

OLD SAYBROOK POLICE COMMISSION
Special Meeting
January 8, 2014
MINUTES

A special meeting of the Old Saybrook Police Commission was held on Wednesday, January 8, 2014, at the Old Saybrook Town Hall.

Present: Chairman Finch, Vice Chairman Savino, Commissioners Burnham, Sparaco, Stuart, Dunlap and Maselli were also present. Chief Spera and Lieutenant Roche were also present from the Department of Police Services.

I. Call to Order/Pledge of Allegiance

Chairman Finch called the meeting to order at 7:02PM and led the Police Commission in the Pledge of Allegiance.

II. Comments from the Public

A member of the public congratulated the new members of the Police Commission on their election. He added that the School Resource Officer Program has been a success and he hopes to see the program continue in the same manner as it is today into the next fiscal year.

A member of the public agreed that the School Resource Officer Program has been very important and valuable to the school system. He stated that mass shootings within the last 5 years have increased three times and that businesses and schools are the most common places that these events take place. He concluded that the program should continue into the next fiscal year with no changes.

III. Executive Reports

A. Retirement of Patrol Sergeant Hull

Chief Spera informed the Commission that he has received Sergeant Hull's letter of retirement and that Sergeant Hull respectfully declined his exit interview. Chief Spera wished Sergeant Hull well with all his future endeavors. He will be using personal leave time until April. Both the hiring process for a Patrolman and the Patrol Sergeant Promotional Process are underway

B. Extended Sick Leave – Patrolman Ziolkovski

Chief Spera informed the Commission that Patrolman Ziolkovski has been out of work due to a non-work related illness. He is expected to fully recover but he has been unavailable for nearly two months. The Department is hoping to have him back to full duty by the end of January or early February.

IV. Presentation, Discussion, and Possible ACTION pertaining to the Proposed 2014-2015 Capital and Operational Budget

Chairman Finch stated the Commission would now look at the proposed budget as prepared by Chief Spera. He stated that he and the Chief had conducted a preliminary meeting with regards to the budget earlier in the day but that the budget numbers presented came entirely from the Chief. He concluded that the goal of the evening would be to have a robust discussion about each line item and hopefully approve a budget that could be forwarded to the First Selectman by the January 15, 2014 deadline.

Chief Spera introduced Lisa Carver, the new Finance Director for the town. He stated that she has become an integral part of the town's budget process and her presence has added a level of business acumen associated with the budget.

Chief Spera continued by stating that a few changes have been made to the budget that was first delivered to the Commissioners and that handouts were available to replace the outdated narrative pages. The first change is an increase in the Department's Capital request from \$94,000, which represents the Department's annual lease payment for the vehicles, to \$100,000. Chief Spera stated that this change came at the suggestion of the Finance Director in an attempt to flat fund Capital Expenditures for the next five years. He concluded that the excess money from the first four years could be saved for the fifth year when the Town will choose whether to lease new vehicles or purchase them.

Finance Director Carver added that this change has been discussed with the Board of Finance and it is believed that flat funding the Capital request at \$100,000 will help to avoid fluctuations from year to year.

Chief Spera presented the budget narrative given to the Police Commission. The following questions were asked and answered during the presentation:

Chief Spera began by stating that overall budget has increased 8.6% or \$267,117.00. He added that despite the increase, the dynamic of the budget has not changed much with 87.85% of the budget money being allocated to Personnel expenses, which is largely driven by salaries and contractual obligations that must be met. The second largest portion of the budget is Expenses and Supplies with 10.24% and then Professional Services at 1.91%.

Chief Spera moved to page 3, which presented the proposed salaries for the Department in the next fiscal year. The salaries given are based on the off the record contract settlement offer presented by the First Selectman to the Police Union. The proposed contract has not yet been adopted by the Police Union; however, the contractual stipulations held within the document were used to prepare the Personnel line items of the budget.

Chief Spera moved to page 4, which outlined the members of the Department that need to be replaced when they are not at work. He detailed that out of the 25 full time law enforcement officers, 17 positions need to be backfilled when those employees are not at work. Chief Spera added that the Department has not adequately budgeted replacement in the past, which has led to consistent budgetary overruns in Personnel line items. Chief Spera concluded that the proposed budget begins the process of fully budgeting replacement resources but that the proposed budget does not account for 100% replacement in the coming fiscal year. Rather a two year approach is being proposed.

Chief Spera moved to page 5, which shows that to fully backfill vacation and personal days the Department would need \$81,000. This fiscal year the Department is seeking \$51,000, with the intention of asking for the full replacement amount in the next fiscal year.

Finance Director Carver added that money is being spent from these Personnel line items and it behooves the town to budget more realistically. She also stated that this line item volatility is not a problem that is unique to the Police Department and that an effort is being made in every municipal department to budget more realistically. She concluded that Chief Spera is making a reasonable accommodation this fiscal year by not asking for one to one replacement and allowing for this process to be phased in over two fiscal years.

Commissioner Dunlap asked if other line items have been decreased to accommodate Personnel line items being increased. He added that it makes sense to budget more realistically and that several line items are traditionally underspent and should be reduced accordingly.

Chief Spera replied that, aside from the Vehicle Maintenance line item that he promised to reduce, no other reductions have been made. He explained that flexibility within various line

items are the tools that allow him to bring the Department in on budget from year to year. He continued that, when necessary, some line items will be frozen to account for deficits in other areas of the budget. Additionally, Department members are sometimes asked for individual concessions that they are contractually entitled to during the fiscal year. Chief Spera concluded that the reason the budget has worked in the past is also largely due to budgetary anomalies that can't be counted on from year to year. For example, when a member of the Department is out on extended workman's compensation leave, the Department receives funds from the Town's workman's compensation provider that are deposited into an off budget account. This account can be used to backfill the officer that is out on leave. These funds are not represented in the Department's Operating Budget actuals. Hurricanes Irene and Sandy have also created several weeks during their respective fiscal years where Department resources are being used for Hurricane related responsibilities that have been covered by FEMA reimbursement.

Commissioner Savino asked how many vacation days can be carried over each year.

Chief Spera responded that ten days can be carried over but those days must be used in the next fiscal year. He also stated that Personal Days cannot be rolled over.

Commissioner Maselli asked about the difference between the original Page 5 presented and the replacement page 5.

Chief Spera responded that Page 4 identifies seventeen Department members that need to be replaced and the original page 5 accounts for 18 members in need of replacement. To fix this problem, the new Page 5 removes Patrolman 25 from the replacement chart.

Commissioner Dunlap asked if Patrolman 25 should also be removed from Page 4.

Chief Spera responded that he should not because Sergeant Step 1 is not included on Page 4.

Chief Spera moved to Page 6, which shows Overtime and Extra Personnel. Chief Spera stated that he has not asked for an increase in hours in either line item but there is a small increase in budget due to the new salary rates. Chief Spera added that Extra Personnel was overextended in the last fiscal year due to backfilling positions in schools after the Newtown shootings and staffing the midnight shift at a consistent three officers.

Chief Spera moved to Page 7, which shows that Longevity has decreased by \$1,200 due to retirements.

Commissioner Savino asked if \$2,000 is the maximum Longevity amount.

Chief Spera responded that \$2,000 is the maximum amount per officer and that Longevity is also used to calculate an officer's overtime rate.

Chief Spera moved to Pages 8, 9, and 10; which shows the Department's Sick and Injury liability. Chief Spera explained that Sick Time also includes family sick days, which allows Department members to call out of work to care for a sick family member. New laws allow for 5 family sick days per employee, per year. Chief Spera explained that Department members currently earn one sick day per month and can accumulate up to 195 sick days. The Department has chosen to budget for 50% replacement of the sick time that will be earned in the next fiscal year of the 17 members who have been identified for replacement. Chief Spera stated that 50% replacement may not cover the Department's liability.

Commissioner Dunlap stated that the Department is historically 20-40% under in this line item.

Chief Spera responded that until recently the Department had an off budget account that was adequately funded to provide for employee replacement.

Commissioner Savino asked how many sick days can be cashed out at retirement.

Chief Spera responded that 80 days can be cashed out.

Commissioner Stuart agreed.

Chief Spera moved to Page 11, which shows the Department's Holiday Liability. Chief Spera explained that the newly proposed contract pays each officer for their 13 allotted holidays, rather than allowing them to use those 13 days as floating holidays. If this proposal is accepted by the Union, this will add 2,600 man hours back to the Department.

Commissioner Dunlap asked if other line items would be reduced to account for the additional 2,600 hours gained by the Department.

Chief Spera replied that the workshops presented to the Police Commission stated a clear need for more man hours and that this tactic is the only way to do so without adding staff. Chief Spera explained that when the Department switched to a 4/2 schedule from a 5/2 schedule decades ago, this led to all full time officers earning 16 or 17 extra days off per year just based on their schedule rotation. He added that paying officers for their holidays and adding the 2,600 hours will help to set each officer at 2,080 hours of work each year, the equivalent of a true full time employee.

Commissioner Maselli has how many days of liability will be added to the Department if this proposal is not approved.

Chief Spera stated that the Department would be responsible for 221 extra days of liability not currently budgeted for.

Commissioner Savino asked if holidays can be carried over.

Chief Spera responded that 10 days can be carried over but holidays and vacation days are all part of one pool.

Chief Spera moved to Page 12, which shows the Department's Education Stipend. Chief Spera noted that Patrolmen Brooks and Hackett are being shown as having their Bachelor's degree because those degrees will be earned prior to the beginning of the next fiscal year.

Chief Spera moved to Page 13, which shows the Department's K-9 liability. Chief Spera explained that K-9 officers receive one half hour each day they do not work and one hour for each day they work, which equals 6 hours per week. Of the 6 hours earned, 2 hours are calculated at straight time and 4 hours are calculated using the officer's respective overtime rate. Chief Spera stated that the budgeted amount also takes into account each officer's time off for the fiscal year and budgets one half hour for each vacation day.

Commissioner Dunlap stated that this line item increased by 25%.

Chief Spera responded that the line item increased by \$5,000 due to the new contract proposal.

Commissioner Burnham asked if the Police Union has a mandated timeline to consider and vote on the proposal that the budget is based on.

Chief Spera responded that there is no mandated timeline but that he believes the delay may be due to Patrolman Ziolkovski's recent absence from the Department, as he serves as the Police Union President.

Chief Spera moved to Page 14, which shows the budget for Clerical Support. Chief Spera stated that this line item is the only Personnel enhancement that he has requested. Chief Spera explained that he has requested that Executive Secretary Trent Gerbers and Records

Clerk Michelle Berner be made full time assets. Given this, two charts have been presented. The first is the Chief's recommendation showing Gerbers and Berner at full time and a 3% salary increase for the Clerical Staff. The second chart shows only a 3% increase for the Clerical Staff. The 3% increase is representative of two years of raises as last year's raise was cut from the budget. Chief Spera also noted that the Department has historically had a full time Executive Secretary and two full time Records Clerks. Chief Spera stated that it was his decision to replace the Clerical Staff with full time Police Officers when the full time Clerical Staff retired because he felt that the town needed more direct service providers. The Chief stated that he did not intend for his decision to mean that the Department would never again have full time clerical support in the records division or for him never to have a full time secretary. Chief Spera concluded by asking the Commission to endorse this request because it is important for him to have a full time Secretary and it is important for the Department to have the Clerical Support it needs.

Chairman Finch asked if the Records Department generates any income.

Chief Spera responded that the Department charges an \$8.00 search fee for records requests. That money results in approximately \$8,000 each year, which is deposited in the general fund.

Commissioner Savino asked if the money budgeted for a Commission Clerk is necessary if a full time Secretary is hired.

Chief Spera stated that if a full time Secretary was hired then his schedule could be flexed to include Commission Clerk responsibilities.

Commissioner Dunlap asked why Clerical extra hours need to be included if full time staff is hired.

Chief Spera responded that the Clerical extra hours line item is the only source of funds available to pay Clerical Staff for additional hours to work on special projects that go beyond their salaries.

Commissioner Savino asked if it is worth giving up the Commission Clerk line item and the Clerical extra hours line item in exchange for the full time positions.

Chief Spera stated that if the Board of Selectmen and Board of Finance agree to fund both the full time Clerical positions he would concede the funding for the Clerical Extra Hours and Commission Clerk line items.

Commissioner Burnham stated that it is the Commission's responsibility to present a budget that represents what the Department needs. Commissioner Burnham stated that it is more beneficial for the Department, should the Commission endorse the plan to have full time Clerical staff, to leave the additional line items in place and have them reduced at the Board of Selectmen or Board of Finance level if those Boards concur to adding full time clerical staff.

Chief Spera stated that in the big picture, Gerbers and Berner also represent an increase in the Department's fixed charges, which is also part of the equation that must be considered at the Selectmen and Board of Finance level.

Commissioner Savino asked if the full time Clerical Staff would need to be replaced if they are out sick.

Chief Spera responded that they would not be replaced but if they were out for extended periods of time, the Clerical extra hours line item could be used to fill those spots.

Chief Spera moved to Page 15, which shows the salaries of Emergency Communications Personnel. Chief Spera stated that all Dispatchers must be replaced when they are not at

work. He explained that he has chosen to replace 50% at the average overtime rate for full time staff and 50% at the average straight time rate for per diem employees. Chief Spera noted that, depending on when a Dispatcher was hired, they would earn either 1.5 vacation days per month or 1 vacation day per month. All newly hired Dispatchers will earn 1 vacation day per month.

Chief Spera moved into the Expenses and Supplies section of the narrative on page 17.

Chief Spera noted that the first year the Department budgeted for Electricity at 6 Custom Drive, it was an educated guess because the facility had never been used as a Police Department. He stated that this will also be the case when the Department moves into their new facility on Lynde Street.

Commissioner Dunlap asked why the Department isn't using historic actuals to trim or add money to various line items.

Finance Director Carver replied that she believes the First Selectman will be looking to budget closer to historic actuals and that some Departments have already been asked to cut their electricity budget due to substantial savings through a new agreement with TransCanada as a supplier of our energy.

Chairman Finch stated that he would be uncomfortable trimming the Heating Oil line item because of the volatility of oil prices. He stated that it may be possible to budget other expenses and supplies line items more accurately but that Heating Oil and Gasoline should remain flat or increase.

Chief Spera stated that he believes some line items could be trimmed but there is a limit to what he would be comfortable cutting because of a need for budgetary flexibility. He stated that he would be comfortable cutting the electricity line item by \$5,000.

Commissioner Maselli recommended that a note be added in the narrative about the potential fluctuation of this item when the Department moves into the new facility.

Chief Spera agreed with this suggestion.

Commissioner Stuart stated that every line item should be reviewed against historical actuals and that the budget for each line item should be set appropriately based on those actuals.

Chief Spera advised against this approach because the data presented for each line item does not necessarily represent what the Department needs. He added that line items can be frozen during the fiscal year to help avoid a budget overrun. The Chief stated that building a budget based solely on actuals would create a budget that would not allow for successful management during the fiscal year.

Commissioner Stuart stated that each line item should be discussed. For example, OSHA Requirements has been largely unexpended.

Chief Spera replied that he needs adequate funds in this line item for incidents that he cannot predict.

Commissioner Dunlap stated that Office Supplies should be increased to \$12,000 and that Regional and State Planning should be decreased to \$5,000.

Chief Spera stated that one of the reasons he does not budget based on actuals from previous years is because in many instances, the Department has done more with less at a detriment to operations. With regards to the Regional and State Planning line item, Chief Spera explained that the Department is no longer associated with the Law Enforcement Council at all and that the Department is participating in less regional consortiums because these funds

are needed to maintain the bottom line. Chief Spera stated that he agrees with the overall concept of budgeting to actuals but that this cannot be done until Personnel liabilities are properly funded upfront.

Chairman Finch stated that Chief Spera is the only person who knows which items are underspent because the money was not needed or if a line item is frozen to help preserve the bottom line.

Chief Spera replied that the pie chart on Page 1 tells the story. The Department budget is almost 90% Personnel, which means that if an adjustment needs to be made to meet Personnel needs, the only areas that can be touched are the Expenses and Supplies line items. For this reason, Chief Spera stated that he is not comfortable reducing any line items until Personnel liability is properly funded. He added that doing so will not allow the Department to achieve fiscal success.

Commissioner Burnham stated that next year the Chief should have less concern over flexibility with Expenses and Supplies line items because Personnel line items will appropriately funded.

Chief Spera agreed with that statement.

Chairman Finch stated that the budget still needs to be approved by two more Commissions and by cutting too much out at the Police Commission level; the Department could be left to make some very difficult decisions as the process continues. He added that he does not believe the presented budget is a padded budget and that even though the percentage increase is large, it is a better strategy to budget realistically than playing games with frozen line items from year to year.

Commissioner Stuart responded that if the budget is not being put together using actual data then the budgetary games are still being played.

Chief Spera responded that no games are being played. Budgeting actuals will only work if the larger line items are budgeted properly.

Commissioner Dunlap stated that there is potentially \$15,000 - \$20,000 worth of savings by trimming line items to reflect actual data.

Chief Spera responded that as of December 31, 2013, the Department had spent 49.32% of the budget for the fiscal year. He continued that the only reason he is able to do that is because of the flexibility in the Expenses and Supplies line items. He stated again that until the Personnel liability is fully funded, that flexibility is needed to prevent overruns. He also noted that budgetary anomalies have significantly helped the Department's budget in the past, such as FEMA reimbursement for Hurricane Sandy.

Commissioner Dunlap asked if the Department charged FEMA for non-Hurricane related work.

Chief Spera adamantly rebuked the question and stated that FEMA was not charged for any work that was not in accordance to reimbursement regulations.

Commissioner Dunlap stated that Expenses and Supplies budgets have been able to remain flat for several years because the budgets are cushioned, which implies that a more critical look of each line item needs to be taken.

Chief Spera responded that he takes offense to the implication that any line items are cushioned. He stated that by not increasing line items from year to year, the Department is actually self-cutting because they are not taking into account the increased cost of consumables.

Commissioner Maselli stated that the Expenses and Supplies line items need to be looked at the same way as the Personnel line items and that until the big piece is completely phased in, it is difficult to change the smaller pieces.

Chief Spera stated that one of the ways the budget is helped is through individual concessions from Department Members. For example, officers may choose to clean their uniforms less frequently than permitted by contract. Chief Spera cautioned that this is a concession that cannot be counted on from year to year.

Commissioner Savino asked if employees are given a 1099 for personal use of vehicles.

Chief Spera responded that they are not because they are emergency vehicles and officers using them are ready to respond to any emergency when they are in the car.

Commissioner Maselli asked what kind of savings the new fleet will bring.

Chief Spera replied that there is not enough data yet but he believes the new vehicles will get better gas mileage.

Chairman Finch asked how the new SUV's compare to the old Crown Victoria.

Chief Spera stated that in speaking with some Patrol Sergeants, they have reported that the new SUV's have shown a 2 to 3 gallon reduction in gasoline per shift.

Chief Spera also stated that operationally, the vehicles have been driving less and parked more to save on fuel. This is another way to save money while maintaining Department presence around town. Chief Spera also stated that the new fleet has allowed him to reduce the Vehicle Maintenance line item to \$15,000 from \$30,000 as he promised.

Chief Spera moved to the Professional Services section of the narrative on Page 25.

Chief Spera noted that the Computer Support and Upgrade line item absorbed the Cerulean Technology line item in the amount of \$5,608. Chief Spera also noted that the Department now owns the AFIS System but continues to leave money in that line item for maintenance.

Chief Spera moved to the Personnel Schedule handout.

Chief Spera noted that there is an expected 14% increase in healthcare costs.

Finance Director Carver added that she believes the final negotiated increase will be closer to 10%.

Chairman Finch asked what happens to money approved in the Department's budget if the contract proposed to the Police Union changes.

Finance Director Carver replied that the money approved would remain in the budget if the budget had already been approved but could be adjusted based on when in the process the contract is settled.

Commissioner Stuart asked how outside jobs are billed out.

Chief Spera stated that outside jobs are billed out with each officer's individual rates, an hourly rate for vehicle use and an administrative fee. Chief Spera added that he is planning to increase the hourly cost for a vehicle and that 3 of Records Clerk Sharma's weekly hours are paid for by the vendors out of the off budget Outside Jobs line item.

Commissioner Stuart asked why Sonal Sharma is budgeted for 6 hours per week if 3 are paid for from an off budget account.

Chief Spera responded that she should be budgeted for 3 hours and that an adjustment should be made to that line item.

Commissioner Maselli asked where the fuel cost for the vehicle comes from on outside jobs.

Chief Spera replied that the fuel costs come from the fee for the vehicle.

Commissioner Dunlap suggested that \$5,000 be cut from the Uniforms and Cleaning line item and that \$3,500 be cut from the Regional and State Planning line item.

Chief Spera stated that a reduction in the uniform line item would put the Department budget under its contractual liability.

Commissioner Dunlap acknowledged the Chief's concern but maintained his proposal.

Chief Spera respectfully disagreed by saying that it is a mistake to budget below a known liability. He stated that if the employees choose to use the money they are contractually entitled to, the Department will be set up for financial failure.

Commissioner Maselli made a motion that, at the recommendation of Chief Spera, the Department's Electricity Line Item be reduced from \$48,000 to \$43,000 and that Sonal Sharma's salary be reduced from \$6,148 to \$3,074. The motion was seconded by Commissioner Dunlap. The motion passed with a vote of 7 in favor and 0 against.

Commissioner Finch stated that proposals have been made to cut Uniform by \$5,000 and to cut Regional State Planning by \$3,500.

Commissioner Stuart added that OSHA Requirements should be reduced by \$1,900.

Chief Spera reminded the Commission that the Department has \$81,000 in replacement liability and that only \$51,000 of replacement has been budgeted. He continued that as smaller line items shrink, the replacement liability does not shrink and the flexibility to make up the difference is being taken away, in essence, tying his hands as an administrator.

Commissioner Burnham stated that if we took the proposed reductions and added them to the Personnel replacement then the Department would be where it needed to be.

Chief Spera agreed with that proposal but also cautioned that if the Board of Selectmen or Board of Finance see one large increase and cut that number then the Department is still losing financial flexibility and replacement dollars.

Commissioner Maselli stated that he is not comfortable cutting a known contractual liability for Uniforms. He stated that cutting OSHA Requirements is a gamble because there is no way to know if the Department will need the money over the course of the year. He concluded that he believes Regional and State Planning could be cut but he does not know by how much.

Chief Spera responded that contractually he is allowed to go to conferences and take masters classes but he has not done these things to save the Department money in the Regional and State Planning line item. In this sense, the Department has already self-cut.

Commissioner Savino stated that one OSHA exposure could quickly deplete that entire account. He also agreed that the Commission should not mess with money that Department members have contractually earned or entitled to.

Commissioner Dunlap stated that to cover the Department's contractual uniform liability \$3,000 would need to be added to the budgeted. He concluded that he is simply trying to bring the budget down to what has been realistically spent.

Commissioner Stuart stated that he would also like a vote to reduce Criminal Investigation by \$3,000.

Chairman Finch responded that one or two major incidents in a fiscal year could easily deplete the entire Criminal Investigation line item.

Chief Spera added that if he has a case where a private lab needs to be used, the Criminal Investigation line item is where that money comes from. He also stated that this line item is one that is typically frozen for the budget.

Chairman Finch stated that the Commission could get real close with many of these smaller line items but one big problem in a Personnel line item would lead to the whole budget being overrun.

Commissioner Burnham asked how Building and Grounds maintenance is used and what responsibility the landlord has in maintaining the building.

Chief Spera responded that the landlord is responsible for the brick and the roof and the Department is responsible for the rest. For example, the garage door springs recently snapped and the Department replaced them from this account.

Commissioner Dunlap made a motion that the Department's Uniforms & Cleaning line item be reduced from \$41,500 to \$36,500. The motion was seconded by Commissioner Stuart. The motion failed with a vote of 2 in favor and 5 against with Commissioners Burnham, Finch, Maselli, Savino, and Sparaco dissenting.

Commissioner Dunlap made a motion that the Department's Regional and State Planning line item be reduced from \$8,500 to \$5,000. The motion was seconded by Commissioner Stuart. The motion passed with a vote of 5 in favor and 2 against with Commissioners Maselli and Sparaco dissenting.

Commissioner Stuart made a motion that the Department's OSHA Requirements line item be reduced from \$3,800 to \$1,900. The motion was seconded by Commissioner Dunlap. The motion failed with a vote of 2 in favor and 5 against with Commissioners Burnham, Finch, Maselli, Savino, and Sparaco dissenting.

Commissioner Maselli asked if the Department is legally mandated to fund anything from this account.

Chief Spera responded that it is required that one or two classes are taken to develop an OSHA Plan. The money to develop this plan would come from this account.

Commissioner Maselli asked if the Department would be able to create that plan if there is a reduction in the line item.

Chief Spera responded that he didn't know because he didn't have the specific financial details with him.

Commissioner Burnham asked if the supplies to clean spills are also covered in this account.

Chief Spera responded that supplies to clean spills, cars and uniforms for specific contaminants are all taken from the OSHA Requirements line item.

Commissioner Stuart made a motion that the Department's Criminal Investigations line item be reduced from \$6,000 to \$3,000. The motion received no second and therefore failed.

Chief Spera stated that as a point of procedure, a motion should be made to endorse the amended operational budget and the presented capital budget so that it can be forwarded to the Board of Selectmen.

Commissioner Maselli made a motion to approve the Operating Budget as amended. Commissioner Burnham seconded the motion. The motion passed with a vote of 5 in favor and 2 against with Commissioners Dunlap and Stuart dissenting.

Commissioner Maselli made a motion to approve the Capital budget as presented. Commissioner Burnham seconded the motion. The motion passed with a vote of 7 in favor and 0 against.

Chief Spera stated that the Commissioners will receive an updated book that will reflect the changes that have been approved. The updated proposal will be formally transmitted to the Finance Director and then will be given to the Board of Selectmen for review. From there, the budget will be submitted to the Board of Finance where the Chief of Police will represent the Department and answer any budgetary questions.

Chairman Finch reminded the Commission that there is a regularly scheduled Commission meeting on January 27 and if a Commissioner wanted to add an item to the agenda, they should contact him in advance. He cautioned, however, that any email with regards to town business becomes subject to the Freedom of Information Act.

Chief Spera also cautioned that group emails can be dangerous because an argument could be raised by the public that a group email amongst elected officials could constitute a meeting that should be open to the public and would require the posting of an agenda and formal notice.

V. Comments from the Public

Former Commissioner Metsack stated that Chief Spera's budget is the most transparent he has ever worked with and that every line item in the budget can be proven as necessary with a detailed explanation. He concluded that the Commission should trust that the items presented by the Chief are what the Department needs to succeed.

VI. Adjournment

Commissioner Sparco made a motion to adjourn. The motion was seconded by Commissioner Stuart. The motion to adjourn the meeting passed with a vote of 7 in favor and 0 against.

The next regular Police Commission meeting is scheduled for January 27, 2014, at 7:00 p.m. in the First Floor Conference Room, Old Saybrook Town Hall.

The meeting minutes for January 8, 2014 were prepared and respectfully submitted by:

Trent Gerbers
Records Clerk for the Old Saybrook Police Commission