

OLD SAYBROOK POLICE COMMISSION
Regular Meeting
April 25, 2011
MINUTES

A Regular meeting of the Old Saybrook Police Commission was held on Monday, April 25, 2011 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 7:00 p.m.

II. Minutes

A. March 28, 2011 – Regular Meeting

Chairman Burnham asked for discussion or approval of the March 28, 2011 Regular Meeting minutes. **A motion was made by Commissioner Conklin to approve the minutes as presented. Motion seconded by Commissioner Winkler. Motion Passed by unanimous vote.**

III. Comments from the public:

There were no comments from the public.

IV. Executive Reports

A. Financial:

1. 10-11 Operating Budget:

The Chief presented the expenditures that related to the Department Operating Budget's Expenses and Supplies section. He spoke about his concerns with running in the red in several categories.

He discussed once again the CL&P line Item. He stated that monies were set aside in this fiscal year to offset operating expenditures for the Temporary Facility. He will be meeting with Treasurer Fish to make the necessary adjustments to the line item.

He also spoke about a possible impact in the vehicle maintenance line item. He stated that three vehicles were currently offline due to serious transmission problems. He stated that Master Sergeant van der Horst is working with Saybrook Ford to see if any costs may be covered by warranty, even though warranties have expired.

The Chief spoke about his ongoing concern about the Contractual Legal Line Item. He reminded the Commission that the First Selectman is choosing to take all costs associated with Heart and Hypertension claims and contract negotiations / arbitration out of the Police Department's budget. He stated that he cannot be responsible for managing a budget when he has no control over expenditures.

The Commission spoke about this at length. They agreed that the Chief cannot be held accountable when he has no authority to authorize the expenditures of legal funds concerning contract negotiations / arbitration. Commissioners wondered if the First Selectman could authorize expenditures from the police budget without first discussing it with the police

commission. The Commission asked that the Chairman speak with the Commission's legal counsel about the issue. Additionally the Commission asked the Chairman to compose a letter to the Board of Finance expressing the Commission's concerns over the over expenditure of the legal line item in the Police Department's Budget.

The Chief added that he is doing the best he can to bring the budget in the black at the end of the fiscal year.

2. Asset Forfeiture:

Chief Spera reported the balance to be \$16,837.49.

3. Capital Sinking Fund:

Chief Spera reported the balance of \$84,504.84.

4. Law Enforcement Fund:

The Chief reports a balance of \$46,393.75.

5. Discussion and Action on the Board of Finance's Budget Reduction of \$ 40,000 for the 2011-2012 Budget:

The Chairman spoke at length about the various Board of Finance meetings she has attended with the Chief and the 2011-2012 budget processes. She stated that she felt that the Department and Commission has been very responsible during the process and with the budget that was originally submitted.

The Chief expressed concerns as the additional cuts to the Operating Budget would reduce services.

The Chairman asked the Chief for his recommendations to address the cuts as directed by the Board of Finance.

The Chief advised the Commission that when considering where to propose additional cuts he had to look at the entire operation, the entire range of services provided by the Department of Police Services. When making his decisions he prioritized services and chose to make the response to emergency calls for service the ultimate priority.

The Chief then proposed the following reductions:

Marine Patrol	\$10,000
Animal Control	\$10,000
Art Show	\$4,000
Saybrook Point Event	\$1,800
Haunted Hayride	\$3,300
Road Races	\$2,550
Torchlight Parade	\$2,000
Saybrook Stroll (Winter)	\$2,000
Summer Stroll	\$1,500
Wellness Program	\$500
March of Dimes Rally	\$1,000
Movies on the Beach	\$600
Speed Enforcement	\$750

The Chief explained that the reductions in the Marine Patrol Budget and the Animal Control Subsidy would require special action by the Board of Finance. He explained that he spoke to Treasurer Fish about his proposal. The Treasurer stated that he could support the reduction in the Animal Control Subsidy as the administrative changes made to the program have reduced the need for significant annual funding. The Treasurer also informed that he Chief that the Parks and Recreation Commission would be proposing that their reductions be spread over the various budgets that the Commission has oversight over rather than take from one operating budget.

The Chief stated that he also spoke to several Board of Finance members who supported the idea and explained that the global approach made sense. He also spoke to First Selectman Michael Pace about the idea. The First Selectman suggested that no cuts be made and that the cuts could be managed during the year. The Chief felt that the directed cuts had to be transparent, but most importantly that Board of Finance approval would be needed to reduce the other two budgets, and limit the reduction to the actual police operating budget.

The Commission entered into an extremely lengthy discussion about Department Operations, the budget process, the directed cuts, and the Chief's proposal. Vice Chairman Conklin was adamant that the Commission review every detail of the budget prior to accepting the Chief's proposal. All agreed.

The Commission reviewed the current budget proposal in great detail, including questioning the Chief on a variety of issues such as vehicle replacement, building and grounds maintenance, regional and state planning, and personnel needs. They also asked the Chief to discuss how his proposed cuts would affect operations.

The Chief explained that he would be forced to charge all civic organizations for police services at special events, including the Chamber of Commerce and the Volunteer Fire Department. He also stated that Marine Patrols would be reduced and that we would not be able to respond to mutual aid requests during marine events. He advised that he would ensure that the Department's Marine asset would not be restricted during times of emergency despite budget issues.

The Commission continued their detailed discussion. The Commission spoke about the importance of hiring the 25th officer and chose not to adjust any funding associated with that new position.

At the end of an almost two hour discussion the Commission had reached consensus.

Vice Chairman Conklin made a motion to reduce the Police and Marine Operating Budgets and the Animal Control Subsidy as presented by the Chief of Police. Commissioner Zemienieski Seconded the Motion. Motion Passed by unanimous vote.

B. Traffic Planning:

1. Route 1 / Route 166 Retail Complex and Marina Village

The Chief reported on the projects. He spoke about the development and the impact on services. He also detailed some of the traffic related impacts and issues that have been resolved already with the retail complex that related to signage and traffic flow within the parking lot area.

The Chairman requested that the Chief continue to address development issues as the authorized agent of the Legal Traffic Authority and brief the Commission as necessary. Commissioner Winkler added the that she felt that the Chief was doing a good job with traffic planning and that his reports are detailed.

2. Intermodal Transportation Committee

The new committee has not yet met, nor has the Police Commission been asked to provide a representative to the new committee. As soon as the committee is formed, Commissioner Zemienieski's name will be forwarded as the Legal Traffic Authority's Representative.

C. Administrative

1. Pending Legal Matters:

The Chief reported that he will be attending Ms. Jean Marie Harvey's Unemployment Appeal Hearing in late May. He reminded the Commission that the Department was successful in defeating both initial claims for unemployment for both Ms. Harvey and Ms. Ladner and Ms. Ladner's appeal.

2. Discuss and Act on 2011-2012 Golf Cart Registration Fees:

Chairman Burnham reminded the Commission that they must set rates for the Department's successful Golf Cart Registration Program annually. She asked the Chief for his recommendation.

The Chief reported that the program is successful and that residents actually look forward to receiving their new registration plate stickers. He showed the commission the design for this coming year. He requested that due to the declining economy, that fees remain the same as last year. The Commission agreed.

Chairman Burnham made a motion to maintain the same fee schedule for both Golf Cart initial registration and registration renewals . Commissioner Winkler Seconded the Motion. Motion Passed by unanimous vote.

3. Promotional Process :

The Chairman asked the Chief to provide a brief update on the processes.

The Chief reported that both processes are underway and that Commission Interviews for all positions will be scheduled in May.

4. Contract Negotiations (COPS 106 & AFSME)

The Chief reported that arbitration continues for the Police Contract.

The newly created Dispatcher Union has not yet begun contract negotiations.

V. Field Operations Report

A. Professional Development Activities

1. Patrolman Hackett and Ciccone:

Patrolman Hackett and Ciccone continue to do well during their Field Training. The Chief eagerly awaits their completion of the ten week field training program so they can begin to be scheduled as true personnel assets.

2. Patrol Rifle Certification

The Chief reports that Patrol Rifle Certification continues and that Detective Sergeant Heiney and Patrolman DeMarco are doing a tremendous job with the certification sessions. He hopes that the Department will begin to deploy the rifles on Patrol in early July.

B. Uniform Committee Progress Report

1. Class A Uniforms:

No new information was provided.

C. Activity Report

I. March 24 – April 20, 2011:

The Commissioners reviewed the activity report they received in their packets, there were no questions. The Chief noted that the department is extremely busy and he commends the staff for their continuous efforts to keep Old Saybrook safe and combat the criminal element that seems to be attracted to Old Saybrook.

VI. Support Operations – Reports

A. Emergency Communications Division:

I. Quality Control / Quality Assurance:

The Chief reported that the process is officially underway and that EMS Director Phil Cocco is beginning his work to establish the comprehensive program that is required by both Department Policy and State Statute. The Chairman stated that once the program is up and running and data was being collected that she would like a presentation made to Commissioners. The Chief suggested that the presentation be made over the summer or early fall as data collection will begin in June.

VII. Correspondence:

The Commission reviewed the various pieces of correspondence.

VIII. Police Facility Study / Building Committee:

Commissioner Zemienieski, Chairman Burnham, and the Chief advised the Commission about upcoming meetings of the building committee.

IX. Comments from the Public:

No comments from the public at this time.

X. Comments and/or Concerns from Commissioners:

There were no additional comments or concerns.

XI. Adjournment:

Motion made by Commissioner Conklin to adjourn the meeting. Seconded by Commissioner Gallicchio. Motion passed by unanimous vote.

Meeting adjourned at 10:10 PM.

Respectfully Submitted

Michael A. Spera, Chief of Police

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