

**Board of Police Commissioners
Meeting Minutes
Wednesday, December 18, 2019
5:30 P.M. at Police Headquarters**

Present: Board Members: Robert Welsh, Michael Mikolay, Charles Frey,
Paul Chello, Carrie Federici
Department Members: Chief Jeffrey Hutchinson, Deputy Chief Warren
Hyatt, Lucy Krauchick, Clerk of the Board
Others: Lawrence and Margaret Cohen

Call to order.

Chairman Welsh called the meeting to order at 5:32 p.m.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Frey, the Board of Police Commissioners voted to add to the Agenda under New Business item 7. 1 Board of Police Commissioners proposed regular meeting schedule for 2020.

*In Favor: Welsh, Mikolay, Frey, 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 November 20, 2019.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Frey, the Board of Police Commissioners voted to accept the minutes of the November 20, 2019 meeting as presented.

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

2. Public Petition/Commentary

Chief Hutchinson welcomed Lawrence (Larry) and Margaret (Peggy) Cohen and introduced them to the Board of Police Commissioners. He reviewed the history on the property where they reside as Guilford and Madison residents. He reported that he and the Deputy Chief had previously met Mr. Cohen. He opened the floor.

Mr. Cohen spoke about the unique piece of property he and his wife own. Their property allows them to reside in both Guilford and Madison. Mr. Cohen offered a history on the

property. He spoke about their interest in making a canine donation to the Guilford Police Department.

A review of the department's canine program took place. Mr. Cohen suggested the purchase of an additional canine for the department through their donation. Discussion took place.

It was agreed by the Board of Police Commissioners, the Chiefs of Police and Mr. and Mrs. Cohen that expanding the canine program with their donation would be a great benefit to the department and the Town of Guilford. The Chief reported that several uniformed personnel are interested in participating in the canine program.

Larry and Peggy Cohen presented the Department with a donation for the purchase of a new canine and upfit of canine cruiser. A generous donation was accepted. The Board of Police Commissioners thanked the Cohens and wished them a safe and happy holiday season.

3. Traffic

3.1. Signage/Traffic Enforcement

3.1.1 2019T12 Broad Street/Whitfield Street-crosswalks as tabled.

Chief Hutchinson reported that he met with the Town Engineer regarding the crosswalks, as previously discussed. He reviewed the Town Engineer's recommendations regarding additional signs and painting at the crosswalks. Signs to be installed and painting scheduled for Spring.

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Federici, the Board of Police Commissioners voted to accept the recommendations of the Town Engineer and proceed with the signage installation and painting at the Broad Street and Whitfield Street crosswalks as presented.

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

Opposed: None

Abstained: None

4. Committee Reports

4.1 Facilities/Equipment

Deputy Chief Hyatt updated the Board of Police Commissioners regarding a recent occurrence with the generator at Headquarters. Discussion took place. It was agreed that the portable backup generator is necessary and the required plug will be installed.

4.2 Personnel

Chief Hutchinson reported that the process for the Sergeant testing is moving forward. The Chief and Commissioner Mikolay spoke about the testing agency. The promotional process should be completed by Spring 2020.

4.3 Communications

4.3.1 Communication to the Board of Police Commissioners from Mrs. Spinnato.

A thank you note was received for Mrs. Spinnato to the Board.

4.3.2 Communication from Ms. Ann Smith to the Department referencing Officer Duque.

Communication was received from Ms. Smith in appreciation and specifically mentioning Officer Duque for his politeness.

4.3.3 Communication from Ms. Rogers and Mr. Stasko to Officer Bartlett and K9 Kobe.

Communication was received from Ms. Rogers and Mr. Stasko wishing Officer Bartlett and K9 Kobe happy holidays.

4.3.4 Communication from Ms. Rogers to Chief Hutchinson

Communication was received from Ms. Rogers wishing Chief Hutchinson happy holidays.

4.3.5 Communication from Sarah and Aaron to Detective Duro and Officer O'Connor.

Communication was received from Sarah and Aaron to Detective Duro and Officer O'Connor for their hard work in solving a case.

4.4 Budget/Finance

4.4.1 Budget Report FY 2019/2020.

A surplus in the salary line is anticipated due to an open supervisor position and Animal Control. The budget remains in order.

4.4.2 Budget Report FY 2020/2021.

4.4.2.1 Approve proposed 2020/2021 Operating Budget.

Chief Hutchinson reported on the 2020/2021 Operating Budget. He reviewed the preparation process for the budget. He reviewed general line items with the Board and entertained questions.

Discussion took place. It was agreed this was a reasonable budget as presented by the Chief.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Frey, the Board of Police Commissioners voted to move the proposed 2020/2021 Operating Budget of the Police Department to the Boards of Selectmen and Finance for consideration.

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

Opposed: None

Abstained: None

5. Monthly Reports

The Monthly Reports were reviewed. Discussion took place. The Workload Analysis Report is in order.

6. Old Business

None

7. New Business

7.1. Board of Police Commissioners proposed 2020 meeting schedule.

The Board of Police Commissioners agreed to the proposed 2020 meeting schedule as presented. The regular meetings will be held the 3rd Wednesday of each month at 5:30 PM at Headquarters in the Community Room.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Federici, the Board of Police Commissioners voted to accept the proposed regular meeting schedule of the Board as the 3rd Wednesday of each month as presented.

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

Opposed: None

Abstained: None

8. Police Personnel Comments

None

9. Executive Session

None

Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to adjourn the regular meeting at 6:34 PM.

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

Opposed: None

Abstained: None

Respectfully submitted,

Lucy Krauchick, Clerk of the Board of Police Commissioners