

**Policy Committee Meeting
November 19, 2020**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Committee Chair, Councilor John McCurry, Jr. called the meeting to order at 4:00 p.m.

Roll Call: Councilors John McCurry, Jr., Norman Belanger and Doris Ortiz; Committee Members Renee O'Neil and Nathan Bean

Staff Members present: Carmen Morris, City Clerk, Roger Beaupre, Police Chief, Brian Phinney, Chief Operating Officer

There were no adjustments to the agenda.

Acceptance of Minutes: September 17, 2020

Motion by Member Bean, seconded by Councilor Ortiz to accept the minutes as printed.

Vote: Unanimous.

Discussion/Approval: Establishment of Citizens' Advisory Committee

Abigail Smallwood, from the Planning & Development Office and who will serve as the liaison for the Citizens' Advisory Committee, presented this item. The main idea behind the establishment of this committee is to have a liaison between the citizens and the Council.

Councilor Belanger suggested a clarification in the vacancy section for someone who is appointed to replace another member. He asked if the member appointed as a replacement would be considered serving their first term, or would they be taking over the term period of the previous member?

Councilor Belanger suggested noting how many meetings this committee is expected to have. Abigail suggested to at least committing to quarterly meetings.

A Conflict of Interest Policy has been attached and Councilor Belanger asked if this is also being formally accepted, or just provided for information. Abigail explained that she is fine either way, and that the Conflict of Interest Policy is being provided simply to show what is expected of each member.

Councilor Belanger suggested formalizing the placement of a Councilor on this committee if this is going to be codified.

COO, Brian Phinney suggested that the Conflict of Interest Policy be referenced in the ordinance, but not necessarily be fully stated in the ordinance.

Councilor McCurry clarified that anything that comes out of this committee would need to go to Council for final approval.

Motion by Councilor Ortiz, seconded by Member O'Neil to include the suggestions and recommendations made above in the proposed ordinance.

Vote: Unanimous.

Discussion/Approval: Amendment/Ch. 2, Administration/Art. IV-Boards, Committees, Commissions/Division 12-Police Advisory Committee

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 2, Administration, Article IV BOARDS, COMMITTEES, COMMISSIONS, DIVISION 12 POLICE ADVISORY COMMITTEE Sections 2-230 et seq.** be amended by adding or deleting to read as follows:

Sec. 2-320 Establishment.

There is hereby created and established the Biddeford Police Advisory Committee, herein after BPAC, comprised of five members and a member of the Biddeford Police Department to serve as an ex officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex officio member who may reside outside of the City. In appointing members to the BPAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens, taking into consideration the person's expertise, background and other relevant experiences. The BPAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

Sec. 2-321 Purpose; responsibilities.

(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department and the community.

(b) Responsibilities shall include:

(1) ~~Where~~ When appropriate, make recommendations to ~~the City Council and~~ Police Department on substantive issues matters, with a goal of ~~improved~~ enhancing police-community relations services. For the purpose of this article, "substantive" issues are defined as matters of major or practical importance to all concerned. ~~It~~ These recommendations shall not include personnel ~~matters~~ issues involving individual members or officers of the Police Department, or matters that deal with **daily** police operational enforcement and implementation strategies.

(2) Assist in identifying potential Police Department community partnerships ~~to~~ that focus or address public safety ~~related issues~~ matters within the community.

(3) Identify community resources and support for public safety activities ~~(such as parking and traffic); and give input to the City Council and the Police Department regarding perceived effectiveness.~~

(4) Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.

(5) Make reports to the **City Council and/or Police Chief** at such times as may be requested by the **City Council, Police Chief or as the BPAC** determines is necessary. Make reports to the City Council at such times as may be requested by the City Council.

Sec. 2-322 Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A

vacancy is created upon the death or written resignation to the BPAC Chair, or upon the vote of the City Council to remove a member. Members of the Committee shall serve without pay and at the discretion of the City Council. The Biddeford Police Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BPAC.

Sec. 2-323 Organization of Committee.

(a) The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum and shall have one vote.

(b) The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.

(c) The ex officio member of the BPAC is a nonvoting member and shall serve in an advisory capacity.

(d) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.

(e) A quorum consisting of three members shall be necessary to take any BPAC action authorized or required by this article. An issue shall carry by a majority of those voting.

(f) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.

(g) The BPAC may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provisions of this division.

Sec. 2-324 Meetings.

(a) Meetings of the Biddeford Police Advisory Committee shall be at the call of the Chair, and established by the BPAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting.

(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.

Police Chief Roger Beaupre presented this item, that had been tabled by the Council and sent back to the Policy Committee. He suggested in section (5) to change Police Chief back to City Council. He also suggested not striking “daily” in Sec. 2-321 (b)(1).

Member Bean asked why this was tabled and sent back to the Policy Committee by the Council. Councilor McCurry explained that the Council wanted to ensure there was public input on these ordinance amendments, and that there would be oversight by the Council.

Motion by Councilor Belanger, seconded by Councilor Ortiz to amend with Chief Beaupre’s suggestions.

Vote: Unanimous.

The committee voted unanimously to forward this back to the Council for consideration.

Motion by Councilor Belanger seconded by Councilor Ortiz to adjourn.

Vote: Unanimous.

Time: 4:20 p.m.