

OLD SAYBROOK POLICE COMMISSION
Regular Meeting
February 22, 2015
MINUTES

A regular meeting of the Old Saybrook Police Commission was held on Monday, February 22, 2016 at the Old Saybrook Town Hall.

Present: Chairman Stuart, Secretary Moran and Commissioners Burnham, Maselli, Cooper and Coppes. Chief Spera was present from the Department of Police Services.

I. **Call to Order/Pledge of Allegiance**

Chairman Stuart called the meeting to order at 7:03PM and led those in attendance in the Pledge of Allegiance.

II. **Minutes**

A. January 25, 2016 Regular Meeting

Commissioner Cooper stated that on page 5, under section VI Executive Reports, he stated that he was not familiar with departments within companies keeping track of their own expenses and supplies. He also stated that on page 12 it says Commissioner Copper when it should be Commissioner Coppes.

Commissioner Maselli made a motion to approve the January 25, 2016 Regular Meeting Minutes including Commissioner Coopers changes. The motion was seconded by Commissioner Coppes. The motion to approve the January 25, 2016 Regular Meeting Minutes passed with a vote of 6 in favor and 0 against.

B. February 8, 2016 Special Meeting

Commissioner Cooper made a motion to approve the February 8, 2016 Special Meeting Minutes. The motion was seconded by Commissioner Coppes. The motion to approve the February 8, 2016 Special Meeting Minutes passed with a vote of 5 in favor and 0 against with Commissioner Maselli abstaining since he was not able to attend that meeting.

III. **Comments from the Public**

Christopher Root stated that when it came time to address facility warranty work he wanted to be updated on the camera system.

IV. **Commission Workshop – Freedom of Information Laws and Regulations**

Mr. Tom Hennick from the Freedom of Information Commission presented to the Police Commission a detailed summary of the Freedom of Information Laws and Regulations.

V. **Executive Reports**

A. **Financial**

1. 15-16 Operating Budget

Chief Spera brought the Commission's attention to the updated format on the Expenses and Supplies report they received in their packet. He asked the Commission if the updated format is how they would like the report to be presented moving forward and if there were any questions.

The Commission and Chief Spera discussed several line items including gasoline and vehicle maintenance.

Chief Spera asked the Commission if they preferred the updated format of the personnel expenses sheet. He advised them that the spreadsheet did not include clerical or emergency communications.

The Commission and Chief Spera discussed staffing levels and how retirements and resignations effect backfilling.

Commission members agreed that they are satisfied with the new report formats.

2. 16-17 Budget Process

Chief Spera updated the Commission on the Budget Process stating that he spoke with the Finance Director and he expects very little or no changes coming from the Board of Selectman.

3. Report of Off Budget Accounts

Commissioner Cooper asked what accounts ticket money gets deposited in to.

Chief Spera discussed the different type of infractions and stated that different fees depending on the violation get deposited into different funds between the state and the town. He stated that whenever the town receives money back from the state for the issuance of an infraction funds are deposited into the Driver's Safety Fund which was a practice established by the Police Commission and the Board of Selectman.

Chief Spera handed out a draft document that detailed and defined all the Police Department off budget accounts. The last two pages of the handout was from the Town Treasurer detailing all the account balances for the municipality.

Chairman Stuart asked the Commission to review the handout and at the next meeting the Commission can discuss and ask any questions.

Chief Spera did state that at the bottom of page three he meant to write golf cart not gold cart.

B. Administrative

1. Personnel Report

Chief Spera stated that the four recruits are doing very well in the academy and he is looking forward to that continuing.

Chief Spera wanted to publically thank Lieutenant Roche for running the Police Department while he was on vacation.

2. Facility Warranty Work

Chief Spera gave the Commission an update on the epoxy floor in the detention area stating that by the end of this week the contractors should be done with the project. By next Friday he hopes to be out of 6 Custom Drive. He will be collaborating with staff to create the final punch list and will have that for the next building committee meeting which will take place on March 10, 2016. He stated that the camera/video system is working but since the detention area has been shut down he is not ready to sign off on anything, the public address system still doesn't work but he wanted to prioritize the detention floor to make sure that was corrected first.

3. Activity Report

Chief Spera passed around two spreadsheets that detailed the call data numbers for February and January and one detailing year to date numbers.

Chairman Stuart asked that the Commission look over the sheets and come to the next meeting with questions. He asked Chief Spera if it was possible to put these spreadsheets in the packets too.

Commissioner Cooper asked if the information on the handouts were the same that were presented to the Commission during the PowerPoint presentation.

Chief Spera stated no. The Commission and Chief Spera discussed that unfortunately the computer program cannot capture every dispatch. For an example an Officer might be dispatched to a smashed car window which would be criminal mischief but find out that a cell phone was stolen too and that would change the call to a larceny. Dispatch has no way to go in after the fact and change it to the correct call.

4. Legal Traffic Authority Briefing

Chief Spera handed out a letter from a property owner at the northern most part of Ingham Hill Road. Ingham Hill Road basically ends in someone's front yard. The homeowner is upset that people are diving all the way into her yard and turning around on her grass damaging her yard.

Chief Spera stated that he would like to discuss this issue with the First Selectman and hopefully find a solution that would make the homeowner happy. He suggested that maybe it would be possible to alter the access rights or post a no turn around sign or a gate.

The Commission agreed that meeting with the First Selectman and the property owner to come up with a solution is the best plan.

Chairman Stuart asked if there was any solution to the Pathway Lighting crosswalk request that was brought up at the last Commission meeting.

Chief Spera stated that no further action has been taken with Pathway Lighting.

VI. Reports of Sub Committees / Liaisons

1. Law Enforcement Personnel Hiring Subcommittee

Commissioner Burnham stated there has been no progress on the Law Enforcement Personnel Hiring Subcommittee as they have not met. The subcommittee needs new members appointed to it prior to having a meeting.

2. Law Enforcement Fund

Chief Spera stated that the town was recently notified that someone left the MAC Fund money in their will. The First Selectman has hired an attorney to represent Old Saybrook's interest. Money was also left to the Fire Department etc. There is a question as to if the former Mac fund or the fund that was created to replace the MAC Fund, the Law Enforcement Fund which is managed by the Police Commission should receive the funds.

Commission Cooper asked if the Law Enforcement Fund has an exact purpose.

Chief Spera stated that the Attorney General defined how money can be spent from that fund.

3. Board of Selectman Ad Hoc Committee – Police Boat Replacement

Commissioner Maselli updated the Police Commission on the Police Boat Replacement. He stated that the goal of the committee is to try to get patrol on the water back for next year. First Selectman Fortuna was able to identify and put a hold on a boat for the town. The town is looking to re-appropriate the funds from the current marine patrol budget to use that money to purchase the vessel. The delta would be about twelve to fifteen thousand dollars. The survey on the boat came back with glowing reviews. The Coast Guard was using it but they are getting rid of all these boats for bigger ones. The Commission is in two different mind sets. One is focused on getting a boat and getting back on the water and the other is focused on identifying why the Police Department is on the water. They want a mission statement for the Marine Patrol.

Commissioner Cooper added that the new boat will cost about twenty five thousand dollars plus new engines and electronics. He stated that the Ad Hoc Committee feels that they need to have something to sell the boat to the town and a mission statement would answer the questions that the residents have.

Chairman Stuart thanked Commission Maselli and Cooper for their time spent attending the meetings and stated that the Police Commission should not infringe on the subcommittee but stated that the subcommittee has to be careful that they don't try to come up with a mission statement for the boat.

Chairman Stuart asked should the subcommittee have any suggestions they should formally send them to the Police Commission.

Chief Spera stated that the Marine Patrol falls under the Police Department mission statement. He read the updated draft policy of the marine patrol and stated that he will be bringing this policy to review with the Ad Hoc Committee when they meeting on February 23, 2016.

VII. Discussion and Possible Action concerning Possible Police Communications Initiatives

Chief Spera stated that at previous meetings a list of Police Commission initiatives were handed out. The initiatives included less than lethal force, body cameras etc. The thought was to keep this item on the agenda to not lose focus.

VIII. Comments from the Public

Renee Shippee asked who is paying for the epoxy floor to be replaced.

Chief Spera stated that as of right now no vendors have assumed responsibility for the issue but that Downes is doing the work and will recoup all expenses after the fact.

Renee Shippee asked if it had been determined where the failure of the epoxy floor happened.

Chief Spera responded that no vender has taken responsibility for the floor failure.

Renee Shippee stated that if the cameras do not work the Police Department needs to get those up and running. Detention was being used prior to the floor being replaced. She feels that the camera system failure is opening the town up to possible legal issues.

Chief Spera stated that cameras are working, the issue is the amount of data they are able to hold.

Renee Shippee stated that this issue goes back to June 2015 and it still hasn't been fixed.

Chief Spera stated that is not true. The Police Department now has control over the system and can record and store data. The question is how much data can be stored. He stated that the Police Department has been burning video to CD's in order to preserve data.

Renee Shippee stated that she feels the Ingham Hill Road property owner should have known the road ends into her property when she purchased the property and feels that the town should not give into this property owner. She also had questions regarding vehicle fleet including the tires for life program, oil changes and warranties. She stated that regarding the marine patrol ad hoc committee there were questions pertaining to backfilling marine patrol shifts.

Chief Spera stated that Marine Patrol is a separate from the Police Department Operating budget. Police Officers sign up to work marine patrol on a voluntary basis. It is regular town department work, not outside or private duty assignments such as road construction. The funds come out of the marine patrol budget and should an Officer work 32 hours they would work Marine Patrol at straight time and

should the Officer work 40 hours they will be paid at an overtime rate. An Officer is not pulled off the road to work Marine Patrol unless there is an marine emergency.

IX. Comments from the Chief of Police

Chief Spera asked the Commission for a moment of silence out of respect for Lisa Carver. She was a tremendous asset for the Town of Old Saybrook and will be greatly missed.

Chief Spera briefed the Commission on the EO Tech rifle sight issues. They are having a temperature and moisture control issues which are putting the sights off center. EO Tech is voluntarily recalling all sights. Sergeant DeMarco has applied for the reimbursement and the full cost (\$379.00 per sight) will be returned to the Police Department. The money will be deposited into the Police Admin account and the cost for new sights is \$15.00 more per sight, which will be paid for out of the same account. There is a training component with these new sights and since there is rifle certification coming up Chief Spera would like to wait to combine the two to save money.

X. Comments and/or Concerns from Commissioners

Commissioner Maselli asked if the town of Old Saybrook had a designated safe spot in town for resident to partake in Craigslist's transactions.

Chief Spera stated that residents may use the Police Department parking lot. The parking lot is illuminated at night and recorded 24/7. It has never been formally advertised but it is encouraged.

Chairman Stuart suggested that maybe the Police Department can post something on their website letting residents know.

Commissioner Maselli stated that he feels that would be a good community relations outreach.

XI. Adjournment

Secretary Moran made the motion to adjourn. The motion was seconded by Commissioner Coppes. The motion to adjourn the meeting passed with a vote of 6 in favor and 0 against.

The meeting adjourned at 9:37 PM.

The next regular Police Commission meeting is scheduled for March 28, 2016 at 7:00 PM in the first floor conference room at the Old Saybrook Town Hall.

Respectfully submitted by:

Jennifer Damato
Records Clerk for the Old Saybrook Police Commission