

## **OLD SAYBROOK POLICE COMMISSION**

Regular Meeting

March 28, 2015

MINUTES

A regular meeting of the Old Saybrook Police Commission was held on Monday, March 28, 2016 at the Old Saybrook Town Hall.

**Present:** Chairman Stuart, Vice Chairman Von Dassel, Secretary Moran and Commissioners Burnham, Maselli and Coppes. Chief Spera and Lieutenant Roche were present from the Department of Police Services.

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

Chairman Stuart called the meeting to order at 7:00PM and led those in attendance in the Pledge of Allegiance.

### **II. Minutes**

#### **A. February 22, 2016 Regular Meeting**

**Commissioner Maselli made a motion to approve the February 22, 2016 Regular Meeting Minutes. The motion was seconded by Commissioner Coppes. The motion to approve the February 22, 2016 Regular Meeting Minutes passed with a vote of 6 in favor and 0 against.**

### **III. Comments from the Public**

There were no comments from the Public.

### **IV. Executive Reports**

#### **A. Financial**

##### **1. 15-16 Operating Budget**

Chief Spera discussed the Expenses and Supplies handout that was in each Commissioners packet. He stated that there are no new overages. Chief Spera and the Commission then went on to discuss the layout of the personnel spreadsheet handout. The Commission decided that they still wanted to see all the previous weeks and that it would be ok if the spreadsheet was two pages instead of one.

Chief Spera also advised the Commission that there was nothing different with the personnel spreadsheet. As previously discussed and reported the extra personnel line item is already over budget but the salary line item is under budget. Chief Spera did state that vacation time is dangerously close to going over budget but that since it was not fully funded that is to be expected.

##### **2. 16-17 Budget Process**

Chief Spera reminded the Commission that The Police Commission presents to the Board of Finance Tuesday, March 26<sup>th</sup> at 6:00PM at the Saybrook Point Pavilion.

### **3. Report of Off Budget Accounts**

Chief Spera handed out a list of off budget account balances and stated that there is not much change month to month with these accounts.

He advised the Commission that six thousand dollars (\$6,000.00) was taken out of the Driver's Safety account for a camera which will be put on the Police Vessel. The camera systems for all the police vehicles are also paid out of the Driver's Safety account.

Commissioner Coppes asked if the Chief provides the Commission with a listing of expenditures from the off budget accounts and Chief Spera explained that no he does not since money is often coming in and out, especially with an off budget account like Outside Jobs, but does report expenditure variables each month.

### **4. Discussion of Off Budget Account Description Draft**

Chairman Stuart asked if the Commission had any questions for Chief Spera regarding the off budget account description handout that was previously given to each member.

Vice Chairman Von Dassel asked if the handout was any different than the presentation Chief Spera made to the Board of Finance regarding the off budget accounts.

Chief Spera stated no it was very similar.

## **B. Administrative**

### **1. Personnel Report**

Chief Spera reported that Patrol Officer Trainee's Hardy and Milardo graduated from the academy last Wednesday. Their first official day at work was this past Friday. Field training will last about 10 weeks and they will become true assets to the Department in the middle of June. The other two trainees who are currently in the academy will graduate in late May, early June and will not become assets until after summer.

He advised the Police Commission that he has seen an increase in sick time and family sick time usage with all the various illnesses that have been going around lately. He also advised the Commission that four employees are expecting new babies, all within a three month span so he expects certain members of the Department to be taking some time off when their baby arrives.

### **2. Facility Warranty Work**

Chief Spera stated that the building committee met last week to discuss the facility warranty work. He deferred to Secretary Moran who is the Chairman of the Building Committee to discuss further.

Secretary Moran updated the Commission about the outstanding issues within the building. He stated that in certain circumstances Downes Construction has offered to extend warranties. He stated that the

committee is waiting to see the detention floor finished to see if they will accept the floor. Downes is currently fixing the issues with the floor that came up with this last application of epoxy.

Chief Spera elaborated on the new floor issues stating that Downes recently had to sand down the entire area and apply another top layer in hopes that it would fix the bumps in the floor.

Commissioner Maselli asked how long after the floor was done the first time did the problems start to arise.

Chief Spera stated that the floor complications this time are different from the oozing previously reported. Downes is currently on week ten of the project's two week estimate. He is hoping to be able to move detention back within the next week or two. He stated that Downes is also frustrated with their vendors and that it has been recommended to Downes from their insurance company to mill the parking lot and repave in order to fix the issues out there.

Chairman Stuart asked if the town was holding any money back from Downes.

Secretary Moran stated that Downes is holding money back from some vendors such as the original paving company.

### **3. Activity Report**

Chief Spera reported that the activity report was included within the Commission packets as previously requested.

The Commission and Chief Spera discussed how the data is reported to NIBRS each month.

### **4. Pistol Permit Application Process**

Sergeant DePerry presented an overview on the pistol permit application process for Town residents.

The Chief gave some additional information regarding the pistol permit process regarding appealing a denial, time frame complaints and so on. He also discussed the benefits of the pistol permit application such as the community outreach during the neighborhood background investigation.

### **5. Legal Traffic Authority Briefing**

Chief Spera advised the Commission that the Pathway Lighting crosswalk is still on First Selectman's desk and that First Selectman Fortuna is working on that issue.

First Selectman Fortuna is planning on meeting with the resident at the top of Ingham Hill to hopefully find a solution to her turn around complaint.

He stated that Cornfield Point had conducted a study over the summer and handed it in to Sergeant Hackett regarding over growth on sidewalks and roads. A member of the Association has also met with the First Selectman to have public works address the issue.

They would also like to change one of their roads to a one way street. Some residents think that it is a one way road but the Police Department would like the Association to get a consensus from the residents who live on the street before changing any traffic patterns.

V. **Reports of Sub Committees / Liaisons**

1. **Law Enforcement Personnel Hiring Subcommittee**

Commissioner Burnham stated that the subcommittee never established another member and she would like to see the committee finish the project and not throw away the progress made. Chairman Stuart stated that he will join Commissioner Burnham to make sure the process is finished.

2. **Law Enforcement Fund**

Commissioner Burnham stated that the committee met on March 17<sup>th</sup> and passed around a handout to each Commissioner regarding minutes from the meeting.

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

Commissioner Maselli updated the Police Commission about the ad hoc committee developments. The new police vessel has arrived and the power, electronics, paint and more will be finalized and by July 1<sup>st</sup> the marine patrol will return to the waters around Old Saybrook.

Chief Spera added that this past week the Police Department held a kickoff meeting with the vendors involved with getting the boat ready for the summer. All invoices will be billed back to a separate exchange account so that everything will be transparent. He thanked Commissioners Maselli, Cooper and First Selectman Fortuna for getting Old Saybrook their new Police Vessel.

VI. **Discussion and Possible Action to Authorize the Chairman to send Communication to the Board of Selectman concerning the Oversight of Marine Patrol**

Chairman Stuart asked the Commission how they felt about asking First Selectman Fortuna to take oversight of the marine patrol back again. He stated that the switch from Police Commission to the Board of Selectman was done many years ago for financial reasons and he feels that it make more sense to have the Police Commission oversee the Marine Patrol budget. He stated that if the Board agreed he would like to draft and submit a letter to the Board of Selectman requesting to take back oversight of the Marine Patrol budget.

Chief Spera added that the Marine Patrol is part of the Police Department and even though footnotes make it seem that the Board of Selectman is in charge of the Marine Patrol he agrees with Chairman Stuart that it makes more sense for him to present the Marine Patrol budget to the Police Commission and not the Board of Selectman.

Commissioner Coppes asked if the Marine Patrol budget included personnel expenses.

Chief Spera responded yes.

Commissioner Coppes stated that he doesn't understand why the Marine Patrol budget would ever reside anywhere other than with the Police Commission.

**Commissioner Maselli made a motion to approve Chairman Stuart's request to draft and submit a letter communicating to the First Selectman the Police Commission's desire to take back oversight of the Marine Patrol budget. Vice Chairman Von Dassel seconded the motion. The motion to draft and submit a letter communicating to the First Selectman the Police Commission's desire to take back oversight of the Marine Patrol budget passed with a vote of 6 in favor and 0 against.**

VII. Discussion concerning an "Audience of Citizens" Policy

Chief Spera passed around the Board of Education bylaw entitled "Audience of Citizens" that pertains to providing guidance during public comment.

Chairman Stuart stated that this was something for the Commission to think about.

Secretary Moran asked what policy the Police Commission currently uses.

Chairman Stuart stated that the Police Commission currently has no policy. He stated that he doesn't see any downside to having this policy in place just in case something does come up. He asked the Commission if they wanted to keep the comments in the beginning of the meeting and at the end. He stated that he likes to have both but wanted to hear the Commissions thoughts on the topic.

Commissioner Maselli stated that he feels comments in the beginning and at the end are appropriate but agrees that the Commission needs to have something in place regarding policy. The comment time is not a question and answer section. He likes the language that the Board of Education adopted.

Chief Spera stated that a change would have to become an official change in the bylaws.

The Commission discussed drafting a policy and showing it to Attorney Cronin and reviewing it again next meeting.

VIII. Comments from the Public

Chris Root asked the Commission if the audience of citizen's policy allowed comments from people with an axe to grind equally with someone who is singing the Chief's praises.

The Commission stated yes.

Renee Shippe stated that she wasn't sure how to go about asking her questions.

Chairman Stuart stated that she can ask a question if she is looking for clarification regarding a topic discussed at the meeting.

Renee Shippe stated that she thought the four new hires were all attending the academy at the same time.

The Commission responded no.

She asked if the town had a bond with Downes.

Secretary Moran stated yes.

She asked where she would find the information on that.

Secretary Moran stated with the First Selectman.

Renee Shippe asked what the age limit to obtain a pistol permit is.

Chairman Stuart stated twenty one years old.

Renee Shippe asked for some clarification regarding the Ingham Hill parking issue.

Vice Chairman Von Dassel stated that the home owner is unhappy with people driving into her lawn and over the years it has gotten worse. She had a tractor trailer truck get stuck on her front lawn on a day they were showing her house to potential buyers. He stated that there should be a way to fix her concern between the First Selectman and the Public Works Director.

**IX. Comments from the Chief of Police**

Chief Spera stated that the new 911 system has been successfully installed. All three positions are up and running and the cut over went smoothly.

He stated that the training room is being put to use with the Department hosting professional development programs. By hosting the classes the Department is saving money, travel time and is able to enroll more officers to take the classes.

Chief Spera stated that the Department has a strong desire to have an open house which will hopefully take place late spring, early summer. He is thinking the tour might involve a video for residents to see parts of the building that are closed off to the public.

Chief Spera advised the Commission that he has entered into a contract with an HVAC contractor to perform regular maintenance, filter changes and more. The company is a great firm he stated and the First Selectman was very happy about the associated costs Chief Spera was able to secure for the contract.

He stated that a distracted driving campaign will be taking place again in April. The campaign which is federally funded is open to all members of the Department.

He updated the Commission on the Dispatcher Union's contract negotiations. He stated that there has been no advancement and that the Town is very eager to move forward and get this settled. He added that the Police Union contract negotiations begin April 1, 2016.

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

Secretary Moran asked why the Police Commission has no representative on any of the negotiation committees.

Chairman Stuart stated that he will discuss that with the First Selectman.

XI. **Adjournment**

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

**The meeting adjourned at 8:10 PM.**

*The next regular Police Commission meeting is scheduled for April 25, 2016 at 7:00 PM in the first floor conference room at the Old Saybrook Town Hall.*

Respectfully submitted by:

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Jennifer Damato  
Records Clerk for the Old Saybrook Police Commission