

Board of Police Commissioners
Meeting Minutes
Wednesday, August 21, 2019
5:30 P.M. at Police Headquarters

Present: Board Members: Martha P. Carlson, Chair; Michael Mikolay; Robert Welsh, Paul Chello (arrived at end of meeting).

Department Members: Chief Jeffrey Hutchinson, Deputy Chief Warren Hyatt

Others: Attorney Meredith Diette; Attorney Chris Hodgson; Karen Quercia, Acting Clerk

Call to order.

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

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Board of Police Commissioners voted to add Items 3.2.2 Halloween Spooktacular – Road Closure Request, and 3.2.3 Cycle for the Cause Bike Ride.

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

1. Approval of prior meeting minutes

1.1 Approval of the regular meeting minutes of the Board of Police Commissioners of July 17, 2019.

This item was tabled due to the absence of the Commissioners present at the July 17, 2019 meeting.

1.2 Approval of the special meeting minutes of the Board of Police Commissioners of July 31, 2019.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Board of Police Commissioners voted to approve the minutes of the July 31, 2019 Board of Police Commissioners meeting as presented.

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

2. Public Petition/Commentary

None

3. Traffic

3.1. Signage/Traffic Enforcement

3.1.1 Hemlock Avenue-Traffic sign request.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Board of Police Commissioners voted to approve the replacement of a yield sign at the intersection of Hemlock Road and Great Hill Road with a stop sign, as requested by a North Guilford resident.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

The Commissioners all agreed this was a smart decision.

3.2. Runs/Rides

3.2.1 Guilford Fair Day Parade request.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Board of Police Commissioners voted to approve the road closure and traffic control request for the Guilford Fair Day Parade on September 21, 2019.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

3.2.2 Halloween Spooktacular Request.

Motion: Upon a motion by Commissioner Welsh, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to approve the road closure request for the Halloween Spooktacular sponsored by Guilford Park & Rec and Guilford Y&FS, being held on October 27, 2019 from 2:00 p.m. – 4:00 p.m.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

3.2.3 Cycle for the Cause 2019

Chief Hutchinson explained that he has been in contact with the organizers of this event, as their proposed route would have taken them through the Guilford Fair Parade. The Chief amended the route of the ride to Route 1 to River Street.

Motion: Upon a motion by Commissioner Welsh, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to approve the amended road closure request for Cycle for the Cause 2019 on September 20 -22, 2019.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

4. Committee Reports

4.1 Facilities/Equipment

None

4.2 Personnel

4.2.1 Unit Citations-Detective Sergeant Fasulo, Detective Duro, Detective Morrell.

Chief Hutchinson explained that the detectives invested a great deal of time, energy and good police work into an investigation. Really good investigative work like this often flies under the radar, the citations are well deserved. The Commissioners gave kudos to the detectives for their efforts.

4.2.2 Employee Awards-Detective Duro and Records Clerk Danielle Borrelli.

Chief Hutchinson explained that there is an open nomination process at staff meetings to recommend a department member for an employee excellence award. Both of these employees were nominated and are well deserving of this award. The Commissioners offered their congratulations to both department members.

4.2.3 Review and act upon Officer Bartlett complaint. May require Executive Session.

The Commissioners agreed unanimously to move this item to Item 9 - Executive Session on the agenda.

4.3 Communications

4.3.1 Correspondence from Ms. Reynolds.

Commissioner Mikolay reviewed an e-mail from a resident regarding 5K runs and walks that are held at the southern end of town. After a brief discussion, the Commissioners requested that the Police Department reiterate to event organizers the importance of runners and walkers using proper safety etiquette by staying to the right side of the road while participating in these events.

Commissioner Mikolay will follow up with the resident.

4.3.2 Correspondence from a local youth.

The Commissioners reviewed the letter from a local youth.

4.4 Budget/Finance

4.4.1 Budget Report FY 2018/2019.

The Police Department will be returning some funds from their FY 2018-19 budget to the General Fund. Most of this was funds from the Salaries lines. The formula for determining Overtime and Replacement salaries worked well. Training was way under budget. If there are enough working officers, it is reasonable to expect that training expenses should be lower.

4.4.2 Budget Report FY 2019/2020.

As we are only one month into the new budget year, there is nothing notable to report.

5. Monthly Reports

The officers are doing an awesome job with traffic stops, the numbers continue to go up. Stops were up 30% last month, and the number of accidents is down 35%. This is the reason for enforcement, to reduce accidents.

The Commissioners reviewed and discussed the monthly reports.

6. Old Business

None.

7. New Business

Commissioner Welsh noted the success of the Department's National Night Out that was held on August 13, 2019. He heard lots of positive feedback, and Officer Gingras did a great job organizing the event.

Chief Hutchinson extended his thanks and appreciation to Chairman Carlson for her service on the Board of Police Commissioners.

8. Police Personnel Comments

None

9. Executive Session

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Welsh, the Board of Police Commissioners voted to enter Executive Session at 5:55 p.m. to receive reports from legal counsel. Attorney Meredith Diette, Attorney Chris Hodgson, Chief Hutchinson, and Deputy Chief Hyatt were invited to remain in Executive Session.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

The Commission moved out of Executive Session and into Public Session at 6:04 pm.

No motions made or actions taken in Executive Session.

Motion: Upon a motion by Commissioner Mikolay and seconded by Commissioner Welsh, the Commission voted that the investigation and actions by the administration were appropriate and timely. The Commission finds there is no basis to Officer Bartlett's complaint.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

Motion: Upon a Motion by Commissioner Welsh and seconded by Commissioner Mikolay, the Commission voted to adjourn the meeting at 6:07 pm.

In Favor: Carlson, Mikolay, Welsh

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Acting Clerk

Deputy Chief Hyatt
(Executive Session)