

Town of Montville
Montville Law Enforcement Feasibility Committee
Special Meeting Minutes for Tuesday, March 31, 2015
6:30 p.m. – Montville Town Hall — Room 102

1. Call to Order
Chairman Pike called the meeting to order at 6:32 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call
Present were Bill Bucko, Jeff Buebendorf, Joe dePasquale (6:39 p.m.), Victor Lenda, and Wills Pike. Absent were Robert Giffen (mother-in-law passing) and Tim May. Also present were Lt. Leonard Bunnell (6:51 p.m.) and Resident State Trooper Sgt. Todd Harbeck (6:51 p.m.).
4. Presentations – *none*
5. Alterations to the Agenda – *none*
6. Approval of the
 - a. Special Meeting Minutes of Wednesday, February 11, 2015
Motion made by Mr. Pike, seconded by Mr. Buebendorf, to accept the minutes as amended. Discussion: Mr. Buebendorf stated that, according to *Robert's Rules of Order*, it is “not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said.”

The following changes to the minutes were proposed:
Page 1, paragraph 1, sentence 1:
Chairman Pike prefaced the presentation by the Union Executive Board Members by stating that the union was invited so that the Committee could hear from “~~those who run the Town.~~ the people that actually run the roads everyday.”

Page 1, second paragraph, first sentence:
The Union Executive Board Members, Robin Salvatore, Karen Moorehead, Joseph Kondash, and ~~Ryan Spring Addison Saffioti.~~

Page 2, 2nd complete sentence:
At present, there are twenty-four (24) officers but ~~10-25~~ 7-10 more officers are needed to handle the increased workload. At present, there are 23 (twenty-three) officers, budgeted, but additional officers would be needed to handle the workload.

Page 2, 4th complete sentence:

The Union is strictly against and would not support a 4/2 schedule. ~~With the 4-2 schedule, an officer would work less days off and less days per week but with the last day off the officer would be able to prepare for the next day on and satisfy the relevant safety issue.~~

Buildings:

Page 1, sentence 1:

The Public Safety Building is underutilized—the Lock-up and Evidence areas and Interview rooms cannot be used if not by order of the ~~Resident Trooper Administration~~.*

* Officer Salvatore noted that this particular situation has, since, been changed.

Page 3, paragraph 1, 2nd full sentence:

Additionally, the State system will not allow access ~~to the CAD system~~ from a Town police vehicle.

Voice vote, 5-0, all in favor. Motion carried.

b. Regular Meeting Minutes of Tuesday, March 17, 2015

Motion made by Mr. Buebendorf, seconded by Mr. Lenda. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.

7. Remarks from the public relating to matters on the agenda with a three-minute limit
Union Executive Board President Officer Robin Salvatore reported on the following concerns/recommendations as expressed by members of the Union Executive Board and Union Body following their review of the Committee's Proposals:

- Addition of either a Lieutenant or Master Sergeant – The Supervision felt that the span of control for the Captain's position was too large and a position between the Captain and Patrol Sergeants should be added, e.g., Patrol Lieutenant or Master Sergeant.

Ideally that would be the preferred rank structure, but it was recommended that the future Chief make the decision regarding the addition of a Lieutenant should he/she find the need.

- Additional staffing in the Detective Unit – It was felt that the Detective Unit is currently overburdened and, should the Town opt for an Independent PD, they will be handling cases that are currently handled by the State Police. This along with the additional duties of an Evidence Officer and Youth Services Officer would further overburden the Detectives. For this reason, they recommended adding an Evidence Officer/Records Clerk or Evidence Officer/Youth Officer. It was noted that the Records Clerk need not be a sworn member, but would be subject to a Criminal Justice Employee check.

Taking this concern into consideration and, because two individuals should be responsible for the Evidence Room, it was suggested that a designated Evidence/Court Officer be hired as

well as an additional Detective, who works in conjunction with the Evidence/Court Officer in the Evidence Room, as the Detective Unit should have control over their own evidence. In such case, the additional Detective would also serve as an Evidence Officer and Youth Officer. An additional option to keep in mind is the shift overlap that is included in Proposal #2 providing additional coverage four days a week during which Patrol Officers may be able to conduct additional miscellaneous duties, e.g., transportation of Court or Evidence documents, if possible and as necessary.

- It was noted that, in reference to the PowerPoint presentation provided by the Sgt. Smith, grants would be a bargaining unit duty that would be delineated by the Chief.
- The possibility of utilizing Correctional Officers currently employed at the Correctional facility as part-time employees to help with prisoner handling was introduced.
- Recommended the hiring of hourly CSOs, for greater flexibility.

Keeping in mind the duties of each of the positions, it is important to ensure that each Detective, Officer, etc. is conducting duties that are appropriate to his/her position, especially with respect to budgeting and the inclusion of additional Detectives, Officers, or the like.

In response to Officer Salvatore regarding the supervision of both the Patrol Officers and CSOs, it was stated that each of the positions should be, relatively, self-sufficient and that whoever is responsible for the employees need not necessarily be "hands-on".

8. Unfinished Business

a. Review of previous independent Police Department studies and reports

1) Presentation of Findings

Budget:

Mr. Buebendorf distributed a revised draft of the proposed budget, adding that certain assumptions were made, including:

- 1) The RST would remain in position three-quarters of the year in 2016
Per earlier discussions, it was noted that the Town may go beyond the expiration date of its RST contract.
- 2) The Chief would be hired for six months of 2016 providing a three-month overlap period of the RST and Chief
- 3) A 2% annual salary increase
- 4) Overtime decrease by \$80,000.00
- 5) 5% increase in costs for necessary items due to the increased staffing, e.g. uniforms, physicals, etc.
- 6) Grading and shifting/movement of the Officers over time

One item that remains unknown is dispatching. It was noted that the totals for staffing on the two documents differ due to the exclusion of select line items, e.g., overtime. The

definition of line item 66 for “Maint-Police Comp.”, which was carried over from their existing budget, is still to be determined. It was clarified that the RST Overtime costs also includes overtime costs as charged by the State Police for services not conducted by the RST, him/herself, including the need for additional State Police Officers, polygraph exams, and the like.

Mr. Giffen and Mr. Buebendorf were commended for their work on the budget.

Presentation:

A draft of the Cover Sheet, which will be revised to read “Overview of Committee Investigations and Recommendations as to the Town Charge Resolution #2014-37” and Progress Summary Brief created by Mr. Bucko and Chairman Pike were distributed. The purpose of the Progress Summary Brief is to capture the overall essence of their meetings. Their goal is to keep the report between 12 to 15 pages. A Table of Contents and an Executive Summary as well as the Pros and Cons will also be included.

A copy will be sent to those members who are not present for this evening’s meeting. The documents will be carefully reviewed by the Committee for further discussion.

Chairman Pike will contact Councilor May regarding the status of the Capital expenditures.

9. New Business – *none*

10. Remarks from the Public with a three-minute limit

Lt. Bunnell commended the Committee in their efforts to properly identify and address the issue(s).

11. Remarks from the Committee Members

Commissioner dePasquale reported that the Public Safety Commission voted to accept the Almont Associates’ Public Safety Plan “without specific endorsement of the recommendations therein” due to the fire portion of the Study not having been addressed. He concurred with Mr. Lenda’s findings of the condition of the Public Safety Building, following a recent visit.

Mr. Lenda introduced the possibility of including a full-time maintainer to their budget after being greeted by a Public Safety Building with an extremely dirty front door, tape that was left behind from recent postings, rusted kick plates, spots on the floor, a damaged wall, smelly bathrooms, and generator issues. He placed a telephone call to the Mayor’s office expressing his dismay and concerns the following day, but, it was noted, that the front door had not yet been cleaned.

Mr. Bucko stated that the maintenance and janitorial services of the Building was discussed extensively during their Public Safety Building Committee meetings and, while the issue was raised and brought to the Town’s attention, it is unknown as to what action(s), if any, were taken.

Lt. Bunnell stated that it has been recommended that daily, weekly, and monthly checklists be created of the items that should be addressed to ensure that the building is properly cleaned and maintained.

12. Adjournment

Motion made by Commissioner dePasquale, seconded by Mr. Buebendorf, to adjourn the meeting at 8:18 p.m. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville