**

On a Motion by Commissioner Mello, seconded by Commissioner Davis, and passed unanimously, the meeting was adjourned at 2:27 pm.