

**MINUTES
BOARD OF POLICE COMMISSIONERS
REGULAR MONTHLY MEETING
January 9, 2013
5:30 PM at Headquarters**

Attendance: Board of Police Commissioners: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta
Department Members: Chief Terribile, Deputy Chief Hutchinson, Lucy Krauchick, Clerk of the Board
Union Members: Detective Hill, President, Lieutenant Dunn, Officer O'Connor

Chairman Hedberg called the meeting to order at 5:31 PM.

1. Approval of prior meeting Minutes.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Trotta, to approve the Board of Police Commissioners meeting minutes of Wednesday, December 12, 2012 as presented.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

2. Public Petition/Commentary.

None.

3. Traffic

3.1. Department of Transportation-U.S. Route 1 (Boston Post Road) at State Street.

Chief Terribile updated the Commissioners on the status of the crosswalk sign at U. S. Route 1 and State Street.

Chairman Hedberg asked if there were any other traffic items that had come up over the past month. Chief Terribile reported on a traffic request that was made to him by Mr. Maynard, Parks and Recreation Director regarding a crosswalk at Daniels Avenue. The

Chief reported it was decided there is no place for a crosswalk at Daniels Avenue.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Trotta, to add Item 3.1.2. Guilford High School parking design to the Agenda.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Trotta, to approve the Guilford High School proposed parking design as presented.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

4. Committee Reports.

4.1. Facilities.

4.1.1. Gas/Vehicle Report.

Chief Terribile reviewed the report. There were no discrepancies.

4.1.2. Disposition of Deputy Chief's vehicle.

Deputy Chief Hutchinson asked for a motion to turn over his department vehicle to the Town of Guilford. The Deputy Chief has a replacement vehicle. He reported that the vehicle will be used by the First Selectman. Discussion followed regarding the vehicle and the equipment installed within the vehicle. It was discussed and agreed that specific public safety equipment or lights would be removed or prior to turning the vehicle over to the Town.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to transfer the Deputy Chief's department vehicle to the Town of Guilford.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole,

Commissioner Trotta

Opposed: None

Abstained: None

4.2. Personnel

4.2.1. Police Chief and Deputy Chief-Hiring Criteria (per the Duty Manual).

Chief Terribile reported, per C.A.L.E.A., the department should have a hiring process in place for the positions of Chief of Police and Deputy Chief of Police. He stated he has been trying to get this criteria in place for some time now because he wants ensure that the process is in place when he decides to retire. Chairman Hedberg stated that he took it upon himself to work on the document that was included in the Commission packets and that this is a work in progress and up for discussion. Discussion followed and it was agreed that more research should be conducted including communication with other agencies regarding their process in hiring criteria.

It was agreed that the item should be tabled for next month's meeting when a full Board of Police Commissioners would be in attendance.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to table Item 4.2.1 Police Chief and Deputy Chief-Hiring Criteria per the Duty Manual for discussion at the February 2013 regular Board of Police Commissioners meeting.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

4.2.2. Grievance 2012-17/Grievant Police Union.

Officer O'Connor presented Grievances 2012-17 regarding a "Burns Construction" extra duty road job on behalf of the Union. The Chief of Police reviewed Grievance 2012-17 on behalf of the Administration. Discussion followed. The Board of Police Commissioners stated they were ready to motion on this grievance.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Cole, to deny Grievance 2012-17.*

All in favor: *Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta*

Opposed: *None*

Abstained: *None*

4.2.3. Grievance 2012-18/Filed by Union President Fred Hill

Detective Hill presented his case on Grievance 2012-18 and reviewed the details of the grievance regarding an outside services extra duty road job on Veterans Day. Chief Terribile reviewed Grievance 2012-18 on behalf of the Administration. The Chief stated he reviewed the taped conversation that Detective Hill referred to and disagreed. It was discussed and agreed that this grievance should be tabled in an effort to have the conversation made available to the grievant and the Board of Police Commissioners for review.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Cole, to table Grievance 2012-18/Filed by Union President Fred Hill, for the purposes of providing the taped conversation for review and will be heard at the next regular meeting.*

All in favor: *Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta*

Opposed: *None*

Abstained: *None*

4.2.4. Grievance 2012-19/Grievant: Officer Mulero.

Officer O'Connor presented Grievance 2012-19/Grievant: Officer Mulero on behalf of the grievant and the Union. Officer O'Connor stated the grievance was due to a denied Holiday which should have been "locked in". Chief Terribile reviewed Grievance 2012-19/Grievant: Officer Mulero on behalf of the Administration and reviewed department assignments set forth by the Chief of Police. Discussion followed. The Board of Police Commissioners stated they were ready to motion on this grievance.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to deny Grievance 2012-19/Grievant: Officer Mulero.*

All in favor: *Chairman Hedberg, Commissioner Carlson, Commissioner Cole,*

Commissioner Trotta

Opposed: None

Abstained: None

4.2.5. Grievance 2012-21/Grievant: Officer O'Connor

Officer O'Connor presented Grievance 2012-21/Grievant Officer O'Connor on behalf of himself and the Union. The Chief reviewed Grievance 2012-21/Grievant: Chief Terribile presented his case on behalf of the Administration. Discussion followed. The Board of Police Commissioners stated they were ready to motion on this grievance.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to deny Grievance 2012-21/Grievant: Officer O'Connor.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

4.4. Budget/Finance

4.4.1. 2012-2013 Budget Report-Chief of Police.

Chief Terribile reviewed the 2012-2013 budget and entertained questions. He went over line items such as overtime, replacement and police salaries. The Chief projects that by the end of the year this budget will be close. The Chief attributed additional overtime expenses to the hurricane and stated that he will be in contact with the Finance Director regarding FEMA credits. The Chief stated that the previous hurricane credits restored the overtime account and expects that will be the case this fiscal year.

4.4.2. 2013-2014 Proposed Budget Report-Chief of Police.

Chairman Hedberg stated the Chief will review the 2013-2014 department budget at this time which was the main reason for moving the regular meeting up to this date.

Chief Terribile took the floor and reviewed line item by line item of the proposed budget with the Board of Police Commissioners. Discussion followed regarding an upcoming Sergeant promotion and patrol hiring. The Chief stated one of the patrol officers handed in his retirement memo this week.

Discussion followed regarding the number of sworn officers and on the job injuries.

Commissioner Carlson asked about workload analysis reports and manpower reports. The Deputy Chief reported that another manpower analysis will be prepared in 2013.

Chief Terribile reviewed salaries for 2013-2014. He discussed in detail the formula that he uses for the budget that has been in place for over twenty years. He continued to review line item by line item with the Board of Police Commissioners. Commissioner Carlson commended the Chief of Police on a good job with the budget and said “it looks great”. All agreed.

Chief Terribile reviewed the Municipal Animal Control budget for 2013-2014.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the proposed 2013-2014 Police Department Budget as presented by the Chief of Police.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

5. Monthly Reports.

Chief Terribile reviewed the monthly reports with the Board of Police Commissioners. It was discussed that several reports were not received due to the change in the date of the meeting.

6. Old Business.

Deputy Chief Hutchinson reported that the Energy Task force expressed interest in the new HVAC system for the department and he will be meeting with them as they go thru the building on Saturday.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Trotta, to add Item 7.2. School Security to the Agenda and to add Item 7.3. New Hiring Status and Hiring Process to the Agenda for the purposes of discussion. Item 7.2. School Security to be heard in Executive Session.

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

Union Members left the room.

7. New Business.

7.1. Board of Police Commissioners-Committee Assignments.

Chairman Hedberg requested that the Board of Police Commissioners remain in their current assignments until the mid year turnover of Commissioners takes place. It was agreed.

7.2. School Security (moved to Executive Session).

7.3. New Hiring State and Hiring Process.

Deputy Chief Hutchinson reviewed the new hire with the Board of Police Commissioners. Officer Casey began his training at the Police Academy this week.

Candidate #2 is in the background process at this time. The Deputy Chief reported that the department has one guaranteed spot at the Police Academy in April and another one is approximately 60% guaranteed for April. Deputy Chief Hutchinson reported that the candidate list has been exhausted and he received a new batch of applications for interviews. Discussion followed regarding the interview process and candidates, in particular prescreening and conditionals. The Deputy Chief recommended that this discussion move to Executive Session. It was agreed.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to enter into Executive Session for the purposes of discussion of Agenda Items 7.2. School Security and 7.3. New Hiring Status and Hiring Process, inviting the Chief of Police and Deputy Chief of Police and dismissing the Clerk of the Board.

The Clerk of the Board left the room at 7:26 PM.

Respectfully submitted,

Lucy Krauchick Clerk of the Board

Motion: *Motion made by Commissioner Carlson, seconded by Commissioner Trotta, to move out of Executive Session and enter into Public Session at 8:06 PM.*

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

No action was taken, no motions were made.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Cole, to adjourn the meeting at 8:08 PM.*

All in favor: Chairman Hedberg, Commissioner Carlson, Commissioner Cole, Commissioner Trotta

Opposed: None

Abstained: None

Submitted by the Deputy Chief of Police.