

**Town of Randolph  
Meeting Minutes  
Police Services Committee (DRAFT)  
August 15, 2023**



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2 **\*This meeting was hybrid, with remote access provided via Zoom.**

3 **\*\*This draft is intended for open meeting law compliance. A more detailed version may**  
4 **replace the draft.**

5  
6 **Police Services Committee:** Judy Powell, Stephanie Tyler, Sheila Jacobs, Kristin Chandler, Neil  
7 Richardson, and Joe Voci.

8  
9 **Municipal Staff:** Trevor Lashua, Town Manager, Scott Clouatre, Chief of Police.

10  
11 **Public Attendees:** Amanda Porter, Matt, Jon and Anne Kaplan (Zoom), Donna Owens, and Eric  
12 Sakai (Zoom).

13  
14 **1. Call to Order**

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16 Judy called the meeting to order at 6:15 p.m.

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18 **2. Public Comment**

19  
20 There was no public comment.

21  
22 **3. Approval of Agenda**

23  
24 *Kristin moved to approve the agenda. Sheila seconded. The motion passed 6-0.*

25  
26 **4. Approval of Meeting Minutes.**

27  
28 *Kristin moved to approve the minutes of 8/01 with the following amendments:*

- 29
  - *Add Neil to the list of committee attendees.*
  - *Remove Tom Harty from the list of public attendees.*

30  
31  
32 *Neil seconded. The motion passed 6-0.*

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34 **5. Business**

35  
36 **5.a. Discuss committee communications and deliberations.**

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38 Trevor introduced the topic, referring to recent communications that appeared on social media  
39 channels and that included members of the committee. The general questions asked to the  
40 committee were: 1) what are your collective expectations for communicating with the public?;

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41 and 2) should members be deliberating about outcomes publicly prior to the conclusion of the  
42 committee's work?  
43

44 The Board had a broad conversation on how and when to communicate, and the role seeking  
45 public input will play in the process.  
46

47 Kristin said that the committee is focused on doing the homework now, reviewing data and  
48 details prior to developing work items that public feedback would be a part of. She also spoke of  
49 avoiding unintentional issues with the open meeting law, with committee members engaging in  
50 conversations with one another.  
51

52 Sheila asked if a central communications hub was a good idea for receiving feedback. The  
53 decision was to have Trevor serve in that role, and to add a communications agenda item for  
54 each meeting.  
55

56 Judy referred to the scope of work, and that the order should start with the definitions of need  
57 prior to sharing for review and discussion.  
58

59 Neil said he wants the committee to hear from the public, as it's important to the process.  
60 Stephanie said that forums could be held, but would need to be at the right times to get the most  
61 from the experience from both the committee and public standpoints.  
62

63 The conversation focused on the appropriate times for advocacy and opinion, with agreement  
64 that it's not until later in the process. The concern is that information and opinion shared too  
65 soon could hinder the committee's work, and how it's viewed by the public.  
66

67 Joe stated that he will look to work within the committee framework, while adding that his  
68 communications were meant to open a dialogue while representing the folks he feels he's  
69 representing.  
70

71 **5.b. Scope of Work Phasing and Workflow.**  
72

73 The committee briefly reviewed the four-month workflow distributed during the prior meeting.  
74 The goal is to break a big set of tasks up into a more digestible amount.  
75

76 **5.c. Discuss Benchmarking Exercise.**  
77

78 Trevor reviewed the set of communities chosen for the exercise, which looks to compare  
79 populations, geography, road miles, budgets, tax rates, community characteristics, officer counts,  
80 vehicles, and other data points. Kristin suggested that Chester be added to the list, with the  
81 committee agreeing.

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82 The committee agreed to add a column, which would collect information on embedded mental  
83 health professionals, social workers, and community resource officers. There was also discussion  
84 of adding a column to track which departments used an on-call model for overnight hours.  
85

86 Trevor will return with a draft at the next meeting.  
87

88 **5.d. Discuss Benchmarking Exercise.**

89 The committee discussed the various “buckets” for data focused on what may either be a non-  
90 law enforcement call, or calls that may require/be aided by the availability of non-law  
91 enforcement resources. The buckets include, but may not be limited to: domestic violence,  
92 mental health, Gifford, schools (high school, elementary school, technical center), speed  
93 enforcement, property crimes (such as vandalism), welfare checks, and public nuisances.  
94

95 Kristin referenced data on length of service time reductions in agencies where an embedded  
96 professional is involved. There was general discussion about the importance of making and  
97 maintaining connections.  
98

99 There was a question about a school resource officer, and brief discussion about prior capacity to  
100 provide.  
101

102 **6. Adjournment**

103  
104 *Kristin moved to adjourn the meeting at 7:31 p.m. Sheila seconded. The motion passed 6-0.*  
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106

107 **The next *regularly* scheduled meeting is on August 29, at 6:00 p.m.**  
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