

**OLD SAYBROOK POLICE COMMISSION**  
**Special Meeting**  
**December 27, 2010**  
**MINUTES**

A regular 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.

**Call to Order**

Chairman Burnham called the meeting to order at 7:31 p.m.

**I. Minutes**

A. The approval of minutes was tabled at the request of the Chief.

**II. Comments from the public**

No comments at this time.

**III. Legal Traffic Authority Workshop – “The Preserve”**

The Chief advised the Police Commission that after discussion with the Chairman had invited the Fire Chief to attend the workshop and provide input. The Chairman invited Chief Dunn to sit with the Commission. Chairman Burnham then introduced Attorney Royston who represented the Developer. Attorney Royston then began his detailed presentation to the Commission. Commissioners asked Attorney Royston many questions during his presentation. The Presentation lasted for well over an hour and included the history of the Preserve, development plans, and addressed some of the Chief’s initial concerns. Commissioners commented that they have reviewed the Chief’s letter and endorse his comments and concerns. Attorney Royston commented on the professionalism of both the Police Chief and Fire Chief’s reports to the Planning Commission.

Chief Dunn was asked to make his comments. The Fire Chief detailed concerns he had and asked questions pertaining to matters that would impact Fire Department Operations.

Chief Spera read the following recommendations into the official record.

- 1) The Department of Police Services on behalf of the Old Saybrook Police Commission, requests that the developer and its representatives appear before the Old Saybrook Police Commission to discuss the scope and implementation of project. Much time has passed since the first application for the development of the property known as the Preserve. It is important for current Law Enforcement Administrators, the Old Saybrook Police Commission, and invited Public Safety Leaders to hear about the project from the developer and its agents. This will serve as a foundation to begin a dialog between the Developer and the Town’s Legal Traffic Authority as well as public safety leaders.
- 2) With respect to the development of “pocket neighborhoods” off of Bokum Road and Ingham Hill Road, the Department requests that a traffic study be performed and presented detailing the expected increased traffic flow on these secondary roads as well as the impact of current traffic control standards such as speed limits. Additionally, with respect to the Bokum Road Development, consideration should be given to changing the intersection of Bokum Road and Rt. 154 from a “Y”

style intersection to a “T” style intersection to allow for safer traffic flow to and from the newly established neighborhood. With respect to the development off of Ingham Hill Road the Developer should conduct a traffic planning study on how to enhance the safety of the intersection of I-95 South (exit 67) and Ingham Hill Road in order to accommodate additional traffic flow on Ingham Hill Road.

- 3) The Town of Old Saybrook has recently installed a 2.8 million dollar Municipal and Public Safety Communications System. This system includes infrastructure such as communication towers, microwave links, UHF Repeaters, and UHF Receivers as well as subscriber units such as portable and mobile radios. The Department of Police Services and the Old Saybrook Office of Emergency Management requests that the developer first commence a coverage study performed by Motorola, to analyze both in street and in building (including below grade) coverage of the current radio system. The study must include an analysis of the ability to receive and transmit from a speaker microphone from both in street and in building locations and must be based on the complete build out of the Preserve. The study must then be reviewed by the Town’s Communication Committee. Should the need arise to add transmit or receive sites to maintain safe and reliable emergency communications in the Preserve the Developer must incur costs for the addition of the required infrastructure.
- 4) The Developer has failed to create a Police Sub Station in the Preserve. While there seems to be a space for a private post office and a public fire house, no facilities are provided for use by law enforcement. The Preserve is a large area with many dwellings and will most likely become its own patrol area or at the least be a major part of another patrol area. The Department of Police Services will need access to a police substation to meet with complainants and victims, take statements, and begin investigations. An adequate facility would have an office area, a small community meeting room for the Preserve Neighborhood Watch Group, a holding cell, communications equipment, a processing area, a unisex bathroom, and a two bay vehicle garage. While not an elaborate facility, these basic needs must be met to assist in ensuring the prompt delivery of law enforcement services to the residents of the Preserve.
- 5) While the submitted plans are conceptual, and do not show detailed elevations or schematics of the proposed homes, the Department requests that the Developer ensure and submit detailed drawings and specification of the house numbering plan. The Department wishes to ensure that the Developer follow guidelines provided by Town Ordinance with regard to house numbering. Numbers must be of a legible font style and size, different in color than what they are affixed to, and visible from the roadway to facilitate a public safety response during times of emergency/crisis. Reflective numbers are preferred.
- 6) The submitted plans do not show final proposed street names. The Department strongly requests that street names be created in such a manner that they do not resemble other street names currently located in the Town of Old Saybrook. Additionally, future street names should not be similar. For example names such as Preserve Circle, Preserve Vista, and Preserve Lane when all used in the same area of Town are unacceptable. Public Safety Leaders will make themselves available to assist developers in the creation of street names that will prevent confusion amongst first responders during an emergency/crisis.
- 7) Public facilities, while not detailed on the application, must have proper emergency access for all public safety agencies, including “Police Only” parking spaces at larger public facilities. Doorways must be wide enough to accommodate ambulance stretchers and Knox Boxes must be present on all facilities for emergency keyed access. In order to assist police officers conducting proactive patrols and security checks of these buildings, plantings should be kept at a height below window level, trees should not obscure windows or doorways, and adequate safety lighting should be present.

- 8) The Department requests that public access defibrillation be provided in public facilities and at the golf course. The Department prefers that an AED be purchased that is similar in nature to the model approved by the Department. Should the Developer choose to follow the recommendations of the Department with respect to type and model, the Department will be responsible for the maintenance of the defibrillator.
- 9) Copies of floor plans for all public dwellings along with maps of the golf course and any proposed trail system must be provided to all Old Saybrook Public Safety Agencies.
- 10) The Department requests that a detailed review occur with the Town's Legal Traffic Authority with respect to the development of vehicle and pedestrian access, flow, and infrastructure in the Preserve. Discussion should occur regarding roadway width, the establishment of bicycle lanes, "Share the Road" concepts, speed limits, roadway markings, traffic control devices, the use of signage that meets new and future DOT signage standards, and other traffic safety related topics. Prior to this discussion, the Developer should conduct an AutoTURN vehicle travel analysis for the entire development as well as access points from Ingham and Bokum Road for all Old Saybrook Fire Apparatus, Old Saybrook Ambulances, The Old Saybrook Police Department Command Vehicle, Town of Old Saybrook Public Works Equipment, School Buses, Oil Delivery Vehicles, Garbage Trucks and wide load construction vehicles.

#### **IV. 2011 – 2012 Budget Planning Workshop**

The Chief spoke about the draft budget and asked for any final input prior to Commissioner's receiving their DRAFT Budget Books. All were clear that the 2011-2012 budget had to increase efficiencies, provide enhanced services, while maintaining costs. The Chief reported that he will be interested in the commissioner's comments and directions after they review the DRAFT Budget Book.

#### **V. 2011 Police Commission Meeting Schedule**

The Commission spoke about their meeting schedule for the 2011 calendar year. Based on previous meetings, the Commission seems to be doing more and more business and meeting are adjourning later and later. Therefore it was suggested that meetings begin at 7 PM rather than 7:30 PM. IT was also decided to continue to have meetings on the fourth Monday of the month.

**Motion made by Vice Chairman Conklin to have the Chief of Police advise the Town Clerk's Office that the Police Commission's 2011 Meetings would take place on the fourth Monday of the Month and begin at 7 PM . Seconded by Commissioner Winkler. Motion passed by unanimous vote.**

#### **VI. Executive Session**

##### **A. Discussion pertaining to legal strategy concerning the Pending Litigation.**

The Commission entered Executive Session at 9:10 PM.

The Commission exited Executive Session at 10:35 PM.

#### **VII. Correspondence**

Commission Members were provided copies of recent correspondence.

#### **VIII. Department Operations - Update**

The Chairman asked the Chief to report on Department Operations next meeting as there were no matters of urgency.

**IX. Report of Police Commission Sub Committees**

**There were no reports, as there have been no meetings, of the Bicycle Committee or the Building Committee.**

**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 10:47 PM.

Michael A. Spera  
Chief of Police

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