

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, JULY 19, 2006
5:30 P.M. - POLICE HEADQUARTERS**

Present: Commission Members: Chairman Cole, Commissioner Barrett,
Commissioner Dostert, Commissioner Muccilli
Departmental Members: Chief Terribile, Deputy Chief Hutchinson, Anita
Catardi (Clerk of the Board)
Others: Selectman Veronica Wallace

Meeting called to order by Chairman Cole at 5:30 P.M.

1. Approval of prior meeting minutes

Motion: *Motion made by Commissioner Barrett, seconded by
Commissioner Dostert to approve the minutes of June 21,
2006 as presented.*

*Vote: In favor: Commissioners Cole, Barrett, Dostert, and Muccilli
Opposed: None
Abstained: None*

2. Public Petition/ Commentary

None

3. Traffic

3.1. West Lake Ave/ West Pond/ Olson Roads - Three way stop sign

Commissioner Dostert wished to make a motion to table this item as Chief Canelli of North Branford had not received a copy of the letter regarding the intersection which is partly in North Branford.

Motion: *Motion made by Commissioner Dostert, seconded by
Commissioner Barrett to table the request for a three way
stop sign at West Lake Ave/West Pond/Olson Road
intersection until next month.*

*Vote: In favor: Commissioners Cole, Barrett, Dostert, and Muccilli
Opposed: None
Abstained: None*

4. Committee Reports

4.1. Facilities/Equipment

4.1.1. Video Cameras

Chief Terribile reports the new camera system has been installed. He reported that the images are sharper, clearer and in color. The new system allows access from any computer in the building with the proper credentials through our network system.

4.2. Personnel

4.2.1. Sick Time Report

Chief Terribile reported there were eight employees who did not take any sick time from January 1, 2006 through June 30, 2006. The annual report indicates an average of 7.70 days overall for sick time use.

4.2.2. New Recruit

Chief Terribile updated the Commission on the status of the background on the new recruit. A candidate sworn in last month gave notice of withdrawal two days after the Commission meeting. The next candidate on the list provided by the Commission was given a conditional offer with a start date of August 14, 2006; pending the completion of his background investigation. He will enter the Police Academy on October 21st.

4.2.3. New Evaluation Forms

Deputy Chief gave copies of new evaluation forms redesigned by a committee consisting of himself, Lt. Robinson, Sgt Dan Leary, Sgt. Dane Lawrence, Detective Brooks and Anita Catardi. Chief Terribile said the new forms were presented at the last staff meeting. The new forms are currently being reviewed during the current evaluations; and will be used for the next evaluation period - January 2007.

Deputy Chief said the sub categories were redone, eliminating some duplication. Also, MACO and the Dispatcher evaluations forms are more specific to their jobs.

4.2.3. New Evaluation Forms (Continued)

Commissioner Mucilli asked if the employees are asked to do a self evaluation prior to meeting with supervisor(s) Chief said, no at this time, but it could be considered in the future. Chief explained the steps of the evaluation process to the Commission. Commissioner Muccilli asked how personal goals and career development is handled? Deputy Chief explained that management takes this portion of the evaluation seriously. A list of training requests and job interests is maintained and reviewed regularly. Commissioner Barrett asked if the employee comments are paraphrased or do they write them themselves? It was explained that they employee writes these. Chief said they can say anything they wish and there is an appeal process in place if the employee does not agree with the evaluation.

4.3. Communications

4.3.1. Letter from IKEA - Officers Gardner and Maisano

Commissioner Muccilli read a letter received from IKEA thanking Officer Gardner and Officer Maisano for their participation in Kid Safety Day held at their Long Wharf site. Our officers participated in child seat safety.

4.4. Budget/Finance

4.4.1. 2005/2006 Budget

Chief Terribile reported that it appears after the last of the utility bills are paid there will be approximately \$45,000 to \$47,000 surplus.

4.4.1.1. Continued in Force - Legal

Chief Terribile suggested that we request the funds remaining from Fiscal Year 2005/2006 to be continued in force to the 2006/2007 budget to cover legal expenses associated with negotiations of the police contract. Commissioner Dostert asked what we had budgeted for 2006/2007 for legal expenses? Chief said, \$20,000 and we would need to carryover money to meet the expenses associated with labor negotiations.

Motion: *Motion made by Commissioner Dostert, seconded by Commissioner Cole to carry forward the balance of the legal line item 001-29-55502 to 2006/2007 Budget Year.*

Vote: In Favor: Commissioner Cole, Barrett, Dostert, and Muccilli
Opposed: None
Abstained: None

4.4.2. 2006/2007 Budget

Chief reported that all the blanket purchase orders have been processed and will be reflected on the next budget report as encumbrances. He stated that he still had not heard from the Board of Selectman regarding the deficit that will be incurred as a result of the difference of the cost of gasoline; budgeted at \$ 1.95, actually costing \$ 2.54 per gallon.

5. Monthly Reports

Chairman Cole asked if there were any questions concerning the monthly, quarterly or annual reports.

Commissioner Barrett asked the Chief about the increase in noise complaints. Chief explained that it is two-fold; one a standardizing of coding and two the increase of complaints which reflect those numbers. In addition, the Noise Committee has been active and with recent publicity regarding this issue the number of complaints has risen. Chief said that it has become a quality of life issue and the Department is receiving more and more noise complaints; anything from dog barking to motorcycles. Chief said he is hopeful that our State Representatives will be able to get a law passed for multiple offenders of motorcycle complaints.

6. Old Business

None

7. New Business

Copies of an evacuation map for Guilford were passed out to the Commissioners. Chief stated the Community Center is the Town's designated shelter in case of emergency; with the Guilford High School as secondary shelter.

Selectman Wallace stated Dennis Johnson will be mailing a 5 page document to every household in Guilford with details of an emergency evacuation plan.

Chief Terribile said during the storm last evening, lightning struck a tree on our front lawn and also affected our console in the dispatch area. He said Dave Moffit from Tactical Communications was here today to evaluate the damage. It is strongly recommended that we upgrade the console as soon as possible. The upgrade was scheduled under capital expenditures for 2006/2007 budget. Chief said he spoke with Fire Chief Herrschaft and they requested First Selectman Balestracci give permission to fix the console under emergency conditions waiving the bidding process using Tactical. Chief said Mr. Balestracci approved a \$124,000 emergency appropriation calling the other Selectman regarding the matter. He further stated that Tactical will be putting together costs of the damage in hopes of obtaining some insurance money to offset the costs.

8 Police Personnel Comments

None

Motion:

Motion made by Chairman Cole, seconded by Commissioner Barrett to go into executive session inviting the Chief and Deputy Chief for the purpose of discussing current litigation at 6:04 P.M.

*Vote: In favor: Commissioners Cole, Barrett, Dostert, and Muccilli
Opposed: None
Abstained: None*

Clerk of the Board left at 6:04 P.M.

Respectfully submitted,

Anita Catardi
Clerk of the Board

Executive Session

No motions made, No votes taken

Motion: *Motion made by Commissioner Barrett, seconded by Commissioner Muccilli to come out of Executive Session at 6:12 P.M.*

Vote: In favor: Commissioners Cole, Barrett, Dostert, and Muccilli
Opposed: None
Abstained: None

Motion: *Motion made by Commissioner Barrett, seconded by Commissioner Cole to adjourn at 6:13 P.M.*

Vote: In favor: Commissioners Cole, Barrett, Dostert, and Muccilli
Opposed: None
Abstained: None

Respectfully submitted,

Commissioner Rose Dostert