

**Town of Guilford  
Board of Police Commissioners  
Meeting Minutes  
Wednesday, November 14, 2018  
5:30 p.m.  
Police Headquarters**

Present: Commissioners: P. Martha Carlson, Chairman  
Michael Mikolay  
Charles Frey  
Robert Welsh

Department Members: Chief Jeff Hutchinson  
Deputy Chief Warren Hyatt Jr.  
Lucy Krauchick, Clerk of the Board

Other: Attorney Barrett  
Attorney Kennedy

Call to Order:

Chairman Carlson called the meeting to order at 5:31p.m.

Chairman Carlson asked to add items to the Agenda.

*Motion: Upon a motion by Commissioner Frey, and seconded by Commissioner Mikolay, the Commission voted to add Item 4.1.2 New Patrol Vehicles to the Agenda under Facilities.*

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

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to add Item 7.1 Police Commissioners 2019 Meeting Schedule to the Agenda under New Business.*

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

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to add Item 6.2 Update Car Break-Ins to the Agenda under Old Business.*

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

**1. Approval of prior meeting minutes.**

**1.1 Approval of Board of Police Commissioners regular meeting minutes of October 17, 2018.**

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to approve the minutes of the October 17, 2018 regular meeting as presented.*

*In Favor: Carlson, Frey, Welsh*

*Opposed: None*

*Abstained: Mikolay*

**2. Public Petition/Commentary**

None

**3. Traffic - Runs/Rides**

**3.1 Signage/Traffic Enforcement.**

**3.1.1 2018T16-State of Connecticut Department of Transportation-Consideration of Sign Installations.**

Chief Hutchinson reviewed correspondence received from the Department of Transportation regarding the proposed installation of horizontal curve warning signs on State Roads in Guilford. The State of Connecticut Department of Transportation will conduct a public hearing about the proposed sign installations on Monday, November 26, 2018 at 7:30 p.m. at the Guilford Community Center in Guilford.

Discussion took place. The Board of Police Commissioners encouraged and supported the public hearing.

**3.1.2 2018T17-Consideration of Sign Installation-Intersection on Route One and Peddlers Road.**

Chief Hutchinson reviewed the request for signage at the intersection of Route One and Peddlers Road. He contacted the resident to inform him that Route One is a State road. The Chief is willing to forward the request to the State of Connecticut Department of Transportation including any recommendations set forth by the Commission. Discussion took place.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to recommend to the State of Connecticut Department of Transportation their support for signage at the intersection of Route One and Peddlers Road.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

**3.1.3 2018T8-Consideration of Sign Installation-Hahn Road and Marvel Road.**

Deputy Chief Hyatt reviewed the request for the installation of a no outlet sign

for Hahn Road at Marvel Road. He stated that GPS shows that the road Marvel Road connects to Shore Drive but in reality there is not outlet on Marvel Road. Discussion took place and recommendations were made. Chairman Carlson asked for clarification regarding the access of Hahn Road and Marvel Road. Deputy Chief Hyatt provided an explanation of the road and how they intersect.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to approve the installation of a no outlet sign on Hahn Road at Marvel Road.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

### **3.2 Runs/Rides.**

#### **3.2.1 2019R1-Annual Frosty 5k Road Race.**

A review of the request took place.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to approve the Guilford Rotary Club Annual Frosty 5k on January 1, 2019 as presented.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

#### **3.2.2 2019R2-Song Strong 5k Road Race.**

A review of the request took place.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to approve the Song Strong 5k Road Race on June 8, 2019 as presented.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

## **4. Committee Reports**

### **4.1 Facilities & Equipment**

#### **4.1.1 New MACO Van.**

Chief Hutchinson reported about an accident which involved the MACO van. The van was determined to be totaled. Chief stated the MACO was not at fault and discussed the insurance on the van.

The Chief reported that the old MACO van was a full sized van. He discussed the purchase of the new van. The MACO's suggested a smaller van that fits their needs and the van is more cost and fuel efficient. He reviewed the requisition for the purchase of the van and discussion took place.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to approve the purchase of a new MACO van as presented and to move to the Board of Selectman for approval.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

#### 4.1.2 New Patrol Vehicles.

Chief Hutchinson reviewed the purchase of the two budgeted new patrol vehicles and entertained questions. Discussion took place regarding Crowley Ford and Soli's and the State bid. Crowley Ford and Soli's pricing came in lower than the State bid. The Chief reviewed the requisitions and discussion took place.

*Motion: Upon a motion by Commissioner Welsh, and seconded by Commission Mikolay, the Commission voted to approve the purchase of two 2019 Ford Interceptors from Crowley Ford and to waive the requirement as in the past and to move forward to the Board of Selectman for approval.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to approve the upfitting of two police vehicle at Soli's and to waive the requirement as in the past and to move forward to the Board of Selectmen for approval.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

## 4.2 Personnel

### 4.2.1 Employee Excellence Awards. Sergeant Brooks and Officer Gingras.

Chief Hutchinson reviewed the recent Employee Excellence Awards. The recipients were Sergeant Brooks and Officer Gingras for their efforts in putting together the "Lip Sync Challenge". The Police Commissioners acknowledged their work.

### 4.2.2 Grievance 17-01 withdrawal.

Chief Hutchinson reported that Grievance 17-01 was withdrawn.

### 4.2.3 Grievance 18-01 withdrawal.

Chief Hutchinson reported that Grievance 18-01 was withdrawn.

4.2.4 Records Clerk position (no documents).

Chief Hutchinson discussed an open position in the Records Unit. Discussion took place regarding the Records Unit.

**4.3 Communications**

4.3.1 Thank you note from Lucy Krauchick to the Board of Police Commissioners.

The note was acknowledged.

**4.4 Budget/Finance**

4.4.1 2018/19 Budget

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

4.4.2 2019/20 Budget-Capital/Goals.

Discussion took place regarding the department goals for fiscal 2019/2020.

*Motion:* Upon a motion by Commissioner Mikolay, and seconded by Commissioner Frey, the Commission voted to approve the Department 2019/2020 Goals as presented.

*In Favor:* Carlson, Mikolay, Frey, Welsh

*Opposed:* None

*Abstained:* None

Chief Hutchinson reviewed the department capital expenditures for fiscal 2019/2020. The Chief entertained questions and discussion took place. The capital budget requests meeting is scheduled for November 29, 2019.

*Motion:* Upon a motion by Commissioner Welsh, and seconded by Commissioner Mikolay, the Commission voted to approve the capital budget expenditures for fiscal 2019/2020 for the department as presented.

*In Favor:* Carlson, Mikolay, Frey, Welsh

*Opposed:* None

*Abstained:* None

**5. Monthly Reports**

Chief Hutchinson reviewed the reports and entertained questions. Chairman Carlson asked about the department's position on NARCAN. Chief Hutchinson reported he is working on the policy for NARCAN. Discussion took place.

**6. Old Business**

6.1. Overnight Parking Ban.

Discussion took place.

6.2. Update on car break-ins.

Discussion took place regarding social media/public awareness.

**7. New Business**

7.1. Proposed Board of Police Commissioners 2019 regular meeting schedule.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Frey, the Commission voted to approve the Board of Police Commissioners 2019 regular meeting schedule as presented.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

Chief Hutchinson reviewed the ongoing IT considerations for the Police Department and the Fire Department. The Chief reported that a meeting will be held on November 26, 2018. Chief Hutchinson will report back to Chairman Carlson regarding the meeting time.

Deputy Chief Hyatt reviewed the forecasted closure of Route 146 at the 800 block from November 30, 2018 through December 3, 2018 due to emergency repairs. Message signs will be erected. The detour was discussed. The State of Connecticut Department of Transportation will be sending out a news release regarding the road closure and detour.

**8. Police Comments**

**None**

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Mikolay, the Commission voted to move out of Public Session and into Executive Session inviting the Chief of Police, the Deputy Chief of Police, Attorney Barrett and Attorney Kennedy and excusing Lucy Krauchick, Clerk of the Board of 6:17 p.m.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*

*Abstained: None*

**9. Executive Session.**

9.1. Discuss pending litigation.

*Motion: Upon a motion by Commissioner Welsh, and seconded by Commissioner Frey, the Commission voted to move out of Executive Session and into Public Session at 6:54 p.m.*

*In Favor: Carlson, Mikolay, Frey, Welsh*

*Opposed: None*  
*Abstained: None*

No action was taken, no motions were made in Executive Session.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Frey, the Commission voted to adjourn the meeting at 6:55 p.m.*

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

Typist for Executive Session: Lucy Krauchick, Clerk of the Board

Respectfully submitted,

*Lucy Krauchick*

Lucy Krauchick  
Clerk of the Board