

**Town of Guilford
Board of Police Commissioners
Wednesday, March 18, 2015
5:30 p.m.
Police Headquarters**

Present: Commissioners: P. Martha Carlson; Paul Chello; Jeff Hedberg, Chairman;
Fred Trotta

Department Members: Acting Chief Jeff Hutchinson

Others: Karen Quercia, Acting Clerk

Call to Order

Chairman Hedberg called the meeting to order at 5:30 p.m.

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

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to add Item 3.3.8, Tour de Cure Request for Permission June 14, 2015

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to add Item 4.3.2 Communication complimenting an Officer.

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Chello, the Commission voted to add Item 4.3.3 Communication from Acting Chief Commending Three Officers

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

1. Approval of Prior Meeting Minutes

1.1 Approval of minutes of the February 18, 2015 Police Commission meeting.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Carlson, the Commission voted to approve the minutes of the February 18, 2015 meeting of the Board of Police Commissioners .

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

2. Public Petition/Commentary

None

3. Traffic

3.1 Vineyard Point Road (as tabled November 2014 regular meeting).

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to table this item until Commissioner Mikolay was present to provide a report.

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

3.2 CF Cycle For Life Request for Permission – September 12, 2015

Commissioner Chello expressed safety concerns with this request, given the number of riders participating, and that they would be riding on major roads in Guilford. (Route 77, Hubbard Road and Long Hill Road).

Acting Chief Hutchinson noted that this is a ride, not a race, so that participants would be spread out throughout the course, and not racing through intersections. There have never been any issues in the past. Approvals are made with the understanding that if there are any issues future rides would not be approved. Commissioner Chello stated that he would defer to Acting Chief Hutchinson's opinion.

Commissioner Carlson observed that the permission form had the name of Town of Cromwell, not Guilford, on it. She requested that the form be corrected by the requestor prior to signing the approval.

Acting Chief Hutchinson stated that he would have the requestor submit a corrected form.

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to approve the CF Cycle for Life request contingent upon the requestor correcting the permission form to name the Town of Guilford.

In Favor: Carlson, Chello, Hedberg, Trotta
Opposed: None
Abstained: None

3.3 Request for Traffic Calming devices

Commissioner Carlson received a request from a resident on Horseshoe Road (Sunrise Development) for traffic calming signs similar to the ones in the middle of the road around the Green.

Commissioner Carlson noted that people drive too fast through that neighborhood, and several people have put out “Children Playing” signs. The neighbors would like to have removable speed bumps such as those in Sachems Head.

The Commissioners discussed the traffic, sitelines, and traffic lights in the area. The Acting Chief explained that the speed bumps would not be appropriate in this situation. He also noted that there is no history of accidents in this area. He will respond to the requestor.

3.4 Traffic Concern at 976 Great Hill Road.

Commissioner Mikolay and Acting Chief Hutchinson rode through this area several times. There are very conspicuous chevron signs giving plenty of warning. The Public Works Department has agreed to put more sand and salt down in bad weather. After discussion, it was agreed that more signage would not be helpful. Acting Chief Hutchinson will respond to the requestor and explain that the Commission reviewed the request and that more signage is not necessary at this time.

3.5 Correspondence from Charles S. Harlow, P.E., State of Connecticut DOT.

The Selectman’s Office received a letter from the State of Connecticut offering to install a center line rumble strip on Long Hill Road from Hubbard Road to Flat Meadow Road. The letter was forwarded to the Police Department and Town Engineer for their review. The Town had a week to review the offer and make a decision.

Acting Chief Hutchinson and Town Engineer Jim Portley discussed the offer and, after consideration, declined the offer given that there is no history of head on collisions in this area, and that the project would involve tearing up good pavement.

3.6 Correspondence from Mr. Anderson requesting posting of parking signs on Church Street.

The Commissioners discussed the issue of parking on Church Street near the intersection of Broad Street. The influx of new businesses in the area has put a strain on available parking spaces. As the Chair of the Church Business Committee, Commissioner Carlson explained that people conducting business at the Church cannot find parking, and the church is not able to properly sand and salt their lot because their parking lot is being used by patrons of businesses in the area.

As a business owner in the area, Commissioner Mikolay had hosted a successful community meeting to address this issue. The Commissioners felt that this issue should be referred to the Traffic Subcommittee for further review.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Trotta, the Commission voted to refer this item to the Traffic Subcommittee for review and resolution.

In Favor: Chello, Hedberg, Trotta

Opposed: None

Abstained: Carlson

3.7 Kenneth Circle update.

The Commissioners noted receipt of the Acting Chief's response to the resident on Kenneth Circle regarding their request for a parking accommodation.

3.8 Tour de Cure request for Permission - June 14, 2015

This is a fundraising bike ride for diabetes. The ride only goes through a small area of Guilford; Route 77 to Lake Drive to Hoop Pole Road to Route 80. The Acting Chief had no issue with the request.

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to approve the Tour de Cure request as presented.

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

4. Committee Reports

4.1 Facilities

4.1.1 Gas/Vehicle Report

The Deputy Chief noted that there was nothing unusual about this month's report.

4.1.2 CCTV Bid

This bid was for the upgrade of the digital cameras. Twelve bids were received and reviewed by Lt. Dunn and Acting Chief Hutchinson. The Facility Committee also reviewed the bids.

Of the twelve respondents, four were interviewed over a two day period. Of those four, three would provide the required equipment. Strategic Security was the lowest bidder, they are the current vendor, and they made the best presentation. They had substantive answers

to questions raised, and had solutions prepared. They included GIS maps and overlays in their presentation. They also have the quickest turn around, two weeks. Therefore it is recommended that the bid be awarded to Strategic Security.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Carlson, the Commission voted to accept the recommendation of Acting Chief Hutchinson and Lt. Dunn and the Facilities Committee and request that the Board of Selectmen approve the award of Bid #15-1415 - Upgrade of Analog CCTV System to IP Network System to Strategic Security.

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

4.2 Personnel

4.2.1 Grievance 2014-15 (as tabled)

4.2.2 Grievance 2014-16 (as tabled)

4.2.3 Grievance 2014-17 (as tabled)

4.2.4 Grievance 2014-18 (as tabled)

No action taken on items 4.2.1- 4.2.4

4.2.5 New Hire – Brittany Bartlett

Ms. Bartlett will start next Monday. Commissioner Carlson will swear her in at 8:00 a.m.

4.2.6 Promotional Testing

Three Sergeants took the Lieutenants test, and six Officers took the Sergeant test. The list of eligible candidates is good for one year from the date that the test results are published. This will allow for a pool of eligible candidates as openings become available.

There are two internal candidates that have applied for the Deputy Chief position. The Commissioners discussed the interview schedule.

4.3 Communications

4.3.1 Communication from Mrs. Emily Phillips.

The Commissioners acknowledged receipt of a letter thanking Officers Martone and Shove for their assistance.

4.3.2 Communication from resident thanking Officer O'Connor.

The Commissioners acknowledged receipt.

4.3.3 Communication from Deputy Chief to Officers Dube, Massey and Duro.

The Commissioners acknowledged receipt of the memo from the Deputy Chief to Officers Dube, Massey and Duro for the manner in which they handled a sensitive and difficult assignment.

4.4 Budget/Finance

4.4.1 2014/2015 Budget Report

There were no unusual expenses. Overtime is doing well, replacement salaries are a little over. A quarterly report will be issued in March and will provide a better projection for year end.

4.4.2 2015/16 Budget

The Board of Finance approved the budget as presented, no cuts were made. The referendum will take place on April 21, 2015.

5. Monthly Reports

The Staff Meeting minutes and Activity Report were reviewed.

6. Old Business

The Commissioners discussed three changes to the proposed contract for Chief Hutchinson: a change in language to Attachment B regarding outside legal work; health care coverage; and the terms of the contract.

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to approve the contract for Chief Hutchinson as presented.

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

7. New Business

None

8. Police Personnel Comments

None

9. Executive Session

None

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Trotta, the Commission voted to adjourn the meeting at 6:32 p.m.

In Favor: Carlson, Chello, Hedberg, Trotta

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Acting Clerk