

Town of Guilford
Board of Police Commissioners
Approved Minutes
Wednesday, December 16, 2015
5:30 PM
Police Headquarters, Community Room

Present: Commissioners: P. Martha Carlson, Mike Mikolay, Jeff Hedberg, Fred Trotta, Paul Chello
Department Members: Chief Jeffrey Hutchinson, Deputy Chief Dunn,
Officer Bartlett, Lucy Krauchick, Clerk of the Board
Public: Family of Officer Bartlett, Jennifer Milano, Amy Fenollosa, Mary Amter,
The Mason Family

Call to order.

Chair Carlson called the meeting to order at 5:30 PM.

1. Approval of Board of Police Commissioners meeting minutes.

1.1. Approval of Board of Police Commissioners meeting minutes of Wednesday, November 18, 2015.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Hedberg, the Commission voted to approve the meeting minutes of Wednesday, November 18, 2015 as presented.

All in favor: Carlson, Hedberg, Trotta, Chello

Opposed: None

Abstained: Mikolay

2. Public Petition/Commentary.

None.

3. Traffic.

3.1. Traffic related correspondence submitted as information-Hamblett and Banks (F.Y.I.).

This traffic item was presented as informational correspondence sent from the Chief of Police in response to traffic items on last month's Agenda.

3.2. Vineyard Point Road-as tabled (no documents).

Vineyard Point Road remains tabled as discussion continues and will be added to next month's regular meeting Agenda.

3.3. Correspondence sent from the Police Department to the State Traffic Administration (F.Y.I.).

This traffic item was presented as informational correspondence sent from the Chief due to last month's regular meeting traffic discussion.

3.4. Crash Investigation Analysis Church Street: U.S. 1 to Broad Street (F.Y.I.).

The Deputy Chief of Police researched traffic concerns from U. S. 1 to Broad Street and a Crash Investigation Analysis Report was provided to the Board of Police Commissioners. The analysis provided statistics. Discussion took place and no action was taken.

3.5. Anonymous Traffic correspondence forwarded from the First Selectman's Office (F.Y.I.).

Chief Hutchinson stated the anonymous correspondence included traffic concerns that were already being addressed by the department.

3.6. Kids Hugs Organization-Bike Ride request.

Chief Hutchinson and Deputy Chief Dunn met with several representatives of the Kids Hugs Organization prior to this meeting regarding a request for an organized bike ride in Guilford for children. The bike ride normally is scheduled at Hammonasset State Park in Madison, but due to construction in 2016 there will be no organized events at that park.

The Chief reviewed his recommended route for the bike ride with the Commissioners. A question and answer discussion took place including the Kids Hugs representatives who were present. The Parks and Recreation Department has preapproved the use of Jacobs Beach where the ride will originate and terminate.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to approve the Kids Hugs Bike Ride on May 1, 2016 with the agreed bike route recommendations made by the Chief of Police.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello

Opposed: None

Abstained: None

3.7. Parks and Recreation Department-Request to close Park Street for the Frosty 5k Road Race.

Chief Hutchinson recommended the Commissioners take action to approve the request.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Hedberg, the Commission voted to approve the request to close Park Street for the Frosty 5k Road Race on January 1, 2016.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello

Opposed: None

Abstained: None

4. Committee Report.

4.1. Personnel

4.1.1. Swearing In-Officer Bartlett.

Chief Hutchinson spoke to the family and friends of Officer Bartlett. He said he is excited about the new hires who have joined the department. He stated he is looking forward to many years of good police work to come with Officer Bartlett and congratulated her.

A formal swearing in ceremony took place and refreshments were served.

4.2. Communications.

4.2.1. Communication from Mr. Joseph A. Braun, Ed.D.

A letter was received from Mr. Braun commending the department and the staff for their professionalism during a difficult time.

4.2.2. Correspondence from Linda and Michael Rook (F.Y.I.).

Thank you correspondence was received to the department from Linda and Michael Rook.

4.2.3. Correspondence from Peter and Rula Burrow.

Correspondence was received from Peter and Rula Burrow thanking the department for their service throughout the year.

Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Mikolay, the Commission voted to add under Communications Item 4.2.4. Correspondence from the Schiller Shoreline Institute for Lifelong Learning (SSILL) thanking Officer Jakober.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello

Opposed: None

Abstained: None

4.2.4. Correspondence from SSILL thanking Officer Jakober.

Correspondence was received from SSILL to Chief Hutchinson thanking Officer Jakober for a recent presentation she gave to the group.

4.3. Facilities/Equipment.

None.

4.4. Budget/Finance.

4.4.1. Status of 2015/2016 Budget.

Chief Hutchinson reported the current fiscal year budget remains in line.

4.4.2. Chief of Police-2016/2017 proposed Budget.

Chief Hutchinson reviewed the proposed 2016/2017 budget with the Commissioners. As he reviewed each line item discussion took place. The Capital line item was reviewed and it was agreed there should be clarification on one item within Capital. Chief Hutchinson will have a discussion with First Selectman Mazza.

Motion: Upon a motion by Commission Chello, and seconded by Commissioner Hedberg, the Commission voted to approve the proposed 2016/2017 budget subject to discussion with the First Selectman.

All in favor: Carlson, Hedberg, Trotta, Chello

Opposed: None

Abstained: Mikolay

5. Monthly Report.

Chief Hutchinson reviewed the monthly reports. Commissioner Trotta asked about the testing of the body cameras. The Chief responded that the testing of body cameras is currently underway and explained how the testing process is being conducted.

6. Old Business.

7. New Business.

7.1. The Mason Family.

The Mason Family addressed the Board of Police Commissioners and spoke about the Kelley Mason Fund which donates money annually to the department in honor of Kelley Mason. Rose Mason spoke about the loss of her daughter in a car accident and the family's dedication to keeping Kelley's memory alive through their commitment to traffic safety. The money raised over the years has helped with many of the department's initiatives including car seat installations, car seat donations, seat belt awareness, special events and more. At the recent annual Kelley Mason Annual Fundraiser over 250 people were in attendance. The Mason Family presented Chief Hutchinson with a \$9,000 check.

7.2. Department Goals.

Chief Hutchinson reviewed the department goals. Discussion took place regarding social media. Commissioner Trotta appreciated the introspective goals and the active approach taken by the Chief of Police. There will be one amendment made to Item 2. of the department goals.

Discussion took place regarding the consideration of a Public Information Officer for the department. The Chief of Police will consider this suggestion.

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Hedberg, the Commission voted to accept the department goals as amended.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello
Opposed: None
Abstained: None

7.3. Commission Officer-Elections.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Hedberg, the Commission voted to approve the nomination of Commissioner Mikolay as Chairman of the Board of Police Commissioners effective immediately.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello
Opposed: None
Abstained: None

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to approve the nomination of Commissioner Carlson as Vice Chair of the Board of Police Commissioners effective immediately.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello
Opposed: None
Abstained: None

Discussion followed on the Board of Police Commissioners sub committee assignments. It was discussed and agreed.

Chairman Mikolay assigned the following (see below):

Commissioner Hedberg to the Traffic Committee with Chairman Mikolay as the alternate.
Commissioner Trotta to the Personnel Committee with Commissioner Chello as the alternate.
Commissioner Hedberg to the Facilities Committee with Commissioner Trotta as the alternate.
Vice Chair Carlson to the Budget Committee with Commissioner Chello as the alternate.

Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Chello, the Commission voted to approve to adjourn the meeting at 7:07 PM.

All in favor: Carlson, Mikolay, Hedberg, Trotta, Chello
Opposed: None
Abstained: None

Respectfully submitted by:

Lucy Krauchick, Clerk of the Board.