

**Meeting Minutes**  
**Police Advisory Board Meeting**  
**VIA TELECONFERENCING**  
**5:00 PM FRIDAY MARCH 10, 2021**

**Board Members Present:** Chair Melinda White; Co-Chair Jamie Pinkham; Danielle Lindley; Kris Lukins; John Nicholls; Winnie Wilkerson

**Board Members Absent:** Tom Benton;

**Staff Members Present:** Wendy-Ayn Coy, Minute Taker

**Public Present** – Chief Maurice Lamothe, Thomas Benton

- 1) **Call to Order** – Meeting was called to order at 5:02.
- 2) **Agenda Introduction & Review** –
- 3) **Open Brief Public Comment on Agenda Items** – None
- 4) **Mission Review** –
  - Mission: To offer advice to the St. Albans Police Department for the successful implementation of 21st Century Policing strategies and to assist the Police Department in following the established “Road Map” as amended by the City Council
- 5) **Consider approval of meeting minutes** – Co-Chair Pinkham made a motion to approve all meeting minutes. Member Nicholls seconded the motion. The motion passed unanimously.
  - **01.08.2021** -
  - **02.12.2021** -
  - **02.24.2021** -
- 6) **Data** – Danielle Lindley & Jamie Pinkham: Member Lindley presented the Board with the starting point of Focusing on Embracing Community Engagement. The focus was on Fair and Impartial Policing. There were six data points that they had information on:
  - Is SAPD investigating and responding to community /constituent complaints in a fair and transparent way.
  - Total breakdown of complaints from 01/2020-present by type and volume
  - Total number of internal investigations into inappropriate actions
  - Total number of investigations conducted by third party review board.
  - Benchmarking data if available from local, regional and national police departments/communities of similar size and landscape
  - Response to ResistanceShe asked the Board to answer the following seven population Accountability Questions:
  1. **What are the quality of life conditions we want for the children, adults and families who live in our communities** – Chair White stated that the conditions would be comfort level and trust. Member Lukens stated that a condition would be feeling safe in the community.

2. **What would these conditions look like** – Member Lindley asked what safe would look like. How could it be measured. Co-Chair Pinkham stated that, as a Mom, safe would mean that children could be sent out into the community and a parent would know that they would come back without harm. Member Lukens stated that people need to feel safe in their homes as well as community. There would be less / no violence in home or community.
3. **How can we measure these conditions** – Many different ideas were discussed - more parks with children playing in them without their parents; no bars on windows; points of access on services due to proper intervention; keeping community clean of evidence of things that are unhealthy; that a person can call somebody and have an appropriate interaction regardless of who you are; community safety and trust in law enforcement. What would trust in law enforcement look like. How people respond when they see law enforcement body language etc; if the police respond in a supportive and caring way, more likely to call next time. There needs to be a feedback loop and community engagement. Chief Lamothe told the Board that an officer cold calls after police interaction Member Nicholls stated that we needed to define difference between police contact and police connection.
4. **How are we doing on the most important of these measures** – The Board asked what are the accountability structures that the Police Department have in place. The community wants to make sure that there is a step-by-step process when dealing with complaints. They want to know that their voice is being heard somewhere and to have a good faith belief that the information is going to go somewhere beyond the person who the report was made about. Per Chief Lamothe, anybody can make a complaint in person, email or third person. They encourage the person to do it themselves. The department wants a first-person account of the complaint. Once the complaint is filed with the supervisor, it goes to Lieutenant of Internal Affairs who make a determination of the nature of the complaint - serious needing arrest, policy violation or just a complaint. Depending on that determination, it is investigated in house or outside. A letter is written to the complainant giving complaint number. For the complaints that are handled externally, they go to a company called MRI in New Hampshire and they investigate. If the complaint is handled internally, the results will go to MRI for review. The Chief is held responsible for the results and the completeness of the internal investigation. The department has 10 days to notify MRI of a complaint and 30 days to investigate it. The Department is happy to meet anybody anywhere who wants to file a complaint. The Board wasn't sure that the public was aware of the process and thought that a letter stating rights and responsibilities with bulleted points of what is going to happen might be sent with the letter that gives the complaint number. There could be an online link to submit a complaint in case there is anyone who is uncomfortable doing it in person.
5. **Who are the partners that have a role to play in doing better** – Invite all as partners even those that aren't obvious as partners. Member Nicholls stated that when there is an imbalance of power and authority making the burden of building a trusting relationship an equal partnership is not quite right as there was no equality to start with. When the Board is helping the Police Department to engage or build trust, one of the most fundamental things is a robust accountability structure on the law enforcement side.
6. **What works to do better, including no-cost and low-cost ideas** – Not discussed.
7. **What do we propose to do** – Not discussed.

7) **Committee Overview** – Chair White created committees so that the work can be more focused and effective. She would like feedback as to whether these committees have captured the work that needs to be done.

- **Data Committee** – Chair: Jamie Pinkham
- **Hiring Committee (as needed)** – Chair: Melinda White
- **Community Partnership Committee** – Chair Melina White
- **Policy & Procedure Committee (as needed)** – Co-Chair Jamie Pinkham

8) **Other Business** –

- **Survey Update** – Survey was done in a limited way on Town Meeting Day. Survey Monkey is the forum that is going to be used to collect information. It would be harder to get survey results out of print media. Social Media seems to be the best option.
- **Next meeting time / date / format** - Chair White is still looking at a best time and date for the Police Advisory Board Meeting. Once the committees are formed and functioning, the Police Advisory Board meetings might be reduced to an hour format. Next meeting: **April 14, 2021 5:00 – 6:30**

9) **Public Comment** – None

10) **Adjourn** – Co-Chair Pinkham made a motion to adjourn at 6:30. Member Lukins seconded the motion. It passed unanimously.