

**Town of Guilford  
Board of Police Commissioners  
Draft Meeting Minutes  
Wednesday, February 18, 2015  
5:30 p.m.  
Police Headquarters**

Present: Commissioners: Jeff Hedberg, Chairman; Commissioners Martha Carlson, Fred Trotta, Michael Mikolay, Paul Chello

Department Members: Deputy Chief Jeffrey Hutchinson (Acting Chief)  
Officers William Maisano, Bruce Denison, Fred Hill  
Sergeant Robert Dube

Others: Lucy Krauchick, Clerk of the Board

Call to Order

Chairman Hedberg called the meeting to order at 5:34 p.m.

Chairman Hedberg asked for motions to add items to the Agenda and to move a scheduled personnel item up the Agenda for convenience.

**1. Approval of Prior Meeting Minutes**

**1.1 Approval of minutes of the January 21, 2015 Police Commission meeting.**

*Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Chello, the Commission voted to approve the minutes of the January 21, 2015 meeting of the Board of Police Commissioners as presented.*

*In Favor: Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello*

*Opposed: None*

*Abstained: None*

*Motion: Motion made by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to add Item 1.2. Special Meeting Minutes of February 13, 2015 to the Agenda and to move Personnel Item 4.2.2. Retirement of Officer Maisano up the Agenda for convenience.*

*In Favor: Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello*

*Opposed: None*

*Abstained: None*

**1.2. Approval of minutes of the February 13, 2015 Police Commission special Meeting.**

*Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Mikolay, the Commission voted to approved the minutes of the February 13, 2015 special meeting of the Board of Police Commissioners as presented.*

*In Favor: Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello*

*Opposed:* None  
*Abstained:* None

At this time Chairman Hedberg welcomed Officer Maisano and opened the discussion regarding his retirement as previously moved up the Agenda.

**4.2.2. Retirement-Officer Maisano**

The Deputy Chief of Police opened the discussion and reported that on this date the Pension Committee Meeting took place and approved Officer William Maisano's disability retirement. He asked for a motion.

*Motion:* Upon a motion by Commissioner Chello, and seconded by Commissioner Mikolay, the Commission voted to act upon the retirement letter received from Officer William Maisano and accept his retirement.

*In Favor:* Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello  
*Opposed:* None  
*Abstained:* None

To summarize, each Commissioner took the floor and recognized the 25 years of service of Officer Maisano and thanked him for his exceptional work for 19 years with the D.A.R.E. program. Officer Denison and Officer Hill spoke about their experiences working with Officer Maisano and wished him well.

Officer Masiano took the floor with heartfelt thanks to Chief Terribile, Deputy Chief Hutchinson, his Brothers and Sisters in Uniform and Lucy Krauchick, Administrative Assistant. He will miss police work but he will pursue his Master's Degree and continue to work with children.

The Deputy Chief of Police added that he began his career with Officer Maisano 25 years ago. He said they worked together in the Detective Unit and he was a great partner. They grew up in Guilford together and he respected him. He said Officer Maisano's retirement is a loss to the department and wished him well with his future endeavors. Deputy Chief Hutchinson presented Officer Maisano with his retirement badge.

Officer Maisano, Sergeant Dube, Officer Denison and Officer Hill left the room.

**2. Public Petition/Commentary.**

None.

**3. Traffic.**

**3.1. Little Meadow Road and Stepstone Hill Road.**

Deputy Chief Hutchinson and Commissioner Mikolay reviewed the traffic concerns on Little Meadow Road and Stepstone Hill Road. The Deputy Chief said the three way stop signage had been installed. He reported that he and Commissioner Mikolay agreed that the signage "oncoming traffic does not stop" needs to be reinstalled. The Deputy Chief will handle the signage request.

**3.2. Closer to Free Ride.**

Deputy Chief Hutchinson asked for a motion for approval of the request.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Chello, the Commission voted to approve the Closer to Free Fundraising Bike Ride on September 12, 2015.*

*In Favor: Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello*

*Opposed: None*

*Abstained: None*

### **3.3. Kenneth Circle-Parking Request (as tabled last meeting).**

Commissioner Mikolay reported that he and Chief Terribile reviewed the traffic request. Deputy Chief Hutchinson drove to Kenneth Circle to review the matter. Discussion continued regarding concerns of setting a precedent and the difficulties for the Public Works Department when trying to clear the road when it snows. The correspondence presented to the Commission was reviewed.

*Motion: Upon a motion by Commissioner Trotta, as amended and seconded by Commissioner Carlson, the Commission voted to grant the request of the Kenneth Circle resident under the criteria and understanding that the resident commits to moving the car on snow days and when Public Works needs to plow the road and with the understanding that on snow days if the car is not moved it will be ticketed and since this request is due to an acute disability the resident will provide the police department with a medical note from a physician and this accommodation shall be subject to an annual renewal.*

*In Favor: Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello*

*Opposed: None*

*Abstained: None*

### **3.4. Vineyard Point Road.**

Commissioner Mikolay updated the Commission on Vineyard Point Road. He stated that the residents will continue to move forward with the survey as they are looking for definitive property lines.

## **4. Committee Reports.**

### **4.1. Vehicle Report.**

The Deputy Chief reviewed the average price of gasoline and found no discrepancies within the report. He advised the Commission that two new cars are on the road.

### **4.2. Personnel.**

#### **4.2.1. Citizens Complaint-IA 2014-04 (a), IA 2014-04 (b).**

Deputy Chief Hutchinson reviewed the many ways the department might receive a Citizens Complaint with the Commission and reviewed the background on how this particular complaint was received to the department. He reviewed how the department proceeds with the investigation. He stated that Lieutenant Robinson prepared the report. He reviewed the narrative. The Deputy Chief stated that the investigation

proved no wrong doing and asked for a motion.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Chello, the Commission voted on Citizens Complaint IA-2014-04 (a) and (b) to dismiss as unfounded.*

*In Favor: Commissioners Hedberg, Carlson, Mikolay, Chello*

*Opposed: None*

*Abstained: Commissioner Trotta*

#### **4.2.2. Retirement-Officer William Maisano (as previously moved up the Agenda).**

#### **4.2.3. Detective Fasulo-Commendation Award.**

The Deputy Chief spoke on the Commendation Award that Detective Fasulo received. He stated that his body of work was outstanding. The Deputy Chief reviewed the report and said that it demonstrates the Detective did a spectacular job under the direction of Detective Sergeant Bernier.

Discussion followed and the Commission asked to be notified, prior to the presentation of awards at briefing, with the intent that some members on the Commission may want to attend. It was agreed.

4.2.4. Grievance 2014-15 (as tabled).

4.2.5. Grievance 2014-16 (as tabled).

4.2.6. Grievance 2014-17 (as tabled).

4.2.7. Grievance 2014-18 (as tabled).

Chairman Hedberg stated that the Union was not in the audience to represent the grievances. Deputy Chief Hutchinson responded that the Union requested that the grievances be tabled.

*Motion: Upon a motion by Commissioner Carlson, seconded by Commissioner Mikolay, the Commission moved to table Grievances 2014-15, 2014-16, 2014-17 and 2014-18 per the request of the Police Union.*

*In Favor: Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello*

*Opposed: None*

*Abstained: None*

### **4.3. Communications**

#### **4.3.1. Communication from Mary Beth Marx.**

Commissioner Mikolay summarized correspondence from Mary Beth Marx thanking the department for its professionalism.

#### **4.3.2. Communication from Guilford Court-Residents.**

Commissioner Mikolay summarized correspondence received from residents of Guilford Court thanking Officer Hill for his help regularly.

#### **4.4. Budget/Finance.**

##### **4.4.1. 2014/2015 Budget Report.**

The Deputy Chief stated the budget is on mark.

Commissioner Carlson asked about the annual budget of 2015/2016. The Deputy Chief reported that there were no cuts in the budget that was presented. He announced that the Public Hearing is on March 3, 2015 and the Budget Workshop in on March 5, 2015. He will send out an email to the Commission with the details of both meetings.

Deputy Chief Hutchinson reported that the Municipal Animal Control position had been posted as previously requested by the Commission.

#### **5. Monthly Reports.**

Deputy Chief Hutchinson entertained questions. He reviewed the increase in Motor Vehicle stops. He spoke about the reduction of accidents and the department is taking a longer look at this to to evaluate if the reduction is due to the increase in stops.

Commissioner Mikolay asked for an update on recruit status. The Deputy Chief stated that Officer Martone is doing very well and is continuing with his FTO (field training).

The Deputy Chief reported that the process for the new recruit is continuing and the department is working on the background and moving forward.

The Deputy Chief reported that the two recruits at the Academy are doing well.

#### **6. Old Business.**

None.

#### **7. New Business.**

Chairman Hedberg asked for any New Business for discussion. A discussion followed regarding the Guilford Fund for Education and the annual Spelling Bee contest. The Deputy Chief stated that the Spelling Bee is scheduled for March 20, 2015. The entry fee is \$225. It was discussed and agreed that this may be a good idea for the Commission and the department. Nothing definitive was decided but the group will consider forming a team.

Commissioner Mikolay spoke about an event sponsored by D.A.Y. on March 23, 2015. He said that Mr. Peter Palumbo will be contacting both the Commission and the department with details.

The Chairman entertained a motion to move into Executive Session.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to move into Executive Session at 6:30 PM inviting the Deputy Chief of Police and excusing the Clerk of the Board.*

*In Favor:* Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello  
*Opposed:* None  
*Abstained:* None

The Clerk of the Board left the room at 6:35 PM.

Respectfully submitted,

Lucy Krauchick  
Clerk of the Board

**9. Executive Session.**

*Motion:* Upon a motion by Commissioner Carlson, and seconded by Commissioner Mikolay, the Commission voted to move out of Executive Session and back into Public Session at 6:45 PM.

*In Favor:* Commissioners Hedberg, Carlson, Trotta, Mikolay, Chello  
*Opposed:* None  
*Abstained:* None

Commissioner Trotta left the room following Executive Session.

*Motion:* Upon a motion by Commissioner Carlson, and seconded by Commissioner Mikolay, the Commission voted to approve the job requirements and the application criteria for the position of Deputy Chief of Police and to post an announcement for the job immediately.

*In Favor:* Commissioners Hedberg, Carlson, Mikolay, Chello, Trotta (absent)  
*Opposed:* None  
*Abstained:* None

*Motion:* Upon a motion by Commissioner Chello, and seconded by Commissioner Carlson, the Commission voted to adjourn the meeting at 7:05 PM.

*In Favor:* Commissioners Hedberg, Carlson, Mikolay, Chello, Trotta (absent)  
*Opposed:* None  
*Abstained:* None

The Clerk of the Board prepared the minutes as received by the Commission for Executive Session.