

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, JULY 19, 2007
5:30 P.M. - POLICE HEADQUARTERS**

Present: Commissioner Members: Chairman Cole, Commissioner Ametrano,
Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli
Departmental Members: Chief Terribile, Deputy Chief Hutchinson and
Lucy Krauchick (Clerk of the Board)
Others: None

Chairman Cole called the meeting to order @ 5:30 PM

1. Approval of prior meeting minutes

1.1. Approval of Police Commission meeting minutes of Wednesday, June 20, 2007.

Motion: *Motion made by Commissioner Barrett,
seconded by Commissioner Dostert, to
approve the meeting minutes of Wednesday,
June 20, 2007 as amended.*

Vote: In favor: *Chairman Cole, Commissioner Barrett,
Commissioner Dostert and Commissioner
Muccilli*

Opposed: *None*

Abstained: *Commissioner Ametrano*

2. Public Petition/Commentary

None.

3. Traffic

3.1. Three Mile Course and River Colony

Commissioner Dostert reported that the letter to Mr. James Portley referencing
Three Mile Course and River Colony had been sent.

3.2. Guilford Parade September 22, 2007

Motion: *Motion made by Commissioner Dostert,*

seconded by Commissioner Ametrano to approve parade route for September 22, 2007.

Vote: In favor:

*Chairman Cole, Commissioner Ametrano
Commissioner Barrett, Commissioner
Dostert and Commissioner Muccilli.*

Opposed:

None

Abstained:

None

3.3. Andrews Road Traffic Study

Chief Terribile reported that a study had been conducted on Andrews Road from July 2, 2007 through July 6, 2007 and after reviewing the results recommended that no action be taken. The Commission agreed to take no action.

3.4. Goose Lane

Chief Terribile received a request for a blind driveway sign to be installed at a driveway on Goose Lane. Chief Terribile recommended that there be no sign installed because there because the driveway is not blind and to take no action. The Commission agreed to take no action.

4. Committee Reports

4.1. Facilities

4.1.1. Chevrolet Tahoe Bid

The Chief reported that there were several bids received for the Chevrolet Tahoe purchase but only one bid complied by meeting all the requirements.

Motion:

Motion made by Commissioner Dostert, seconded by Commissioner Barrett, to bring forward to the Board of Selectmen the one bid in compliance with the specs from Gengras Chevrolet for \$32,582.00 for the purchase of the Chevrolet Tahoe.

Vote: In favor:

Chairman Cole, Commissioner Ametrano

*Commissioner Barrett, Commissioner
Dostert and Commissioner Muccilli.*

Opposed:

None

Abstained:

None

4.1.2. Gas and Mileage Report

Chief Terribile stated the Gas and Mileage Report shows the department was over budget by \$13,118. 74 for Fiscal Year 2006/2007

4.2. Personnel

4.2.1. Sick Time Report

A. Employee Sick Time Report

Chief Terribile spoke about the Employee Sick Time Report for Fiscal Year 2006/2007 and stated that the average amount taken computes to approximately 8.27 days. This average number is increased due to an extended illness of one dispatcher. The average amount, if the long term illness was removed, would be 5.9 days. The 5.9 days is well below last years total for end of fiscal year.

Commissioner Barrett spoke on behalf of the personnel in the department and said the low average in sick time is a reflection of professionalism within the department.

4.2.2. Time Off 2007/2008 Fiscal Year

Chief Terribile reviewed the Time Off Report and stated any time that was carried over for an employee to the Fiscal Year 2007/2008 had been previously approved by the Commission or through the Guilford Employees Association (G.E.A.).

4.2.3. Labor Board Ruling 2005-03

Chief Terribile reported that Grievance 2005-03 was ruled by the Labor Board in favor of the Guilford Police Department.

4.2.4. Officer Manfield Field Training Officer Status

Chief Terribile stated that Officer Manfield has completed F.T.O. and is now a patrol officer.

4.2.5. Internal Investigation IA-2007-06

Chief Terribile reported that an officer did not comply with the requirements set forth for procedure on writing a warrant according to the Duty Manual and was given an oral reprimand.

4.2.6. Internal Investigation IA-2007-07

Chief Terribile reported that the same officer above violated department policy and was given a one day suspension.

Motion:

Motion made by Commissioner Barrett, seconded by Commissioner Dostert to add Item 4.2.7. Dispatcher to the agenda.

Vote: In favor:

*Chairman Cole, Commissioner Ametrano
Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli.*

Opposed:

None

Abstained:

None

4.2.7. Dispatcher

Chief Terribile reported that the department has one position open for Dispatcher. Commissioner Cole reviewed the procedure for interviewing candidates for dispatcher and went over the interview process, which includes a formation of an interview panel. Commissioner Cole asked for a motion to accept the current process or make adjustments to the interview process.

Motion:

Motion made for Commissioner Dostert, seconded by Commissioner Ametrano to approve the current process for interviewing a candidate for Dispatcher and approve the formation of an interview panel.

Vote: In favor:

Chairman Cole, Commissioner Ametrano

*Commissioner Barrett, Commissioner
Dostert and Commissioner Muccilli.*

Opposed:

None

Abstained:

None

4.3. Communications

4.3.1. Letter from Mr. And Mrs. Bertini

Commissioner Muccilli read from a letter received from Mr. and Mrs. Bertini commending Officer Doody and Officer Shove for exceeding their expectations during the Ride-Along phase of the Citizens Academy program.

4.3.2. Letter from Mrs. DeMartino

Commissioner Muccilli read from a letter received from Mrs. DeMartino thanking the department for the excellence of the Citizens Police Academy program.

4.3.3. Letter from Mrs. Gianni

Commissioner Muccilli read a letter received from Mrs. Gianni thanking Dispatcher Terribile for her help recently with an issue at her shop.

4.4. 2006/2007 Budget

Chief Terribile said there is a current surplus in the budget but stated there are outstanding bills for the month of June which will need to be paid when received. Chief Terribile reported that the legal carry over was approved from last fiscal years budget to this fiscal years budget. He stated the motor vehicle is in the positive and gas is negative. He is forecasting to turn back approximately \$60,000 to the Town.

4.5. 2007/2008 Budget

None.

5. Monthly Reports

None.

6. Old Business

6.1. Grievance 2007-06

Chairman Cole stated that no members of the Union were present at this time to address Grievance 2007-06 and this grievance could be denied or reconsidered at the next regularly scheduled meeting.

Motion: *Motion made by Commissioner Amertrano, seconded by Commissioner Muccilli to reconsider Grievance 2007-06 at the next regularly scheduled board meeting.*

<i>Vote: In favor:</i>	<i>Chairman Cole, Commissioner Ametrano Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli.</i>
<i>Opposed:</i>	<i>None</i>
<i>Abstained:</i>	<i>None</i>

7. New Business

Motion: *Motion made by Commissioner Dostert, by Commissioner Amertrano to add Item 7.1. New England Chiefs Association Conference to the agenda.*

<i>Vote: In favor:</i>	<i>Chairman Cole, Commissioner Ametrano Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli.</i>
<i>Opposed:</i>	<i>None</i>
<i>Abstained:</i>	<i>None</i>

7.1. New England Chiefs Association Conference

Chief Terribile spoke on the New England Chiefs Association Conference scheduled September 9, 2007 through September 11, 2007 a training and development seminar for Chief's of Police. The Chief would like to attend.

Motion:

Motion made by Commissioner Barrett, seconded by Chairman Cole, to approve Chief Terribile to attend the New England Chiefs Association Conference in September for Training and Development.

Vote: In favor:

*Chairman Cole, Commissioner Ametrano
Commissioner Barrett, Commissioner
Dostert and Commissioner Muccilli.*

Opposed:

None

Abstained:

None

8. Police Personnel Comments

None.

Motion:

Motion made by Commissioner Ametrano, seconded by Commissioner Barrett, to enter into Executive Session for the purposes of discussing pending litigation inviting Chief Terribile and Deputy Chief Hutchinson.

Vote: In favor:

*Chairman Cole, Commissioner Ametrano
Commissioner Barrett, Commissioner
Dostert and Commissioner Muccilli.*

Opposed:

None

Abstained:

None

At this time, the Clerk of the Board was excused from the meeting.

Respectfully submitted,

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Lucy Krauchick
Clerk of the Board

Executive Session was called to order by Chairman Cole at 6:15 p.m.

Discussion took place on pending litigation.

Motion: *Motion made by Chairman Cole, seconded by Commissioner Dostert to come out of Executive Session at 6:26 p.m. and return to public session.*

Vote: In favor: *Chairman Cole, Commissioner Ametrano, Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli.*

Opposed: *None*

Abstained: *None*

Motion: *Motion made by Chairman Cole, seconded by Commissioner Dostert, to return to Public Session at 6:26 p.m.*

Vote: In favor: *Chairman Cole, Commissioner Ametrano, Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli.*

Opposed: *None*

Abstained: *None*

Motion: *Motion made by Chairman Cole, seconded by Commissioner Dostert, to adjourn at 6:27 p.m.*

Vote: In favor: *Chairman Cole, Commissioner Ametrano, Commissioner Barrett, Commissioner Dostert and Commissioner Muccilli.*

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Opposed: None
Abstained: None

Respectfully submitted,

Larry Muccilli
Police Commissioner