

**GUILFORD POLICE DEPARTMENT
BOARD OF POLICE COMMISSION
MEETING MINUTES
WEDNESDAY, JUNE 20, 2012
AT POLICE HEADQUARTERS**

Present:

Board of Police Commissioners: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Department: Chief Terribile, Deputy Chief Hutchinson, Lucy Krauchick, Clerk of the Board

Excused: Commissioner Hedberg

Meeting called to order by Commissioner Ametrano at 5:30 PM.

1. Approval of Police Commission meeting minutes of Wednesday, May 16, 2012

Commissioner Ametrano asked for a motion to approve the meeting minutes.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to approve the meeting minutes of Wednesday, May 16, 2012 as presented.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

2. Public Petition/Commentary.

None.

3. **Traffic**

Chairman Ametrano asked for a motion to add several items to the Agenda.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to add Items 3.5 Mulberry Point/Beach, 3.6 Teamster Horsemen Motorcycle Ride, 4.2.10 Records Clerk, 4.2.11 Regional Testing for Lieutenant, Sergeant and Patrol to the Agenda.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None Motion carried

3.1. Commissioner Hedberg-Update on Whitfield Street traffic sign.

Chief Terribile reported, for Commissioner Hedberg, the 25m.p.h. traffic sign on Whitfield Street is now visible.

3.2. Seventh Annual ride to Prevent Hunger Motorcycle Charity Ride-Request for approval.

Chief Terribile recommended a motion to approve this request.

Chairman Ametrano asked for a motion of approval.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Trotta, to approve the request for the seventh annual Prevent Hunger Motorcycle Charity Ride on Sunday, September 9, 2012.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None Motion carried

3.3. Electronic correspondence received from Kenneth Lussier referencing Boston Street and State Street.

Chief Terribile reported that he received an email from Kenneth Lussier regarding the traffic signal at Boston Post Road and State Street. Mr. Lussier Stated that the traffic signal at the subject location is included in State Project 173-40, which is currently in design phase, for replacement of the entire signal. The Chief will keep the Commission informed.

3.4. Braking the Cycle (cyclist ride)-Request for approval.

Chief Terribile recommended a motion to approve this request.

Chairman Ametrano asked for a motion of approval.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the request for the Braking the Cycle ride on Saturday, September 29, 2012.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

3.5. Mulberry Point Road access to Daniel's Beach

Chief Terribile reviewed the correspondence he sent to Planning and Zoning regarding an access walkway from Mulberry Point Road to Daniel's Beach. The Chief reviewed the results of an examination he conducted on this traffic matter. He recommended that this request for access be denied. The Chief stated the proposed access walkway would encourage motorists to stop on Mulberry Point Road to drop off beach goes and this could create a very hazardous condition.

3.6. Teamster Horseman Motorcycle Ride-Request for approval.

Chief Terribile recommended a motion to approve this request.

Chairman Ametrano asked for a motion of approval.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the request for the Teamster Horsemen Motorcycle Charity Ride Motorcycle Charity Ride on Sunday, September 9, 2012.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

4. Facilities

4.1. Facilities

4.1.1. Gas/Vehicle Report

Chief Terribile reviewed the gas and mileage with no issues to report.

4.2. Personnel

4.2.1. Sick Time Report.

Chief Terribile reviewed the sick time report and stated sick time remains in order. Discussion followed. Commissioner Carlson made suggestions and recommendations regarding monthly reports. It was agreed that no changes would be made at this time.

4.2.2. Deputy Chief of Police-Request for vacation time carry over.

Chairman Ametrano asked for a motion of approval.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the request to carry over vacation time into Fiscal 2012/2013 for the Deputy Chief of Police, Jeffrey C. Hutchinson.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

4.2.3. Correspondence from Kimberly K. Mertz, U. S. Department of Justice F.B.I., congratulating Sergeant John Dunn on his recent graduation from the 249th Session of the F.B.I. National Academy.

Chief Terribile stated that Sergeant Dunn graduated from the F.B.I. Academy and the correspondence was acknowledging this accomplishment.

4.2.4. Internal Investigation 2012/02 (May require Executive Session).

Chief Terribile reviewed Internal Investigation 2012/02 with the Board of Police Commissioners. Discussion followed. No action was taken, no motions were made.

4.2.5. Grievance 2012-03-Officer O'Connor-F.Y.I.

Chief Terribile entertained questions. There were none.

4.2.6. Grievance 2012-04-Officer O'Connor-F.Y.I.

Chief Terribile entertained questions. There were none.

4.2.7. Grievance 2012-05-Officer O'Connor-F.Y.I.

Chief Terribile entertained questions. There were none.

4.2.8. Correspondence from Detective Bernier-Special Olympics International Conference 2012.

Chief Terribile stated that Detective Bernier was invited to the Special Olympics International Conference 2012 and that all conference expenses are paid by Special Olympics. The Chief said this opportunity for the detective is good for the

department. The Deputy Chief stated Detective Bernier worked hard on the events and often worked on his own time. Discussion followed.

Chairman Ametrano asked for a motion of approval.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Trotta, to approve the request of Detective Bernier to attend the Special Olympics International Conference 2012.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None Motion carried

4.2.9. P.O.S.T.-Certifications

Chief Terribile reviewed the recertification procedure for Officers with the Commission.

4.2.10. Records Clerk

Chief Terribile reported that an employee within the Guilford Employees Association (G.E.A.) had been interviewed for the position of Records Clerk, due to an upcoming retirement, and was given a conditional offer and would have a firm offer one the background check is completed. The Chief stated that Human Resources conveyed it is town policy to hire within the respective bargaining unit if that person is qualified for the position. Deputy Chief Hutchinson stated an employee working for the Police Department had applied for the Records Clerk position but was in a different bargaining unit.

Commissioner Carlson asked if the G.E.A. employee had the required skills for the position and the Chief replied yes.

Discussion followed and the Personnel Committee (Commissioner Carlson and Commissioner Cole) agreed to follow up with the Human Resources Director on the town policy and language of the bargaining unit (G.E.A.) regarding the above discussion.

4.2.11. Regional Testing

Chief Terribile discussed the upcoming forecasted retirement of a

Lieutenant. Discussion followed regarding testing all possible potential promotional positions at one time versus testing for Lieutenant and moving forward depending upon the promotion.

Discussion in reference to the information technology position and a town wide cloud. The information technology position is currently a uniformed sergeant position. Discussion followed. It was agreed to begin the Lieutenant test process and move forward with additional promotional testing after the Lieutenant process is completed.

4.3. Communications

4.3.1. Correspondence from South Central Criminal Justice Administration thanking Detective Bernier.

Commissioner Carlson read from correspondence received from South Central Criminal Justice Administration thanking Detective Bernier for his assistance on a panel.

4.3.2. Thank you to the department and Officer Thornton from Daisy Troop 62190.

Commissioner Carlson read from a thank you note received from the Daisy Troop thanking Officer Thornton for attending a meeting and for the informative presentation.

4.3.3. Electronic correspondence received from Joseph Dooley thanking the department for participation in Special Olympics Torch Run and Ceremonies.

Commissioner Carlson read from the correspondence from Mr. Dooley which thanked the department for their support and participation in the Special Olympics Torch Run.

4.4. Budget/Finance

4.4.1. 2011/2012 Budget.

Chief Terribile reviewed the monthly budget report and end of fiscal year projections.

4.4.2. 2012/2013 Budget.

Chief Terribile reviewed the 2012/2013 budget.

5. Monthly Reports

Monthly reports were reviewed. Discussion regarding changes in assignments and preparation of reports was reviewed.

6. Old Business

None.

7. New Business

None

8. Police Personnel/Comments

None.

Chairman Ametrano asked for a motion to enter into Executive Session.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to come out of Public Session and enter into Executive Session at 6:25 PM for the purposes of discussion of a contract for the Deputy Chief of Police inviting the Chief of Police, Deputy Chief of Police and excusing the Clerk of the Board.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

The Clerk of the Board left the room at 6:26 PM.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to come out of Executive Session and enter into Public Session at 7:12 PM.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to award the Deputy Chief of Police, Jeffrey C. Hutchinson, a two year contract with the Town of Guilford Police Department as Deputy Chief of Police, commencing July 1, 2012.

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None
Abstained: None

Motion carried

*Motion: Motion made by Commissioner Trotta, seconded by
Commissioner Carlson, to adjourn the meeting at 7:15 PM.*

All in favor: Commissioners Ametrano, Carlson, Cole and Trotta

Opposed: None

Abstained: None

Motion carried

Respectfully submitted,

Lucy Krauchick
Clerk of the Board