

**Town of Guilford
Board of Police Commissioners
Meeting Minutes
Wednesday, October 17, 2018
5:30 p.m.
Police Headquarters**

Present: Commissioners: P. Martha Carlson, Chairman
Charles Frey
Paul Chello
Robert Welsh

Department Members: Chief Jeff Hutchinson
Deputy Chief Warren Hyatt Jr.

Call to Order:

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

Chairman Carlson asked for approval to add one item to the Agenda.

Motion: Upon a motion by Commissioner Frey, and seconded by Commissioner Chello, the Commission voted to add to the Agenda item 4.3.4 – Thank you note from Kids Ride for Kids.

1. Approval of prior meeting minutes.

1.1 Approval of Board of Police Commissioners regular meeting minutes of September 19, 2018.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Welsh, the Commission voted to approve the minutes of the September 19, 2018 regular meeting as presented.

*In Favor: Carlson, Frey, Chello, Welsh
Opposed: None
Abstained: None*

2. Public Petition/Commentary

None

3. Traffic - Runs/Rides

3.1 Candlelight Walk on Broad Street – 2018R15

Chief Hutchinson noted that this is an annual event – Broad Street is closed from 5- 9 pm and the event is manned by uniformed officers.

Motion: Upon a motion by Commissioner Frey, and seconded by Commissioner Chello, the Commission voted to approve the Candlelight Walk on Broad Street scheduled for November 30, 2018.

In Favor: Carlson, Frey, Chello, Welsh

Opposed: None

Abstained: None

3.2 APK 5K Road Race – 2018R16

Chief Hutchinson indicated that this is the third year for this road race (that had previously been run at Hammonasset State Park and moved to Guilford as a temporary venue). The event has already been advertised. It does not interfere with any other events and has not created any issues for the department.

Discussion took place in regard to organizers future plans to return this event to Hammonasset - Chief Hutchinson will contact the organizers to discuss.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Welsh, the Commission voted to approve the APK Road Race for November 3, 2018.

In Favor: Carlson, Frey, Chello, Welsh

Opposed: None

Abstained: None

4. Committee Reports

4.1 Facilities & Equipment

4.1.1 - Scheduling Software

Discussion took place. Chief Hutchinson explained the current paper system and its challenges, as well as the benefits and built-in efficiencies of a new paperless computerized system. Union and management met with system manufacturer and reviewed the system and agree on its use and implementation. The system costs would be a one-time development fee of \$3500 and \$2340 per year operational cost.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Frey, the Commission voted to approve the acquisition of the scheduling software.

In Favor: Carlson, Frey, Chello, Welsh

Opposed: None

Abstained: None

4.2 Personnel

Chief Hutchinson verbally updated the Commission on the department's four recruits.

Officer Sadiev has started his FTO training and is doing well.

Three new recruits started the POSTC Academy on October 5th.

4.3 Communications

- 4.3.1 Thank you note received for Lieutenant Bernier from the Guilford Fair Committee.
- 4.3.2 Thank you note received for Officer O'Connor from John and Barbara Petonito.
- 4.3.3 Thank you note received for Lieutenant Provencher from South Central Criminal Justice Administration.
- 4.3.4 Thank you note received for the department from the organizers of the 2018 Kids Ride for Kids event.

The Commissioners acknowledged receipt of the notes and thanked the officers for their efforts.

4.4 Budget/Finance

4.4.1 2018/19 Budget

Chief Hutchinson reviewed the budget; there is nothing out of line.

2019/20 budget planning underway. Capital expenditures are due by November 9, 2018.

5. Monthly Reports

Chief Hutchinson reviewed the reports. Discussion took place.

6. Old Business

None.

7. New Business

Discussion took place in regard to a continued and focused approach to media and social media press releases regarding the ongoing pattern of car breaks and thefts.

8. Police Comments

None

9. Executive Session.

None

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Welsh, the Commission voted to adjourn the meeting at 6:12 p.m.

In Favor: Carlson, Frey, Chello, Welsh

Opposed: None

Abstained: None

Respectfully Submitted,
Warren Hyatt Jr.
Deputy Chief of Police