

**Town of Guilford
Board of Police Commissioners
Meeting Minutes
Wednesday, December 19, 2018
5:30 p.m.
Police Headquarters**

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

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

Other: Elizabeth Norgaard, Resident

Vice Chairman Mikolay called the meeting to order at 5:30 P.M. He asked to add items to the Agenda.

Motion: Upon a motion by Commissioner Frey, and seconded by Commissioner Welsh, the Commission voted to add Item 3.1.6 State of Connecticut centerline rumble strips to the Agenda under Traffic.

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

Motion: Upon a motion by Commissioner Welsh, and seconded by Commissioner Frey, the Commission voted to add Item 4.3.5 South Central Criminal Justice Administration Correspondence received by the Deputy Chief of Police for his assistance as a panelist.

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

Motion: Upon a motion by Commissioner Frey, and seconded by Commissioner Welsh, the Commission voted to add Item 4.3.6 Thank you note received by Officer Anderson to the Agenda under Communications.

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

1. Approval of prior meeting minutes.

1.1 Approval of Board of Police Commissioners regular meeting minutes of Wednesday, November 14, 2018.

Motion: Upon a motion by Commissioner Welsh, and seconded by Commissioner Frey, the Commission voted to approve the meeting minutes of Wednesday, November 14, 2018 as presented.

In Favor: Mikolay, Chello, Frey, Welsh

Opposed: None

Abstained: None

2. Public Petition/Commentary

None

Chairman Carlson arrived.

3. Traffic.

3.1 Signage/Traffic Enforcement.

3.1.1 2018T19-Consideration of parking concern-Water Street and Whitfield Street.

Chief Hutchinson reviewed a traffic concern at Water Street and Whitfield Street. He reviewed the history of traffic concerns at this intersection, parking spaces and hash marks. The Chief of Police, members of the Traffic Authority and the Town Engineer studied the area. Recommendations were made. Discussion took place regarding the repainting of the hash marks and identifying three parking spaces between them. Chief Hutchinson will update the resident regarding recommendations discussed.

3.1.2 2018T20-Consideration of street parking.

Discussion took place regarding a medical situation and a request for on-street parking. Chief Hutchinson reviewed the action taken in the past.

Motion: Upon a motion by Commissioner Welsh, and seconded by Commissioner Chello, the Commission voted to approve on-street parking to a resident on Kenneth Circle with the stipulation that during snowstorms the car must be removed from the street.

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

Opposed: None

Abstained: None

3.1.3 2018T21-Traffic speed limit-Durham Road.

Chief Hutchinson reviewed a traffic concern received regarding speed on Durham Road. Discussion took place. It was agreed that Durham Road is a state road and that this matter should move to the State Department of Transportation for their consideration. Chief Hutchinson will contact the resident regarding the discussion.

3.1.4 2018T15-North View Drive-update-State of CT approval.

Chief Hutchinson reviewed the correspondence received from the State of Connecticut Department of Transportation referencing North View Drive, presented as an fyi.

3.1.5 2018T22-Multiple concerns Whitfield Street at Hubbard Square.

Commissioner Mikolay reviewed multiple concerns presented on Water Street at Hubbard Square. Chief Hutchinson and the Traffic Authority reviewed the entrance and exit of the parking lot (Hubbard Square) including visibility and traffic safety concerns. The Town Engineer had also reviewed the area. It was agreed that several enhancements should be made in this lot and on Water Street, which is a state road.

A resident, Elizabeth Norgaard arrived and asked to address the Commission regarding parking within Hubbard Square. Ms. Norgaard requested specific parking spots be reserved for a private business within Hubbard Square. The Commission explained to Ms. Norgaard that they did not have the authority to do that.

Discussion took place. It was recommended by the Commission that the Police Department, the State and the Town Engineer work with the Commission to resolve the safety issues on Water Street while the Police Department and the Town Engineer work to resolve issues within Hubbard Square that fall within their authority.

3.1.6 2018T23-State of Connecticut-Centerline Rumble Strips.

The Board of Police Commissioners reviewed correspondence received from the State of Connecticut Department of Transportation regarding the continuation of rumble strips on Route 77.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Mikolay, the Commission agreed with the State of Connecticut Department of Transportation regarding the continuation of rumble strips on Route 77.

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

Opposed: None

Abstained: None

3.2 Runs/Rides

3.2.1 2019R3-Sea Legs Shuffle.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Welsh, the Commission voted to approve the Sea Legs 10 mile & 5k event on Sunday, July 28, 2019 as presented.

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

Opposed: None

Abstained: None

4. Committee Reports

4.1 Facilities/Equipment.

The Chief of Police updated the Commission on the status of the License Plate Readers and

Improvements made in the HVAC system.

4.2 Personnel

None.

4.3 Communication

4.3.1 Thank you note from former Commissioner Trotta thanking the Board of Police Commissioners.

Chairman Carlson read from a thank you note received from former Commissioner Trotta.

4.3.2 Thank you note from Mr. Sipple to the Department for addressing his concerns.

Chairman Carlson read from a thank you note received by the Department.

4.3.3 Thank you note from Ellen Carucci-Orchard House-thanking the Department on behalf of the Seniors at the facility.

Chairman Carlson read from a thank you note received by the Department from Orchard House.

4.3.4 Thank you note from Marlene Tarutis-Re: interaction with Lieutenant Provencher.

Chairman Carlson read from a thank you note received from Marlene Tarutis complimenting Lt. Provencher.

4.3.5 Thank you note received by Deputy Chief Hyatt from South Central Criminal Justice Administration.

Chairman Carlson read from correspondence received from South Central Criminal Justice Administration thanking him for his participation as a panelist for the selection process of a Lieutenant and Captain.

4.3.6 Thank you note received from a resident to Officer Anderson.

Chairman Carlson read from a thank you note received by Officer Anderson for her help.

4.4 Budget/Finance.

4.4.1 2018/2019 Budget report.

Chief Hutchinson reviewed the line items within the budget report. The budget remains in good order.

4.4.2 2019/2020 Budget review scheduled.

Chief Hutchinson reviewed the 2019/2020 budget review schedule and the revised workshop dates. Discussion took place regarding workshop attendance.

5. Monthly Reports

Chief Hutchinson reviewed the monthly reports and entertained questions.

Commissioner Chello asked for clarification on the Records Workload report and NIBRS. The Chief of Police reviewed the standardized reporting system. He also asked about PRAWN. Chief Hutchinson reviewed the re-arrest warrant system.

6. Old Business

None

7. New Business

None

8. Police Comments

None

9. Executive Session

None

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Commission voted to adjourn the meeting at 6:17 P.M.

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

Opposed: None

Abstained: None