

**Town of Montville Public Safety Commission**  
**Regular Meeting Minutes – November 26, 2018 - 6:00 PM**  
Montville Town Hall – Town Council Chambers

1. Call to order.

Chairman Yuchniuk called the meeting to order at 6:01 p.m.

2. Pledge of allegiance.

All stood and pledged the flag.

3. Roll Call.

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

6. Consideration and action to approve minutes.

- a. The Regular Meeting Minutes of September 24, 2018.

Motion by Commissioner Lenda; seconded by Commissioner Leonard to approve the Regular Meeting Minutes of September 24, 2018. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

- b. The Regular Meeting Minutes of October 22, 2018.

Motion by Commissioner Moran; seconded by Commissioner Leonard to approve the Regular Meeting Minutes of October 22, 2018. Discussion: none. Commissioner Lenda noted that under Item 9.c that *“he supported the Police Department looking within the department to fill the lieutenant position.”* Also, under Item 9.e, Commissioner Lenda praised the Subcommittee *with the Assistant Superintendent of Schools for the direction to date, and the effort to get staff trained and to get something in place for school safety.”* Commissioner Leonard noted under 9.f that the possible site identified for the proposed Animal Control Facility is *adjacent to the Public Works, not the Public Safety Building.* The Minutes will be amended accordingly. Voice vote, 5-0, 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 1047 total police calls for October 2018. He also reported on the traffic control support the PD provided for the Parks & Recreation Trick-or-Trunk event and on the upcoming food drive on December 8<sup>th</sup> – 9<sup>th</sup>. Sgt. Northrop also reported on Officer Kirsten Edwards, hired on November 15, a transplant from New Mexico by way of Groton. As far

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as staffing, Sgt. Northrop reported there were five (5) positions open and two (2) seats available at the Academy. He also stated the Impound Lot was complete with the exception of lighting and surveillance and an officer who is looking into obtaining portable breath tests. Sgt. Northrop said the PD statistics do not reflect the actual hours spent and the work involved for the Department. He spoke about condensing the typical 32-page report to convey statistical data. Commissioner Lenda stated a one-page report and summary total type one case reports and activity sheets would be sufficient for reporting purposes, unless clarification was needed by the Commission, a means to save time and paper and he asked the Commission if they agreed. The Commission discussed the data reporting systems in place, NexGen (state) and IMC (local); their functions, and how the data from each system could be incorporated to report call specific information such as disturbance types and the number arrests therefrom.

Chairman Yuchniuk asked about upcoming interviews. Sgt. Northrop said a list of potential candidates was sent to Mayor McDaniel and that the Academy has an available slot in December pending a candidate in the final stages of a background check.

Fire Department Report

Fire Marshal Bundy reported there were 252 calls for service in October of which there were 165 EMS calls; a follow-up on the Cook Drive generator, and 33 inspections. He also spoke of a potential nuclear safety grant; a December 11 Millstone drill, a monthly meeting of regional emergency services that he will attend; and \$30,000 allotted to Group 5 that needs to be spent by spring 2019. Fire Marshal Bundy also reported four (4) interviews (all nonresidents) was conducted with three (3) candidates forwarded on to Mayor McDaniel. Also, he reported about the new hire at the Chesterfield station, Brandon Dominique.

Commissioner Lenda asked why losses are reported if the Town is not affected. Fire Marshal Bundy responded his office must report to a national agency using the data from IMC. Mayor McDaniel added the loss information effects the Town insurance rating.

Building Department Report

<b>2018-2019 Building Department Report</b>												
	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
<b>Permits Issued</b>	<b>88</b>	<b>118</b>	<b>108</b>	<b>167</b>								
<b>Open Permits</b>	<b>3104</b>	<b>3119</b>	<b>3167</b>	<b>3210</b>								
<b>Inspections</b>	<b>91</b>	<b>136</b>	<b>115</b>	<b>136</b>								
<b>Plan Reviews</b>	<b>21</b>	<b>24</b>	<b>17</b>	<b>13</b>								
<b>CO's</b>	<b>7</b>	<b>11</b>	<b>17</b>	<b>8</b>								
<b>Violations</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>								
<b>Unsafe Notices</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>								

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<b>Blight Identified To Date</b>	<b>509</b>	<b>512</b>	<b>514</b>	<b>515</b>								
<b>Blight Abated To Date</b>	<b>237</b>	<b>249</b>	<b>258</b>	<b>265</b>								

Town of Montville Animal Control Report (October 2018)

	<b>Month</b>	<b>YTD</b>
<b># of Animals Impounded</b>	<b>13</b>	<b>46</b>
<b># of Animals Sold as Pets</b>	<b>7</b>	<b>23</b>
<b># of Animals D.O.A.</b>	<b>0</b>	<b>3</b>
<b># of Animals Euthanized</b>	<b>0</b>	<b>1</b>
<b>Total Complaints Investigated</b>	<b>103</b>	<b>391</b>
<b>Total Animal Bites Investigated</b>	<b>2</b>	<b>8</b>
<b>Total Infractions/Summons</b>	<b>1</b>	<b>6</b>

Town of Salem Animal Control Report (October 2018)

	<b>Month</b>	<b>YTD</b>
<b># of Animals Impounded</b>	<b>0</b>	<b>1</b>
<b># of Animals Sold as Pets</b>	<b>0</b>	<b>0</b>
<b># of Animals D.O.A.</b>	<b>0</b>	<b>0</b>
<b># of Animals Euthanized</b>	<b>0</b>	<b>0</b>
<b>Total Complaints Investigated</b>	<b>12</b>	<b>38</b>
<b>Total Animal Bites Investigated</b>	<b>0</b>	<b>1</b>
<b>Total Infractions/Summons</b>	<b>0</b>	<b>0</b>

9. Committee and Liaison Reports.

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

Commissioner Perkins reported that as usual she reached out to the firehouses for concerns/request. She also reported on upcoming holiday events with Fire Department participation as follows: December 2<sup>nd</sup> Holiday Parade by Parks & Recreation that involved all firehouses; the Santa Run for Montville Firehouse on December 16<sup>th</sup> at 4:00 p.m.; the Santa Run for Mohegan Firehouse on December 15<sup>th</sup> at 2:00 p.m.; the Santa Run for Chesterfield Firehouse on December 16<sup>th</sup> at 1:00 p.m., and the Santa Run for Oakdale Firehouse on December 23<sup>rd</sup> at 1:00 p.m. She also reported that the firehouses are collecting toys for Social Services.

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

The ACO reports were submitted electronically. Commissioner Lenda asked Mayor McDaniel whether the number of investigations, 103, was correct as reported, which the Mayor confirmed.

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

Commissioner Lenda reported he reviewed the PD activity and data for October and discussed it with Sgt. Northrop. Also, an Oral Board panel consisting of Commission members and PD officers was conducted and a promising group of applicants passed the phase and seven (7) applicants were sent on to the Mayor for interviews. In addition to those applicants, Commissioner Lenda reported

one (1) applicant was at the Academy, another officer recently hired and sworn, a lateral transfer presently on the FTO program and one (1) in the later stages of the process.

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

The Building Report was submitted electronically.

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. The Commission did not conduct an Executive Session. Commissioner Lenda reported Alice training for school staff, teachers, school bus drivers et al was ongoing and Asst. Superintendent Palin reported it had been well received. He said he recently spoke with Asst. Superintendent Palin for an update on grant applications and she is presently working on one for school building security upgrades. Also discussed was active law enforcement grant and school safety review. Commissioner Lenda advised the Asst. Superintendent and the Commission that he was pleased about the work performed by the Asst. Superintendent and her staff to date and that the monthly meetings would continue.

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

Commissioner Leonard thanked the Town Council for its approval of funds for an engineer to conduct a nuts and bolts estimate for the proposed Animal Control facility.

10. Unfinished Business. -- *None*

11. New Business

a. Consideration and action to approve the 2019 Meeting Schedule and forward to the Town Clerk for filing by January 31, 2019.

Motion by Commissioner Perkins; seconded by Commissioner to approve the 2019 Meeting Schedule and forward to the Town Clerk for filing by January 31, 2019. Discussion: none. Voice vote; 5-0; all in favor. Motion carried.

b. Consideration and action of Commission bi-annual review of policy and procedures. (*Moran*)

Motion by Commissioner Moran; seconded by Commissioner Lenda for Commissioners to go into Executive Session to discuss Commission policies and procedures. Motion withdrawn.

c. Consideration and action to forward construction of Montville Animal Control Facility to the Montville Town Council for a Capital Improvement Project.

Commissioner Leonard reported that the subcommittee identified a site with Planning & Zoning to keep the project moving forward for CIP with a nuts and bolts estimate. Officer Swanson who attended the Subcommittee meetings commented on the “excellent” model proposed by Town Planner Vlaun. The model is designed for a 40-year duration and includes 16 kennel spaces. She agreed with keeping the discussion moving and stated she had video of the existing space. Officer Swanson said the facility currently houses seven (7) dogs of which one (1) is quarantined in addition to three (3) cats.

Motion by Commissioner Butterworth; seconded by Commissioner Gillette to move forward construction of Montville Animal Control Facility to the Montville Town Council for a Capital Improvement Project by obtaining a nuts and bolts estimate of cost. Discussion: Town Councilor Rogers said that an accurate estimate is needed. Voice vote, 7-0, all in favor. Motion carried.

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.

Mayor McDaniel reported on efforts to staff the police and firehouses. He also spoke about a meeting he had with a gentleman today who wanted to commemorate a K-9 member. Mayor McDaniel said he will try to organize something for the same.

14 Remarks from Town Council Liaison.

Town Councilor Rogers commended the PD for the applicants chosen and said it would be an honor to attend their swearing in. He also reminded the Commission of the tree lighting ceremony at 5:00 p.m. on December 2<sup>nd</sup> Holiday Parade and wished everyone a safe, happy holiday season.

15. Remarks from Commissioners.

Commissioner Lenda mentioned a complaint from the public that he received concerning junk cars and blight he discussed with Sgt. Northrop. He also commended the Building Department for its work. Commissioner Lenda also suggested that the new Impound Lot be named and dedicated to retired Lt. Bunnell for his work in getting it completed for the Town and the PD. Commissioner Perkins welcomed the new Chesterfield firefighter Brandon Dominque. Chairman Yuchniuk also congratulated the new firefighter and the work of Fire Marshall Bundy and Sgt. Northrop.

16. Adjournment.

Motion by Commissioner Perkins; seconded by Commissioner Moran to adjourn the meeting at 6:45 p.m. Discussion: none. Voice vote; 5-0; all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers

Recording Clerk, Town of Montville

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