

**BOARD OF POLICE COMMISSIONERS MEETING  
FEBRUARY 21, 2013 at 6:00 p.m.  
Southington Police Department  
69 Lazy Lane  
Southington, CT 06489**

Chairman Richard Montague PhD called the meeting of the Board of Police Commissioners to order at 6:00 p.m. at the Southington Police Department, 69 Lazy Lane, Southington, CT with the following in attendance:

Commissioner Steve Pestillo, Commissioner James Verderame, Sr., Commissioner Nicholas Depaola and Commissioner Sharon O'Brien, and John F. Daly, Chief of Police

Administrative staff in attendance:

William Palmieri, Administrative Captain  
Lowell DePalma, Operations Lieutenant

**Richard Montague PhD, Chair, presiding:**

1. **Pledge of Allegiance.** The Pledge of Allegiance was recited by everyone in attendance.
2. **Approval of Minutes** from the previous meeting, January 2013.

Commissioner Pestillo made a motion to approve the minutes of the January 2013 meeting with the following changes: Under item #7, Commissioner Verderame asked the question about semi-automatics, rather than Commissioner Pestillo. Commissioner Verderame seconded. Commissioner Depaola abstained, all others in favor. Motion passed at 6:01 p.m.

**3. Communications.**

**a. Communications from the Public**

Art Cyr of 103 Berlin Ave., Southington, CT attended the meeting to state the following:

Mr. Cyr would like to thank the Chief and the Department for street light reports. He thanks the entire Department for the backup to correct a problem that will make the Town better for all of us.

Mr. Cyr would also like to discuss the upcoming 2013 Apple Harvest road race and public safety. He states that the Apple Harvest road race used to be 200 – 300 runners. This past October it increased to 1,440 runners. He said it becomes like a tsunami coming down the street.

Mr. Cyr stated, to everyone in this Department who tried to get the State Trooper to stop writing tickets on trucks and pay loaders that were helping with snow removal last and road widening last Wednesday, because they were not properly registered, that he finds the ticketing to be absolutely obscene. He stated that it absolutely blows his mind. If he had a pay loader, he would have driven it out to help widen streets. It makes no sense to him, as a common sense citizen that we have a State Trooper driving around citing vehicles for not being registered, when we are trying to get our schools open. Mr. Cyr thanks the Chief, Captain Palmieri and Town Manager Brumback and everyone that tried to work on that. He believes that common sense lost that day.

Mr. Edward Ozga of 949 South End stated the following:

Mr. Ozga spoke with Captain Pocock a couple weeks ago and is here to file a complaint against the Department. He states they took this item (a safe) from his home on September 27, 2011. He received it back a couple weeks ago and shows a photograph of how it came back "all scratched up." He states that this came back all scratched up because he filed a lawsuit against the Town. He states that it is easy to go back to the investigation on September 27, 2011 and look at the pictures of the safe when they took it out of the house compared to now. He stated that he knows when they impound cars they are not knocking out windows and that this was intentionally done. Captain Pocock said they were going to investigate it. Mr. Ozga expects that if someone did this intentionally, they will be arrested. He stated that he is not looking for problems but this is totally ridiculous and that these bullying behaviors are condoned by this Department. He states that from the photographs it is clear that someone intentionally did this.

Chairman Montague PhD states that, since we have a lawsuit pending, we will not be able to make any comments. Mr. Ozga agrees and states that he would expect it to be investigated. Commissioner Montague PhD agrees and instructs Mr. Ozga to hand the documents to Captain Palmieri who is in charge of the Detective Division right now.

**b. Commissioner Communications**

Commissioner O'Brien states that she had someone contact her about cars blocking the road at the corner of Roseanna & Lagana each morning and afternoon when parents are waiting for their children to come off the school buses. They are blocking the road so that other people cannot get through. In addition, there is a 3-way stop sign at the intersection of Marion Avenue and Mount Vernon Road and people are not stopping going through there. Chairman Montague PhD stated that Lieutenant DePalma will look into those issues.

Commissioner Depaola directs a question to Captain Palmieri regarding the snow storm. When the cruisers are out and they see an area at an intersection that is being blocked by a high mound of snow, are they reporting it to the Town to see if something can be done to lower it? Chairman Montague PhD directs the question to Lieutenant DePalma since he is representing Operations. Lieutenant DePalma states that we are fortunate because we have a good relationship with the Town Highway Department. The answer to the Commissioner's questions is, yes, we do. Something like that is looked at as a Line of Sight Violation. If we get a report from an officer or from a citizen, we will go and investigate it to make sure it is valid and we then get in touch with the Town Highway Department to see what they can do about it to alleviate the problem. Chief Daly states that, at that time, they were prioritizing. They were trying to open up the main roads to one lane first, then to opening secondary roads, then widening the roads, then they worked on school access walks, bus stops and sight lines. They were trying to do as much as they could. When we call in those issues they are put into the Highway Department's priority matrix.

Chairman Montague PhD thanks Chief Daly for sending The Commission all the updates on the storm and related activity so that we had some idea of what was going on and when things would be open.

**4. Report to Commission by Chief Daly.**

- a. On Wednesday, March 13<sup>th</sup>, from 5:30 p.m. to 7:30 p.m., at the Calendar House, will be the Police Explorers, Post 57, Annual Pasta Dinner Fundraiser. Tickets are \$7.00 for adults and children. Children under 5 years old are free. This is one of their big fundraisers, so we are hoping that everyone in town can make it.
- b. Chief Daly states that he was notified today that the dog pound roof has six leaks in it. Two years ago we had it in the budget to replace the roof, but the Town took the money back. Chief Daly spoke to Attorney Sciota about it. Chief Daly knew it was leaking during the storm but the dog warden told him that it was not a major event. He did not need the roof shoveled off at that time. When Chief Daly mentioned it to Attorney Sciota he said that when we get the information to replace the roof, to contact him and he would bring it before the Town Counsel to see if the Town would take care of it outside of our budget; similar to the way they take care of roofs at the schools.

Commissioner Depaola states that that was part of the report on a committee he chaired a couple years ago when they were asked to update a few buildings. One of the things they did do, was to recommend that that roof be replaced with a gable roof. Since it is not that big of a building, he thinks we can put a gable roof on that and alleviate the problem. That was one of the main priorities so he is glad Chief Daly talked to Attorney Sciota about it. Chief Daly confirmed he will follow up on that.

- c. Chief Daly states that today he received the air quality report from Hygenix. The report states that everything at the Police Department building falls within natural/normal limits for a building of this type and size.
- d. Chief Daly states that there was damage to the Police Department cupola. Some of the copper blew off during the wind storm. That was replaced and cost \$1,113. Since the copper was damaged beyond repair, we retrieved it and will sell it to a junk yard, and turn the money over to the finance department.

Commissioner Depaola asks if there is insurance to cover that. Chief Daly states that there is a \$5,000 deductible and the cost was only \$1,113.

- e. Chief Daly states that on Wednesday, March 27<sup>th</sup>, at Grassy Hill Country Club in Orange, CT, one of our newer officers, Officer Alexander Milne, will be awarded by the Police Commissioners' Association of Connecticut, an engraved Sterm Ruger SR9 handgun for finishing first in his academy class. Chief Daly and several of the administrators will be attending. The Commissioners are welcome to attend also.
- f. Chief Daly states that we are still doing as much training as we can. On January 29<sup>th</sup> and 30<sup>th</sup> our officers received SIMS (simunition) training at the King 33 facility on West Queen. They learned a lot and it was very pertinent to their job. Captain Pocock is still attending the Southern Police Institute for command training. Our Master Sergeants attended a supervisor liability class and Lieutenant Baribault and Master Sergeant Elliott attended a week long FBI LEEDA Command School. We are trying to get as much training as we can for our supervisors.

## **5. Administrative Report by Captain Palmieri**

### **a. Accreditation Update**

Captain Palmieri states that he had submitted four General Orders: our Mission Statement; our Oath of Office; our Code of Ethics; and the medical drop box disposal program. The Mission Statement, the Oath of Office and the Code of Ethics basically formulated the foundation for our accreditation plan. He is working with Chairman Montague PhD on the overall project. With recent illnesses and vacancies he has taken on other tasks and has had to shift his work, so we have not had General Orders come before the Commission, but the process is still alive and well. The good thing about the State process is that it is a self pace process. So, as your environment at work changes, we can change our process. His goal, starting in May, is to bring to the Commission a General Order every month. Depending on the complexity of the General Order that we are working on, it is a realistic goal, but it also depends on what is occurring in the Department. Commissioner Pestillo will be helping him with some technology for storing the General Orders.

Commissioner Pestillo asks how many we have in total and how many Captain Palmieri thinks need to be changed, approximately. Captain Palmieri states that in Tier One there are 127 sections, but sometimes sections will piggyback into one General Order.

He states that what they did a couple years ago is hit the top seven that carry 95% of the liability for the Police Department. We will start there and try to tweak them to meet the accreditation standard. There are 327 total standards that we have to meet, but it is a tiered approach: Tier One, Tier Two, and Tier Three. Tier One is all the big liability ones that we are focusing on now. The way the State has it set up is that you can achieve Tier One certification then when you are ready for Tier Two, then you will be Tier Two certified, and then Tier Three certified.

**b. Budget Update FY12/13**

Captain Palmieri states that if we look at last year's budget (which would be the 11/12), our building maintenance line and our equipment maintenance line, we used 79% of our building maintenance line and we used 96% of our equipment maintenance line. This year we have already used 82% of our building maintenance line and 84% of our equipment maintenance line. We have had quite a few unanticipated problems with the building. We had to get a complete new HVAC system for dispatch. We needed new heating units in the gym and training room because they blew. Our vendor has also found that we have some air control valves that are failing. We have been replacing those. We brought our vendor in to come up with a plan to determine what we need to do. We also have a crack in our boiler, which we know we can wait until Spring to fix. In that line item we have spent a lot of money but it is basically because of unanticipated problems. Our vendors are trying to come up with the problem areas and a plan to address them.

Commissioner Verderame inquires as to whether those are the originals. Captain Palmieri states that, yes, although sections of the boiler have been replaced and that part of the maintenance agreement is that they come in and inspect every year. Captain Palmieri states that the tricky part are the valves. There is no way of telling that they are going to fail, until they actually fail. One failed in the lobby causing the sprinkler head to freeze so then we had to replace a sprinkler head.

Commissioner Depaola inquires whether the vendor said why the main boiler cracked. Captain Palmieri states that the vendor said it just happens. The vendor said the boiler is a good brand, but they do crack and there is no reason why. Chief Daly confirms that, in the past, they have replaced a seal to prevent cracking. Commissioner Depaola states that, if he had to do it over again, he would choose geothermal heat for this building. More expensive initially, but better off in the long run. But that was not being pushed back then.

Captain Palmieri updated The Commission on the current status of the Department's overtime budget.

**c. Budget Update FY 13/14**

This year's budget was sent to the Town Manager for his review. Captain Palmieri states that, from a professional development standpoint, this has been a good process

for him and he has learned that it is a never-ending process. He thanked the Chief and the Commission for giving him the opportunity which has been very rewarding for him from a professional standpoint.

d. JAG Grant Update

This grant is for videotaping and recording systems. It is coming into law this year that we need to have at least one. We have been part of a pilot program for some time now. We were notified today that we got the grant, so we will be getting our videotaping and recording in two areas of our Department now.

Cisco Layer 3 (CISS/PSDN) Switch, programmable speed trailer for Operations, a couple patrol rifles and some ammunition to get the patrol rifle program up and running.

Commissioner Pestillo inquires about the JAG Grant. Chief Daly states that this is a grant that is this year's grant but it is actually money from the last four years. A Justice Assistance Grant. They take four years of monies and lump it in to one sum so that you do not have to apply for it separately.

Commissioner Verderame inquires as to what a Cisco Switch is. Captain Palmieri states that they are creating a network where all of CAD and RMS systems will talk to each other and we can get different types of information but we need a switch. Rather than the Town incur the expense, the switch can be purchased under the grant.

The speed trailer is a trailer that is parked on the side of the road that will run laser or radar that will tell people how fast they are going or to give warning like "road closed", "accident ahead", etc. This is an education process for people who are speeding that will be followed up with enforcement.

e. Class "B" Uniform Hat

Captain Palmieri shows an example of the type of hat, material, brim and color they are looking to use. The company is in the process of shipping us some sizing samples. We should have them within 6 – 7 weeks. The hats will also have a plastic cap for inclement weather. Chairman Montague PhD requests a report back on this in May.

f. Detective Bureau

Captain Palmieri has also taken on the responsibility of overseeing the Detective Bureau and states that they have 31 open cases. There are three detectives and one officer assigned to current investigations. Officer Triano and Detective Beal are helping with the liaison function, which is filing the court paperwork. Officer Triano also handles the pistol permits. Last year he processed 79 pistol permits. This year he has processed 224 over the same time span. We are inundated with pistol permits which require a lot of computer checks and paperwork. It equates out to 183% increase from last year.

There are two vacancies in the Detective Bureau. March 14<sup>th</sup> we have written tests scheduled for detective promotions. Then they will go through an assessment center

similar to what was used for the Master Sergeants. The top three will be brought before the Commission for their input.

**g. Narcotics Enforcement Team**

This team is tasked with doing narcotics investigations within the Town. We have two detectives and one officer assigned to this and they presently have 15 active drug investigations.

**6. Operations Report by Lieutenant DePalma**

**a. Lockdown issues, Parent forums, and School Safety**

Lt. DePalma states that the Newtown incident has affected our town also. Businesses, schools and parents have been calling the PD. Demands on the Department are high. Parents want to sit and talk about protecting kids, schools and homes. We have taken two approaches to assist the community. One is through our crime prevention office. And the other is through our swat people. Discussing four particular items that we are suggesting as a baseline to start with. First is policies and procedures. Schools do have these in place but most businesses do not. A good place to start is the Office of Homeland Security site. Second is the physical environment of all buildings. Looking at the physical plan, cameras, doors, alarms, etc. and where they stand. Third is training and actual practice. When it comes to the school system we are on top of it, but businesses are behind. Need to bring it up to speed. Fourth is communications. Communications among themselves and with the Police Department. People need to feel comfortable calling here with respect to suspicious people, vehicles and situations. The information might be helpful to stop something before it starts.

With respect to the schools, Lt. DePalma states that we do have an officer at the high school and Officer Gallo visiting the elementary schools and middle schools with DARE. Area officers have started to conduct foot patrols in their area in the schools themselves. For example, if we have an officer assigned to the center-of-town area, he is to identify what schools are also in the area, get out of his vehicle, and walk through and around the schools. They get a chance to learn the layout of the building, gives the children a chance to see a "good guy" walking around the school, and their presence could be a deterrent.

Commissioner Depaola asks if we have a sketch of the layout of each school. Lt. DePalma states that, yes, we have the blueprints of every school. We put those blueprints into every command vehicle. The blueprints have also been uploaded into the intranet system so that every blueprint is on every laptop in every cruiser.

Commissioner O'Brien asked how often the police officers actually go into the schools. Lt. DePalma states that we encourage every day, a couple times a day. Sometimes it is once a week. It really depends. We are encouraging every day, but we want them to do it as much as possible. If they are sitting in their cruiser doing reports, we suggest that they sit in a school parking lot while school is in session and do the reports there. This is

a good deterrent and the fact that is unscheduled is even better since a "bad person" would take the time to learn a routine.

b. Apple Festival

Lt. DePalma has made some phone calls to Jim Champagne in regard to the Apple Festival with respect to a few things including parking up on Riccio Way, having an ambulance on standby or trained personnel downtown, and the YMCA road race.

Lt. DePalma has discussed the road race with John Myers. There are three issues with the road race: a walking event, 5k road race, and a 5 mile race. This has grown over the years and will grow even bigger this year. They discussed strategic points where the police should be, funneling of the runners, and increase of volunteers on their end to help with the safety factor. Next Thursday we will be talking more about that.

Commissioner Depaola asked whether there has been any thought in separating the races into three different phases. Lt. DePalma explains that it is more of an advantage to keep them together. The walking part is not an issue. But what complicates it more is that the races are happening on parade day. Safety and personnel becomes a big issue and it is quite involved. Having it on the same day as the parade stretches our resources. Commissioner Depaola states that to change the day of the races to a different day than the day of the parade could be a drawing factor for another day of the Festival as well.

c. Drug Collection Day

Drug Collection Day is coming up on April 27<sup>th</sup>. This is the 5<sup>th</sup> year of the drug collection program that works in collaboration with the Southington Water Department and the Bristol Water Department. It has been very successful. The hours are from 10:00 a.m. to 2:00 p.m.

d. Prescription Drug Box

Lt. DePalma states that the prescription drug box has been very successful. In January we took out 79 lbs and the box had to be emptied four times. In February we took out another 60 lbs to date and have had to empty the box three times so far. To date (since mid-October) we have taken out 393 lbs. It will be interesting to see the effect it will have at the Water Department. This is a work in progress. People are still putting items in the box that do not belong there. STEPS is helping to publicize it properly.

Commissioner Depaola inquires about an article he read about replacement of police vehicles. There has been a major change. Crown Victoria's are being phased out. They were a much larger car than the Taurus that are replacing them. When we get a new cruiser and switch the lights and technological equipment, is there any problem with fitting the lights, etc. from old vehicle to new because of size? Or do we have to buy new? Captain Palmieri and Chief Daly state that the cages are retro-fit and there are adaptors to fit the old items into/onto the new vehicles. We are moving the fleet to a

Taurus/SUV type vehicle which is larger than a regular Taurus and therefore do not have to buy new items.

**7. Bills Submitted for payment**

Commissioner Verderame made a motion to approve the bills as submitted. Commissioner O'Brien seconded. Motion passed unanimously on a voice vote at 6:48 p.m.

**8. Old Business budget**

a. Budget FY 1314 Process Update by Captain Palmieri

Captain Palmieri states that he, Chief Daly, Chairman Montague PhD, and Commissioner Verderame met with Town Manager Brumback on January 25<sup>th</sup> with respect to the budget. On February 19<sup>th</sup> Chief Daly and Captain Palmieri went before Finance and presented the budget. Next there will be a Town Meeting on March 4<sup>th</sup>, at 7:00 p.m., at DePaolo Middle School.

**9. New Business**

a. Parking Violation – Captain Palmieri

i) Tag Numbers: 8032, 9296, 9623

Commissioner Depaola made a motion to approve the Parking Tag Reports as submitted by Captain Palmieri. Commissioner O'Brien seconded. Motion passed unanimously on a voice vote at 6:52 p.m.

b. Hiring of Patrol Officer – Chairman Montague PhD states that item 9b will be taken up after the executive session.

c. Commissioner Verderame states that he would like to thank Captain Palmieri on his maiden voyage through the budget workshops and that he has done a good job so far.

**10. All other business deemed proper and appropriate to be brought before the Board at this time.**

Motion to enter into executive session was made by Commissioner Pestillo, excluding the public and press for the purposes of personnel and contractual issues. At the conclusion we will return to regular session. The Chief, Captain, and Lieutenant are included as well as the Board of Commissioners. Commissioner Depaola seconded. Motion passes unanimously on a voice vote at 6:54 p.m.

Whereupon, The Commission went into executive session at 6:54 p.m.

**Executive Session**

The Southington Board of Police Commissioners entered executive session immediately following their regular meeting with the following in attendance in order to discuss personnel and contractual issues:

Chairman Richard Montague PhD, Commissioner Steve Pestillo, Commissioner James Verderame, Sr., Commissioner Nicholas Depaola, and Commissioner Sharon O'Brien, and John F. Daly, Chief of Police

Administrative staff in attendance:

William Palmieri, Administrative Captain  
Lowell DePalma, Operations Lieutenant

No motions were made or votes taken during executive session.

Commissioner Pestillo made a motion to adjourn from executive session. Commissioner O'Brien seconded. Motion passed unanimously on a voice vote at 7:49 p.m.

Executive session was adjourned at 7:49 p.m.

**Regular session**

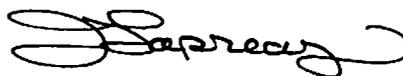
Hiring of Patrol Officer

Commissioner O'Brien made a motion to approve the hiring of Patrol Officer Brendon Massarelli pending successful completion of all required employment screening. Commissioner Depaola seconded. All others in favor. Commissioner Verderame abstained. Motion passed at 7:53 p.m.

Commissioner Pestillo made a motion to adjourn the Board of Police Commissioners Meeting. Commissioner O'Brien seconded. Motion passed unanimously on a voice vote at 7:58 p.m.

Meeting was adjourned at 7:58 p.m.

Respectfully Submitted,



Jodi Lapreay  
Recording Secretary