

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
WEDNESDAY AUGUST 15, 2012
AT POLICE HEADQUARTERS**

PRESENT:

Commisisoner: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Police Department: Chief Terribile, Deputy Chief Hutchinson
Lucy Krauchick, Clerk of the Board
Public: None

Meeting called to order by Chairman Josheph A. Ametrano at 5:30 PM.

- 1. Approval of Police Commission meeting Minutes of Wednesday, July 18, 2012.**

Chairman Ametrano asked for a motion to approve the meeting Minutes of July 2012.

***Motion:** Motion made by Commissioner Trotta, seconded by Commissioner Hedberg, to approve the meeting minutes of Wednesday, July 18, 2012, as presented.*

***All in favor:** Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.*

***Opposed:** None*

***Abstained:** None*

- 2. Public Petition/Commentary**

None.

- 3. Traffic**

- 3.1. State Street request for no parking signs.**

Commissioner Hedberg reported that he and the Chief of Police researched a request for no parking signs on State Street. Discussion followed. The Commissioner recommended no action be taken.

***Motion:** Motion made by Commissioner Hedberg, seconded by Commissioner Trotta, that no action be taken in consideration of a request for no parking signs on State Street.*

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

Chairman Ametrano requested that the Chief of Police prepare correspondence to the citizen who requested the no parking signs on State Street regarding the motion. The Chief of Police agreed.

3.2. Request from the Guilford Citizen's Day Parade to hold the annual Parade on September 22, 2012.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Trotta, to approve the request to hold the Guilford Citizen's Day Parade on September 22, 2012.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

3.3. Dream Ride-2012

Commissioner Hedberg stated a request to hold Dream Ride 2012 was presented to the Board of Police Commissioners for their approval.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Trotta, to approve the annual Dream Ride for 2012.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

3.4. Pedestrian Crossing-North Madison Road at Valley Shores Road.

Commissioner Hedberg reported that he and the Chief of Police reviewed concerns regarding the pedestrian crosswalk on North Madison Road and Valley Shores Road and it is agreed these are legitimate concerns. The Commissioner recommended that action be taken on this request.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Trotta, to add "Crosswalk Ahead" sign prior to the pedestrian crosswalk at North Madison Road

and Valley Shores Road on the Guilford Lakes side of the roadway.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

Chairman Ametrano asked for a motion to add two items to the Agenda under Facilities at this time.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Carlson, to add Item 4.1.3 Police Vehicles and Item 4.1.4 Specs on the Command Post to the Agenda.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

4. Committee Reports

4.1. Facilities

4.1.1 Gas/Vehicle Report

Deputy Chief Hutchinson reported that there are no discrepancies within the mileage and usage.

Chairman Ametrano asked the Deputy Chief if he could add a column with the monthly actual odometer readings within the report. The Chief and Deputy Chief stated that this report was made available to the Commission in the past and it could be made available to the Commission in the packets under reports again. The Deputy Chief will research adding a column to the current one page report, if not, the long report will be submitted.

4.1.2 Disposal of department property.

Deputy Chief Hutchinson gave a verbal report on equipment that is outdated, an optical comparator and evidence camera that utilizes Polaroid film. The Deputy Chief suggested this equipment, which can be of no use to the Town, be donated to the University of New Haven and asked for the Commission to take action on this request.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Hedberg, to donate the outdated equipment the comparator and evidence camera to the University of New Haven.*

All in favor: *Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.*

Opposed: *None*

Abstained: *None*

4.1.3. Police Vehicles.

Deputy Chief Hutchinson reported to the Commission that Crowley Ford was awarded the state bid for the new vehicles. He stated that he has been working on the numbers for outfitting the vehicles and has learned that Crowley Ford can prepare the vehicles in the most cost effective way. The Deputy Chief suggested that the Commission take action.

Commissioner Hedberg asked if any of the current equipment could be salvaged and reused for the vehicles and the Chief responded yes. The light bars, etc. will be worked into the new vehicles.

Chief Terribile reported that at his request that a group of Patrol Officers should get together and research the needs of the new vehicles with patrolling in mind and come back with their design and recommendations (after consulting patrol). The Chief stated that you can think of Patrol Officers use of the vehicles similar to how others would use an office. The Chief said the Patrol Officers were best to design the vehicles for just that reason. The Chief said the Patrol Officers came to him with a good design and praised Officer Gardner, Officer Thompson and Officer Massey for their recommendations.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Cole, to bring to the Board of Selectman for approval the acceptance to use the state bid for the purchase of three vehicles and peripherals.*

All in favor: *Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.*

Opposed: *None*

Abstained: *None*

4.1.4. Specs on the Command Post

Deputy Chief Hutchinson reported he met with Lieutenant Robert Robinson regarding the new Command Post for an update. The Deputy Chief felt it was important for the Commission to know that the approved budget for a the Command Post is \$185,000 and that it appears that the new Command Post purchase will be approximately \$117,000. That price will increase with necessary additions that are required for the Command Post but the Command Post will come in under budget. The Deputy Chief spoke about the excellent work Lieutenant Robinson has put into the research and design preparation for this Command Post. Deputy Chief Hutchinson reported preliminary specs will be sent to bid for the Town's approval.

The Deputy Chief stated there are several capital expenditures that will be included in next years budget. The Chief reported that the building is now fifteen years old and some of the equipment has to be replaced or has become outdated. The Chief stated these items will be proposed in the budget next year.

4.2. Personnel.

Chairman Ametrano inquired on Personnel and the Chief stated that there are some items for discussion but recommended the discussion be held in Executive Session. It was agreed.

The Deputy Chief reported that the Lieutenant testing will take place in September. The Chief stated the Department will move forward with further promotional testing after the Lieutenant has been selected if additional promotional testing is warranted.

Commissioner Cole requested information regarding the Grievance that was tabled from last month's regular meeting. The Chief stated that he should update the Commission. Commissioner Cole asked for a motion to add the tabled item to this months Agenda.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Carlson, to add tabled item to the Agenda, 4.2.1. Grievance 2012-06-Sergeant Dube.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

4.2. 1. The Chief reported that Grievance 2012-06 is withdrawn.

4.3. Communications.

4.3.1. Correspondence from Chairman Ametrano and the Commission to Sergeant John Dunn.

Commissioner Carlson reported this correspondence from the Chairman and the Commission was to Sergeant John Dunn congratulating him on his graduation from the F.B.I. Academy.

4.3.2. Correspondence from First Selectman Mazza to Sergeant John Dunn.

Commissioner Carlson reported this correspondence from First Selectman Joseph Mazza was congratulating Sergeant John Dunn on his graduation from the F.B.I. Academy.

4.3.3. Correspondence from Chairman Ametrano and the Commission to Dr. Castracane.

Commissioner Carlson stated this correspondence from the Chairman was presented as an f.y.i. to the Commission.

4.3.4. Correspondence from Mr. and Mrs. Stegina mentioning Officer O'Connor.

Commissioner Carlson read from a thank you for service note received to the Department referencing Officer O'Connor.

4.3.5. Correspondence from Rick Maynard, Parks and Recreation Director.

Commissioner Carlson stated correspondence from the Parks and Recreation Director was received thanking the Department for their assistance during the recent Fireworks event held by the Parks and Recreation Department.

4.3.6. Correspondence from Chief Dortenzio of the Wallingford Police Department to the Chief of Police.

Commissioner Carlson stated this correspondence from Chief Dortenzio was to Chief Terribile thanking him for his participation on a recent selection Board.

4.4. Budget/Finance

4.4.1 2012/2013 Budget Report.

Chief Terribile reported that the Administrative Assistant prepared the budget reports for June 2012 and for the month of July for the new fiscal year. The reports were distributed to the Commission.

Chief Terribile explained that \$148,000 was turned back to the Town for fiscal year 2011/2012 and reported that only \$9,000 came from the prepared budget. The Chief stated the additional funds came from manpower hours saved due to the cooperation of the Union and the Administration going from a minimum of four to a minimum of three. The Chief stated that this cooperation is why the department came in under budget. Chairman Ametrano spoke about the hurricane and snowstorm and commended the Chief for his efforts with the budget, especially in consideration of the storms and their effect. The Chairman stated that once again the Chief did an excellent job.

Chief Terribile reported that after the first month of the new fiscal year, the budget for 2012/2013 is in line.

5. Monthly Reports.

Deputy Chief Hutchinson reviewed the monthly reports and stated that Lieutenant Robinson had taken on and made substantial changes within Support Services and the reporting thereof. The Deputy Chief stated the changes and updates are beneficial to the Department. The Deputy Chief commended Lieutenant Robinson for keeping up with the additional assignments in the absence of the Support Services Lieutenant. He stated Lieutenant Robinson is communicating and handling this assignment very well.

6. Old Business

Commissioner Hedberg took the floor to discuss the outcome of a meeting that took place with the First Selectman, Mr. Portley, Town Engineer, and the Chief and Deputy Chief of Police regarding one-way traffic around the Guilford Green.

Commissioner Hedberg reported that after discussion it was unanimous that the one-way traffic proposed idea was not feasible and it would not work. He reported that there was extensive discussion regarding parking issues. He reiterated that no further action should take place due to the

discussion and upon the recommendation of the Town Engineer. Commissioner Hedberg stated that the First Selectman will handle inquiries regarding this decision.

Commissioner Carlson voiced concerns about the meeting and asked about the protocol. She recommended that a decision be made by the entire Commission. Commissioner Hedberg stated he was reporting to the Commission the outcome of the meeting and the recommendation to the Commission for action. Commissioner Trotta stated that the Commission discussed bringing this idea to Mr. Portley and it was agreed the meeting should take place. Commissioner Cole replied the outcome of the meeting was based on the recommendation of the Town Engineer. Commissioner Carlson stated her concerns were clarified.

Chief Terribile spoke on the parking spaces and the discussion that took place during the meeting. The Chief reported that Mr. Portley stated that proposed parallel parking would not add spaces and the proposal would not enhance traffic around the Green.

Chairman Ametrano asked for a motion at this time.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Trotta, that no further action be taken on the proposed idea of one-way traffic around the Guilford Green.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

Chief Terribile stated that this proposal was set forth in consideration of and with the intent of more parking or improved parking around the Green. Discussion followed regarding parking considerations in other areas around the Green. Discussion followed. Commissioner Hedberg said safety and traffic issues are the concern of the Traffic Authority.

Commissioner Ametrano asked for an update regarding the Municipal Animal Control Department and volunteerism. Chief Terribile said that Lucy Krauchick, his Administrative Assistant, ran a report for him that the Humane Society prepared regarding volunteerism and developing a program. The Chief said he is working on developing a program to present to the Commission but it is a work in progress. The Deputy Chief offered the past three years of reports from M.A.C.O. to the Commission for their review. The reports were reviewed.

It was agreed that the Commissioners will receive the M.A.C.O. monthly reports in their Commission packets.

Discussion followed regarding putting together a volunteer program, screening and acceptance of volunteers and if there is a need for such a program. Discussion followed regarding liability and volunteers. Commissioner Trotta suggested that the Chief contact the Town Council. It was agreed that the Chief will continue to research and put together a proposal. Chairman Ametrano asked the Chief to reach out to Ms. Bradley and the Chief agreed.

Chairman Ametrano asked if there were updates regarding the Kelly Mason 3rd Annual Memorial Brunch. The Deputy Chief reported that he recently spoke with Rose Mason and he has tickets for the event. The Deputy Chief reported the proclamation is underway.

The Memorial Brunch is at Anthony's Ocean View at 450 Lighthouse Road in New Haven on Sunday, September 23rd from 11 AM to 3PM. The event is a fundraiser and silent auction to benefit the Seat Belt Awareness Initiative supported by the Mason Memorial Fund for the community in conjunction with the Guilford Police Department.

7. New Business

The Chief spoke on a new family violence program that Sergeant Renchy worked on for the Department. This new Domestic Violence Lethal Assessment Program (LAP) will provide additional assistance for a victim at the time of the incident and includes additional telephone contacts of professionals and new forms. The Chief and the Deputy Chief spoke on the dedication of Sergeant Renchy and his advocacy with family and domestic violence programs throughout his career.

Commissioner Hedberg spoke about a police block party idea that he had witnessed in another town and the possibility of putting one together when the new vehicles and the new Command Post are received. Chairman Ametrano liked the idea of working that suggestion into an open house at the station. It was agreed that this idea would be revisited after the vehicles are received.

8. Police Personnel Comments.

None.

9. Executive Session.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to enter into Executive Session for the purposes of personnel

discussion inviting the Chief of Police, the Deputy Chief of Police and excusing the Clerk of the Board.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

The Clerk of the Board left the room at 6:45 PM.

Respectfully,

**Lucy Krauchick
Clerk of the Board**

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Cole, to come out of Executive Session at 7:00 PM.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

No action was taken, no motions were made.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Hedberg, to return to Public Session at 7:01 PM.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None

Motion: Motion made by Commissioner Cole, seconded by Commissioner Hedberg, to adjourn the meeting at 7:02 PM.

All in favor: Chairman Ametrano, Commissioners Carlson, Cole, Trotta and Hedberg.

Opposed: None

Abstained: None