



TOWN OF MIDDLEBURY

POLICE COMMISSION

MEETING OF THE POLICE COMMISSION Monday, October 16, 2023 – 6:00 p.m.

Present: Commissioner Fran Barton
Commissioner Rita Smith
Commissioner Paul Bowler
Commissioner Tom King

Also Present: Chief Patrick Deely
James M. Long, Recording Clerk
Bob Smith, Town Attorney
Rudy Demeraj, Resident

**Excused
Absence:** Chairman George Moreira

Call to Order

The meeting was called to order at 6:02 PM by Commissioner Bowler leading the Pledge of Allegiance.

Approval of September 11, 2023 Meeting Minutes

Commissioner King MOTIONED to approve the minutes, SECONDED by Commissioner Barton. Unanimous approval.

Committee Reports:

Building & Equipment:

Commissioner Bowler will defer to Chief's report on the radio system.

Budget and Overtime:

Commissioner Smith reported that all is in order, 76% of the Budget is right where it should be.

Personnel & Labor

Commissioner King reported will go into Executive Session for Officer Gillotti

Rules & Regulations:

Commissioner Barton shared an updated report on Policies and Procedures on where we stand with the accreditation process:

Old Business:

1. The "Meet the Commissioners Event" was cancelled on October 7, 2023. This event will be rescheduled for a Tuesday or Thursday sometime in November at Pies and Pub.

2. Noise Complaints from the from “Brewbury” were discussed. The Police Department purchased a new Sound Level Meter in order to monitor the decibel level of noise.

3. Chief Deely contacted the Director Public Works, Dan Norton, about installing a caution “Slow Down Children at Play” type sign on Park Road due to speeding complaints. Public Works Director Dan Norton is looking into the sign placement, if allowed. This location is on private property. Also, Director Norton was looking to trimming the overgrown vegetation at this location. This overgrown vegetation is impeding driver’s visibility. Director Norton needs to confirm with the property owner whether Publics Works would be allowed to trim this vegetation. The addition of the caution sign would slow down drivers and the trimming of this vegetation would improve visibility for drivers.

New Business:

None.

Chairman’s Report:

No Report.

Chief’s Report at:

1. Sergeant William Kalvaitis completed the Crisis International (CIT) Train the Trainer Course in Salt Lake City, Utah from September 25 through 28, 2023.
2. Extradition of Labinot Mexhuani DOB: 09/20/1993 (Assault 2nd Degree) from the Eric M. Taylor Center New York City Department of Correction. 10-10 Hazen St. Elmhurst Queens, NY (Riker’s Island) on September 29, 2023. This was completed during the flooding emergency in New York. (LT R. Hunt, Officer Markiewicz, and J. Long.)
3. On September 27, 2023 Officer Cammarata and J. Long brought ammunition, firearms, and weapons to the Connecticut State Police Firearms Unit in Meriden for destruction.
4. September 12, 2023 Motor Vehicle Accident, Officer DuVergier responded to hit and run accident at the Medical Office Building parking Lot at 1625 Straits Turnpike. Received a thank you letter from the Victim, Joan Moran.
5. Radio System upgrade was explained by Chief Deely.

Public Comment:

Rudy Demeraj the unofficial Upland Neighborhood spokesperson explained that the residents of these neighborhood were extremely satisfied with the Middlebury Police Department's level of service.

Executive Session:

At 6:19 PM Commissioner King MOTIONED to go into Executive Session for the purpose of removing Verbal Counseling's from Officer Dan Gillott's personnel file. Commissioner Barton SECONDED this Motion. Unanimous approval. Commissioner King also MOTIONED to invite Attorney Bob Smith into Executive Session. Commissioner Barton SECONDED this MOTION. Unanimous approval.

At 6:35 PM Out of EXECUTIVE SESSION. Commissioner Barton made a MOTION to Remove Verbal Counseling's from Officer Daniel Gillotti's personnel file dated: July 17, 2020, August 3, 2020, and March 22, 2021; Commissioner Smith SECONDED this MOTION. Unanimous approval.

Adjournment

Commissioner Barton MOTIONED to ADJOURN the meeting at 6:49 PM, SECONDED by Commissioner Smith. Unanimous approval

Next meeting is scheduled for November 13, 2023 at 6:00 PM.

These minutes are submitted subject to approval.

Respectfully,
James M. Long, Recording Clerk

These are the updated policies and procedures provided by Commissioner Barton.

Policies and Procedures Report

1. Job Descriptions for Reserve Part-Time Officer and Accreditation manager were approved by the Board of Selectman and therefore will remain as is in the Job Description portion of the Policy Manual. Both job descriptions were provided to Town Clerk so they are on record. Amy is currently working on an organization chart that follows the department structure.
2. We have instituted an arrest checklist for officers to complete so we will have proof that they are following procedures when making an arrest. (See attached) The proof will be used for accreditation and uploaded in the Power DMS system.
3. Similar to the arrest checklist, Amy is currently working with the department to obtain proof of items needed to show we are following our policy and procedure manual. Proofs can be documented reports, video, audio, pictures, etc. Amy just needs to be able to show proof for all of Tier 1 standards.
4. Amy has started matching Tier II standards to the policy manual. Again, we are finding areas that need to be tweaked and/or areas that will need upgrading. A good example is the generator requiring fencing around it. Because of this, Amy and Chief Deely have discussed how this will impact the additional exit door for Juveniles when the current evidence is moved to the basement and the current evidence room is turned into a juvenile holding facility.
5. Amy has also learned additional information in regards to our processing/booking room. She has talked to Chief Deely about that as well in that our processing/booking room is not considered a temporary holding facility. Amy is reviewing further into the standards to see if this will have any effect on the department and accreditation.

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6. Again, we are being thorough in our processes to determine where we need to correct or tweak certain policies and where we will need to make changes. Right now, we are moving along with Tier II standards and gathering proofs for Tier I standards.
7. Amy was trained through a 4-week online class with the Daigle Law Group. The class was 24 hours of online lecture, weekly homework assignments and an exam at the end. She is now a Certified Accreditation Manager. Her being trained was a mandatory standard in Tier 1.