

Police Transition Committee

Minutes of 05/02/23, meeting called to order at 1800 hours, location Montville Town Hall

In attendance Robert Yuchniuk, Lenny Bunnell, Mike Butterworth, Ryan Spring

Guests- Wilfred Blanchette III, Lt. Radford

Opened with Pledge of allegiance

Old Business

1. Approval of minutes from previous meeting on 04/04/23.

- Butterworth makes motion to approve minutes, Bunnell seconds, all in favor 4-0

2. Update on completed Task List

- 07/01/23 1300 hours @ MHS is confirmed, Town Clerk confirmed, LT Radford confirmed as MC, ELPD Chief Mike Finkelstein confirmed as speaker, Mayor McDaniel confirmed as speaker, John Rich Confirmed as speaker, Lt. Al Gosselin confirmed as speaker, \$5,000 budget approved, Fire Department ladder truck with flag approved, Ashley Turner Photography confirmed, Police coverage for the town confirmed for that day by CSP, NL pipes and drums confirmed, Chaplin service confirmed, Thin blue line flag paid and received, Color Guards from CSP, East Lyme, Waterford, Ledyard and Norwich confirmed. Twisted Sugar confirmed as cake baker along with the \$527.50 down payment, Montville Fire Police Fred DeWick has volunteered to be on watch in hallway while ceremony is in progress, Volunteers to help serve the food are Melissa Yuchniuk, Judy Butterworth, Deonn Bunnell and Tiffany Williams, Plates, cups, napkins toothpicks forks obtained. Twisted Sugar will provide the cake. Assistance from the PSC confirmed, retirement officer pins ordered, MPD banner ordered and paid, Class A uniforms have been ordered.

3. Program layout update

- Williams not in attendance, program to be updated next meeting

4. Printed Invitations

- Williams not in attendance, will provide updated invitations next meeting.

5. Catering update

- Butterworth provided a list of foods from Oakdale pizza along with proposed prices. Committee decided on 200 Chicken Skewers (\$1,200), 2 veggie platters (\$200), 300 bacon wrapped scallops (\$500), 150 Grinders or wraps (\$630), 2 cold cut platters (\$200), Meatballs and Sausage with sauce (\$200), 300 Tiropita feta pies (\$FREE). Totaling \$2,930. Bunnell makes motion for Oakdale Pizza to cater event, Butterworth 2nds, all in favor 4-0

6. Commemorative Patch update

- Several changes made. Will update the patch and will be a work in progress.

7. Dignitary update

- Bunnell reports minuteman plus gave an estimate of \$234 for 100 invitations and envelopes price subject to change which could be used to send to dignitaries, Chiefs in state and representatives from surrounding areas. Yuchniuk makes motion for \$250 for invitations, Bunell 2nds. A tentative goal date of June 1st to send out invitations.

8. Pipes and Drums

- Yuchniuk reports status remains the same, finance will write a check closer to the event.

9. Photographs/Display

- Yuchniuk continuing to work on photograph display, Radford to look for photos as well.

10. MHS national anthem singer

- Yuchniuk reports MHS has found a student, Kayley, to sing. Requested her contact info so we can speak to her directly.

11. Thank You Letters

- Blanchette in attendance, will give wording for thank you letters some thought. It was suggested that the thank you cards could be pre-printed and on hand at the ceremony to save on postage.

12. Class A uniforms

- Officers have been fitted and uniforms have been ordered. Can move to finish list.

13. Media

- Yuchniuk reports Channel 8 will provide coverage as well as a reporter from the Day

14. Banner for MPD

- Yuchniuk reports final patch obtained and is moving forward with Critical Signs

15. Lapel pins status to be updated.

16. Stage layout/reserved seating

- 412 total seats at MHS, Spring to get an estimate of how many reserved seats will be needed by the PD by next meeting. Members of the Public Safety Committee have agreed to be present and assist with needs of ushering, handing out programs etc. Will go over seating next meeting.

- **New business**

- Adding McNally as a speaker

- **Next meeting was set to be Tuesday May 16th but has since been changed to Thursday May 18th at 1800 hours @ MHS**

Yuchniuk makes motion to adjourn meeting at 1914 hours. Bunnell 2nds, all in favor 4-0 Guest

Recording Secretary

Ryan Spring