

**BOARD OF POLICE COMMISSIONERS  
MEETING MINUTES  
WEDNESDAY, NOVEMBER 16, 2005  
5:30 P.M. - POLICE HEADQUARTERS**

Present: Commissioner Members: Chairman Cole, Commissioners Joseph Ametrano, Peter Barrett, Rose Dostert, Larry Muccilli.

Departmental Members: Chief Thomas A. Terribile, Deputy Chief Jeffrey C. Hutchinson, Officer Angela Moreno, Clerk Anita Catardi

Others: Kay Shanley, Erin Lowney(Youth and Family Services, Ronnie O’Hara( Youth and Family Services).

Media: Candace Taylor, New Haven Register.

Chairman Cole called the meeting to order at 5:30 P.M.

**1. Approval of prior meeting minutes**

*Motion:* *Motion made by Rose Dostert, seconded by Peter Barrett to approve minutes of October 19, 2005 with corrections on Page One, Page Three, Page Five, and Page Six.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

*Motion:* *Motion made by Commissioner Ametrano, seconded by Commissioner Barrett to move item 4.2.2 Youth Program of the Year up on the agenda.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

4.4.2 Youth Program of the Year.

Ronnie O’Hara from Youth and Family Services presented “Youth Program of the Year” to the Guilford Police Department. She explained to the Commission that Youth and Family Services and officers from the Department work together to ensure the victims and witnesses of violence and trauma are offered services to address issues related to exposure to violence. C.D.C.P. received this plaque from P.C.Y.C. in recognition for their work. Chief Terribile said this program has been in effect from approximately 7 or 8 years, starting in cooperation with the Yale Child Study Program. Youth and Family Services personnel and police officers were trained together to run this great program. On behalf of the Commission, Chairman Cole thanked Ms. O’Hara.

**2. Public Petition/ Commentary**

Chairman Cole presented Kay Shanley with a citizen award for rescuing two men with Richard Stec from the water on August 4, 2005 without regard for her own safety. She helped pull two men from the water performing CPR on one man who had gone into cardiac arrest.

**3. Traffic**

*Motion:* *Motion made by Commissioner Dostert, seconded by Commissioner Barrett to add 3.2. Christmas Tree Lighting/ closure of Broad Street, and 3.3. Market Place/ No Parking to the agenda.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

3.1. Vista and South Union/ Parking

Commissioner Dostert stated the residents in this area are concerned about the parking situation on these streets. Vehicles are parking in no parking zones, tow zones, and blocking private driveways. Chief Terribile said this is creating a safety hazard as emergency vehicles cannot get through. He further stated that when enforcement action was taken, the vehicles started parking on the grassy areas. He spoke to the principal from Calvin Leete School and she doesn’t want vehicles parking on the grass. Chief said there is plenty of parking on the other side of the school and this space is not being utilized. He said he asked if the parking could be expanded in the area nearer the fields; but Jim Siasa stated that they had recently moved the fields making it impossible to create more parking spaces. Commissioner Barrett suggested that we send a letter to the Soccer

3.1. Continued

Organization asking them to inform the parents where to park. Chief said we have done this before. Chief said that enforcement has taken place recently and it will continue for the safety of the residents in that area. In addition, now that he has a request from the principal not to have vehicles parking on the grassy areas enforcement will take place.

3.2. Christmas Tree Lighting/ Closure of Broad Street

*Motion:* *Motion made by Commissioner Barrett, seconded by Chairman Cole to approve the closure of Broad Street during the hours of 5:00 P.M. to 9:00 P.M. for the Christmas Tree Lighting event on December 2, 2005.*

*Vote: In favor: Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*  
*Opposed: None*  
*Abstained: None*

3.3. Market Place/ No Parking

Chief Terribile received an e-mail from Tom McCabe in which he requested his e-mail be forwarded to Commissioner Cole. Mr. McCabe requested the Commission to reconsider its decision to place no parking signs on both sides of Market Place. Chief Terribile explained while he is sympathetic, the roads are too narrow to accommodate on street parking; as he has been advised by the Town Engineer. After a brief discussion, no action was taken. Chairman Cole will contact Mr. McCabe.

**4. Committee Reports**

4.1. Facilities/ Equipment

4.1.1. Commissioner Barrett reported the Animal Shelter has been completed and moved into. There will be one more meeting next month to clear up any last minute items. There will be an Open House on Saturday, November 19, 2005 from Noon to 2:00 P.M.

Chief Terribile reported the roof leaked over the Community Room this past Thursday. Lt. Hocking will have Town personnel go into the ceiling to determine the reason for the leak and will report back to the Commission with the results.

Chairman Cole personally thanked Commissioner Barrett for his work on the Animal Shelter Building Committee. Commissioner Barrett thanked Chief Terribile and Lt. Hocking for their work as well.

#### 4.2. Personnel

##### 4.2.1. Employee of the Month - Detective Douglas Jowett

Chief Terribile reported that Det. Jowett was chosen as the Employee of the Month for his efforts on a “cold case” involving insurance fraud. He worked very closely with the U.S. Coast Guard making in two arrests.

##### 4.2.2. Youth Program of the Year

Moved up in the Agenda.

##### 4.2.3. Retirement - Sgt. Cipollini

Chief Terribile reported Sgt. Cipollini’s official retirement date will be December 3, 2005. He said he would like to discuss it further in Executive Session.

Chief also reported that he has received verbal notice of resignation from an officer. He stated that now we will require filling two positions. Chairman Cole explained the interviewing process to the new Commissioners. Chief explained that anyone applying for the Sergeant’s position will first take a written test, then an assessment center. Officers applying will receive ½ point for every six months of employment. When testing is complete South Central Criminal Justice will rank the officers by points. Chief explained that you must be a Grade A officer for at least one year; while any lateral appointment have to be employed by the Department for at least four years. Commissioner Ametrano asked when the cut off date is to apply? Chief said we have an officer that would qualify within a few months, but he doesn’t want to hold up the process. It is his hope to fill the begin testing by January. Chairman Cole explained to the Commission the process required to fill a new patrol position. Chief said he has requested two openings at P.O.S.T. for July, but he may have to push it out to August.

Deputy Chief said he will be recruiting minorities in an effort to encourage diversity. He and Sgt. Dunn will have a table at the next written test scheduled by SCCJ. He is currently updating our brochure for this purpose. He further explained that this is also C.A.L.E.A. driven, to actively recruit minorities. Commissioner Muccilli asked if there is an age restriction? Chief said the applicant must be at least twenty-one years of age. Chief explained that the applicant takes a written test and agility test through SCCJ. Scoring results are sent to departments recruiting. After interviews have taken place and an applicant

#### 4.2.3 Continued

is chosen then they go through a series of requirements; physical, psychological testing, and polygraph. A thorough background check is completed before the applicant is given a final offer; to that point all offers are conditional on meeting all requirements set by the Department. He explained that if we start now, we will probably receive applicants during March and April; interview them in May or June in the hopes to fill POST slots in July. He said he may have to push it out to August. He further stated that this would place the new officers on the road at the earliest in March of 2007. Commissioner Ametrano said Madison just hired two officers did they have to go through the same process? Chiefs said, yes. Commissioner Muccilli asked if lateral applicants would be faster? Chief said, yes. A Lateral would have to pass the background and would be out on the road in approximately six months.

### 4.3. Communications

#### 4.3.1. E-Mail from Ellen Bernstein

Commissioner Muccilli read an e-mail received from Ellen Bernstein thanking the following officers for their role in a recent burglary at her home. Detective Brooks, Officers Bernier, Larsen, and Lawrence; Lt. Hocking and Sgts. Renchy and Korn. She expressed her thanks and appreciation to all.

#### 4.3.2. Letter from Jill Bowen - Sgt. Norman

Commissioner Muccilli read a letter thanking Sgt. Robert Norman for speaking at a meeting with the Autism Society of Connecticut, Shoreline branch.

#### 4.3.3. Letter South Central Criminal Justice - Officer Dane Lawrence

Commissioner Muccilli read a letter thanking Officer Lawrence for his role in a recent oral board for the position of Recruit Police Officer. Charles W. Sherwood, Director said it is important for S.C.C.J.A. to draw from a pool of diverse and qualified officer when creating test panels.

#### 4.3.4. Letter from Teamster Horseman, Chapter 10 - Lt. Hocking

Commissioner Muccilli read a thank you note from the Teamster Horsemen, Chapter 10 thanking Lt. Hocking for his generosity which raised monies for St. Raphael's Children's Psychiatric Emergency Services.

Commissioner Muccilli read a letter received on November 14, 2005 from the Law Offices of Kerry A. Rousseau thanking Officer Mark O'Connor for his expertise at a recent trial. "Officer O'Connor must be an invaluable asset to your department and I simply wanted you to know of my appreciation to him."

4.4. Budget/ Finance

4.4.1. Budget 2005/2006

Commissioner Barrett said we will continually keep an eye on the Replacement line item. Chief Terribile provided the Commission with a Budget Analysis which shows that we will have a \$40,000 deficit by the end of the year. But since receiving a verbal resignation, he recalculated the analysis and he now projects \$10,000 under budget. He said we will still have to keep an eye on the replacement line item. He also stated that some line items, such as fuel, and utilities will be over budget. Chief reported we received checks from workers' compensation, and two checks from the State for narcotics officer. Chief requested a meeting with two commissioners on the 2006/2007 budget projections Chairman Cole asked that the meeting be after the holidays.

4.4.2. Goals 2006/2007

Chief Terribile presented the Department Goals for 2006/2007.

1. Reduce reportable motor vehicle accidents with property damage by 5% within budget.
2. Reduce Noise Complaints by 5%, within budget.
3. Continue Career Development programs at all levels, with budget.

*Motion:* *Motion made by Commissioner Dostert, seconded by Chairman Cole to approve the Department Goals for 2006/2007 as presented.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

**5. Monthly Reports**

Chairman Cole asked if there were any questions regarding the reports. There were none.

## 6. Old Business

Deputy Chief Hutchinson reported the Vest Committee has voted to go with the voucher option for replacement our vests. The original vest manufacturer will replace our vests and we will have a credit balance with our vendor because the new vests are cheaper than the old ones. Deputy Chief said he will be in contact with the Federal Grant contact to withdraw our request. The newer vest by any of the manufacturers will only have three or four year guarantees, so we will have to replace the vest sooner than we did in the past. Chief said if we need to we can purchase vests out of our capitol account.

Commissioner Barrett said he has discussed parking regulations with the Deputy Chief. He wished to discuss our policy of enforcement on Town property; commercial property would not be enforced except fire hydrants and handicap parking violations. The issue has been raised with Town Counsel and to date we have not received an answer. Deputy Chief did research on State Statute and Town Ordinance. It was suggested that the Commission request detailed maps from Schools, Town Hall, and Park and Recreation facilities so they could determine where parking would be allowed and if any approved signs would be installed. Once the facility determines what is needed the Commission will review and authorize the appropriate signs. Then the Department can take enforcement action. Commissioner Barrett said we need to open dialogue with the Town facilities. Chief said the public will be informed. Chief said he felt comfortable with the Deputy Chief's research. Chairman Cole said to start contacting the schools. Deputy Chief said he would be contacting the Schools, Town Hall, Park and Rec to request them to identify problem areas.

## 7. New Business

### 7.1. Wal-Mart Grant

Chief reported that we received a \$1,000.00 grant from Wal-Mart. We will be using it for our Explorer Post to purchase communication devices. Chairman Cole asked how many explorers we have? Chief said we are up to 18 members now.

### 7.2. Meeting Schedule

Chairman Cole asked the Commission if they would consider having our Commissioner meetings at a later time, i.e., 7:30 P.M. A brief discussion took place, and it was determined that the time of the meeting would remain at 5:30 P.M.

Chairman Cole asked if the Commissioners would like to have the meetings taped? Chief explained that the Town only pays for the Selectmen's meetings and if we wanted it to be taped, we would have to hire someone.

*Motion:* *Motion made by Commissioner Barrett, seconded by Commissioner Dostert to accept the meeting schedule for 2006 as presented.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

### 7.3. Election of Officers

Chairman Cole said the elections for officers are usually done in December but would like to propose the elections be done during the November Meeting. Chairman Cole said the election terms are from January to December 2006.

*Motion:* *Motion made by Commissioner Muccilli, seconded by Commissioner Ametrano to hold the election of officers during this meeting(November 16, 2005).*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

*Motion:* *Motion made by Commissioner Muccilli, seconded by Commissioner Barrett to nominate Thomas Cole for Chairman of the Guilford Police Commission.*

Chairman Cole asked if there were any other nominations from the floor?

*Motion:* *Motion made by Commissioner Dostert, seconded by Joseph Ametrano to close the nominations*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

Vote taken for the Thomas Cole as Chairman

*Vote: In favor: Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*  
*Opposed: None*  
*Abstained: None*

Chairman Cole opened nominations for Vice-Chair of the Commissioner

*Motion: Motion made by Commissioner Dostert, seconded by Chairman Cole to nominate Peter Barrett as Vice-Chairman of the Guilford Police Commission.*

Chairman Cole asked if there were any other nominations from the floor.

*Motion: Motion made by Commissioner Ametrano, seconded by Commissioner Dostert to Close the nominations for Vice-Chair of the Guilford Police Commission.*

*Vote: In favor: Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*  
*Opposed: None*  
*Abstained: None*

Vote taken for Peter Barrett as Vice-Chairman

*Vote: In favor: Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*  
*Opposed: None*  
*Abstained: None*

Chairman Cole asked the Chief how the Department was enforcing the new cell phone law? Chief said the officers are giving written warnings for the first offense; but if stopped again the violator will get a ticket.

*Motion:* *Motion made by Commissioner Ametrano, seconded by Chairman Cole to go into Executive Session for the purpose of discussing personnel issue inviting both the Chief and Deputy Chief at 6:40 P.M.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Barrett, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

Clerk of the Board at 6:40 P.M.

Respectfully submitted,

Anita Catardi  
Clerk of the Board

Executive Session called to order at 6:40 P.M.

Commissioner Barrett left the meeting at 6: 45 P.M.

No motions made, no votes taken.

*Motion:* *Motion made by Chairman Cole, seconded by Commissioner Ametrano to move back into Public Session at 6:49 P.M.*

*Vote: In favor:* *Chairman Cole, Commissioners Ametrano, Dostert, and Muccilli.*

*Opposed:* *None*

*Abstained:* *None*

*Motion:* *Motion made by Chairman Cole, seconded by Commissioner Ametrano to adjourn the meeting at 6:49 P.M.*

Submitted by,

Commissioner Lawrence Muccilli