

BOARD OF POLICE COMMISSIONERS  
DRAFT MEETING MINUTES  
September 25, 2013  
5:30 p.m.  
Guilford Police Headquarters  
400 Church Street  
Guilford, CT 06437

Present: Commissioners: Joseph Ametrano, Thomas Cole, Chairman Jeff Hedberg,  
Fred Trotta

Department Members: Chief Terribile, Deputy Chief Hutchinson, Officer Fred Hill

Others: Swearing In Ceremony: Officer Dube; Officer Hudson; Officer Jakober; Officer Thornton; Officer Anania and Officer Casey and their families;  
Karen Quercia, Acting Clerk

Chairman Hedberg called the meeting to order at 5:30 p.m.

Chairman Hedberg requested a motion to move Item 4.2.1, Swearing In of Officers Casey and Anania , to the beginning of the meeting.

Chief Terribile asked for a motion to add: Items 3.2, request of Guilford Garden Club to close off Broad Street from 5:00 p.m. to 9:00 p.m. on December 6, 2013 for the annual Holiday Candlelight Stroll; and Item 3.3, request of the Guilford Chamber of Commerce to close off Whitfield Street for the annual Holiday Tree Lighting on December 6, 2013.

*Motion: Upon a motion by Mr. Ametrano, and seconded by Mr. Cole, the Board of Police Commissioners voted to move Item 4.2.1 Swearing In of Officers Richard Casey and Marilisa Anania to the beginning of the meeting for the convenience of the officers and families; and to add Items 3.2 and 3.3.*

*In Favor: Ametrano, Cole, Hedberg, Trotta*

*Opposed: None*

*Abstained: None*

**4.2.1 Swearing In of Officers Richard Casey and Marilisa Anania.**

Chairman Hedberg administered the oath to Officers Anania and Casey and congratulated them and their families. Chief Terribile welcomed the new officers and congratulated them. Both Chairman Hedberg and Chief Terribile spoke of the hard work on the Officers' parts to successfully complete their training.

**1. Approval of prior meeting minutes.**

**1.1 Approval of Police Commission meeting minutes of Wednesday, August 21, 2013.**

*Motion: Upon a motion by Mr. Trotta, and seconded by Mr. Ametrano, the Commission voted to approve the minutes of the August 21, 2013 meeting.*

*In Favor: Ametrano, Cole, Hedberg, Trotta*  
*Opposed: None*  
*Abstained: None*

**2. Public Petition/Commentary**

None

**3. Traffic**

**3.1 Additional stop sign at Tanner Marsh Road and Clapboard Hill Road**

Chairman Hedberg stated that he spent time at the intersection on three separate occasions - mornings and late afternoon to look for any real dangers. He did not observe any serious problems. Mr. Cole stated that he and Mr. Trotta go through that intersection 4- 5 times a day and have not seen any problems. In addition, he noted that there is a small grade at that spot and installing a stop sign could cause a traction problem during periods of ice and snow.

Chief Terribile stated that there is no significant history of accidents there.

*Motion: Upon a motion by Mr. Ametrano, and seconded by Mr. Trotta, the Commission felt that an additional stop sign at the intersection of Tanner Marsh Road and Clapboard Hill Road is not warranted at this time.*

*In Favor: Ametrano, Cole, Hedberg, Trotta*  
*Opposed: None*  
*Abstained: None*

**3.2 Act on request of the Guilford Garden Club to close Broad Street from 5:00 p.m. to 9:00 p.m. on December 6, 2013 for the annual Holiday Candlelight Stroll.**

*Motion: Upon a motion by Mr. Cole, and seconded by Mr. Ametrano, the Board of Police Commissioners voted to approve the request of the Guilford Garden Club to close Broad Street from 5:00 p.m. to 9:00 p.m. on December 6, 2013 for the annual Holiday Candlelight Stroll.*

*In Favor: Ametrano, Cole, Hedberg, Trotta*  
*Opposed: None*  
*Abstained: None*

**3.3 Act on request of the Guilford Chamber of Commerce to close Whitfield Street for the annual Holiday Tree Lighting on December 6, 2013.**

*Motion: Upon a motion by Mr. Cole, and seconded by Mr. Ametrano, the Board of Police Commissioners voted to approve the request of the Guilford Chamber of Commerce to close Whitfield Street for the annual Holiday Tree Lighting on December 6, 2013.*

*In Favor: Ametrano, Cole, Hedberg, Trotta*

*Opposed: None*

*Abstained: None*

In response to a question from Mr. Cole, the Chief stated that there will be adequate policing for the events.

#### **4. Committee Reports**

##### **4.1 Facilities**

###### **4.1.1 Gas/Vehicle Report**

Chief Terribile noted that everything looks good.

###### **4.1.2 HVAC System**

Deputy Chief Hutchinson reported on the status of the review of the HVAC system.

###### **4.1.3 Incident Command Post Crime Mapping hardware/software**

Deputy Chief Hutchinson reported that both the Board of Selectmen and Board of Finance approved the bid award, and a purchase order requisition has been submitted to the Purchasing Department for processing.

##### **4.2 Personnel**

###### **4.2.1 Swearing In of Officers Richard Casey and Marilisa Anania.**

See above

###### **4.2.2 Recruit Report Update**

The Chief provided a staffing status update.

The officers at Field Day exercises look good.

###### **4.2.3 School Resource Officer**

Discussion took place regarding a school resource officer.

The Chief noted that the Superintendent of Schools is happy with the current police presence in all of the schools. School Principals have reported positive interactions between the officers, students and staff.

The Commissioners are aware that the construction of the new High School will mean that there will be many workers on school grounds. Plans are in place for an increased police presence during the construction of the new school.

### **4.3 Communications**

**4.3.1 Letter from Mr. Robert Scott thanking animal control for their assistance.**

**4.3.2 Letter from Branford Chief Halloran thanking the Department and Officer Thompson for assistance investigating a fatal motor vehicle accident.**

The Commissioners acknowledged the receipt of the correspondence. The Chief noted that MACO Buckley is doing a fantastic job.

### **4.4 Budget/Finance**

#### **4.4.1 Budget Report – Chief Terribile (verbal)**

Reports from the Finance Department were not available at the time of the meeting. Chief Terribile noted that the Replacement Salaries account is higher than he would like it to be at this point in the year, but they are down 8 out of 37 officers. 20% of the work force is out.

### **5. Monthly Reports.**

The Commissioners reviewed and discussed the reports.

### **6. Old Business.**

None

### **7. New Business.**

Commissioner Cole has been in contact with former Chief Ken Cruz's widow and she expressed her appreciation for the flowers.

Deputy Chief Hutchinson reported that a mock accreditation inspection was held in preparation for the upcoming inspection. The Department will be requesting a Gold Standard inspection this year. This means they will have to mail off fewer files, and the inspectors will spend the majority of their time on ride-alongs and interviews.

### **8. Police Personnel Comments.**

Any other business that may properly come before the Board in Regular Session.

None

### **9. Executive Session.**

Any other business that may properly come before the Board in executive Session.

None

*Motion: Upon a motion by Mr. Trotta, and seconded by Mr. Ametrano, the Board of Police Commissioners voted to adjourn at 6:43 p.m.*

*In Favor: Ametrano, Cole, Hedberg, Trotta*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
Karen Quercia  
Acting Clerk