

Town of Montville Public Safety Commission
310 Norwich New London Turnpike
Uncasville, Connecticut 06382

860-848-3030

**Town of Montville
Public Safety Commission –Regular Meeting Minutes
Monday, March 22, 2010 -7:00 p.m. Town Hall - Town Council Chambers**

1. Call to Order

Commissioner McNally called the regular meeting of the Public Safety Commission to order at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Commission members Allyn, Butterworth, Loiler, McNally and Wehner. Absent was Commissioner Jetmore. Also present were Lt. Bunnell of the Montville Police Department and Ray Occhialini, Fire Marshal for the Town of Montville.

Commissioner McNally was appointed to Chair the meeting in the absence of Chairman Jetmore.

Commissioner Loiler made a motion, seconded by Commissioner Wehner to add agenda item 10 (e) a discussion regarding proposed changes to the 2010/2011 Dispatch budget request for the hire of two full time dispatchers. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

4. Approval of Minutes

a. February 22, 2010 Regular Meeting Minutes

Motion made by Commissioner Wehner, seconded by Commissioner Butterworth to approve the February 22, 2010 meeting minutes as submitted. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

b. March 17, 2010 Special Sub-Committee Meeting Minutes

The meeting minutes for the March 17, 2010 meeting will be added to the April agenda for approval.

5. Communications

Acting Chairman McNally discussed the following correspondence;

1. A letter dated March 17, 2010 addressed to Mayor Jaskiewicz regarding proposed changes to the 2010/2011 Dispatch budget to include two additional full time dispatchers at 40 hours per week.
2. A letter dated March 9, 2010 from the Chairperson of the Montville Town Council accepting the resignation of Public Safety Commissioner Wayne Scott.
3. A newspaper article by Tom Condon titled "Regional efforts need a hand".

6. Remarks from the Public

Acting Chairman McNally asked three times if anyone from the public would like to address the Commission regarding items on the agenda and there were none.

7. Remarks from Department Heads

Lt. Bunnell submitted for review the statistics report for the months of January, February and March. He stated DUI arrests are still on the rise. He discussed the recruit process stating there are three recruits in the training process, there is one seat available in the month of April and the State Police class starts in the month of May and two officers may take that class. He stated Sgt. Collins is attending a Neighborhood Watch meeting with Mayor Jaskiewicz and is not available to address the Commission. He stated the Neighborhood Watch program is doing well and he encouraged citizens to take part in it and to help out with protecting the neighborhoods.

Ray Occhialini, Fire Marshal for the Town of Waterford read his statistics report for the month of March. He stated he has started to take photographs and inventory the abandoned buildings throughout the town and will forward the list to the police and fire departments when it is completed. He has sent out letters to homes that do not display house numbers on them requesting they do so for the benefit of emergency personnel in case of emergency they can find their house. He discussed the implementation of a drill that could reduce insurance rates for the town.

8. Reports from Committees

a. Reports from Public Safety Commission Liaisons

Commissioner Butterworth discussed progress to date regarding the regionalization of the police services. He stated he has a one hundred and twenty two page report if anyone is interested in it he will email it to them. The end result of the study indicates more work and studies are required. He discussed the major issues with the regionalization efforts and the factors that would be needed to be successful. He discussed the Resident State Trooper program and how that may be obsolete within a ten year period. He discussed

funding available from grants that can be utilized for regionalization and recommends the town take advantage of the program while it is still in existence.

Commissioner Wehner discussed money available from Homeland Security in the form of grants and suggested the town take advantage of program. He discussed moving forward with working with surrounding towns and getting involved with the sharing of services so when regionalization takes place everyone will be familiar with one another. The Committee has suggested sharing services with Salem, East Lyme, Bozrah and Colchester.

9. Unfinished Business

a. Discussion, Review and Approval of Remaining Public Safety Budgets

1. Animal Control

Jane Greenwood was not present to submit her budget to the Commission. Commissioner Wehner stated he has seen the budget and it consists of basic operating expenses and the request is around fifty seven thousand dollars.

Motion made by Commissioner Wehner, seconded by Commissioner Butterworth to approve the Animal Control budget. Discussion; Commissioner Loiler stated he will not vote on a budget he has not seen and he would like for Ms. Greenwood to present the budget to the Commission in person for consideration. Roll call vote: 2-3, Voting in favor of approving the Animal Control budget were Commissioners Butterworth and Wehner. Voting in opposition were Commissioners McNally, Loiler and Allyn. Motion failed to pass.

2. Mohegan Fire Department

The Commission is waiting for the Mohegan Fire Department to submit a copy of the budget for review. The last email containing the budget came through incomplete and the Commission could view only the first page. A request will go to the Chief of the Mohegan Fire Department for a complete copy of the budget for consideration at the next meeting.

b. Discussion Regarding the Fire Department Capital Improvement Plan for 2009-2010.

It was the consensus of the Commission to request the presence of Chief Turner at the next regularly scheduled meeting to discuss this issue.

c. Discussion regarding re-assignment of liaisons

Acting Chairman McNally suggested this item remain on the agenda for discussion at the next regularly scheduled meeting when all the Commission members are present.

10. New Business

- a. Discussion Regarding Public Safety Liaison Roles and Responsibilities
- c. Discussion Regarding Public Safety Policy and Procedures

Commissioner Allyn discussed the roles and responsibilities of the Public Safety Commission. He encouraged the Commission to review the rules and regulations and the Public Safety Policy and Procedures and to submit changes they feel would be appropriate to him and he will make the changes and bring the draft document to the next meeting for review and approval. Once the document is approved the document will be passed along to the Town Council for final approval. He indicated the last revision to the document was done in October of 2004 and some of the information is outdated.

Motion made by Commissioner Allyn, seconded by Commissioner Loiler to make changes and revisions to the document and to discuss the draft at the next regularly scheduled meeting. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

- b. Discussion Regarding Fire Prevention Code Fees

Fire Marshal Ray Occhialini discussed the potential to charge for services provided to citizens from the Marshal's Office. A discussion was held regarding charging in line with other towns fees. This would help to offset other budgetary items and alleviate some of the burden from the town.

Commissioner Allyn discussed a fee schedule and encouraged the Commission members to submit ideas and notes regarding this issue for discussion at the next regularly scheduled meeting.

- d. Discussion Regarding Annual Budget Policy

Commissioner Allyn suggested the Commission form a policy to guide and provide direction for the departments to use for preparing their budgets for submission to the Commission. He discussed grant seed money expenses and the need to know they will need the money and the town has a heads up and is prepared to pay it. He discussed preparing annual reports. He stated he will draft language for the policy for the Commission to review next month.

- e. Discussion regarding proposed changes to the 2010/2011 Dispatch budget request for the hire of two full time dispatchers.

Ray Occhialini discussed his proposal, stating in light of adding additional police duties to the Montville Dispatch Center he would like to submit the following changes to the 2010/2011 fiscal budget to include two additional full time dispatchers at forty hours per

week to help out the one person per shift who is on duty at this time. He stated additional people are needed to help out during the peak hours of the day, especially during the 3:00 p.m. to 11:00 p.m. shifts. A discussion was held regarding part time help where needed. A discussion was held regarding anticipated issues with the Union and how the hire of the additional help will alleviate many of the problems the Dispatch Center is currently experiencing. A discussion was held regarding the deadline for submission to the Town Council. Councilor Buebendorf stated the deadline for submission to the Town Council is April 15, 2010 and decisions are made by the end of May. Commissioner Allyn requested a draft schedule put in writing for review. A discussion was held regarding dispatcher training and money available to send people to train. Ray Occhialini stated there is money in the budget and anyone who wants to go to training can do so, all they have to do is ask. Classes are available and there is money in the budget. He discussed the possibility the town will get a training officer in the near future to help out with training. Discussions were held regarding grant money and negotiating new contracts when they come due. A discussion was held regarding the deadline for submission of a budget increase request to the Town Council. It was the consensus of the Commission to hold a special meeting for the sole purpose of discussions regarding the budget increase request from the Dispatch Center.

Motion made by Commissioner Wehner, seconded by Commissioner Butterworth to schedule a special meeting on Tuesday, April 13, 2010 for the purpose of discussions regarding the proposed budget increase for the Dispatch Center and the hire of two full time employees. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

11. Remarks from the Public

Lt. Bunnell discussed the Public Safety Building Committee meetings and stated there are four architectural firm finalists and the bids for the building design came in lower than anticipated. He discussed permit fees and stated that this will bring in money but it costs money to administrate the program.

Ray Occhialini discussed the ticket system proposed for violations to code that would generate money for the town.

12. Remarks from Mayor Jaskiewicz

Mayor Jaskiewicz is not present at the meeting because he is attending a Neighborhood Watch meeting with Sgt. Collins.

13. Remarks from Town Council Liaison Candy Buebendorf

Councilor Buebendorf stated she is willing to pass along any information from the Commission regarding the increase to the Dispatch budget and she requested Commission members contact her with the information they would like to include for discussion at the next Town Council meeting.

14. Remarks from the Commissioners

Commissioner Allyn discussed regionalization and the Uncas Health District.

Commissioner Butterworth discussed reaching out to the towns of Bozrah, Colchester, Salem and East Lyme and to take advantage of the grant money available for regionalization.

Commissioner McNally inquired regarding the re-appointment of Commissioner Butterworth and Councilor Buebendorf stated the Town Council has placed that item on the agenda for discussion. Commissioner McNally inquired if the Council has anyone who is interested in filling the vacancy on the Public Safety Commission and Councilor Buebendorf stated she will look into it and report back to the Commission.

15. Adjournment

Motion made by Commissioner Butterworth, seconded by Commissioner Wehner to adjourn the meeting at 8:05 p.m. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

11. Remarks from the Public

12. Remarks from Mayor Jaskiewicz

13. Remarks from Town Council Liaison, Candy Buebendorf

14. Remarks from Commissioners

15. Adjournment