

**APPROVED MINUTES**  
**POLICE CITIZEN REVIEW SUBCOMMITTEE**  
**May 14, 2025**  
**Meeting Held Remotely via Zoom**

Members present: Kaylin Kerina, Chair; Joey Brunelle, Vice-Chair; Rachel Schlein; Keith Bidwell (left meeting at 8:28); Xavier Botana, and Randall Kilty (joined at 6:08)

Members absent: Walter Bihumugani

Staff present: Associate Corporation Counsel Rachel Millette; Chief Mark Dubois; Major Dan Hondo; Lieutenant Jacob Titcomb; and Tracy Boyd.

6:03 Call to order.

Motion was made by Joey and seconded by Keith to approve the April 9, 2025 meeting minutes. Passage 4-0, with one abstention, Xavier.

PCRS introduction letter to complainants.

Joey explained the revisions to the letter. Kay suggested that the subcommittee discuss the process and logistics with PD in regards to adding the date of the case review to the letter. Xavier will look into what other similar groups are doing through NACOLE. Joey suggested approving the letter as written and possibly adding the review date into the letter at a later time.

Motion was made by Xavier and seconded by Joey to adopt the letter. Passage 6-0.

Training opportunities & NACOLE discussion.

Kay did not have an opportunity to meet with the City Manager regarding a potential budget to attend NACOLE and other trainings. Joey volunteered to review training opportunities and Kay will connect with the City Manager. Randall volunteered to review NACOLE sessions that might be of interest to the subcommittee. Rachel S. shared PPD training opportunities.

2024 Annual Report update.

Joey and Xavier met and divided up the preparation of the Annual report. Joey is drafting the written portion and Xavier is working with the data portion of the report. The draft Annual Report will be emailed to each member by May 21<sup>st</sup>, it will be color-coded to indicate whether Joey or Xavier drafted a particular section. Member comments can be sent to either Joey or Xavier and those comments are due at least a week before the June 11th meeting which is June 4<sup>th</sup>.

Update on the new Civil Police Review Board ordinance & discussion of letter to City Council regarding the same.

When Rachel M. has a final date for the City Council review of the ordinance she will email it to the subcommittee members. Kay offered to draft a letter to the City Council.

PCRS email discussion.

An auto-response was added to the PCRS email.

No public comment was offered.

Overview of IA case presentation and review.

Kay shared suggested guidelines for evaluating IA investigation and explained each of the four criteria.

7:22 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-004 by Randall and seconded by Keith. Xavier explained that he was not prepared to present the IA case assigned to him. Passage 6-0.

8:20 Out of Executive Session.

Motion was made by Xavier to find that IA2025-004 was timely; seconded by Keith. Passage: 5-1, Joey voted no, IA2025-004 was found to be timely.

Motion was made by Keith to find that IA2025-004 was thorough; seconded by Rachel S. Passage: 6-0, IA2025-004 was found to be thorough.

Motion was made by Randall to find that IA2025-004 was fair; seconded by Rachel S. Passage: 4-2, Joey and Xavier voted no, IA2025-004 was found to be fair.

Motion was made by Keith to find that IA2025-004 was objective; seconded by Rachel S. Passage: 4-2, Joey and Xavier voted no, IA2025-004 was found to be objective.

Topics for next month's meeting agenda.

There was discussion around adding a meeting to June in order to address the remaining cases (of which there are four) in addition to reviewing the letter to the City Council and reviewing and approving the Annual report. Rachel M. suggested that Kay, herself, and Lt. Titcomb communicate via email around a second possible date. Rachel S. would like to discuss policies and procedures around communicating with PD and developing a policy around new subcommittee member orientation sometime at a future meeting.

8:38 Motion was made by Joey and seconded by Xavier to adjourn. Passage 5-0.