

POLICE COMMUNITY ADVISORY BOARD

November 18, 2025

POLICE COMMUNITY ADVISORY BOARD

REGULAR MEETING

MINUTES OF MEETING- DRAFT

November 18, 2025

POLICE COMMUNITY ADVISORY BOARD: Jenny Parker, Gwendolyn Evans, Dan Maguire, Nancy Bean

ABSENT: Christina Hagestad

STAFF: Alyssa March- Community Liaison, Essex Police Department and Ron Hoague (EPD Chief)

ADMINISTRATION:

OTHERS PRESENT: Vince C.

1. CALL TO ORDER

Chair Gwendolyn Evans called the meeting to order at 5:58pm.

2. AGENDA ADDITIONS/CHANGES

Alyssa asked for the addition of the new member introducing herself.

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

5. CONSENT ITEMS

a. The Board approved the Minutes for the September and October meetings.

6. BUSINESS ITEMS

a. Nancy Bean is the newest member of the PCAB in the City. Nancy gave some background about herself and her connections to law enforcement throughout the years.

b. The Board discussed the Handbook for Board, Committee & Commission Members and they approve.

c. Alyssa showed PCAB the survey data to the Board. The Board went through each question and discussed some feedback and results that were shown. The Board agreed that the survey information is helpful for PCAB moving forward and gives ideas on how to support the community.

d. Gwendolyn shared her work plan ideas for the Board. Gwendolyn would like her and Chief to go to Vermont Edition of Vermont Public Radio and discuss PCAB.

Gwendolyn expressed how helpful National Night Out could be to get the community informed about PCAB and asked Alyssa if there was anyway PCAB could support planning and organizing NNO. Alyssa shared that she starts planning at the top of the year and would love the support.

Gwendolyn suggested NNO have a booth about service animals so community members can tell the difference between service animals and pets.

Gwendolyn shared that she knows that she has not been up to date with the PCAB Blog and asked if anyone else would like to take it over or take turns. The Board did not agree or disagree. Dan suggested that PCAB go "on tour" and Jenny agreed. The Board discussed going to local coffee shops to make it available to the public for members of the community to come speak to them and go to senior homes or senior centers and interacting with them. While discussing this topic, the Board questioned how the community members would be able to identify themselves in the community. There was discussion about shirts or hats stating that they are PCAB. The Board agreed that each member will come up with three different work plan ideas for next month's meeting.

e. Alyssa shared that the Whimsical Walk will not be having a table so Gwendolyn will not need to attend. Nancy offered to be with Alyssa at Troy's Toy Drive. Dan is still planning on going to The Train Hop and Gwendolyn might be interested in attending. Alyssa informed the Board that she will provide location details when she gets them.

f. The Chief asked the Board if they would like guest speakers to come back to PCAB to share who they are and how they work with EPD. Dan mentioned wanting Tabitha to come back and speak. Gwendolyn asked if someone from EPD could come back and discuss the Citizen's Academy and encouraged members to join for the learning experience. Chief says he can have someone come speak.

g. Alyssa suggested to the Board that they start a social media account to reach out to community members. The Board agreed that social media could be helpful.

h. The chief gave an update on EPD. Two officers graduate from the Academy next Wednesday. Two candidates are scheduled to attend the next academy in February and potentially two more will be going. The PD would be at 30 out of 31 officers.

Due to an officer leaving, the Traffic officer has stepped down and is covering the road. The Officers in special assignments (DEA and CUSI) will also be covering the road. Two officers are in the National Guard and will be on leave at some point next year.

Chief shared that budget season is here but the PD is in good standing.

Chief shared that in the next meeting, he will bring the new discipline policy for the Board to look at.

7. ADJOURN

A motion to adjourn was made by Gwendolyn. The motion was seconded and approved by the Board. The meeting adjourned at 7:19pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison