

**Advisory Committee Meeting
Juliani Room, Wellesley Town Hall
Wednesday, October 24, 2018, 7:00 p.m.**

Those present from Advisory Committee included Julie Bryan, Rose Mary Donahue, Mary Gard, Jeff Levitan, Bill Maynard, Paul Merry, Dave Murphy, Lina Musayev, Betsy Roberti, Mary Scanlon, Tom Skelly and Andrea Ward.

Tom Skelly called the meeting to order at 7 p.m.

7:00 p.m. Citizen Speak

There was no one present for Citizen Speak.

7:00 p.m. Police Department: Overview

Jack Pilecki, Chief, Wellesley Police Department; Scott Whittemore, Deputy Chief; and Marie Cleary, Lieutenant, presented.

Wellesley Police Department (WPD) Staffing

Overview

- 44 full time officers: Chief, Deputy Chief, 4 Lieutenants, 6 Sergeants, and 33 Patrol Officers
- Animal Control Officer
- 10 Civilian Dispatchers – combined dispatch for both Police and Fire
- 3 Administrative Staff
- 1 IT Programmer/Analyst

A question was asked about the gender mix of the department: Currently there are four female officers; dispatchers are split 50/50; administrative staff is all female; IT programmer is female.

- Parking and Traffic responsibilities recently transferred to Police from Board of Selectmen (BOS); new Lieutenant appointed to run Parking and Traffic
- Many recent staffing changes within WPD: Chief Pilecki appointed to his position a year and half ago; Deputy Chief Whittemore promoted at the same time; Sergeant Renzella promoted to Lieutenant; two sergeant openings filled
- On July 1, WPD received funding for a new School Resource Officer (SRO); takes officer off the streets and dedicates them to schools
- Promotions create a domino effect within the department

Lieutenant Level

- Patrol Division Commander – Lieutenant Jeffrey Renzella
- Bureau of Criminal Investigations (BCI) – Lieutenant Christopher Cunningham
- Support Services – Lieutenant Marie Cleary
- Administrative - Parking and Traffic – Lieutenant Scott Showstead

Sergeant Level

- 5 sergeants are assigned to regular patrol duties
 - These sergeants also responsible for many “extra” duties (e.g., firearms licensing, hawker and peddler licensing, management of the field training program, oversight of accident

- reconstructive unit, oversight of warrant apprehension officers, CJIS (computer system representative, traffic enforcement)
 - Not the norm in most towns to have sergeants doing all these extras (e.g., Natick has 13 sergeants)
- 1 sergeant assigned administrative duties (e.g., community policing, housing liaison, school security)

Patrol Officer Level

- 27 officers assigned to cover patrol shifts and traffic safety year round
- 4 officers assigned to the BCI
- 1 officer assigned as the court liaison officer/court prosecutor
- 2 officers assigned as the SRO/youth officer
- Several patrol officers are assigned ancillary duties (e.g., domestic violence officer, elder affairs officer, accident reconstruction investigators, bicycle patrol, public housing liaison, background investigators, firearms instructors, fleet maintenance, Rave system (community notification system), home and business security surveys and car seat inspections)

Civilian Dispatchers

- 2 dispatchers per shift
- Almost finished implementing Next Gen 9-1-1 system, which will allow 911 calls from cell phones in Wellesley to go to WPD (currently go to State Police); will greatly decrease response time for emergency calls but will increase call volume

Shift Capacity

- Three shifts per day of 8.5 hours each; officers are assigned to a five day on, three day off, eight day work cycle
- System allows half hour overlap between shifts in which to complete roll call, conduct training, and present speakers before prior shift comes off streets

Summary of WPD FY18 Activities

Calls for Service	28,933
Alarms	1,540
Citations	7,041
Medical Service Calls	1,949
Accidents	982
Arrests	140
Summonses	344
Traffic Enforcement Posts	2,240

- By comparison, Needham writes about 4,000 citations and Natick writes about 3,600 citations; much of WPD citation work is educational (warnings); not all have monetary component
- WPD is aware that traffic is an issue in town and every officer is assigned a selective enforcement post throughout the day; if a call is received about traffic, an officer can be sent out to check and provide enforcement if needed

There was a question as to who responds to accidents on Route 9 in Wellesley, WPD or State Police: WPD; this also allows WPD officers to work details on Route 9.

There was a question as to the number of additional calls that will be coming to Wellesley dispatchers as a result of the Next Gen 9-1-1 system: WPD has a sense of this from State Police data; if WPD receives 5

or 6 calls from the same location, State Police will take over calls and ask WPD if they want assistance; system will be phased in geographically and WPD will not handle Route 128 calls in Wellesley (will continue to go to State Police). There was a follow-up question as to when the transition will take place: Dispatchers still need more training; Town of Weston will provide call coverage backup.

There was a question as to how big the problem of illicit drugs/substance abuse is in Wellesley and whether it is a law enforcement issue or health issue: Drugs and substance abuse are an issue everywhere, including Wellesley; last year WPD responded to 10 calls for overdoses where officers administered Narcan; treated as a medical issue—individual is not charged with possession; first goal is to get someone help; of course, individuals trafficking drugs are a law enforcement issue and treated as such.

There was a question as to which individuals in the department are unionized: Chief and Deputy Chief are not part of unions; lieutenants and sergeants are part of Superior Officers Association; patrol officers are part of the Patrolmen's Association; dispatchers are part of their own association; all union contracts have been settled through June 2020.

Communications Center Radio System Replacement & Capital Budget Implications

- Backbone of public safety operations; allows dispatchers to relay information to police officers, firefighters and paramedics so they can respond to emergency calls
- In off hours and snow storms, WPD uses the radio system to monitor Municipal Light Plan (MLP) and Department of Public Works (DPW) calls; also allows WPD to communicate with other agencies in the area and other communities
- Each school now equipped with 3 radios that can flip over to the WPD channel to alert the WPD and communicate with them if necessary; these radios do not replace the 9-1-1 system, but augment it, as cell phones do not work in most of the schools
- Current legacy Motorola system was installed in 2001 during Communications Center upgrade; at the time it was state of the art
- System has worked well and exceeded life expectancy (10-15 years); one reason WPD continued with system was because of uncertainty regarding Federal Communications Commission (FCC) directives about future required equipment for public safety agencies (e.g., 700 MHz devices)
- Current system no longer supported by the vendor and replacement parts are no longer being manufactured; system has been experiencing failures as replacement relays and switches are not available
- This is the same system for the Fire Department; replacing the Police radio system is also switching system for Fire, mutual aid calls and DPW coverage
- Budget implications
 - WPD will use \$29,401 from FY19 operating budget to replace two components to prevent radio system failure prior to system replacement; these components will be compatible with new system
 - FY22 planned replacement of current Motorola system with new Motorola system (\$312,500)
 - FY22 planned replacement of current Fire Station Alerting System (\$57,067, though this number could come down as WPD is investigating less expensive options)
 - FY23 planned replacement of radio antenna, which has also exceeded life expectancy and has no more capacity to install additional equipment (\$117,00)
 - FY23 request for new dispatch workstations (\$90,000)
 - Dispatchers can't leave communications center during shift; will allow them to stand/access materials from different positions

A question was asked whether the replacement of the radio system is a new expense for this year or has been in the Town's five-year capital plan: This is a new request this year which is slotted for FY22; the two components to be purchased this year out of operating budget will expand the life of the current system and work in future system.

There was a follow-up question whether any of the radio expenses that are currently listed in the five-year plan can come off given the decision to buy a new system: No, those are for the replacement of portable radios and mobile radios in the cruisers; each year WPD is phasing out 4 or 5 mobile radios and 12 portables; there is, however, currently an estimate in the five-year plan for new dispatch work stations.

There was a question whether, given the rapid year-to-year changes in technology, the new system will still be state of the art in 2022: The new system is more computer-centered, so if an upgrade is needed it will look the same in the box but will upgrade through the internet protocol (IP) system; WPD will continue to monitor product development between now and 2022.

There was a question whether the new (2022) system would be compatible with a possible FCC-mandated 700 MHz system: The backbone will be compatible and would be able to switch but antennas and radios would not be able to switch; however, unlikely FCC will go forward with this as 700 MHz not reliable in large urban areas and would be cost-prohibitive for large cities to purchase all the equipment (radios) needed to make it work.

There was a question whether the Finance Department is aware of these new capital requests: Yes.

School Safety Goals and Objectives

- FY18 Highlights
 - Worked closely with the schools to develop a schedule to implement school security training and drills throughout the district
 - Trained all teachers and staff on the ALICE protocol (Alert, Lockdown, Inform, Counter, Evacuate)
 - Training consisted of a power point presentation, Q&A and live fire simulations (officers shoot blanks at a pre-determined area of the school and teachers and staff take appropriate measures as prescribed in the ALICE protocol)
 - Developed "Rally Points" for each public school—predetermined location outside of the school footprint where teachers and students can safely re-group if they evacuate
 - Spoke with parent groups prior to conducting emergency evacuation drills, and conducted emergency evacuation drills with every public school in the district in spring 2018
 - Collaborated with the WHS film production class to develop an ALICE training video for all WPS teachers, staff and students
- FY19 Goals and Objectives
 - Appointed second SRO, who is assigned to middle and elementary schools
 - This fall, reviewed ALICE protocol and emergency evacuation plans with school staff
 - Will continue student evacuation drills across the district in the fall and spring
 - Trained WPS staff on how to properly use newly acquired two-way radios
 - Have applied for \$30,000 state grant to get additional radios for the schools – if approved, each school will get 8 more
 - Implemented weekly radio tests with all public schools to ensure the portable radios remain operational and school personnel maintain user proficiency
 - At the conclusion of the student evacuation drills, debrief with each school staff to review and update school security plans as needed
 - Maintain close partnership with School administration to conduct reviews of the school security plans to ensure best practices

WPD feels that the school security program is as good as any in the state in terms of doing all the training and being very progressive in its approach.

A suggestion was made that since there was conversation at Annual Town Meeting (ATM) last year about school security, it will be important to inform ATM about all of WPD's efforts and achievements.

A question was asked about whether there is data showing what kinds of responses are most effective in active shooter situations: "Run Hide Fight" is primary strategy; all programs used are data driven and every active shooter situation has been analyzed by the FBI; although situations are unique, many similarities (e.g., one shooter; last 3-5 minutes in length; ends before police arrive); we know for sure there are situations where getting out is most important, that's why live drills help.

A question was asked about the distribution of radios: WPD provided each school with one base station, one desk top radio and two radios out in the field; these are public safety grade radios and have been fully operational since the spring; schools would like more radios and WPD hopes to get an additional 80 radios through state grant; these radios will work with the new system to be acquired in 2022.

A question was asked about the status of safety measures and level of coordination/relationships with other educational institutions in Town: Better relationships with some than others; have had memorandum of understanding (MOU) with Babson for a number of years, and they allow WPD to train at their location; have worked with Mass Bay and Dana Hall on school security; recently signed MOU with Wellesley College and WPD will participate in tabletop exercise they are holding in January.

There was a follow-up question whether any of these schools have radio equipment similar to the public schools in Town: They can connect directly to WPD through their own radio systems.

There was a question whether there is need for an additional SRO: Not necessary or realistic; as discussed at ATM last year, SRO is not a security officer – does not make schools safer (everything else Town has done re: school security makes schools safer); second SRO has been helpful; Officer Kathy Poirier now covers the elementary schools, Officer Evan Rosenberg now covers the high school, and they share the middle school; as Superintendent Lussier has stated, if additional resources were available, preference would be for more mental health support, not another SRO.

Community Outreach & Notification

- Many WPD programs to help break down barriers between police and public, including: "Coffee with a Cop," Citizen's Police Academy, annual WPD open house, attendance at neighborhood block parties, restorative justice, bicycle patrol, Savage Road Race, park & walk assignments, summer Youth Academy, Elder Services liaison, youth engagement in schools and on playgrounds, coaching Wellesley High School seniors for annual Powder Puff game, and Wellesley Housing Authority party

An Advisory member commented on a positive personal interaction with a WPD officer: That is what is expected of our officers; hire officers who have a desire to work with the community; see recent *Wellesley Townsman* editorial highlighting the two sides of WPD (excellence in criminal investigation and in assistance to homeless family).

- New community notification system that is cheaper and more technologically advanced will be completely in place by July 1, 2019

Training Mandates

- State requires all officers to attend 40 hours of annual in-service training
- Content determined by state and includes items such as legal updates/hate crimes, CPR/AED/First Responder (half of WPD officers are EMT-trained), defensive tactics, cyber crimes, domestic violence and firearms
- Additional WPD training includes: mental health first aid for first responders; additional firearms, use of force and “Less Lethal” training; de-escalation training; simmunitions training; electronic control devices (i.e. tasers); interviews and interrogations; dealing with individuals with autism/Asperger’s syndrome; opioid addiction; ASHER (“Active Shooter Hostile Emergency Response” -- new training where police work to allow fire/EMT to enter “warm zone”); additional required recertification training for officers who hold specialized certifications (e.g., EMT, accident reconstruction, car seat installations)
- Costs \$15,000 for an officer to receive 8 hours of training, as shifts must be covered
 - WPD creative in saving fees (in-house training, sharing costs with other Towns)

There was a question whether there have been any conversations about using body cameras: No; WPD has cruiser cameras.

Budget Highlights

- All contracts current through June 2020
- Looking to hire new officers; hiring and training new officer is a long process; 12 months or more from entrance exam to end of field training
- Promotions that occurred in FY18 created patrol vacancies that are actively being filled
 - Anticipate sending one candidate to Police Academy in February 2019 and two additional candidates to Transit Academy in March 2019
- Aware of three patrol vacancies in FY19 due to one retirement and two officers transferring to police departments in communities where they grew up
- Requesting additional funding for vacant patrol position that was left unfunded in FY19 in order to allow for the transition of Parking and Traffic oversight to the Police Department

There was a question as to what things the Town is not ready for and what the Chief worries about:

- Worries that the drug epidemic will get worse; need to find ways to head it off; WPD getting more involved at the High School in this regard
- Traffic is a horrific issue; looking at changing the light signals, but costs money
- Police pursuits: have changed policy; training officers to know why they are stopping a vehicle and the risk/benefit of a pursuit

There was a comment that it is good to see WPD training for de-escalation: WPD officers receive very realistic simulation training in this regard (MILO).

There was a request to summarize what police are taught about hate crimes: Officers taught at Police Academy.

8:35 p.m. Discussion of Town Bylaw Sections 11.12 and 14.6 (Notice of Request for Capital Projects)

As liaison to Permanent Building Committee (PBC), Rose Mary Donahue gave a brief overview:

- Question as to what constitutes “information regarding the project goals and the financial requirements of the project,” which is required to be submitted to PBC, and simultaneously to Advisory, 120 days before Town Meeting
- PBC has been looking into question and has begun to draft a statement to explain how the 120-day rule will be applied, what information will be required, what are exceptions
- Advisory is a secondary board in terms of how the rule is applied
- PBC heading in direction that submission of a completed feasibility study will provide sufficient information and satisfy purpose of the 120-day rule
 - Feasibility study would have to be received 120 days prior to Town Meeting if funding sought for design or construction projects
 - Many technical considerations and PBC is in the best position to draft this; PBC will work with FMD and result will be based on lots of practical experience
 - Awaiting additional information from future PBC meetings
 - Town Counsel has suggested that each board vote on a statement
- On a separate note, have been communicating with PBC about importance of Advisory receiving information on design/construction costs so Advisory can make recommendations regarding the budget, as many projects will have a tremendous impact on the budget
- PBC looking carefully at all aspects/what the next several years will look like with respect to the projects in the Town pipeline

There was a question whether Advisory will be making a proposal regarding the 120-day rule: Will have further discussion on this once there is a better sense of PBC statement and an explanation of the pros and cons, so Advisory can make its own decision.

A comment was made that the efforts of PBC and FMD with respect to their evaluations of pricing, pushing back on components, innovative scheduling/timing, etc., saved the Town significant amounts of money on the school security project; likely to be true with Library project as well. Advisory still needs to continue to ask questions, make suggestions, evaluate and critique.

8:45 p.m. Liaison Reports/Administrative Matters

Schools/Lina Musayev

- At its October 16 meeting, School Committee (SC) gave budget guidance to School administration; told them to prepare a budget with an increase between 3% and 3.75%
- SC also discussed how to protect general education budget from special education expansion
- Hunnewell project
 - SC pleased with the Eco-Charrette on October 15 (available on video)
 - November 4 day-long educational visioning event
 - Architects (SMMA) will present a long list of options for joint SC/BOS/SBC meeting on December 20
 - Public input sought in January before options are narrowed down to three in the spring

Library/Betsy Roberti

- Trustees working on the timeline for Main Library renovation project; now considering a winter slammer as a result of research showing that January is less busy than the summer
 - This is a continuing discussion; might also work better with funding
 - Library going to PBC tomorrow (10/25) for more discussions
- Library working out more budget items

A question was asked if the winter slammer pushes the project ahead: Yes, pushes it ahead and will help keep it away from school projects.

Recreation/Mary Scanlon

- Future capital request planned for the renovation of Morses Pond
- Playing Fields Task Force coming to Advisory next week

Human Resources Board/Julie Bryan

- Discussion of bylaws that need to be revised and whether this will require Town Meeting vote or simply an HR policy change

Advisory traditionally sends a team to participate in the Wellesley Education Foundation (WEF) Spelling Bee, but as the Bee this year conflicts with an Advisory meeting (November 14), Advisory will send a donation to WEF instead of a team.

8:55 p.m. Minutes Approval

Andrea Ward made and Betsy Roberti seconded a motion to approve the September 26, 2018 and October 2, 2018 minutes. The motion passed unanimously.

8:58 p.m. Adjourn

Paul Merry made and Betsy Roberti seconded a motion to adjourn. The motion passed unanimously.

Materials Reviewed During the Meeting

- *Wellesley Police*, Power Point Presentation to Advisory Committee, October 24, 2018