

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2006
5:30 P.M. - POLICE HEADQUARTERS**

Present: Commission Members: Chairman Cole, Commissioner Ametrano,
Commissioner Barrett, and Commissioner Dostert
Departmental Members: Chief Terribile, Deputy Chief Hutchinson, Anita
Catardi (Clerk of the Board)
Others: Officer Angela Moreno and Officer Timothy
Bernier, Sharon Richey, Lucy Krauchick

Chairman Cole called the meeting to order @ 5:30 PM

1. Approval of prior meeting minutes

Motion: Motion made by Commissioner Barrett, seconded by
Commissioner Dostert to approve the minutes of August 16,
2006 as presented.

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

Opposed: None

Abstained: None

Chairman Cole departed from the agenda so that Officer Moreno and Officer Bernier could present to the Commission a video summarizing the past year's accomplishments of the Guilford Police Explorers. Officer Moreno stated that there are currently between 15 - 20 members. They have participated in the Little Folks Fair, The Guilford Fair, KidCare ID packets, The Fire/Police Blood Drive, and attended a week long program at the Explorer's Academy at Eastern CT State University this summer. A video presentation was made. Officers Moreno and Bernier thanked the Commission for their support of the Explorer program. The Police Commissioners congratulated the officers on the success of the program.

2. Public Petition/ Commentary

None

3. Traffic

Motion: Motion made by Commissioner Dostert, seconded by
Commissioner Ametrano to add 3.2 State Street Signage to
the Agenda.

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

Guilford Police Commission Meeting Minutes

September 20, 2006

3.1. Chabad Facility

Chief Terribile reported that during recent meetings at planning & zoning discussions took place regarding the Chabad facility which covered questions whether there would be sufficient parking to the size of its membership. He further stated that a discussion of sidewalk installation along Goose Lane was requested by Chabad. Currently, he stated, Chabad has withdrawn their plans, to come back at a later date with a revised plan. Chief said his concern is for the lack of sufficient parking and that Goose Lane can not handle parking on either side of the road. As soon as he has additional information, he will report back to the Commission.

3.2. State Street Signage

Commissioner Dostert reported road construction on State Street is near completion and that Chief Terribile and Mr. Portley are recommending changes in signage along the newly constructed area. Mr. Portley recommended that the corrected area can now handle an increase in the speed from 25 MPH to 30 MPH. In addition, Chief Terribile recommended the removal of the “Dangerous Curve” sign and the removal of “Private Driveway” sign.

Commissioner Barrett asked the Chief if he felt the roadway could handle the increased speed? The Chief said, “yes”.

Motion: Motion made by Commissioner Dostert, seconded by Commissioner Barrett to replace the 25MPH signs with 30 MPH signs; two in each direction; remove the “Dangerous Curve” sign, and remove the “private driveway” signs from the area determined by the Chief.

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

Commissioner Dostert said the Police Commission has been copied on a letter from the North Guilford Volunteer Fire Co., Inc. which was sent to the Board of Selectman regarding unsafe conditions at the intersections of Fitch Hill Road and Great Hill Road with Hemlock Avenue. The Chief said their concerns were valid after inspecting the area

upon receipt of the letter. He said the concerns would have to be addressed by the Town Engineer, but appreciated notification of the situation.

4. Committee Reports

4.1. Facilities/Equipment

Chief Terribile reported the new cars have been ordered. Three DVD cameras have been installed; but we are have problems with the remaining 8mm cameras which are being repaired as needed; and that we are doing our best to keep them working.

Guilford Police Commission Meeting Minutes

September 20, 2006

Chief reported officers share the Tasers and they are being handled more than they should causing frequent repairs. He is recommending possibly purchasing a Taser for each officer in the future.

4.2. Personnel

4.2.1. Injured Personnel

Chief Terribile reported that two officers remain out due to injury. One officer has had knee surgery; the other should be back within the next few weeks. One of our K9 officers is also out with an elbow injury. It is undetermined at this time how long she will be out. Today we finally received payment from CIRMA for one of the officers which will be applied toward the salary account. Since July 1st this is the first check we have received. We hope that the remaining check will be forthcoming.

4.2.2. Administrative Assistant Retirement

Chief Terribile report his Administrative Assistant has formally announced her retirement. Chairman Cole and Chief Terribile attended the Board of Selectman's meeting to request a special appropriation to cover the cost of training her replacement. Chief reported the anticipated start date for her replacement is October 30, 2006. As Mrs. Catardi will be taking earned time off, her last work day will be November 22, 2006 allowing for a three week, three day training period. Chief felt to properly train her replacement this time would cover 4 payroll processing, monthly reports and a Commission Meeting. It is hoped to have interviews done on the first Friday of October with the four candidates from within the Town who have applied for the position. Once a candidate is found, a recommendation will be made to the Board of Selectman as this position is hired by the Town.

4.3. Communications

4.3.1 Letter from Rothberg Institute

Chairman Cole read a letter from Rothberg Institute apologizing for the false alarms at their facility. They thanked the Department for their patience and have addressed the situation to prevent further alarms.

4.3.2. Letter from Guilford Land Trust

Chairman Cole read a letter from the Guilford Land Trust thanking the Department for their quick response on an illegal dumping situation.

4.3.3. Letter from Molly Tercyak

Chairman Cole read a note from Molly Tercyak thanking the Department for the new Schoolbus Stop Ahead sign.

Guilford Police Commission Meeting Minutes

September 20, 2006

4.3.4. E-Mails from Muffie Locke & Todd Follansbee - Officer Duphily

Chairman Cole read an e-mail from Muffie Locke thanking Officer Duphily for his professional treatment during a recent incident.

Chairman Cole stated a thank you note was received from Liz Spinnato, Records Clerk for the kindness of the Police Commission during the bereavement of the death of her mother.

4.4. Budget/Finance

4.4.1 2006/2007 Budget

Commissioner Barrett reported his review of the budget showed nothing unusual. Chief reported that the gasoline usage is down a little. On an average historically, the department uses 2500 gallons a month but we currently have been doing about 2200 a month. However, even with this decrease, he estimates at \$ 7,000 deficit on this line item at the end of the fiscal year. He has not received a response to a letter sent to the Board of Selectman regarding the anticipated deficit for gasoline.

Chief said he hoped to have negotiations with the Police Union completed soon. Legal money from last fiscal year was carried over to meet legal costs associated with the negotiation.

Chief said Replacement costs are ok; crime is down so the Overtime line item is down; but it is still too early to predict an outcome.

Chief discussed the Capital Account. It was planned to lease the AFIS system. It was recommended to the Board of Finance we lease the equipment for \$9,600 a

year versus the purchase of the equipment for \$42,500. The problem is that the vendor will not give us a municipal lease. Commission Ametrano asked what is a municipal lease? Chief explained that in a municipal lease the Town would only commit to the next approved budget year, not for the term of the lease. Chief said they went back to the vendor to look into the purchase of the equipment and to get the total cost. The original cost of \$42,500 included 6 years of maintenance cost; but if we purchased it without the maintenance cost it would be approximately \$30,000. We would then have to budget \$3,600 for maintenance each year.

Chief stated that currently we have money in the Capital account; we will be getting some money from Homeland Security, and are hopeful for a Block Grant. In addition, we could use money from our State Asset Forfeiture account. Chief said we may be able to draw money from different areas in the budget, but it is too soon to make that request. Commissioner Barrett stated that perhaps six months into the budget we may have a better feel of how the budget will go and the Commission can revisit the situation.

Guilford Police Commission Meeting Minutes

September 20, 2006

4.4.2. 2007/2008 Department Goals

Chief Terribile presented 2007/2008 Department Goals; asking for their input and approval. He stated that they will be discussed at the next staff meeting on Friday. He further stated that each Department will be submitting goals, i.e. Records, M.A.C.O., and Detective Unit as required by C.A.L.E.A. The goals once finalized, will help with the budgeting process to determine what funds would be needed to accomplish their goals.

Motion: *Motion made by Commissioner Dostert, seconded by Commissioner Ametrano to approve the Department goals as presented for 2007/2008.*

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

Opposed: *None*

Abstained: *None*

5. Monthly Reports

Chairman Cole asked if there were any questions concerning the monthly reports? Chief Terribile said next month there will be another report for Dispatcher workload analysis. Lt. Robinson is working with the Deputy to estimate not only the number of

calls but how much time is spent on a call.

6. Old Business

None

7. New Business

None

Chairman Cole informed the Commission that there will be a negotiating session with the police union next week.

Commissioner Barrett asked if the decibel meter has been purchased? Chief said Selectman Mazza recommended \$3,000 of last year's surplus be designated for the purchase of the meter. Once received, it will be placed in the supervisor's vehicle. The supervisor's will be trained in its operation. Chief said he has received several calls from businesses requesting the police department to do decimal readings.

Guilford Police Commission Meeting Minutes

September 20, 2006

8. Police Personnel Comments

None

Motion: *Motion made by Commissioner Dostert, seconded by Commissioner Ametrano to adjourn the meeting at 6:18 PM.*

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

Opposed: *None*

Abstained: *None*

Respectfully submitted,

Anita Catardi
Clerk of the Board