

**Town of Guilford
Board of Police Commissioners
Approved Meeting Minutes
Wednesday, January 21, 2015
5:30 p.m.
Police Headquarters**

Present: Commissioners: Jeff Hedberg, Chairman; Michael Mikolay,
Fred Trotta

Department Members: Chief Terribile, Deputy Chief Jeff Hutchinson,
Officer Anthony Martone

Others: Karen Quercia, Acting Clerk, Family of Officer Martone

Call to Order

Chairman Hedberg called the meeting to order at 5:36 p.m.

Chairman Hedberg asked for motions to add several items to the agenda, which were as follows:

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to add Item 1.2.3, Approval of Minutes of the January 15, 2015 Board of Police Commissioners Special Meeting

*In Favor: Hedberg, Mikolay, Trotta
Opposed: None
Abstained: None*

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to add Item 3.2 Correspondence from Kenneth Circle resident regarding parking.

*In Favor: Hedberg, Mikolay, Trotta
Opposed: None
Abstained: None*

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to add Item 4.1.1 Gas Report Update.

*In Favor: Hedberg, Mikolay, Trotta
Opposed: None
Abstained: None*

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to add Item 4.2.12 Appointment of New Chief of Police for the Town of Guilford.

*In Favor: Hedberg, Mikolay, Trotta
Opposed: None
Abstained: None*

Motion: Upon a motion by Commissioner Trotta and seconded by Commissioner Mikolay, the Commission voted to add Item 4.3.7 Correspondence from New York City Police Department.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Trotta and seconded by Commissioner Mikolay, the Commission voted to add Item 4.4.3 Budget Request for Holsters and Lights.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to add Item 7.2 Discuss recruiting and interviewing process going forward.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

1. Approval of Prior Meeting Minutes

1.1 Approval of minutes of the December 17, 2014 Police Commission meeting.

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to approve the minutes of the December 17, 2014 meeting of the Board of Police Commissioners .

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

1.2 Approval of minutes of the December 30, 2014 Special Police Commission meeting.

Motion: Upon a motion by Commissioner Mikolay, and seconded by CommissionerTrotta, the Commission voted to approve the minutes of the December 30, 2014 special meeting of the Board of Police Commissioners.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

1.3 Approval of minutes of the January 15, 2015 Special Police Commission meeting.

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to approve the minutes of the January 15, 2015 special meeting of the Board of Police Commissioners.

In Favor: Hedberg, Mikolay,

Opposed: None

Abstained: Trotta

Chairman Hedberg asked for a motion to move Item 4.2.1 up to the next item to be addressed.

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to move Item 4.2.1 Swearing-In of Officer Martone to the next item on the agenda.

In Favor: Hedberg, Mikolay,

Opposed: None

Abstained: Trotta

4.2.1 Swearing-In of Officer Anthony Martone

Chairman Hedberg administered the Oath of Office to Officer Martone. Officer Martone was congratulated and welcomed to the Department by the Commissioners and the Chiefs.

2. Public Petition/Commentary

None

3. Traffic

3.1 Spreadsheet on traffic control sign installation or replacement as requested by the Commission.

Chairman Hedberg explained that the spreadsheet outlined several traffic control signs and road stripings that needed to be addressed by the Public Works Department. After bringing these open items to First Selectman Mazza's attention, the Public Works Director responded to the First Selectman and the Chief with a timeline for installation of the traffic signs, some of which will be addressed this week, and assured them that the striping would be completed in the spring when weather permits.

3.2 Correspondence from Kenneth Circle resident regarding parking.

A Kenneth Circle resident wrote to the Chief requesting that she be allowed to park on her street year- round due to health issues. The Chief explained that

currently on-street parking is not permitted from December 1 – April 1 during overnight hours to allow for clearing of the roads during inclement weather. When contacted previously by the resident, the Chief voided the parking ticket due to her health issues.

The Chief further explained that exceptions have never been made in the past, and the Commissioners expressed concerns for setting a precedent, and the difficulties that would ensue for the Public Works Department when trying to clear the road.

The Commissioners decided to postpone any decisions on this matter until the Traffic Committee could review the situation and the Commissioners had an opportunity to visit Kenneth Circle.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to table Item 3.2 so that the Commissioners could drive by the site, and Traffic Committee could review the request.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

4. Committee Reports

4.1 Facilities

4.1.1 Gas Report

The Deputy Chief noted that there was nothing unusual about this month's report. Next month's report will reflect the replacement of two vehicles.

4.2 Personnel

4.2.1 Swearing-In Officer Martone (See Above)

4.2.2 Grievance 2014-15

4.2.3 Grievance 2014-16

4.2.4 Grievance 2014-17

4.2.5 Grievance 2014-18

4.2.6 Correspondence from Union requesting Grievances move to February meeting

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to table Items 4.2.1 – 4.2.5 as requested by the Police Union.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

4.2.7 Authorized personnel.

The Commissioners reviewed the list of authorized personnel. The 37th position was replaced, and the person started today. The second MACO position is currently vacant. Two additional personnel will be needed to replace the retiring Chief's position, and to replace an officer who has applied for disability retirement.

4.2.8 Chief's correspondence on attendance incentive

The list of officers and employees who have not used any sick time was reviewed. It was noted that Officer Tullo has only used two sick days in 12 years. The Commission commended Officer Tullo for his record.

4.2.9 Awards Committee Recommendation Memo - Detective Jakober

Lt. Dunn recommended Detective Jakober for a Commendation Award, and the Awards Committee voted to approve. The Chief noted some of her recent work, including work her utilization of social media.

4.2.10 POST Performance - Officer Martone

The Commissioners reviewed Officer Martone's final grades report. The report had a discrepancy in the driver training test dates. The Deputy Chief clarified that Officer Martone did pass driver training.

4.2.11 Officer Maisano- Disability Retirement

Officer Maisano's letter of resignation was received. The matter is currently in the hands of the Town's Outside Counsel and Officer Maisano's attorney. All parties would like to have this matter resolved as soon as possible, as Officer Maisano has been out of work for four years.

4.2.12 Appointment of New Chief of Police for the Town of Guilford.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to appoint Jeffrey Hutchinson as Guilford Police Chief for a term to begin at 3:00 p.m. on Tuesday, March 31, 2015. This Motion is made in substitution for the January 15, 2015 Motion of this Board to extend a conditional offer for the Chief of Police position.

*In Favor: Hedberg, Mikolay, Trotta
Opposed: None
Abstained: None*

Deputy Chief Hutchinson was congratulated on his appointment, and the Chief expressed his confidence in the Deputy Chief's abilities in his new role.

The press release announcing Deputy Chief Hutchinson's appointment will now be distributed.

4.3 Communications – Commissioner Mikolay

4.3.1 Communication received by Chief Terribile from Chief Halloran of the Branford Police Department.

Chief Halloran wrote to Chief Terribile to commend Officers Dennison, Shove, Thornton, and Sgt. Lawrence for their assistance and quick response when two Branford officers were injured by a suspect.

4.3.2 Communication regarding "Coffee with a Cop".

In January, February and March, area businesses will be hosting "Coffee with a Cop", giving residents an opportunity to meet with officers in an informal setting to facilitate positive interactions between the officers and the community.

4.3.3 Communication received by the Administrative Assistant from Fire Captain Shove.

Captain Shove thanked Lucy Krauchick for her assistance with the Holiday Toy Drive and Santa Delivery.

4.3.4 Communication received by Detective Jakober from Mr. King. M.D.

Dr. King thanked Officer Jakober for her assistance in a matter that was part of an investigation that is currently ongoing.

4.3.5 Communication received by Officer Hill from Ms. Heffernan.

Officer Hill received a thank you letter from a resident that he assisted.

4.3.6 Anonymous communication received by the Chief's office.

An anonymous donor sent eight gift cards to the Chief and asked that officers distribute them to deserving recipients for the holidays.

4.3.7 Communication received by the Chief from the New York City Police Department.

NYC Police Commissioner William Bratton wrote to Chief Terribile to thank him and the Guilford Police Department for their support after the deaths of two NYC Police Officers.

4.4 Budget/Finance

4.4.1 2014/2015 Budget Report

The budget is on track and the current projection is that the department will have a balance of \$117,042.67, 2.7% at the end of the fiscal year.

4.4.2 Budget Analysis January 1, 2015 – June 30, 2015

See Item 4.4.1

4.4.3 Budget Request for Holsters and Lights

Replacement of pistol lights and holsters was originally included in the 2015-16 proposed budget. It has since become apparent that this has become a safety issue, and some officers have been purchasing replacement equipment on their own. Deputy Chief Hutchinson demonstrated the problems with the current equipment and explained the improvements and advantages of the updated equipment.

The plan is to purchase 40 new holsters and lights at an approximate cost of \$8,400. Everyone would be issued new equipment. This equipment has been approved by the firearms instructor to accommodate safety levels.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to approve the purchase of 40 holsters and lights from the 2014-15 FY budget.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

5. Monthly Reports

The Crime Analysis Reports for 2014 were reviewed, as was the Motor Vehicle Stop report. The Chief was commended for implementing the crime analysis report long before it became a requirement. The report helps to identify any trends, biases or profiling that would need to be addressed.

Motor Vehicle stops are up 42% from the year before, and overall crime is down.

6. Old Business

None

7. New Business

7.1 Duty Manual Item 4.13 Pistol Permit Application Process and correspondence.

A letter was forwarded from the First Selectman's Office praising the department for their efficiency in granting a pistol permit. The Chief and Deputy Chief explained the pistol permit application process including background checks, fingerprinting and the Firearms Review Board.

A challenge to a denial of a pistol permit that occurred many years ago illustrated the importance of the department retaining records well beyond the required time limits.

7.2 Discuss recruiting and interviewing process going forward.

The Commissioners and Chiefs discussed the hiring process, timing of the hiring process, and the testing process, as well as ideas for improvements.

8. Police Personnel Comments

None

9. Executive Session

9.1 Discussion regarding the transition plan for the Chief's position.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to enter into Executive Session at 6:48 p.m. to discuss the transition plan for the Chief's position.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to exit Executive Session at 7:09 p.m.

In Favor: Hedberg, Mikolay, Trotta

Opposed: None

Abstained: None

No action was taken in Executive Session.

Commissioner Hedberg recognized that this was the last meeting that Chief Terribile would be attending while actively serving as Chief of Police due to his beginning vacation prior to the February meeting. Commissioner Hedberg thanked the Chief for his years of service to the department and the guidance and support that he has continually provided the police commission. Chief Terribile leaves a legacy that will be missed.

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner

Mikolay, the Commission voted to adjourn the meeting at 7:10 p.m.

In Favor: Hedberg, Mikolay, Trotta
Opposed: None
Abstained: None

Respectfully Submitted,
Karen Quercia
Acting Clerk