

**OLD SAYBROOK POLICE COMMISSION**  
**Special Meeting**  
**November 29, 2010**  
**MINUTES**

A Special meeting of the Old Saybrook Police Commission was held on Monday, November 29, 2010 at the Old Saybrook Town Hall. PRESENT: Chairman Burnham, Vice Chairman Conklin, Secretary Winkler, Commissioners Gallicchio, Sparaco, Metsack and Zemienieski. Chief Spera was also present.

**I. Call to Order**

Chairman Burnham called the meeting to order at 7:32 p.m.

**II. Minutes**

- A. **October 18, 2010 Special Meeting** – Chairman Burnham asked for discussion or approval of the October 18, 2010 Special Meeting minutes. After discussion, **motion was made by Vice Chairman Conklin to approve the minutes as presented. Motion seconded by Commissioner Winkler. Motion Passed by unanimous vote.**

**III. Comments from the public**

No comments at this time.

**IV. Executive Reports**

**A. New Police Vehicle Design**

Sergeant Rankin gave a presentation on the new SUV and vehicle design. The new SUV came black so the door jams would be black; they had the doors painted white. He advised that Saybrook Auto Body painted the cruiser that is displayed out front tonight; the cruiser is two years old. Computer Signs of Old Saybrook did the graphics. Whelen Engineering donated all the lights on the vehicle. This is only the second vehicle in the country to have this lighting system. Every LED light on the vehicle can be individually programmed. In the back of the vehicle is a command center, it has three radios, a white board, gun locker, and internet capabilities. Sergeant Rankin explained that with the internet capabilities on the Chief's vehicle Sergeant Roche was able to send pictures of the Webster Bank robbery suspect to the media right from the crime scene allowing the case to be solved quickly. They will now have the same capabilities on each shift with this SUV. A shift supervisor or Lieutenant will have the vehicle on each shift. There is also a KNOX box installed to allow access to buildings after hours without having to wait for the key holder to respond. It is an electronic system and is accessed by using a code that records who entered the building, what time they entered and what time they exited. The K9 car will be done this week so it will be done for the K9 demonstration at the Saybrook Stroll on Friday. The trend across the country is going back to the traditional black and white police vehicles. PJ Dimaggio and Ted Vecchiarino from Saybrook Ford did an amazing job getting the vehicles done and Sergeant Rankin wanted to express the departments thanks to them for all their hard work. The Chief spoke about the color change and new graphics. He explained the change in color will help increase the departments Omni presence in town. The white cars and striping have become common place. The new cars will be noticed and the more people notice a police presence the less crime there is. A small department relies on any tactics they can when they do not have the manpower to put out in the field. Part of the mission statement will be on each vehicle to remind the community what the department stands for and to remind the personnel when they walk out to their vehicle what they stand for. On the rear of the cars there will be one of three traffic safety messages to remind people to be safer while they are driving. The three messages are: BUCKLE UP, ITS THE LAW; OVER THE LIMIT, UNDER ARREST, and SHARE THE ROADS SAFELY. Saybrook Ford donated all of the graphics on the new SUV. Ted Vecchiarino was present and was thanked by the Chief and Commission for the donation and all of the work Saybrook Ford did to get the vehicle done as well as all they do for the department throughout the year. Master

Sergeant van der Horst contacted every person in town who paint cars as well as Macco out of Middletown to tour the fleet and submit quotes. Insurance money from the vehicles previous bumps and bruises will be used along with money from the Traffic Safety Fund to pay for the older vehicles to be painted and striped. The Chief's goal is to do all of the work locally and not use a single penny of tax payer money for the project. The restriping and painting of the fleet will enhance traffic safety and increase the Omni presence of the department in town. The average cost to paint the vehicles is \$1600. The graphics are \$400 for a cruiser and \$900 for the SUV's. The lowest bidder was asked to go even lower and they did. Saybrook Auto Body is doing the cruisers and they are working with Grossman Chevrolet to see if they will go even lower if they do all three SUV's. All Graphics were designed in house by Sergeant Rankin and Sergeant Roche. Vice Chairman Conklin asked the time frame is for the entire fleet to be complete. The Chief advised it will be the end of January to Mid February.

## **B. Mentoring Program**

This is an idea that came from the personnel due to the difficulties the department has had with recent new hires. Sergeant Roche and Detective Perrotti approached the Chief with the idea of starting a mentoring program in the department. The idea is to assign senior officers who are not their field training officer to new officers to bring them through the process, make sure they are fitting in and answer any questions they may have. The idea is to be more of a buddy and guide as opposed to the person who is evaluating them every day. The Chief asked Sergeant Roche to develop the project. Sergeant Roche explained that in the next five to ten years eight to ten people could retire. That is a lot of new people and a lot of information from the ones retiring that needs to be passed on and mentoring is a good way to do this. More important to mentoring is helping a person who is new to this profession. It changes your life a lot working evenings, midnights, weekends and holidays. It is good having a person they can talk to on a more personal basis, it makes it easier. Once they are out of the academy they have their field training officer who is evaluating them every day, a mentor is not an evaluator, he is there for support to help them out a little. There is no conflict between the FTO and the mentor. The FTO has a certain job and the mentor should not interfere with that job. Some of the goals with the mentoring program are to promote professional growth, and inspire personal motivation. It provides a support system and helps maintain new employees. Benefits for the mentors are it provides a critical service to the department because we need to keep these new employees in the department once the money is spent to train them. They get a personal sense of reward as they mentor and a sense of pride and accomplishment from seeing this person be successful. Benefits for the mentee are they are more likely to be successful because they have someone looking out for them. It is a big change and they may have a lot of questions. Helping set some goals and a career path. The cost is minimal other than the time the mentor and mentee spend together. It can be done while they are working a shift together, 10 – 15 minutes before or after a shift. Commissioner Zemienieski asked if people who are mentoring will affect the overtime budget. The Chief advised it will not be an issue due to the culture of the organization. This is something the personnel want to do and they recognize there is a need to formulize some sort of non training relationship with the new people to help them grow. The two failures we have had for various reasons have hurt the department operationally. It leaves two holes in the schedule that need to be filled. There is an invested interest in the personnel to do this. The minimal cost is outweighed by the benefits of what will happen with the enhanced morale and loyalty the person will hopefully show to the department. Originally the plan was to use this with new recruits in the academy, on FTO and through probation but they have been talking about doing it for newly promoted personnel as well. Commissioner Sparaco stated that the department has already had mentoring programs with the Citizens' Police Academy and the Explorer program; it just was not called mentoring at that time. The Explorer program is a mentoring program for younger people who are looking to enter the police field. Sergeant Roche explained that in some departments the Explorer program is part of their mentoring program, they pull from those ranks and continue on through until they are hired.

### **C. Department Operations**

The Chief apologized for running out on the last Commission meeting due to the burglary. The Chief reviewed the presentation he was giving on Department Operations 2010 – A Year Later. He reviewed the surveys submitted by the officers and the department statistics a year later. The Chief commented on the fact that the officers were willing to open up while filling out the surveys, it meant a lot and shows how much trust they have in the administration. Commissioner Zemienieski feels the surveys are a useful tool but had a problem with the individual ratings given on the Leadership Team members; he did not feel it should have been done in the public like it was. He felt that should have been in executive session due to public opinion. The Chief said it is a question of transparency and the information is subject to FOI. Commissioner Zemienieski feels that is the exception rather than the rule but understands why it was done this way. Chairman Burnham feels it is good that this was developed and the personnel input is important to the Commission to help develop goals for the department as well as evaluate the Chief. She feels it is important and valuable to the department. Vice Chairman Conklin feels it is a good barometer to see what needs to be improved and it is good that the officers are able to speak honestly.

### **D. Financial**

#### **1. 10-11 Operating Budget**

The Chief asked if there were any questions about the 10-11 Operating Budget, he explained that the Medical line item is going up due to fitness for duty examinations that were done. The expense and supplies are 51% expended. He reminded the commission that the department is paying for utilities at two different locations with the existing budget. He is working with CL&P to come up with a program at the old facility. He is also looking into not heating 225 Main Street and draining the pipes at that location. He is looking into the cost and who would be paying for it. The Vehicle Maintenance line item is also going up. Each year the town makes a conscious decision whether or not the department buys a new car whole or piece by piece. The fleet is old and there are many cars with 80,000 and 90,000 miles on them as well as some of the SUV's over 100,000 miles and therefore the town is paying for them piece by piece at an alarming rate.

#### **2. 11-12 Operating and Capital Budget**

The 11-12 Budget will be presented to the commission in January and the Chief would like to start dialogue about ideas for next year. He would like to take a look at who does what in the department and see if there is a way to streamline things to make it as cost affective as possible on the civilian side. On the sworn side there are simply not enough officers. The Chief would like to add one person to each shift; it takes four people to do this. He will talk about one tonight and if the Commission takes the Chiefs recommendation it will be down to three and he will have to look at ways to add personnel to the budget again. The Chief feels there needs to be a definate distinction in the 11-12 budget between the new facility and 225 Main Street. The town needs to take responsibility for 225 Main Street; the department budget should not include the maintenance and upkeep of two separate buildings. The temporary electricity for the future construction project should not come out of the department's operating budget, this should be a construction related cost. Keeping the facility up and running to have an operating gas pump, if this is going to be the departments responsibility there needs to be money in the budget for this. The Chief feels there should be a separate line item for 225 Main Street. The Chief would like to take a look at the budget to be able to have the personnel needed. Chairman Burnham asked why the gas pump needs to be operated at the old facility. She asked why the department did not use the pumps at public works. The Chief feels that using the pumps keeps a presence on Main Street with the cars going in and out throughout the shifts. The Chief feels the addition of sworn personnel and investigative equipment should be a priority when discussing the upcoming budget. Commissioner Zemienieski asked if the union is doing anything to put a minimum staffing requirement in the new contract. He felt that may help get the new officers that are needed. The Chief advised that is a double edged sword for them as it would make having time off more difficult. The Chief stated it is going to be another tough budget year and he feels there is a need for the town to allocate funds to Public Safety and Youth and Family Services due to the tough economic times. The Chief advised he goes on the road at night just to have another cop on the road, not to be the Chief but because they need someone. We do not have the recourses and cannot rely on the fallacy that the State Police have extra cops to cover for our

town. They have coverage issues of their own at night and we are assisting them more and more. It is not adequate coverage to have 23 officers cover twenty four hours a day, seven days a week, three hundred sixty five days a year. It is creative scheduling that gets us by. Chairman Burnham feels the Commission has to present the facts, the public needs to know the department personnel are working overtime. Not to scare them but she feels they need to know the type of crime and officers needed to maintain the quality of life that they are accustomed to. Chairman Burnham stated that the Commission needs to have all of their facts straight on the dispatchers as well to show they are needed because every year someone wants to cut them out of the budget. The town's people need to know that Valley Shore only dispatches Fire and EMS. The department would still need to have people to dispatch police and answer routine calls as well as the need for someone to be at the front desk to handle any walk in complaints. It makes no sense to pay someone else to dispatch the Fire and EMS when we already have someone here dispatching the police. Having one central dispatch for all services keeps communication smooth. The town just put in a 2.8 Million dollar communication system, why would they pay someone else to dispatch. Old Lyme is smaller than Old Saybrook and pay \$135,000.00 a year for just Fire and EMS, ours would be more than that. Commissioner Metsack feels the Commissioners need to run a campaign to explain the department to the public. He feels the increase in crime shows the need for more cops on the road not more open space for the town. This is not the time for that. Chairman Burnham feels we will not be able to get any new cars in the budget for next year, and feels the need for personnel is far greater. The Chief would like to have a workshop with the Board of Finance and Board of Selectman to have a conversation on the needs of the department. Commissioner Metsack feels it should be asked if the town wants a police presence at the Torch Light Parade, Saybrook Stroll, Halloween patrols and things of this nature. If they do the Commission needs to explain what resources the department needs for this. The Chief feels the citizen's needs to decide what their expectations from the Police Department when they are the victim of a crime and then explain what is needed to provide that quality of service. Commissioner Metsack feels the Commissioners need to have a workshop for themselves before they meet with the Board of Finance and the Board of Selectman to make sure all the facts are straight. The Chief agrees there should be an interactive workshop for the Commissioners to ask questions.

**3. Asset Forfeiture**

The Chief reports the balance of \$16,809.60. Traditionally when the department needs funds from this account for criminal investigative work the Chairman authorizes withdrawal. The Chief will be meeting with the Chairman to ask for a withdrawal.

**4. Capital Sinking Fund**

The Chief reports a balance of \$100,104.84; the Chief is concerned that this number went up when it normally goes down. The Chief spoke with the treasurer and money was reallocated for the rent; these funds were added to the Capital Sinking Fund. The Chief explained he is still waiting to be billed by Smith and Wesson for the new weapons.

**5. Law Enforcement Fund**

The Chief reports a balance of \$46,393.75. The Chief is hoping to discuss ways to spend this money after the first of the year. Chairman Burnham stated that Commissioner Gallicchio, First Selectman Pace and Detective Perrotti are the committee. The Chief needs to have standardized bylaws drawn up and get them to the attorney before they can have their first meeting.

**E. Uniform Committee – Jacket Selection**

Sergeant Roche and Sergeant Rankin spoke about the jackets they are looking at for patrol. The officers all prefer the Blauer model that goes above the duty belt for everyday use giving them access to their weapon if needed. This is also more comfortable when entering and exiting the vehicle. The jackets have gone out to bid and our current uniform company Red the Uniform Tailor has won that bid. The other option is a little longer, it is also made by Blauer. The communications technicians, animal control officers and community police officers will be getting this jacket. The officers are also looking at a longer jacket for colder weather when they are standing outside for long periods of time such as the Saybrook Stroll and the Torchlight Parade. These will be available for officers to

purchase on their own using their uniform allowance. The Blizzard coat will be the approved model if they choose to purchase one.

#### **F. Saybrook Stroll – K9 Demonstration**

The K9 demonstration will take place on the Town Green at 6:30 and 8:00 during the Saybrook Stroll. This increases the positive image of the agency with the public. When Sergeant Rankin was the canine officer he put on demonstrations at the police department during the Stroll and there was a great turn out and they put on a great show. Officer Ziolkovski will be doing it this year; this keeps a positive image with the agency.

#### **G. EMT “Bridge” Course**

The Chief explained that there are various levels of medical response; EMR (Emergency Medical Responder) is the lowest professional tier. Next there is EMT, Paramedic and Instructor. The personnel were given the opportunity to take this “Bridge” course that takes the lower level of EMR and turns them into an EMT. They were given the schedule and asked if they were interested in taking it. The Chief got a great response and formulated a class, posted the schedule. Personnel could volunteer to take the class, every person except for three have elected to take the class. This means that the level of service the department can provide people in need of medical care is greatly enhanced. They will be able to carry medications such as the epipen and aspirin for people having heart attacks. This is a credit to the personnel for saying yes; they want to take it to the next level when they do not have to do that. Paramedic CoCo and Chief Spera will be teaching the class. There will be 9 or 10 sessions and then there will be individual independent national and state testing the officers will participate in. This will be done during the month of February. Chairman Burnham pointed out this is one of the many extras the people get from our police department.

### **V. Legal Traffic Authority Business**

#### **A. The Preserve – Revised Open Space Application**

The Commission received a referral from the Planning Commission because the developer of the Preserve has applied to make a change in the open space in their sub division. Initially it was going to be huge neighborhoods with a golf course and this did not get approved. They have now taken all the open space requirements and put it in the very center of the Preserve, with neighborhoods surrounding it. It seems like they are going to build this out in phases and create little pocket neighborhoods. The Chief has a concern that the operational public safety leaders are not adequately consulted by the land use department on big construction projects. The Chief took it upon himself to inform the other public safety leaders and they met on the subject. The police were asked to submit their opinion on the plan. The Fire and Ambulance while not asked have also submitted their opinion. The Chief would like to go through the points that he raised in the letter he wrote to the planning commission that he is looking to the Commission to approve him to send. The Chief made 11 points in his letter. Point 1: The Chief would like to request the developer and their agents meet with the Police Commission as the legal traffic authority to explain their plans. Tell the Commission what the Preserve is now, where it was when they first applied and where they want it to go so the Commissioners as the legal traffic authority understand it firsthand. 2: The Chief is concerned with all the pocket neighborhoods and how they will increase traffic on the secondary roads which are Bokum Road and Ingham Hill Road. He would like a traffic survey done on Bokum Road and on Ingham Hill Road at the I95 exit ramp. He wants the developer to pay for the survey of these areas and possibly change the intersection of Bokum Road and Route 154. 3: He would like the developer to contract with Motorola to do a coverage test based on the build out of the entire Preserve to make sure there will be coverage in the area. The Chief would like to know what the coverage is on the street as well as in buildings using a portable radio. That test should be submitted to the towns Communication Committee to review to say it meets the needs or there needs to be more equipment placed up there. If there is a need for additional infrastructure the developer will be responsible for that expense. The Chief is asking that this be done before a single pocket neighborhood is built. Public Safety should be in place before any neighborhoods go in. 4: They are planning a Fire Station and Post Office but have no plans for a Police Department. The Chief is asking that a small police substation be included. If the Preserve is fully developed it will either be its own patrol area of 220 houses or it will be a very large piece of another patrol area. 5: The Chief would like drawings of what

their house numbering will be as there is a town ordinance pertaining to house numbering. They must be visible for public safety agencies to be able to respond. 6: There are no street names in the plan submitted, the Chief would like the public safety leaders to meet and discuss what appropriate street names are. They need to pick unique names that are easy for first responders to know and get to. 7: The parking spaces are proper and there is "Police Only" parking at the larger facilities. The doorways must be wide enough to accommodate stretchers. Knox boxes must be present on all facilities for emergency key access. Plantings are kept below window level so officers can see inside of the buildings while patrolling at night. There needs to be adequate lighting. 8: Public access to defibrillators in all public buildings. Should the developer choose the model the Commission recommends the Town of Old Saybrook Emergency Management Agency becomes responsible for the maintenance of the equipment. They buy it and we maintain it. 9: Copies of all floor plans of public dwellings provided to all public safety agencies. 10: The Chief requests a detailed review with the town's legal traffic authority in respect to the development to pedestrian and vehicle access and flow. Discussion should include roadway width, establishment of bicycle lanes, share the road concepts, and roadway markings. He has asked for engineering called Auto Turn to be included for the entire Fire Department Fleet, Ambulance, Police Command Vehicle, public works equipment, school busses, Garbage trucks and wide load vehicles to make sure larger vehicles can turn into their proposed roadways. 11: The Chief requests the public hearing for this application not be closed until they specifically meet four of the requests made, numbers 1, 2, 3 and 10. If the Commission approves this letter it will be hand delivered to each planning commission member, e-mailed to them and provided to land use. The due date was last week but the Commission did not meet and the Chief did not want to submit the letter without the Commission's approval. **Motion made by Commissioner Gallicchio to submit the letter as presented, seconded by Vice Chairman Conklin. Motion passed by unanimous vote.**

**B. Hog Wild Deli**

The Chief has no concerns with the Hog Wild Deli plan.

**C. Public Safety Design Standards**

The Chief would like to work on a public safety design standard to let developers know what the Traffic Authority expects before they submit their proposals. The Chief spoke with the Land Use department and it was not exactly well received. The Chief suggested it be a separate chapter in the zoning regulations. It was suggested to write a separate town ordinance to address public safety concerns for new developments. The Chief is going to work with the other public safety leaders to develop this. They will decide if they need to go to a town meeting for a town ordinance or approach the zoning commission to see if it can become a separate regulation. He feels they should be transparent with the developer. Chairman Burnham agrees that it really is a waste of time to come up with a plan, submit it and then have to make changes to meet the public safety standards.

**D. Traffic Safety in Designated Construction Zones**

The Chief advised there has been a problem with construction companies coming into town not setting up proper signage and cones. The town needs a specific ordinance to determine what signage and safety measures are taken, mandating police officers be there. One of the town crew was recently struck by a motor vehicle in a construction zone. The Chief said it was not properly marked and it was not properly directed. The Chief has shut down construction companies that do not have the proper safety measures in place and mandated police officers are there to direct traffic. If a company is going to shut down a lane an officer needs to be there. The Chief would like to do research and make a proposal for the Commission to approve and present to the Selectmen and then at town meeting.

**E. Bicycle Committee Update**

Commissioner Zemienieski reported that at the last Bicycle Committee meeting they discussed sending letters to the Selectman with their concerns with different spots in town with their recommendations. They would like signage be placed in town. After it is reviewed by the Selectman it will be forwarded to the legal traffic authority. They would like to have a crosswalk placed at College Street. It was explained that would have to go before the State Traffic Authority. The town has tried to have more crosswalks put in but the state has denied the requests. The Chief stated that Old Boston Post Road has yet to be stripped because the lane width has not been agreed upon. The Chief and the Fire Chief took measurements of the road and the old white line is consistently 11'. In all of the literature the Chief has read, the

recommended bike lane is 5'. We do not have 5' on either side of Old Boston Post Road. The Chief suggests as a compromise and a test spot the town measures the road, comes up with a middle and stripes it right down the middle and do a share the road concept without a white line. If this does not work he suggests stripping at 11'. Chairman Burnham gave the statistics of bike accidents from the Bicycle Safety Summit she attended. 50% of all bicycle accidents are the result of a fall. Bicyclists need to be educated just as much as motorists. 14% of accidents are between bikes and cars. There is a new law that you have to give a bicyclist 3' when passing them. If you cannot have a 5' bike lane and a normal sized travel lane it is better to have a short bike lane and a normal travel lane. The Chief explained that anywhere there is a white fog line does not mean that is a bike lane. Commissioner Winkler does not agree with not putting the white fog line in, she uses the white line when people have their high beams on to guide her. The Chief said the Commission has to agree on a lane width. Chairman Burnham feels it is too narrow to have a designated bike lane. The Commission agrees with stripping the road down the middle with the white fog line and make it a shared road. The Commission would like a minimum of 11' lane, if they can make it wider that would be better. Chief Spera recommends a letter be sent stating that the legal traffic authority met and deemed that Old Boston Post Road is used by all types of vehicles and pedestrians. The traffic authority does not feel there is enough space to create a separate 5' bike lane, it is requested that the travel lane be a minimum of 11' and have share the road signs posted on Old Boston Post Road and the Police Department will start policing and educating that type of activity in that area. **Motion made by Chairman Burnham to have a minimum of 11' lanes on Old Boston Post Road with Share the Road Signs posted. Second by Vice Chairman Conklin. Motion passed by unanimous vote.**

## **VI. Executive Session**

- A. Discussion pertaining to legal strategy concerning the COPS Bargaining Unit Agreement**
- B. Discussion pertaining to personnel assigned to the Department's Leadership Team and records Division.**

**Motion made by Commissioner Metsack to enter into executive session with the purpose of discussing the legal strategy concerning the COPS Bargaining Unit Agreement and the personnel assigned to the Department's Leadership Team and records Division. Motion Seconded by Commissioner Zemienieski. Motion Passed by unanimous vote.**

The Commission entered Executive Session at 10:10 PM.

The Commission exited Executive Session at 11:15 PM.

## **VII. Personnel**

- A. Personnel Injury / Illness Update**
- B. Dispatcher Union Vote**

The Chief reported that the Dispatchers had successfully voted in their own Union and have become their own Local. There will be a need to negotiate a contract for the Dispatcher in the coming months.

- C. Patrolman Process – Update**

The Chief reported that the Patrolman Process is ongoing and that it is on target for the Commission to interview finalist after the first of the year.

- D. Discuss and Act upon a proposal to be given by the Chief of Police to add a Patrolman Position using existing funds**

Chairman Burnham detailed a meeting that she had with First Selectman Michael Pace and the Chief regarding staffing. She stated that the First Selectman was extremely supportive of the need for

additional police officers based on the increase in calls for service. She stated that the Chief asked for two additional midyear positions to be established. After much discussion, the First Selectman stated that he would support one additional position, using almost \$14,000 to fund the position in the current year. He stated that the funds would be derived from the Department's existing Personnel and Fixed Charges accounts that the Police Commission has supervision of. One additional Patrolman Position would increase the Full Time Sworn Force to 24. Twenty Four Officers represents the exact number of Full Time Police Officers that the Department had in 2004 prior to the layoffs.

The Commission praised the First Selectman and the Chairman for recognizing the need for additional personnel and working together to address the issue. Commissioner Sparaco stated that he is concerned about the amount of time that the Chief is spending responding to calls because we are so short staffed. Commissioner Metsack stated that he is in favor of adding a police officer based on the increase in service demand. He commented that he used to feel very strongly that we had too many officers, now he agrees that we do not have enough.

**Motion made by Vice Chairman Conklin to have create an new patrolman position in the manner that was agreed upon by the Chairman and the First Selectman. Seconded by Vice Commissioner Gallicchio. Motion passed by unanimous vote.**

#### **E. Patrol Sergeant Promotional Process**

The Chief reported that the process was ongoing and that a more formal report would be provided in the future.

#### **F. Discuss and Act on a Lieutenant Promotional Process**

The Chief spoke about the need for a Lieutenant Promotional Process due to the retirement of Lieutenant McDonald. The Chief recommend that the process include a cognitive assessment that would include in/out box exercises, essay questions, and projects and well as an oral interview with himself, prior to a final police commission interview. The Commission was concerned about the Chief's plan to have the newly promoted Lieutenant continue to work evenings. All Commission members strongly encouraged the Chief to rethink the future Lieutenant's assignment as they are concerned about the workload currently encumbered by the Chief.

**Motion made by Commissioner Sparaco to establish a Lieutenant Promotional Process in the manner described by the Chief and as presented to the Commission. Seconded by Secretary Winkler. Motion passed by unanimous vote.**

### **VIII. Building Committee Report**

Vice Chairman Conklin reported to the Commission about a productive meeting the Committee had with First Selectman Pace and Peace. The initial plans for the facility were discussed with the Committee for the first time. Vice Chairman Conklin told the Commission that he was troubled by the initial price estimate that exceeded ten million dollars, which he feels is unacceptable. He stated that at the Building Committee Meeting the Selectman and Committee members offered ideas on how to scale the project back, in size and dollars. He stated that the Committee will reconvene after the holidays to continue their work. He also stated that once plans were revised after the initial set was reviewed, that police commissioners could get copies.

### **IX. Old Business**

No Old Business was discussed.



**X. Comments from the Public**

**There were no comments**

**XI. Comments and/or Concerns from Commissioners**

**There were no Comments.**

**XII. Adjournment**

**Motion made by Vice Chairman Conklin to adjourn the meeting. Seconded by Commissioner Metsack. Motion passed by unanimous vote.**

Meeting adjourned at 1155 PM.

Jeanmarie Harvey  
Records Specialist

Michael A. Spera  
Chief of Police

These Minutes are subject to approval at  
the next regular Police Commission meeting.