

Town of Montville Public Safety Commission
Regular Meeting Minutes
Monday, March 26, 2012–7:00 p.m.
Town Council Chambers–Town Hall

1. Call to Order

Chairman Jetmore called the regular meeting of the Public Safety Commission to order at 7:00 p.m. after establishing a quorum.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Allyn, Butterworth, Loiler, Jetmore, McNally, Moran and Wehner. Also present was Mayor Ron McDaniel and Town Council Liaison Candy Buebendorf.

4. Amendments to the Agenda

Motion made by Commissioner McNally, seconded by Commissioner Loiler to add agenda item 12 (c) To consider and act on a motion to review and revise the Building Department fee schedule. Discussion, none, voice vote 7-0, all in favor, motion carried and the agenda was amended.

5. Communications

a. Copies of the monthly statistics reports from the Fire Marshal, Fire Departments, Police Department, Animal control and Building Official.

b. A correspondence from Mayor McDaniel and Finance Director Terry Hart regarding the 2012-13 budget requests.

6. Approval of the regular meeting minutes of January 23, 2012.

Motion made by Commissioner McNally, seconded by Commissioner Loiler to approve the regular meeting minutes of January 23, 2012 as submitted. Discussion, none, voice vote, 7-0, all in favor, motion carried.

7. Executive Session–none.

8. Remarks from the Public

Chairman Jetmore asked three times if there was anyone from the public who would like to come forward to address the Commission.

9. Remarks from Department Heads

Mr. Ray Occhialini, Fire Marshal distributed and reviewed the Town of Montville Incident Analysis for the months of January and February with the Commission. He reviewed the incidents by time and day, loss by incident type/fire district, the fire district breakdown, number of calls and incident types. He reviewed construction projects in town, including an addition to Nature's Art, renovations to Builders Tile and the Nook restaurant. He discussed the radio tower construction, radio receivers and a meeting he had with Norwich Public Utilities regarding Richard Brown Drive. He discussed an arson fire on Old Colchester Road Extension and a fire at a dentist office this month.

Lt. Bunnell, Montville Police Department, discussed his call analysis for the Montville Police Department between the dates of January 1, 2012 and February 29, 2012. Total calls to date are three thousand three hundred and sixty five, type one calls are one hundred and forty nine, and there were eighty one arrests and eight juvenile arrests during this time. Troop E received four hundred and eighty five calls, the Police Department had four hundred and seventy five calls and there were eighty three walk in service calls. He discussed staffing and stated Detective Radford is back on duty and Officer Northford is back to work on light duty. He discussed the Public Safety building, stating it is on schedule and within budget due to the unseasonal warm weather this year.

10. Reports from Committees and Public Safety Liaisons--none.

11. Unfinished Business

- a. Discussion regarding progress made to the Public Safety building.

Chairman Jetmore discussed the Public Safety building construction, stating the power has been connected and the construction is on schedule and within budget.

- b. Update regarding the Public Safety Plan.

Commissioner Allyn stated Almont Associates was present February 1-3, 2012 to meet with department heads and to discuss the scope of work, the planning process, the timeline for

completion, and data needs. They provided all parties with their contact information and exchanged telephone numbers to everyone present. Materials were collected from the Fire Marshal but additional information is required from the Police Department and from the fire stations.

Chairman Jetmore thanked those who attended the meetings and Commissioner Allyn stated the Plan has a revised completion date of June, 2012. Lt. Bunnell stated he has been in contact with Almont Associates and will provide them with the information they requested.

c. Update regarding the new Police Officer uniforms.

Officer Mark Manley, Officer Orr and Officer Sump were present to discuss the police uniforms with the Commission. Discussions were held regarding the Blaur uniform and Officer Manley stated it will cost five thousand four hundred and twelve dollars (one hundred and twenty three dollars per set for twenty two officers), the Elbeco uniform will cost five thousand sixty dollars (one hundred and fifteen dollars per set for twenty two officers; and the Bianci Nylon Duty Gear to outfit twenty three officers with a set of gear at a cost of six thousand six hundred and twenty one dollars and seventy cents (two hundred and eighty seven dollars and ninety cents per officer). Officer Manley recommends phasing in the nylon gear over the next two years and to purchase seven sets this fiscal year and seven the following year with the purchase of the remaining eight sets the following year. He presented the Commission with the potential change of uniform policy that addresses the Class A, B and C uniforms. He stated the police union voted in favor of a uniform change and the officers are flexible with either black or blue uniforms. Officers have visited the Senior Center wearing the different uniform choices and there was no opposition to any of them. The officers voted in favor of the Elbeco style uniform. Discussions were held regarding the pros and cons of the baseball cap as part of the uniform and whether or not the hat will be worn by the officers. Commissioner Allyn requested the policy be revised to clarify where and when hats should be worn and with what uniform a particular hat should be worn. Officer Manley stated there will be no request for an increase in the budget to pay for the uniforms. Commissioner Wehner stated there should be a clear policy in place for where and when hats are worn with uniforms. Chairman Jetmore stated he would like officers to attend the next regularly scheduled meeting wearing the uniform options for comparison.

Motion made by Commissioner McNally, seconded by Commissioner Moran to recommend the adoption of the Class C uniform pending the approval of a revised uniform policy. Discussion, a discussion was held regarding who is responsible for revising the policy and it was determined the Police Department will revise and present a policy for approval. Commissioner Wehner volunteered to help out with the revisions if needed and to be the liaison between the Commission and the Police Department. Voice vote, 7-0, all in favor, motion carried.

12. New Business

- a. Discussion regarding a proposed ordinance implementing fees for Fire Marshal's office permits and inspections.

Fire Marshal Occhialini discussed the proposed Fire Marshal fees with the Commission and distributed the fees along with the proposed ordinance titled "An Ordinance Implementing Fees for Fire Marshal's Office Permits and Inspections" for the Commission to review. He discussed the number of inspections, the average fees for the inspections and the estimated revenues from the inspections with the Commission. He stated the Mayor has reviewed the proposal and the Town Council will hold a public hearing to hear from residents regarding the proposal prior to the adoption of the ordinance. He stated the fees are a way to recoup money spent to conduct the inspections and will only affect the users, not the taxpayers as a whole.

Motion made by Commissioner McNally, seconded by Commissioner Butterworth to support the proposed ordinance as discussed and reviewed by the Commission. Discussion, none, voice vote, 7-0, all in favor, motion carried.

- b. To consider and act on a motion to request Department Heads to submit department policies for review.

Commissioner McNally stated he requested this item on the agenda this month because he believes it is good to keep up with policies and to keep the Commission informed if there is a policy change. Mayor McDaniel stated it would be beneficial to compile all policies in one central location where they can be easily accessed if needed. Commissioner Allyn volunteered to request, collect and digitize the documents for the Commission.

- c. To consider and act on a motion to review and revise the Building Department fee schedule.

Mayor McDaniel stated he asked the Building Official to compare Montville Building Department fees with surrounding towns for comparison in order to determine if the fees for Montville are in line with the surrounding community's fees. He explained the fees help to offset operating costs in the Building Department. At this time there are no fees for demolition permits and he would like to implement a fee for demolition.

Motion made by Commissioner Butterworth, seconded by Commissioner McNally to send the proposed Building Department fee schedule to Town Administration for review. Discussion, none, voice vote, 7-0, all in favor, motion carried.

13. Remarks from the Public

Chairman Jetmore asked three times if there was anyone from the public who would like to come forward to address the Commission.

14. Remarks from Mayor McDaniel

Mayor McDaniel stated the budgets have been coming into his office and have been reviewed. He has set up meetings with departments that have increases in their proposed budgets to discuss the matter. He discussed the need for a three way stop sign at the intersection of Simpson Lane and Raymond Hill Road to make the intersection safer. He stated he is reviewing the proposal and will make a determination as the Traffic Authority.

15. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf stated it has been an active month in the Town of Montville for fire and police and she thanked them for their service.

16. Remarks from Commission members

Commissioner Butterworth thanked Mayor McDaniel, the police and fire personnel for a job well done this month, stating it has been a very active month with fires and police activity.

Chairman Jetmore, Commissioners Loiler and McNally thanked the fire and police personnel for all they do for the town, stating it is appreciated.

17. Adjournment

Motion made by Commissioner Butterworth, seconded by Commissioner McNally to adjourn the meeting at 8:25 p.m., discussion, none, voice vote, 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.