

**SUFFIELD POLICE COMMISSION
MINUTES OF THE REGULAR MEETING
MARCH 18, 2015**

The regular meeting of the Suffield Police Commission was held on March 18, 2015 at 911 Mountain Road, Suffield, CT.

Present: Chairman Kevin Armata, Vice Chairman Kenneth Pascoe

Commissioners: Matt Joyal, Jeff Davis, and Jack Quinn, and Clerk Linda Stevenson

Also Present: Chief Michael Manzi, Captain Craig Huntley, Attorney Joe Flynn [*arrived at 7:28 pm*], and Recording Secretary Karen Doyon

I. CALL TO ORDER AND ATTENDANCE

Chairman Armata called the meeting to order at 7:03 pm and asked the recording secretary to take a silent roll call.

Commissioner Quinn made the motion to amend the Agenda to move item number five [Department Reports] to item number two, seconded by Commissioner Davis. Motion carried unanimously.

II. DEPARTMENT REPORTS

Budget: *Captain Huntley at the beginning of the meeting handed out the March 18, 2015 Police Budget, the proposed 2015/2016 Police Budget and a letter to the First Selectman regarding allocation of funds from the Off-Duty account. Highlighted were the following:*

- Payroll is at thirty-seven percent; includes January's correction.
- Money expected back into the payroll budget this fiscal year:
 - Workers Compensation claims and officer(s) who took time off without pay is approximately \$17,000.
 - Money for the Probationary Officer is approximately \$22,000, and;
 - Savings from Sergeant Trovato [out on military leave] is approximately \$50,000 dollars.
 - Totaling \$89,000 expected back into payroll.
- With eight pay periods left, and with money expected back into payroll, the payroll line item is expected to go over budget. Due to overtime: fatalities, training, weather related and crime related incidents, and investigations etc.
- Line items on the expense side are on track.

Captain Huntley stated that he would like the Commission to review next year's 2015/2016 budget and vote to approve during new business.

Activities Report:

Commissioner Joyal asked what the reason is for the increase of larceny calls. Chief Manzi reported that the increase is attributed to identity theft involving tax returns with the IRS, and an increase of identities stolen through Anthem Blue Cross's recent breach. The IRS has made

available two forms for victims/potential victims, and these forms are now available at the Suffield Police Department; they are as follows: **Form 14039, Identity Theft Affidavit** *Complete and submit this form if you are an actual or potential victim of identity theft and would like the IRS to mark your account to identify questionable activity.* **Form 8821-A, IRS Disclosure Authorization for Victims of Identity Theft** *This form is an authorization signed by the taxpayer allowing the IRS to disclose the taxpayer's return, any purported return, and other related return information to state or local law enforcement in the event of possible identity theft, and cannot be used for any other purpose.*

Commissioner Joyal asked why animal complaints have gone up and does this mean an increase of animals at the kennel. Chief Manzi responded that it is partly due to the Animal Control Officers annual survey of licensed and unlicensed dogs.

At this time, the Chief expanded on details from his report, they were as follows:

- Rise in suicide; new manner and method using hydrogen sulfide.
- Home Security Company called SafeWise rated Suffield as one of the 100 safest Cities in America.
- Toll booths may be reestablished in the future on Interstate 91. This raised concern from The Historic District Committee (of North Main Street) because of possible increased traffic from tractor trailers who may utilize Route 75 to avoid the booths if implemented. Discussion followed regarding signage.
- Fatal Accident on Friday, March 13, 2015 into Saturday morning.

Detective Report: No comments.

K-9: Chief Manzi reported "Grom" a Springfield K-9 was killed while training on a trail near his handler's home. K-9 Grom was three years old. Officer Osowiecki trained with Grom and knew him well. He will be missed.

Commissioner Quinn made the motion to accept the reports as submitted [including the Chiefs Report], seconded by Clerk Stevenson. Motion carried unanimously.

III. PUBLIC INPUT

Attorney Joseph Flynn arrived.

The following comments precede the November - February Police Commission meetings: Pending internal investigation involving a civilian dispatcher and disclosure of information to the news media.

- Ginny Bromage of 576 North Main Street read in its entirety a letter dated 03/18/2015 to the Suffield Police Commission, and reiterated the same concerns she mentioned in the prior Commission meeting.
- Chris Rago of 22 Brookside Drive read in its entirety written comments dated 03/18/2015 to the Suffield Police Commission.
- Nancy Gegesky of 171 Jackson Drive reiterated the same concerns she mentioned in the prior Commission meetings.

- Tom Frenaye of 489 Warnertown Road spoke of his displeasure regarding the Police Commission Agenda and lack of information provided; and his displeasure regarding comments made by a Town employee to a Police Commissioner at the February meeting.
- Amy Raye, Town resident reiterated the same concerns she mentioned in the prior Commission meetings.
- Shannon Watson of Griffin Road reiterated the same concerns she mentioned in the prior Commission meetings.

With nothing further, Chairman Armata closed public input.

Attorney Joe Flynn, Town Counsel from the law office of Alfano & Flynn, Suffield CT reiterated the vote taken in November, adding that the Commission could expand or restrict the mandate.

Attorney Flynn reminded the Commission that they can conduct a meeting in whatever format that is deemed appropriate, but subject to the Freedom of Information [FOI] Act in terms of what can be disclosed. He also addressed comments made regarding past Police Commission Agendas and Police Commission meeting minutes as far as providing adequate information. Attorney Flynn reported that the second half of the investigation has not yet been received by his office.

Chief Manzi stated that he would like to have a public meeting to answer questions, and discuss concerns...subject to the FOI.

IV. CORRESPONDENCE

Clerk Stevenson read aloud correspondence received as follows:

- Thank you card to Officer John Lacic from Merrilee Leonhardt at 900 South Grand Street.

V. MINUTES OF THE REGULAR MEETING

Commissioner Quinn made the motion to accept the minutes as presented. Clerk Stevenson asked for additional information to be added under the first paragraph of Public Comment to read "Ms. Bergdahl mistakenly attributed the letter from the SVAA to Linda Stevenson." Commissioner Quinn made a second motion to accept the minutes as amended, seconded by Commissioner Davis. Motion carried unanimously.

After a brief discussion the Commission discussed and agreed to make an administrative change for submitting meeting minutes. The Administrative Assistant will now submit draft minutes to the Commission for their review prior to it being submitted to the Town Clerks office for posting. Commission members would be given 24 hours to submit revisions. In past procedure only Chief Manzi and the Chairman would review the minutes for comments.

VI. OLD BUSINESS - None

VII. NEW BUSINESS

Vice Chairman Pascoe asked if the Police Facebook site is being used to communicate news. Captain Huntley responded that it has been used.

Chairman Armata reported that he, Chief Manzi, and the First Selectman has been meeting to discuss speeding in our Town. Chief Manzi is putting together a plan to aggressively monitor speeding. The local media will be involved. A discussion followed regarding the effects of ticketing verses visibility of police patrol.

Budget: *Proposed 2015/2016 submitted by Captain Huntley.*

Captain Huntley reported that he met with the First Selectman and Director of Finance Deborah Cerrato on February 9, 2015 to discuss the new fiscal budget. The following was presented:

- Payroll increase of 2.79 percent (2015/2016 has a fifty three week work-week).
- On the expense side the following expenses have an increased:
 - Other Supplies
 - Service Contracts
 - Furniture
- On the expense side the following expenses have a decrease:
 - Continuing Education
 - Gas

Captain Huntley reported no major increases.

A letter dated March 18, 2015 to Edward McAnaney from Captain Huntley regarding allocations of funds from the Off-Duty Account was presented.

- The cruiser line item has gone over budget by \$6,218.00 and a request to allocate funds from the Off-Duty account for this fiscal years (2014/2015) budget has been requested.
- A request for funds from the Off-Duty account in the amount of \$41,150 to cover the cost of a new detective vehicle (\$23,997), and cruiser equipment (\$17,153) is being requested. Available in the Off-Duty account is approximately \$320,000.

Captain Huntley then broke out straight time pay and overtime pay, per the request of the Chair and Vice Chair. The payroll line item includes the cost for the new officer.

Captain Huntley has been afforded the opportunity to apply for the Justice Assistance Grant (JAG) program. *This federally funded program administered by the U.S. Department of Justice, assists states with the prevention and control of crime an improvement of the criminal justice system.* The JAG program objective on the local level include: expand information and communications for local government; provide access and resources with a priority focus on first responders to mentally ill offenders and de-escalation techniques, support crime prevention and intervention services for the juvenile population, and programs that assist citizens in preventing and controlling crime.

VIII. ADJOURNMENT

Meeting Minutes: Suffield Police Commission
Date: 03-18-2015

With nothing further, a motion was made and seconded to adjourn the March 18, 2015 regular Suffield Police Commission meeting at 8:50 pm.

Police Chairman, Kevin Armata