

Police Study Group (PSG) – December 9, 2021 5:45pm Virtual / Hybrid meeting

Attending members: Select Board members: Melissa Makepeace-O’Neil, Chair; Rita Farrell (arrives at 6:00PM)

Town Administrator, ex-officio member: Becky Torres,

Acting Chief, Shutesbury Police Dept, (SPD): Kristin Burgess, (absent)

Personnel Board member: Melody Chartier,

Finance Committee member: Susie Mosher,

Community at large members: Cheryl Hayden, Mike Vinskey, Mary Jo Johnson

General Public: None

The meeting convened at 5:52 pm.

Review agenda:

Discussion about audio: audio from those members located in Town Hall is sometimes difficult to understand. This is particularly noticeable when there are side conversations going on or individuals are not speaking directly into their microphones.

Minutes:

Minutes of 11/29/21 were approved as amended after reviewing amendments with RF.

Public Comment:

No public comments were offered by attendees.

Review Proposed Police Log Spreadsheet

Spreadsheet was shared on screen. CH and KB worked together to categorize the activities. Each major category was discussed. There was discussion about recording the number of times the tasks in each category were performed versus the number of hours spent performing each task. It was pointed out that at this time information on hours spent is not available to be analyzed.

Review Police Budget History

Budget data were shared onscreen. Data includes FY22 budget amounts which will change as the year progresses. MM will keep this updated. Police budget is 2-3% of total town budget. Discussion followed re’ budget, staffing, personnel retention.

Review Survey

Shutesbury Police Study Group Survey Draft #5. Draft #5 was the result of comments the PSG made on Draft #4 at the last PSG meeting and edited by CH.

The survey was shared on screen.

Changes from previous version were reviewed.

Some discussion about the survey being anonymous. Sending it by email will not be anonymous. This discussion is saved for a later date.

MM will draft the cover letter for the survey which will address the issues that have been brought up in the survey discussion.

A police liaison committee that would create a conduit to pass information between the community and the police department was discussed. It doesn't seem to be a candidate for a question on the survey,

Next meeting will be December 23, 2021 at 5:45PM. Agenda items will be asking questions of KB that were brought up at tonight's meeting, presenting a draft of the survey cover letter, updating the budget information as well as presenting other towns' budget information, reviewing the survey, discussing how to distribute, collect and tabulate surveys, refine glossary terms, how to structure final report, determine other tasks that need to be accomplished. Contacting Scott Minckler to see what is happening there was suggested.

The question was raised about conversations Shutesbury and New Salem had in August; would it be appropriate to do some fact finding on the Wendell/Leverett structure, how it's going, whether it would be appropriate for Shutesbury?

It was suggested that the Hardwick/New Braintree's shared chief model should also be considered.

BT will request information from town officials.

Meeting adjourned at 7:48PM

Minutes taker: Mike Vinskey

Edited by Cheryl Hayden

Documents used:

Police Activity spread sheet, Shutesbury Police Budget/Expenses, Shutesbury Police Study Group Survey Draft #5