

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, January 18, 2006
5:30 P.M. - POLICE HEADQUARTERS**

Present: Commissioner Members: Chairman Cole, Commissioners Peter Barrett, Rose Dostert.

Departmental Members: Chief Thomas A. Terribile, Deputy Chief Jeffrey C. Hutchinson, Anita Catardi (Clerk of the Board)

Others: Suzanne Adinolfi, Michael Lynch (Citizen's Bank), Mr. Jerome Baretta (Little Meadow Rd).

Meeting called to order by Chairman Cole @ 5: 35 P.M.

1. Approval of Minutes

Commissioner Barrett noted that he was not present at the December meeting and there is not a quorum to approve the minutes.

Motion: *Motion made by Commissioner Barrett, seconded by Commissioner Dostert to table the approval of the December 21, 2005 minutes to the February 15, 2006 meeting.*

Vote: In favor: Chairman Cole, Commissioners Barrett and Dostert

Opposed: None

Abstained: None

2. Public Petition/ Commentary

Chairman Cole presented two citizen awards to Suzanne Adinolfi and Michael Lynch of the Citizen's Bank for their efforts and alertness aiding in solving a fraudulent check cashing case, involving multiple states. He presented each of them with a plaque congratulating them for their contribution.

Mr. Jerome Baretta of Little Meadow Road spoke to the Commission regarding his concerns with speeding on Little Meadow Road. He stated that it is difficult for him to get in and out of his driveway. Chairman Cole asked Mr. Baretta what he would like the Commission to do? He asked the Commission to install a stop sign at the intersection of Little Meadow and Prospect Hill Rd in an effort to slow drivers down. Chief Terribile said that patrol has done radar. Mr. Baretta said that once the radar is removed the motorists speed up again. He invited the Commission to come and see for themselves how bad it is. Commissioner Barrett suggested that we look into it further and send a letter to Mr. Baretta of our findings.

3. Traffic

Motion: *Motion made by Commissioner Barrett, seconded by Commissioner Dostert to add 3.1. Laurel Road to the agenda.*
Vote: In favor: *Chairman Cole, Commissioners Barrett and Dostert.*
Opposed: *None*
Abstained: *None*

3.1. Laurel Road

Commissioner Dostert received letter from Mr. Andrew McNab requesting speed limit signs and a “Private Road Residents Only” sign. Chief Terribile said the road is a B-1 Classification, which means it has minimal care by the Town, but is not a private road; it is a Town road. The Chief said the letter stated the Guilford Conservation Commission is proposing using Laurel Road as an access road for a timber harvest in the southeast corner of the Timberlands; Mr. McNab claims Laurel Road is a private road. A letter will be sent to Mr. McNab explaining that Laurel Rd is not a private road and include the definition of a B-1 Classification for Laurel Road.

4. Committee Reports

4.1. Facilities/Equipment

4.1.1. New Vehicles

Chief Terribile said one new vehicle is currently being outfitted and should be on the road very soon. The second new vehicle was picked up today and dropped off for striping. Commissioner Barrett asked why the new cars are brought to Public Works first? Chief explained that the equipment from the old car is transferred to the new vehicle by Public Works personnel. As long as Public Works is not hit with bad weather, the new car should be ready soon.

4.2. Personnel

4.2.1. Sick Time

Chief Terribile said we had ten employees with no sick time taken during the period July 1, 2005 to December 31, 2005. The sick time rate last year was 3.41 days and this year it is 3.96. It was higher as a result of one employee who was out on medical leave; and felt that he was satisfied with the numbers.

4.3. Communications

4.3.1. Letter from Yale University - Officer O'Connor

Chairman Cole read a letter from Mr. Ian Shapiro thanking Officer Mark O'Connor for his willingness to repeatedly go the extra mile in dealing with a trouble teen and his effect on his daughter's life. He stated even his attorney was impressed by the time and effort Officer O'Connor was willing to devote to her case and helping them deal with this exceedingly difficult situation. He said he had never seen anything like it.

4.3.2. Letter from Mrs. Bartner - Officer Lawrence

Chairman Cole read a letter from Mrs. Bartner thanking Officer Lawrence for his help at her Christmas party.

4.3.3. Letter from Newcomers Club

Chairman Cole read a letter received from the Guilford Newcomer's Club thanking the Department for their participation as a drop off center for the collection of toys for children in Guilford. The letter stated "your contribution, combined with those of other citizens and businesses, allowed us to assist 84 Guilford children."

4.4. Budget

4.4.1. 2005/2006 Budget

Chief Terribile presented a budget analysis to the Commission for the period of July 1st through December 31, 2005. He stated that at this point if we are able to keep the replacement costs under control we should have an approximate \$33,000 surplus. This is a result of two employees resigning from the Department. However, the fuel costs are erratic and we won't know the affect of these costs until the end of the fiscal year. He also suggested that as we get closer to labor negotiations we request to holdover monies in the legal line item to next years budget.

4.4.2. 2006/2007 Budget

Chairman Cole stated the 2006/2007 budget was presented to the Board of Selectman last week. He said it was well prepared and he felt confident in its presentation. Chief Terribile said he is sure the Board of Selectman will be asking for cuts, but felt the Department budget was accurate and it would be very difficult to cut this budget. Commissioner Barrett asked if it is usual for the Board of Finance members to be present at the Board of Selectman budget meetings or was it a joint meeting? Chief said that it was not a joint meeting, but it is not unusual for members of the Board of Finance to attend.

5. Monthly Reports

Chairman Cole asked if there were any questions concerning the monthly, quarterly reports? Chief Terribile said he would like to discuss a few of the reports. He explained the motor vehicle stops were down during the month of December. He explained that surrounding towns had been hit with robberies and he redirected patrol from motor vehicle stops to a heavier presence in the commercial areas in town. He noted that if the Commissioners look at the workload analysis they would see patrol was very busy. Chief explained also administration looks at motor vehicle stops; which looks good. He also noted a few of the reports included in their packets are required C.A.L.E.A. reports, ie. A grievance report, a use of force report, a vehicle pursuits report, etc.

Chairman Cole inquired about the status of the recent grievance being taken to step III and had the Chief heard anything? Chief said he has yet to hear from the State, and would call the State and keep the Chairman informed.

Chief Terribile said he has asked Lt. Robinson to do the manpower allocation report in line with the fiscal year matching up with the budgeting. He further discussed manpower for the area between Route One and Route 80, stating that in the 2007/2008 budget we may be requesting another officer. Chief Terribile said he works with the Planning & Zoning Department to be kept abreast of upcoming development in town.

6. Old Business

6.1. Shoreline East Railroad Stations

Chairman Cole read a letter received from the State D.O.T. in response to a letter sent to them from Sid Gayle over possible road hazards near the railroad station on North Whitfield Street. The State D.O.T. will be adding a stop sign and additional shoulder markings at the end of Old Whitfield Street near the station. In addition, they will be installing reflective signs on the chain link fence abutting the railroad to direct traffic to the station. This letter was sent to First Selectman Balestracci and we were sent a copy.

6.2. Sconset Lane - Dead End Sign

Chairman Cole stated that we received a letter from the Moors Home Association on Sconset Lane requesting that we now remove the “Dead End” sign just installed. They now feel that it is presenting a possible hazard as now vehicles once realizing that the road is a dead end are backing out onto the main road. Chief Terribile questioned our liability if we were to remove the sign. It was the consensus of the Commission that there should not be any liability.

Motion: *Motion made by Commissioner Barrett, seconded by Commissioner Dostert to remove the “Dead End” sign from Sconset Lane.*

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

Motion: *Motion made by Commissioner Dostert, seconded by Commissioner Barrett to add 6.3 Video System to the agenda.*

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

6.3. Video System

Deputy Chief Hutchinson said the Town had received Homeland Security Money for 2005. We would be getting approximately \$18,000 of the grant money. He stated that previously he recommended to the Commission that we utilize the grant money to upgrade our video system inside and outside of the building. Deputy Chief said that included with their packets was a letter from Lt. Hocking requesting the Commission approve the use of a sole source vendor for the project. He stated in his letter that we have been doing business with this vendor for over twenty years. Deputy Chief stressed the need to use this vendor for security reasons feeling very comfortable using Strategic Security because of our long term relationship. Chief Terribile said that all of the equipment we have throughout the building has been installed by Strategic Security and if we were to bring in another vendor, the equipment may not be compatible with existing set up and wiring and could cost more in the long run. Commissioner Barrett said it is important to consider it for security reasons alone. Chairman Cole agreed that we need to be careful which vendor is used . Deputy Chief asked the Commission for their approval to recommend to the Board of Selectman sole source use for this project.

Motion: *Motion made by Commissioner Barrett, seconded by Commissioner Dostert to approve the recommendation to use Strategic Security as the sole source for the upgrade of the Department Video System to the Board of Selectman.*

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

7. New Business

Chief Terribile stated the new duty manual is at the printer and the Commission should expect their copy in their next packet. Commissioner Barrett requested a full 8 ½ X 11 copy of the manual as well. Chairman Cole requested a large copy for each Commissioner.

8. Police Personnel Comments

None

Motion: *Motion made by Chairman Cole, seconded by Commissioner Barrett to go into Executive Session at 6:20 P.M.*

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

Chief Terribile, Deputy Chief Hutchinson and the Clerk of the Board left the room.

Respectfully submitted,

Anita Catardi
Clerk of the Board

Chairman Cole called Executive Session to order @ 6:22 P.M.

Executive Session - January 18, 2006

Motion: *Motion made by Chairman Cole., seconded by Commissioner Dostert to return to Public Session @ 6:34P.M.*
Vote: In favor: *Chairman Cole, Commissioners Barrett, and Dostert.*
Opposed: *None*
Abstained: *None*

NO MOTIONS MADE, NO VOTES TAKEN

Motion: *Motion made by Chairman Cole, seconded by Commissioner Barrett to adjourn the meeting at 6:34 P.M.*
Vote: In favor: *Chairman Cole, Commissioners Barrett and Dostert*
Opposed: *None*
Abstained: *None*

Respectfully submitted,

Thomas Cole, Chairman