

Citizen Police Communication Committee (CPCC) Minutes  
**May 23, 2016, 5:30pm, Brooks Memorial Library Community Room**

1. Call to order and quorum check: Ann Wright called the meeting to order at 5:32 pm. Members in attendance: Ken McCaffery, Ann Wright, Christine Linn, and James Banslaben. Also in attendance: Police Captain Mark Carignan. Public in attendance: Waylon Linn-Adams
2. Agenda Review:
  - a. Add review of approval process of minutes
    - i. Process for approval: According to Open Meeting Law, minutes must be made public within five days. Minutes are sent to town manager secretary, who posts minutes publicly. Sending email to be posted does not constitute committee 'approval' of minutes. Minutes don't need to stipulate *draft* when published publicly because the five day rule is typically understood that minutes are in draft version until approved at next meeting. CPCC approval of minutes takes place at subsequent meeting. If corrections are required, corrected minutes are marked as *revised* and resent to town manager secretary.
3. Approval of April minutes: approved as written.
4. Compliments/Complaints:
  - a. Update from Captain Carignan. Initial investigation of complaint from April meeting is complete and pending approval of Chief Fitzgerald. As requested on the complaint form, the CPCC followed-up with complainant to explain the process.
5. New Business:
  - a. Review select police policies/procedures: 503, 802. Policy 1006: tabled until June meeting.
  - b. Response protocol for complaints: tabled until June meeting.
6. Old Business: None
7. Public Participation: None

The meeting adjourned at 6:41. The next meeting will be on June 27, 2016.