

**MINUTES  
BOARD OF POLICE COMMISSIONERS  
REGULAR MONTHLY MEETING  
FEBRUARY 20, 2013  
5:30 PM AT POLICE HEADQUARTERS**

**Attendance:** Board of Police Commissioners: Chairman Hedberg, Commissioner Carlson, Commissioner Ametrano, Commissioner Cole, Commissioner Trotta  
Department Members: Chief Terribile, Deputy Chief Hutchinson, Lucy Krauchick, Clerk of the Board  
Union Members: Detective Hill  
Public: New Haven Register Representative, Heather Bradley, Catherine McKiernan

Chairman Hedberg called the meeting to order at 5:35 PM.

**1. Approval of prior meeting Minutes.**

**1.1. Approval of meeting minutes of Wednesday, January 9, 2013.**

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to approve the Board of Police Commissioners meeting minutes of Wednesday, January 9, 2013 as presented.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta*

*Opposed: None*

*Abstained: Commissioner Ametrano*

**1.2. Approval of special meeting minutes of January 25, 2013**

*Motion: Motion made by Commissioner Cole, seconded by Commissioner Trotta, to approve the special meeting minutes of the Board of Police Commissioners of Friday, January 25, 2013 as presented.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole*

*Opposed: None*

*Abstained: Commissioner Ametrano, Commissioner Trotta*

Chairman Hedberg entertained two motions at this time.

*Motion: Motion made by Commissioner Carlson, seconded by Commissioner Ametrano, to add Item 6.1. Discussion of Animal Shelter to the Agenda.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Ametrano, Commissioner Trotta.*

*Opposed: None*

*Abstained: None*

*Motion: Motion made by Commissioner Carlson, seconded by Commissioner Ametrano, to move Old Business Item 6.1. Discussion of Animal Shelter up the Agenda for discussion at this time.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Ametrano, Commissioner Trotta.*

*Opposed: None*

*Abstained: None*

Chief Terribile opened the discussion and reported on his work and documentation he prepared in reference to “Animal Shelter Volunteers” program. He discussed his research and the correspondence he compiled for the Duty Manual which included information of established organizations regarding animal control and volunteerism and established individuals within the State of Connecticut, such as Todd Curry of D.E.E.P. The Chief was in constant contact with the Humane Society in New London as he continued his research. Discussion followed. The Chief reported to the Board that the process is ongoing but he is moving forward with this project. In particular, discussion followed and it was agreed that volunteers would have to fill out an application and have background checks conducted (similar to the background check conducted on the Administrative Assistant) and volunteers at the Animal Shelter would be admitted into the shelter only when a Municipal Animal Control Officer (department member) is on duty. Discussion followed. It was also agreed the number of volunteers, in consideration of an extensive workload analysis conducted by Lt. Robinson, would be five (5). It was agreed that the volunteers would work within the confines of the animal shelter only and volunteers would continue with the website adoption program. It was agreed that beyond the application and background procedures, volunteers would follow a dress code and physical requirements would be mandated.

Chief Terribile reviewed the workload analysis conducted by Lt. Robinson and discussed new hours for the Municipal Animal Control Officers as a result of the analysis. Chief Terribile reported that the workload analysis

**proved that the department needs two full time Municipal Animal Control Officers. Volunteers would be volunteering within an “on call” capacity as needed depending upon the animal shelter workload.**

**Commissioner Carlson stated that there should be an understanding that volunteers would have to maintain a good relationship with the department staff. All agreed. Commissioner Carlson recommended that within the procedure of the new volunteer program that the department “reserve the right to remove a volunteer from the program” should the department find the volunteer is not following procedure.**

**Commissioner Ametrano stated that he foresees this volunteer program developing in stages. The Chief agreed. Commissioner Cole stated his concern is the liability and Chairman Hedberg concurred. It was discussed and agreed that the volunteer program must be sent to the Town Attorney for his review and recommendation.**

**Chairman Hedberg stated that the meeting would move to Agenda Item 2. Public Petition/Commentary and Heather Bradley and Catherine McKiernan could take the floor.**

**2. Public Petition/Commentary.**

**Heather Bradley, Resident, took the floor and stated that the animal shelter is not only a “dog shelter” and there are cats there too and she suggested that there may be a need for the elderly in town to come in and pet animals. Commissioner Carlson stated that backgrounds will be required and this is an animal shelter, not a “rescue facility”. It was agreed and decided by the Board and the Administration that volunteers must go through the background process and the animal shelter policies will remain. Discussion followed regarding the procedures of the Animal Shelter and specific language which Ms. Bradley was using in describing the Animal Shelter and it was conveyed to her that the department follows state statutes and procedures.**

**Discussion followed and Commissioner Carlson stated that she was speaking on behalf of the Board of Police Commissioners and continued to say that she very much wants to avoid the perception that “we are a rescue place” when in fact the department is an animal shelter. The Board agreed. Deputy Chief Hutchinson replied that he does not want “misinformation” regarding the animal shelter as in the past and Catherine McKiernan took the floor. She stated that the “Friends of the Guilford Animal Shelter” took all negative statements and comments off the Facebook page and conveyed they will tolerate only productive work and positive comments.**

**Heather Bradley reported that one of the canine from the animal shelter, with the immediate intervention of Ms. McKiernan, went off to bomb sniffing**

school at Ellis Island and graduated first in his class.

Chairman Hedberg stated he is very concerned about the language that was used in this discussion regarding the animal shelter and stated everyone involved must work within the means of the department procedures and statutes and understand them.

Catherine McKiernan wanted to state, for the record, that Municipal Animal Control Officer Kelly Weady “has been wonderful” in communicating with her on the adoptions and they have developed a good working relationship.

**3. Traffic.**

**3.1. Correspondence from First Selectman Mazza. Subject: Handicap Parking space on Park Street at the corner of Broad Street.**

Chief Terribile reported that he reviewed the request which was forwarded to him from the First Selectman requesting a handicap parking space on Park Street at the corner of Broad Street. The Chief stated he would recommend a motion from the Board to approve. Commissioner Cole stated his concerns regarding the sightlines at this location. Discussion followed and after discussion it was agreed that the recommendation for the handicap parking spaces was feasible but the Chief will bring this to Mr. Portley, the Town Engineer for his recommendation and approval.

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Ametrano, to add a handicap parking space on Park Street at the corner of Broad Street pending the approval of Mr. Portley, Town Engineer.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Ametrano, Commissioner Trotta.*

*Opposed: None*

*Abstained: None*

**3.2. Request for permission to bike ride thru roadways in Guilford-Closer to Free Ride for Smilow Cancer Hospital at Yale New Haven. Saturday, September 8, 2013.**

Chief Terribile recommended to the Board to approve the request.

*Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the “Closer to Free Ride for Smilow Cancer Hospital”*

*on Saturday, September 8, 2013.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole,  
Commissioner Ametrano, Commissioner Trotta.*

*Opposed: None*

*Abstained: None*

#### **4. Committee Reports.**

##### **4.1. Facilities.**

###### **4.1.1. Gas/Vehicle Report.**

**Chief Terribile reviewed the report. There were no discrepancies.**

###### **4.1.2. Disposition of Deputy Chief's vehicle.**

**This item had no discussion, was discussed and moved on last month.**

###### **4.1.3. Command Post.**

**Deputy Chief Hutchinson reported on two bid submissions the town received for the new Command Post. One was from Dodgen and the other from Nomad. The Deputy Chief said both packages were extensive and both nailed the bid. The Deputy Chief reported that NOMAD came in over \$12,000 less and both specs matched. Discussion followed Chief Terribile reported that Lt. Robinson did an excellent job putting the requirements for the new Command Post together. He also stated that the new Command Post will fit under the carport.**

*Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the Nomad bid to be processed to the Board of Selectmen for approval.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole,  
Commissioner Ametrano, Commissioner Trotta.*

*Opposed: None*

*Abstained: None*

**Chairman Hedberg entertained a motion to add Item 4.2.5 Hiring of Municipal Animal Control Officer to the Agenda under Personnel.**

**Motion:** *Motion made by Commissioner Cole, seconded by Commissioner Ametrano, to add Item 4.2.5 Hiring of Municipal Animal Control Officer to the Agenda under Personnel.*

**All in favor:** *Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Ametrano, Commissioner Trotta.*

**Opposed:** *None*

**Abstained:** *None*

#### **4.2. Personnel.**

##### **4.2.1. Grievance 2012-18/Filed by Detective Hill (tabled at last regular meeting)..**

**Commissioner Trotta asked for a review of the Grievance 2012-18. The Deputy Chief stated that the language within the Grievance and what was suggested took place versus the reality of the call is quite different. The Deputy Chief suggested everyone present should listen to the call. Deputy Chief Hutchinson played the audio tape of the conversation between Detective Hill and Detective Sergeant Provencher regarding Veterans Day and a construction road job. The Deputy Chief turned the audio tape off and opened the discussion.**

**Detective Hill stated his view and reason for the Grievance. Commissioner Trotta asked about “holiday” pay for construction road jobs. Discussion followed regarding the Union contract and holidays, the language and the understanding between the Union and the Town. Discussion followed.**

**Motion:** *Motion made by Commissioner Trotta, seconded by Commissioner Ametrano, to sustain and uphold Grievance 2018-18.*

**Chairman Hedberg asked if the Board had further discussion regarding the motion set forth and discussion followed.**

**All in favor:** *Commissioner Trotta, Commissioner Ametrano, Commissioner Cole*

**Opposed:** *Chairman Hedberg, Commissioner Carlson*

**Abstained:** *None*

##### **4.2.2. Hiring of certified officers.**

**Chairman Hedberg stated that he was in contact with the Chief**

**and they have had recent discussions regarding the option of hiring certified officers. The Chairman said he asked to add this item to the Agenda to discuss the option of hiring laterals with the Board of Police Commissioners in light of the events over the past several months regarding the hiring process.**

**Commissioner Ametrano stated he was not in agreement of lateral hiring and would prefer to hire new patrol officers that could be trained in the means and format that this department holds in high standards. The Commissioner stated that the Administration and the Board have done a really fine job at this in the past and many great employees are working for the department due to this process.**

**Discussion followed that the hiring of certified officers could be held to high standards. The Deputy Chief reviewed with the Board two specific officers who were good employees who left their positions recently due to relocation from other Towns and have been successful in their new post.**

**Commissioner Carlson asked the Chief of Police for his input on the subject and asked “how do you feel about it”. Chief Terribile replied that the concept is good but suggested that the Chief and Deputy Chief screen the certified officers before they bring them before the Board and explained what type of certified officer the department would be looking to hire. The Chief said this concept of pre screening should be effective for the department and the Board. The Chief and Deputy Chief stated that they are reviewing with South Central Criminal Justice Administration a process for certified officers.**

**Commissioner Cole stated that the process of hiring laterals was done in the past with mixed results. Commissioner Cole stated he prefers hiring new employees if possible.**

**After lengthy discussion, it was agreed that the hiring of certified officers could be a consideration for the department in conjunction with the current process.**

#### **4.2.3. Resignation of Municipal Animal Control Officer Volpe.**

**The Chief reviewed the resignation of Mrs. Volpe and entertained questions. There were none.**

#### **4.2.4. Sergeant Promotion-Candidate Interviews (may require Executive Session).**

**It was agreed to move into Executive Session to conduct Sergeant Promotion interviews at the conclusion of the regular Board of Police Commissioners meeting.**

**4.2.5. Hiring of Municipal Animal Control Officer.**

***Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to hire a new Animal Control Officer as a result of a job opening due to a recent resignation.***

***All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Ametrano, Commissioner Trotta.***

***Opposed: None***

***Abstained: None***

**4.3. Communications.**

**4.3.1. Thank you note from Sergeant Lindgren and Family.**

**Commissioner Carlson read from a thank you note from Sergeant Lindgren and his family to the Board of Police Commissioners and the Administration for a fruit basket received after the loss of his Mother.**

**4.3.2. Message from Frances W. to Officer Mastriano, Officer Massey, Officer Olszewski (and the department) for assisting her during the “blizzard”.**

**Commissioner Carlson read from a thank you note sent from Frances W. who was appreciative of the services provided to her by the department during the recent blizzard.**

**4.3.3. Thank you note from Michael and Kathleen Ruotolo for the assistance of the Guilford Police Department.**

**Commissioner Carlson read from a thank you note from Michael and Kathleen Ruotolo thanking the department for assistance on a recent call.**

**4.3.4. Thank you note to Chief Thomas A. Terribile from Jane Luyckx of Temple Beth Tikvah.**

**Commissioner Carlson read from a thank you note from Temple Beth Tikvah which thanked the Chief for his recent participation in a discussion. The Temple honored the Chief**



of Police with a donation to the Rotary Club of Guilford in his name.

**4.4. Budget/Finance**

**4.4.1. Budget Reports-Chief of Police**

Chief Terribile reviewed the current budget with the Board. The overage within the overtime budget has not improved due to the retirements and resignations of personnel. The replacement is also up because there was a shortage of two Sergeants.

**5. Monthly Reports.**

Chief Terribile reviewed the monthly reports with the Board of Police Commissioners. All remains in order.

**6. Old Business.**

**6.1. Animal Shelter.**

This item moved up the Agenda per a motion and discussion continued into Public Petition/Commentary.

**7. New Business.**

None.

Chairman Hedberg entertained a motion to move to Executive Session.

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to enter into Executive Session for the purposes of Sergeant Promotion interviews inviting the Chief of Police and Deputy Chief of Police and excusing the Clerk of the Board.*

The Clerk of the Board left the room at 7:00 PM.

Respectfully submitted,

Lucy Krauchick Clerk of the Board

*Motion: Motion made by Commissioner Ametrano, seconded by Commissioner Carlson a, to move out of Executive Session and enter into Public Session at 8:58 PM.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta*

*Opposed: None*

*Abstained: None*

*Motion: Motion made by Commissioner Cole, seconded by Commissioner Ametrano, to promote Officer John O'Brien to Sergeant on February 21, 2013 and to promote Officer Timothy Bernier to Sergeant on February 22, 2013.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta*

*Opposed: None*

*Abstained: None*

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to adjourn the regular meeting of Wednesday, February 20, 2012 at 9:20 PM.*

*All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta*

*Opposed: None*

*Abstained: None*

*Executive Session motions were respectfully submitted by the Deputy Chief of Police.*