

BOARD OF POLICE COMMISSIONERS  
MEETING MINUTES  
November 19, 2014  
5:30 p.m.  
Guilford Police Headquarters  
400 Church Street  
Guilford, CT 06437

Present: Commissioners: Vice Chair Commissioner Carlson,  
Commissioner Trotta, Commissioner Mikolay,  
Commissioner Chello

Department Members: Thomas A. Terribile, Chief of Police  
Jeffrey C. Hutchinson, Deputy Chief of Police  
Lucy Krauchick, Clerk of the Board

Union Members: Union President Fred Hill,  
Union Representative Bruce Denison  
Union Representative Meredith Thornton

Public: Mr. Charles Mason and Mrs. Rose Mason and Family

Commissioner Carlson, Vice Chair called the meeting to order at 5:39 p.m.

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

**1.1 Approval of Police Commission meeting minutes of Wednesday, October 15, 2014.**

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Mikolay, to approve the meeting minutes of Wednesday, October 15, 2014 as presented.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*

**1.2. Approval of Police Commission special meeting minutes of Wednesday, November 5, 2014.**

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Mikolay, to approve the special meeting minutes of Wednesday, November 5, 2014 as presented.*

*In Favor: Commissioner Trotta, Commissioner Mikolay*

*Opposed: None*

*Abstained: Commissioner Carlson, Commissioner Chello*

**1.3. Approval of Police Commission special meeting minutes of Thursday, November 6, 2014.**

*Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Trotta, to approve the special meeting minutes of Thursday, November 6, 2014 as presented.*

*In Favor:* Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay  
*Opposed:* None  
*Abstained:* Commissioner Chello

**2. Public Petition/Commentary**

None

**3. Traffic.**

**3.1. Vista Drive.**

Commissioner Mikolay reported on traffic regarding Vista Drive and offered recommendations which included educating motorists, continued enforcement of traffic laws and the addition of striping. The Deputy Chief reported that Lieutenant Robinson organized increased patrol enforcement and met with the Parks and Recreation Department and the Soccer Club of Guilford. The Chief of Police suggested signage be installed. It was agreed the department will keep communication open with the Vista Drive residents, Parks and Recreation and the clubs who use the fields.

*Motion:* Motion made by Commissioner Trotta, seconded by Commissioner Mikolay, to request Public Works stripe curbs yellow and add signage on Vista Drive.

*In Favor:* Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello  
*Opposed:* None  
*Abstained:* None

**3.2. Vineyard Point Road.**

Commissioner Mikolay reported on the Vineyard Point Road concerns. He reported on a recent meeting he attended with First Selectman Mazza and Mr. Portley, Town Engineer. Discussion followed.

*Motion:* Motion made by Commissioner Mikolay, seconded by Commissioner Chello, to table Traffic Item 3.2. Vineyard Point Road until the regular Board of Police Commissioners meeting of March 2015.

*In Favor:* Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello  
*Opposed:* None  
*Abstained:* None

**3.3. Boston Street at Union Street.**

Commissioner Mikolay and Chief Terribile reported on the traffic concerns

of Boston Street and Union Street. The Chief reported the bushes were removed in an effort to improve sightlines. The State suggested that stop ahead signs be installed on both South Union Street and Union Street and recommended waiting for the final report for any further action.

*Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Trotta, to request Public Works add stop ahead signage on South Union Street and Union Street.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*

### **3.4. Law Enforcement Challenge Award-F.Y.I.**

Deputy Chief Hutchinson reported that the department received an award from the Connecticut Police Chiefs Association and Connecticut Department of Transportation for the 2013 Law Enforcement Challenge. This was the second year the department was recognized and awarded for its work in Traffic Safety, Policy, Training, Public Information, Incentives, Recognition, Enforcement Activity and Effectiveness.

The Deputy Chief gave “kudos” to Lieutenant John Dunn for his responsibility in coordinating and completing the application. The Deputy Chief reported on a decrease in the total number of accidents and suggested this may be due to the coordination of the traffic safety efforts led by Lieutenant Dunn, the Sergeants and Patrol Officers. He commended the Sergeants and Patrol Officers for their efforts and participation in this challenge.

The Deputy Chief welcomed the Mason Family as they arrived at the meeting and commended them for their efforts in raising funds for the department and their commitment to traffic safety and seat belt awareness.

Vice Chair Carlson asked for a motion to move Item 7.1. The Mason Family-Request to address the Board of Police Commissioners up the Agenda.

*Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Chello, to move up the Agenda under New Business Item 7.1. The Mason Family-Request to address the Board of Police Commissioners for the convenience of the Mason Family.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*

Rose Mason and her family addressed the Board of Police Commissioners and presented a check for \$10,000 on behalf of The Kelley M Mason Memorial Fund. Rose Mason spoke about the loss of their daughter Kelley Mason in a traffic accident five years ago. She indicated they may do something different regarding the fundraising next year. The Commission agreed that the Mason Family’s

continued efforts and commitment to traffic safety and seat belt awareness has provided the department many additional opportunities for the Town of Guilford. A brief photo opportunity took place and the Board of Police Commissioners thanked the family for their commitment and accepted the monetary gift. The family left the room.

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

##### **4.1. Facilities**

###### **4.1.1. Body Cameras**

Deputy Chief Hutchinson spoke about a private donation that has been offered to the department for the purchase of body cameras. The Deputy Chief said the donation will be \$10,000 for three consecutive years and the party wants to remain anonymous.

The Deputy Chief said a policy for body cameras has to be developed and will take research and work. He reported he has to get together with the Union to discuss body cameras. The Chief spoke about privacy issues and freedom of information concerns. Discussion followed regarding the funds and the Chief and Deputy Chief explained that the Finance Department would setup a fund for the donation.

###### **4.1.2. Gas/Vehicle Report**

The Chief reviewed the report which remains in order. Commissioner Mikolay asked for clarification on one item and the Chief reviewed outside services vehicle requests and vendor payments.

###### **4.1.2. HVAC Update**

Deputy Chief Hutchinson reported on the progress of the HVAC system upgrades.

##### **4.2. Personnel**

###### **4.2.1. Recognition of Lieutenant Robinson-35 years of service.**

The Chief reported Lieutenant Robinson was acknowledged for his 35 years of service and the Commissioners commended the Lieutenant for his service.

###### **4.2.2. Recognition of Sergeant Lawrence-35 years of service.**

The Chief reported Sergeant Lawrence was acknowledged for his 35 years of service and the Commissioners commended the Sergeant for his service.

###### **4.2.3. Recognition of Officer Denison-35 years of service.**

The Chief reported Officer Denison was acknowledged for his 35 years of service and the Commissioners commended the officer for his service.

**4.2.4. Sick Time Incentives.**

Chief Terribile reviewed the report. He stated that sick time has been on a decline and spoke about the incentives.

**4.2.5. Grievance 2014-08-previously tabled.**

**4.2.6. Grievance 2014-09-previously tabled.**

**4.2.7. Grievance 2014-10-previously tabled.**

**4.2.8. Grievance 2014-11-previously tabled.**

Deputy Chief Hutchinson reviewed the upcoming grievances on the Agenda which were tabled at the previous meeting. He stated they were all similar in nature except for Grievance 2014-12. The Deputy Chief said that communication had been made with the Administration and the Union. The meetings were productive but no settlements were agreed upon. It was agreed the grievances were similar and discussion could begin with all of them in mind.

The Union defended Grievances 2014-08, 2014-09, 2014-10 and 2014-11. Fred Hill, Union President spoke on behalf of the grievances that were filed. Meredith Thornton and Bruce Denison, both Union Representatives spoke on behalf of the Union. Discussion took place.

The Deputy Chief of Police and the Chief of Police defended Grievances 2014-08, 2014-09, 2014-10 and 2014-11 representing the Administration of the department. Discussion took place.

The Board of Police Commissioners discussed the Grievances and asked questions of the Union and the Administration. Recommendations were made and suggestions on mediation. Discussion followed.

*Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Trotta, to deny Grievance 2014-08, to deny Grievance 2014-09, to deny Grievance 2014-10 and to deny Grievance 2014-11.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*

The Administration and the Union agreed to continue to talk.

**4.2.9. Grievance 2014-12-previously tabled.**

Discussion took place.

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Mikolay, to deny Grievance 2014-12.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay,*

*Commissioner Chello*  
*Opposed: None*  
*Abstained: None*

**4.2.10. All grievance status. May require Executive Session (2012-13/14).**

Deputy Chief reviewed the grievance spreadsheet. He explained that the highlighted grievances had been settled or withdrawn. He said the Administration and the Union will continue to try to build communication. The Deputy Chief indicated he appreciated the efforts of the Union. Fred Hill, Union President stated the Union will continue to move forward on the issues and the Union appreciated communication efforts too.

**4.2.11. Training Hours**

Chief Terribile reviewed the training hours spreadsheet and explained to the Board of Police Commissioners about recertification. Discussion followed.

4.2.12. Discussion of the Chief of Police job position. May require Executive Session.

Commissioner Carlson stated the discussion regarding the Chief of Police job position would take place in Executive Session.

**4.3. Communication.**

**4.3.1. Correspondence from Commissioner Mikolay.**

Commissioner Mikolay thanked the department for a recent training he attended.

**4.4. Budget/Finance**

4.4.1. 2014/2015 Budget Report-Verbal.

Chief Terribile reviewed the current budget. He said everything looks good.

4.4.2. 2015/2016 Budget-Capital Items.

The Deputy Chief of Police reviewed the spreadsheet with the capital items.

*Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Chello, to accept the five year capital Fiscal Budget 2015/2016 as presented and recommend to present it to the Board of Selectmen for approval.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*  
*Opposed: None*  
*Abstained: None*

**5. Monthly Reports.**

The Chief entertained questions and Commissioner Mikolay asked for clarification on one of the staff meeting reports. The Chief reviewed the formula on page eight which clarified the question. There were no further questions.

**6. Old Business.**

None.

**7. New Business.**

**7.1. The Mason Family-Request to address the Board of Police Commissioners.**

As motioned and approved, Item 7.1. The Mason Family moved up the Agenda.

**7.2. Discussion regarding the Board of Police Commissioners regular meeting schedule of 2015.**

Commissioner Carlson stated all regular meetings of the Board of Police Commissioners will be scheduled as the third Wednesday of the month for 2015. It was agreed.

**8. Police Personnel Comments.**

Union President Fred Hill spoke about the setup of the Board of Police Commissioners meeting tables. He stated the Union requests that the Chief of Police and Deputy Chief of Police sit on one side of the horseshoe setup and the Union sit on the other side. Commissioner Trotta asked if the Union was asking for seating to be rearranged and President Hill responded that it was.

Commissioner Carlson responded the Commission will take that request into advisement.

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Mikolay, to move out of Public Session and into Executive Session at 7:32 PM excusing the Chief of Police, Deputy Chief of Police, Clerk of the Board and any Union members in attendance.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*

All attendees excluding the Board of Police Commissioners left the room.  
The Clerk of the Board left the room at 7:33 PM.

Respectfully submitted.

Lucy Krauchick  
Clerk of the Board

**9. Executive Session.**

**9.1. Discussion of the Chief of Police job posting.**

*Motion: Motion made by Commissioner Chello, seconded by Commissioner Mikolay, to come out of Executive Session and move back into Public Session at 8:10 PM.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*

No motions were made, no action was taken.

*Motion: Motion made by Commissioner Chello, seconded by Commissioner Mikolay, to adjourn the meeting at 8:12 PM.*

*In Favor: Commissioner Carlson, Commissioner Trotta, Commissioner Mikolay, Commissioner Chello*

*Opposed: None*

*Abstained: None*