

**Town of Montville Public Safety Commission**  
**Regular Meeting Minutes – December 17, 2018 - 6:00 PM**  
Montville Town Hall – Town Council Chambers

1. Call to order.

Chairman Yuchniuk called the meeting to order at 6:04 p.m.

2. Pledge of allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Mike Butterworth, Mickey Gillette, Victor Lenda, Jr., Jon Leonard, Karen Perkins and Chairman Robert Yuchniuk. Commissioner James Moran was absent. Also present were Fire Marshal Bill Bundy, Administrative Sgt. Matt Northrop, and Town Council Liaison Jeff Rogers. Mayor Ronald McDaniel was absent. A quorum was present.

4. Amendments to the Agenda. -- *None*

5. Communications:

- Copies of monthly statistics reports from Fire Departments, Fire Marshal, Police, Animal Control and Building Official.

Chairman Yuchniuk confirmed the receipt of the reports and noted the Commission did not receive the Animal Control Reports. Commissioner Gillette said the reports would be submitted to him tomorrow due to an oversight by the ACO.

6. Consideration and action to approve minutes.

- a. The Regular Meeting Minutes of November 26, 2018.

Motion by Commissioner Butterworth; seconded by Commissioner Lenda to approve the Regular Meeting Minutes of November 26, 2018. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.

7. Remarks from the Public (Agenda items—three-minute limit).

Chairman Yuchniuk asked three times for remarks. There were none.

8. Remarks from Department Heads.

Police Department Report

Administrative Sgt. Northrop reported on 979 total police calls for November 2018. He also reported on Department participation in the Holiday Parade and Senior Services food collection that was greatly needed. Sgt. Northrop commented on three (3) new hires--one on the road sworn in last month, one halfway through the process, and another who was sworn in this morning. There are also four (4) patrol vacancies and three (3) conditional hires from the last group sent to Mayor McDaniel who are in the polygraph stage. Two (2) officers are in the final stages of the lieutenant's promotional exam. Commissioner Lenda commented favorably

on the new 3-page report and noted that patrol checks and burglaries were high for the month and stated some relief may be obtained to contend with the issues through grants. Sgt. Northrop responded to questions from Commissioner Lenda concerning the 2019-2020 proposed budget regarding RST, weapons and ammunition, and police protection.

Motion by Commissioner Lenda; seconded by Commissioner Leonard, to approve the proposed FY 2019-2020 budget and forward it on to the next stage of the process. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.

Fire Department Report

Fire Marshal Bundy reported there were 261 calls for service in November and EMS participation in the quarterly practice drill at Millstone. He also commented on the RSF #5 meeting where there was discussion about a ham radio operation class; work with Asst. School Superintendent Palin concerning school safety; the hiring of a part-time dispatcher who will begin work on November 21; a swap of firefighters among departments; his meeting with the fire chiefs; and submission of the fire services/EMS 2019-2020 budget. Town Councilor Rogers asked about mutual aid which Fire Marshal Bundy will research and report back on. Fire Marshal reported budget proposal includes a request for three (3) additional firefighters and increase for dispatch radio repair. Commissioner Butterworth confirmed whether the budget included a uniform allowances and other essentials including physicals for the requested firefighters. Overtime was commented on precipitated by vacancies and scheduling that is problematic with the holidays. There are currently ten (10) full-time firefighters but there is no documentation concerning minimum staffing or dispatchers. A minimal increase for gear was also included in the proposed budget.

Motion by Commissioner Perkins; seconded by Commission Gillette to approve the 2019-2020 proposed budget and forward it on to the next step in the budget process. Discussion: none. Voice vote, 5-0-1, abstention by Commissioner Leonard. Motion carried.

Fire Marshal Bundy also summarized his Capital Improvement requests that included Knox box upgrades to hold an access key for businesses, Cook Drive repeater system and Chapel Hill radio upgrades; and a Cook Drive tower replacement for finalizing in 2022.

Building Department Report

2018-2019 Building Department Report												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Permits Issued</b>	88	118	108	167	133							
<b>Open Permits</b>	3104	3119	3167	3210	3254							
<b>Inspections</b>	91	136	115	136	119							

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<b>Plan Reviews</b>	<b>21</b>	<b>24</b>	<b>17</b>	<b>13</b>	<b>19</b>							
<b>CO's</b>	<b>7</b>	<b>11</b>	<b>17</b>	<b>8</b>	<b>8</b>							
<b>Violations</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>							
<b>Unsafe Notices</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>							
<b>Blight Identified To Date</b>	<b>509</b>	<b>512</b>	<b>514</b>	<b>515</b>	<b>515</b>							
<b>Blight Abated To Date</b>	<b>237</b>	<b>249</b>	<b>258</b>	<b>265</b>	<b>274</b>							

Town of Montville Animal Control Report – None

Town of Salem Animal Control Report -- None

9. Committee and Liaison Reports.

a. Report from Fire Department Liaison (*Perkins*)

Commissioner Perkins reported on the budgets from the four (4) firehouses and asked the Commission whether they should meet with the chiefs for explanations of them. Town Council Chairman McNally commented the budgets to the Finance Committee and three (3) of them have zero increases. Commissioner Lenda agreed with Commissioner Perkins and Town Councilor Rogers about the presence of the fire chiefs to answer Commissioner questions about the budgets. Chairman Yuchniuk stated the Commission is a stepping stone to budget approval. Commissioner Perkins stated she supports the fire departments although she had questions concerning the budgets. There was also discussion about the correct template or format for the budget and general budget questions concerning sources of fuel, audit expense, increase in Chesterfield budget, and electric expense.

Motion by Commissioner Lenda; seconded by Commissioner Leonard to table discussion of the fire department budgets until the January 2019 meeting and ask the Fire Department chiefs or liaisons to be present to answer budgetary questions. Discussion: none. Voice vote, 6-0-1, abstention by Commissioner Leonard. Motion carried.

b. Report from Animal Control Liaison (*Gillette*)

Commissioner Gillette reported the 2019-2020 proposed Animal Control budget increased by \$6,000.

Motion by Commissioner Gillette; seconded by Commissioner Butterworth to approve the 2019-2020 Animal Control budget, as written. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.

c. Report from Police Department Liaison (*Lenda*)

Commissioner Lenda reported he attended the PD lieutenant oral board and two (2) candidates took the test. Two (2) other candidates declined and withdrew from the test. RST Juhola

prepared the test that consisted of multiple situational questions. The candidates' test results will be tabulated and sent along with written and LEC Oral, to Mayor McDaniel for review, interview, and selection. Commissioner Lenda also reported he spoke with Sgt. Northrop regarding the 2019-2020 proposed budget and attended the monthly School Security Meeting with Officer Alshiere and said school officials are receiving training and looking to improve security.

d. Report from Building Department Liaison (*Butterworth*)

Commissioner Butterworth reported the 2019-2020 budget is mostly contractual with no budget changes. He also said the Faria project would be an arduous one for the upcoming year.

Motion by Commissioner Butterworth; seconded by Commissioner Gillette to approve the 2019-2020 Building Department budget and forward it on to the next step. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.

Per discussion by Commissioner Lenda, the Commission discussed ways to alleviate multiple-car blight issue.

e. Report from School Security Subcommittee (*Lenda, Butterworth*)

**Executive Session:**

Motion to approve an Executive Session for discussion of Agenda Item 9.e and invite in Mayor McDaniel, Fire Marshal Bundy, Assistant Superintendent of Schools, and Board of Education.

Motion by Commissioner Lenda; seconded by Commissioner Butterworth to enter Executive Session at 7:15 p.m. for discussion of Agenda Item 9 and invite in Fire Marshal Bundy, Sgt. Northrop, Town Councilor Rogers, and Town Council Chairman McNally. Discussion: Commissioner Lenda noted that Assistant School Superintendent Pallin would not need to attend future Commission meetings. Voice vote, 6-0, all in favor. Motion carried.

The Commission came out of Executive Session at 7:58 p.m. and with no votes taken per Chairman Yuchniuk.

f. Report from Animal Control Facility Feasibility Subcommittee (*Gillette, Leonard, Perkins*)

Commissioner Leonard asked if the Commission had received Town Planner Vlaun's email with the cost estimate and site plan for the proposed animal control facility. He reported the HVAC would be a huge cost at 35% of building cost required by statute and that the footprint or site work was a fixed amount. Town Councilor Rogers posed questions regarding the cost of the kennel, its interior dimensions, the number of dog runs, and the cost and dimensions of the building. Discussion included applying for federal and state grants and public contributions to defray the cost of the project. Commissioner Leonard asked if a list could be obtained of Town bonds coming due and information from recently built ACO buildings and the materials used. He further commented on investigative visits and field trips conducted before the construction of the PSB. Commissioner Leonard reported the subcommittee would meet next on January 9.

10. Unfinished Business. -- *None*

11. New Business -- *None*

12. Remarks from the Public (non-agenda items—three-minute limit).  
Chairman Yuchniuk asked three times for comments. There were none.

13. Remarks from the Mayor. -- *None*

14. Remarks from Town Council Liaison.

Town Councilor Rogers thanked the PD officers and families for their efforts toward the Stuff a Cruiser event of December 9. He also praised the assistance for the holiday basket distribution and then wished everyone a happy holiday.

15. Remarks from Commissioners.

Commissioners wished all a Merry Christmas and Happy New Year.

16. Adjournment.

Motion by Commissioner Butterworth; seconded by Commissioner Gillette to adjourn the meeting at 8:32 p.m. Discussion: none. Voice vote; 6-0; all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers  
Recording Clerk, Town of Montville

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