

Safety & Equity Task Force  
Meeting minutes 12/2/2021 (final)

Task Force: Clark Adams, Ben Cassavaugh, Margae Diamond, April Dunham, Gail Harbour, Marsh Hudson-Knapp, Lynn Mazza, Sarabeth Ward, Lauren Wilcox  
In attendance: Stu Hurd, Brian Corr, Tech Support  
Notetaker: Lynn Mazza

## **1. Introductions**

## **2. Recap of last meeting:**

- After hearing April's suggestion, Lynn made motion to add Brian's comments to #2 on agenda. Sarabeth seconds
- To recap, last meeting we covered: report back on outreach, discuss BPD complaint report, got reports back from Composition and Scope subcommittees
- After hearing no changes, Lynn made motion to accept last week's minutes, Lauren seconded, vote was unanimous
- Brian: We have been receiving questions via email and having a hard time getting back, but questions will be answered that subcommittees are raising as they're going through the process

## **3. Defining Task Force Final Output:**

- What are the expected deliverables to the Select Board?
- Duties & powers and Scope seem very similar
- Re-read the charge: develop name, scope, structure, membership and responsibilities of a Board.  
Recommendations for 1. Training, 2. Complaint process, 3. Policies/procedures, 4. Data
- Present a written recommendation due Jan 30
- Feb-Mar is Selectboard deliberation and public comment
- Already working on all parts, but will need to compile and align each section
- Need to come to consensus about Purpose, Scope and Composition

- Brian: Think about how the sections each subcommittee is working on will fit together
- Make outline or template for final report?
- Presentation to Select Board at regular meeting also needs to be prepared
- Already have purpose statement started. Discussed how to edit within Open Meeting Law

#### **4. Outreach Subcommittee report out**

- This report will be placed as an addendum to our final recommendations report
- Took comments and organized them according to trends and recommendations:
- Police education: They did a lot of work with Rule 13 (Stu will send copy out to group)
- Community service and collaboration
- Policies and procedures: focused largely on complaint procedure
- Data collection
- Will compare the Outreach subcommittee recommendations to Complaints and Scope sections to make sure Outreach result are represented in those sections
- Discussion of how complaints are accepted. Name specific individual as ombudsman or ask community organizations to provide ombudsman or liaisons to support complainants
- Community collaboration wording needs to include wording about listening
- How will compliments be tracked and recorded?
- Should we add Composition to next agenda?

#### **5. Scope of Practice Subcommittee:**

- Initiation of complaint: will add wording about:
  - how and where to file complaint,
  - ombudsman or local organization liaison,
  - all staff trained to assist with complaint process and refer,
  - need for resources/referral list
- Police Report Investigation step:

- Need for 2 reports- one to the complainant and people involved, the other for data
- Discussion of how frequent police updates on their investigation to the complainant and Board
- Police can offer progress or status reports.
- Review of Report by Citizens' Board
  - Need for clarity on time limits wording
  - Requesting information "from any source" can potentially lead to credibility questions
  - Having Information Managers who are privy to more details about a case than the rest of the Board might become a problem if some know more than others in the decision-making process
- Response to Review
  - Stu felt the wording was confrontational and did not encourage collaboration
  - Discussion of complaint process- how to be collaborative and independent at the same time?
  - Discussion of whether report and recommendations should go to Select Board to decide on next steps
  - Board should work directly with police department to come to a conclusion that all stakeholders are comfortable with
  - The goal is to avoid public spectacle
  - Clarification: Sargent or Lieutenant who have received internal investigation training do investigation, Chief purposefully stays out of it so he can be objective when reviewing the investigators' final report
  - Needs to be a mechanism for resolving the complaint if there has been a back-and-forth and good collaboration and still no resolution is arrived at
  - Stu is part of BPD oversight in that if Chief recommends, he can mete out disciplinary action
  - Julio Thompson at state's Attorney General's office, said they are actively working on supports for town's that are trying to develop independent citizen or civilian oversight or advisory groups. They are very open to our feedback and suggestions of what resources we might need. They are in the process of

developing a training for community members who would like to sit on such Boards on how to do complaint investigations

- Data
  - Reporting out data monthly?
  - As complaint reviews are conducted, Board will track what training or other resources were needed and assist evaluation of trainings and in finding alternate trainings if needed

## **6. Composition subcommittee report:**

- Brain: put expected attributed first
- Emphasis on seeking diversity, rather than having to have certain quotas
- Confidentially agreements? Can do a general one when they're sworn in or do written one situationally
- Concerns about youth members' ability to maintain confidentiality
- Concerns about tokenizing person with a certain trait
- Board could reach out to groups for their specific perspective as the need comes up
- Add wording around inclusivity so that people know they are actually invited. Wording like: "If you would like to participate and need an interpreter, translation services, reasonable accommodations or other supports, contact [specific person at specific number]."

## **7. Review next steps, Next agenda**

- Final draft of Purpose, Scope and Composition to next meeting
- NACOLE will not be here next meeting
- Having other subcommittees review Purpose section and offer feedback to Purpose subcommittee is at odd with Open Meeting Law- too much like making decisions behind closed doors
- Bring comments about Purpose, Scope and Composition to next meeting
- Request that we can use screen at firehouse for next meeting to edit and wordsmith sections
- Will compare see how Duties & Powers fits into Scope

## **8. Public comment: none**

Next meeting: Dec 16, 2021 will in person at the firehouse  
because NACOLE will not be attending

Jan 6 in person at the firehouse

Jan 20 in person at the firehouse

Lynn made motion to adjourn, Clark seconded, all voted  
unanimously "Yes"