

**Board of Police Commissioners  
Meeting Minutes  
Wednesday, February 19, 2020  
5:30 P.M. at Police Headquarters**

Present: Board Members: Robert Welsh, Michael Mikolay, Paul Chello,  
Carrie Federici  
Department Members: Chief Jeffrey Hutchinson,  
Deputy Chief Warren Hyatt, Sergeant Jakober  
Lucy Krauchick, Clerk of the Board  
Public: First Selectman Matt Hoey  
George Morris, Attorney Chris Hodgson

**Call to order.**

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

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Federici, the Board of Police Commissioners voted to add to the Agenda under Traffic Item 3.1.1 2020T1 North Fair Street and under Personnel Item 4.2.4 Dispatcher Alice Terribile Retirement.*

*In Favor: Welsh, Mikolay, Chello, Federici  
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 January 15, 2020**

*Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Federici, the Board of Police Commissioners voted to accept the minutes of the regular meeting of January 15, 2020 as presented.*

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

**1.2 Approval of the special meeting minutes of the Board of Police Commissioners of January 31, 2020.**

*Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to accept the special meeting minutes of January 31, 2020 as presented.*

*In Favor: Welsh, Mikolay, Chello, Federici*

*Opposed: None*

*Abstained: None*

## **2. Public Petition/Commentary**

None.

Chairman Welsh opened the special discussion. He congratulated Chief Jeffrey C. Hutchinson on his 30 years of service with the Guilford Police Department on February 18, 2020. Chairman Welsh and the Board of Police Commissioners spoke their sentiments about Chief Hutchinson. They all agreed that The Chief has had a prestigious career moving up the ranks of the department and is highly respected. They stated it is an honor to work with him and thanked him for his 30 years of service. Chairman Welsh opened the floor to First Selectman Matt Hoey.

First Selectman Hoey stated that on February 18, 1990 a wonderful career was born and that is the career of Chief Hutchinson. He said that the Chief moved up through the system and has an excellent reputation within the law enforcement community. He said it is an honor and a privilege to work with Chief Hutchinson and congratulated him on his 30 years of service and his support of the Town.

Chief Hutchinson thanked everyone for their sentiments and kind words. He received his 30 years of service award and a brief photo opportunity and recess took place.

## **3. Traffic**

### **3.1. Signage/Traffic Enforcement**

#### **3.1.1 2020T1-North Fair Street.**

The Board of Police Commissioners welcomed Mr. George Morris and opened the floor for discussion. Mr. Morris spoke about cars parking on North Fair Street and sightline issues due to parked cars. Discussion took place.

Commissioner Mikolay and Chief Hutchinson reviewed the area of concern on North Fair Street and agreed with Mr. Morris regarding the sightline issues. Discussion took place and it was agreed a no parking sign should be installed. Chief Hutchinson will contact Public Works with details regarding signage.

*Motion: Upon a motion by Commission Mikolay, and seconded by Commissioner Chello, the Board of Police Commissioners voted to approve a "No Parking Sign" on North Fair Street.*

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

Mr. Morris thanked the Board of Police Commissioners are left the room. First Selectman Hoey left the room.

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

#### **3.2.1 2020R3-Cycle for Life.**

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Chello, the Board of Police Commissioners voted to approve the Annual Cystic Fibrosis Cycle for Life event on September 13, 2020 as presented.*

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

#### **3.2.2 2020R4-Tracy's Run.**

*Motion: Upon a motion by Commissioner Federici, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to approve the Annual Tracy's Run/Walk Running Through the Rain on May 30, 2020 as presented.*

## **4. Committee Reports**

### **4.1 Facilities/Equipment**

Chief Hutchinson reported that Patrol Vehicle 13 was totaled in an accident. The replacement vehicle had been approved and has been purchased. The vehicle is being outfitted and will be on the road soon. Chief Hutchinson reported that the Board of Selectmen approved a 2020 Ford Explorer as the replacement vehicle. Due to production issues the model was not available. The department purchased a Hybrid vehicle which was available.

### **4.2 Personnel**

#### **4.2.1 Life Saving Award-Officer Thornton.**

The Board of Police Commissioners acknowledged the Life Saving Award recently presented to Officer Thornton.

#### **4.2.2 Employee Excellence Award-Lucy Krauchick.**

The Board of Police Commissioners acknowledged Lucy Krauchick as the recipient of the Employee Excellence Award.

#### **4.2.3 Staffing Update.**

Chief Hutchinson reported that the candidate that was offered the position for patrol officer recently withdrew. The position remains vacant. South Central Criminal Justice Administration will conduct an entry level test next month. The department has entered into the process to hire an entry level patrol officer. It was agreed the current interview procedure will remain.

#### **4.2.4 Dispatcher Alice Terrible-Retirement.**

Chief Hutchinson reported that Dispatcher Alice Terrible has submitted notice of her retirement in April. The process for hiring a replacement dispatcher is underway.

### **4.3 Communications**

#### **4.3.1 Correspondence from Mrs. Jennifer Cruet commending Sgt. Jakober.**

Chairman Welsh acknowledged correspondence received from Mrs. Jennifer Cruet commending Sgt. Jakober for an outstanding presentation.

#### **4.3.2 Correspondence from a young resident to the department.**

Chairman Welsh acknowledged correspondence received from a young resident thanking uniformed personnel for their service.

#### **4.3.3 Correspondence from Ms. Andrew thanking Officer Thornton.**

Chairman Welsh acknowledged correspondence received from Ms. Andrews thanking Officer Thornton for her professionalism.

#### **4.3.4 Correspondence received from Amelia Rogers thanking Officer Shove.**

Chairman Welsh acknowledged correspondence from Amelia Rogers thanking Officer Shove for taking a photo with her recently.

### **4.4 Budget/Finance**

#### **4.4.1 Budget Report FY 2019/2020.**

Chief Hutchinson reported there is a surplus in the replacement line. He reviewed replacement overtime. The Chief is encouraged by this line item which continues to be lower than projected.

#### **4.4.2 Budget Report FY 2020/2021.**

Chief Hutchinson presented the Fiscal Year 2020/2021 budget to the Board of Selectmen and Finance. He was asked to make some budget cuts. The Chief and the Board of Police Commissioners reviewed the cuts. Chief Hutchinson reported that the replacement line item was cut to 11%. The Chief reported these cuts took the overall budget from an increase of 0.9 % to 0.1%.

**5. Monthly Reports**

Monthly Reports were reviewed. Commissioner Mikolay commended the department on the continued increase of motor vehicle stops. Chief Hutchinson acknowledged the committed Traffic Unit lead by Sgt. Massey.

**6. Old Business**

None.

**7. New Business**

**7.1 Affirmative Action Policy Statement.**

Chief Hutchinson included the Affirmative Action Policy Statement for the Board of Police Commissioners to review.

**8. Police Personnel Comments**

None.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Chello, the Board of Police Commissioners voted to move out of Public Session and into Executive Session inviting The Chief of Police, Deputy Chief of Police and Attorney Chris Hodgson and excusing Lucy Krauchick, Clerk of the Board for the purposes of Item 9.1. Discuss Personnel Matters at 6:15 P.M.*

*In Favor: Welsh, Mikolay, Chello, Federici*

*Opposed: None*

*Abstained: None*

*Respectfully submitted by: Lucy Krauchick, Clerk of the Board of Police Commissioners*

**9. Executive Session**

**9.1 Discuss Personnel Matters.**

Returned to Public Session at 7:26 P.M.

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

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Chello, the Board of Police Commissioners voted that The Commission resolves that at an appropriate time, with the pending retirement of Chief Jeffrey Hutchinson later this year, the Commission intends to formally appoint Deputy Chief Warren "Butch" Hyatt as the next Chief of The Department, following Chief Hutchinson's retirement, and subject to the successful negotiation of an employment contract with Deputy Chief Hyatt.*

*In Favor: Welsh, Mikolay, Chello, Federici*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Federici, the Board of Police Commissioners voted to adjourn the meeting at 7:30 P.M.*

*In Favor: Welsh, Mikolay, Chello, Federici*

*Opposed: None*

*Abstained: None*

*Typist: Lucy Krauchick, Clerk of the Board of Police Commissioners*