

Town of Guilford  
Board of Police Commissioners  
Minutes  
Wednesday, June 17, 2015  
5:30 PM  
Police Headquarters

Present: Commissioners: Chairman Hedberg, P. Martha Carlson, Fred Trotta,  
Mike Mikolay, Paul Chello (arrived 5:46 PM)  
Department Members: Chief Jeffrey Hutchinson, Lucy Krauchick, Clerk of the Board  
Public: Barbara Letts, 484 Mulberry Point Road

Call to order

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

Chairman Hedberg asked for a motion to move Traffic Item 3.7. Traffic concern at 484 Mulberry Point Road as tabled up the Agenda to accommodate Barbara Letts. It was agreed to open the conversation after approval of the meeting minutes.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Mikolay, the Commission voted to move Item 3.7. Traffic concerns at 484 Mulberry Point Road as previously tabled up the Agenda to accommodate the audience member.*

*In Favor: Hedberg, Carlson, Trotta, Mikolay*  
*Opposed: None*  
*Abstained: None*

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

1.1. Approval of Police Commission meeting minutes of Wednesday, May 20, 2015.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Mikolay, the Commission voted to approve the meeting minutes of Wednesday, May 20, 2015 as presented.*

*In Favor: Hedberg, Carlson, Trotta, Mikolay*  
*Opposed: None*  
*Abstained: None*

1.2. Approval of Police Commission special meeting minutes of Wednesday, May 27, 2015.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Carlson, the Commission voted to approve the special meeting minutes of Wednesday, May 27, 2015 as presented.*

*In Favor: Hedberg, Carlson, Trotta, Mikolay*  
*Opposed: None*  
*Abstained: None*

Chairman Hedberg asked for a motion to add two items to the Agenda under Communications.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Carlson the Commission voted to approve to the Agenda under Communications Item 4.3.3. Letter from Mr. Fessel thanking the department and 4.3.4. Thank you from Mr. Dennis Walker.*

*In Favor: Hedberg, Carlson, Trotta, Mikolay*  
*Opposed: None*  
*Abstained: None*

Chairman Hedberg opened the discussion.

3.7. Traffic concern at 484 Mulberry Point Road as tabled from May meeting.

Barbara Letts of 484 Mulberry Point Road addressed the Commission about her concerns.

She presented a handout to the Commission. Ms. Letts spoke about her concerns regarding the curve at 484 Mulberry Point Road and discussed accidents. She indicated that due to the curve and speeding, she has already replaced four mailboxes. She stated that traffic flow has increased, drivers do not follow the speed limit and a recent accident took out a stone pillar. She requested that the guardrail be reinstalled.

Commissioner Mikolay thanked Ms. Letts. Commissioner Mikolay reported that he and Chief Hutchinson drove to the sight and viewed the curve and observed traffic. He went over pictures that had been taken of the road. Chief Hutchinson had contacted Mr. Portley about the concerns.

Chief Hutchinson stated that a recent accident study was completed and reviewed the report. Discussion followed. The Commission is the traffic authority and can add signage, speed limits, etc. but Mr. Portley is the Town Engineer who engineers the roadways.

Discussion followed regarding signage at the curve. Chief Hutchinson will increase traffic enforcement. The Commission agreed. Chief Hutchinson will contact Mr. Portley and have another conversation about the guardrail.

Barbara Letts thanked the Commission and the Chief and left the room at 5:54 PM.

**2. Public Petition/Commentary.**

None.

**3. Traffic.**

3.1. Traffic concern at Route 1 and Church Street received through 1<sup>st</sup> Selectman Mazza.

Chief Hutchinson stated that new traffic lights were installed on Route 1. During the construction and installation there were periodic traffic delays. The department conducted reviews of the intersection and found no concerns once construction was completed. The Chief will communicate the results with Ms. Latham via email.

3.2. M.D.A. motorcycle ride, Sunday, July 12, 2015.

*Motion: Upon a motion by Commissioner Carlson, seconded by Commissioner Mikolay, the Commission voted to approve the Muscular Dystrophy Association of Connecticut (M.D.A.) motorcycle ride on Sunday, July 12, 2015.*

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

*Opposed: None*

*Abstained: None*

3.3. Route 1 and Route 22 intersection change.

Brief discussion regarding a change in the intersection of Route 1 and Route 22 from the State of Connecticut. Submitted to the Commission as an informational.

3.4. V.I.S.T.A. Tour de Shore bicycle ride Sunday, October 18, 2015.

*Motion: Upon a motion by Commissioner Carlson, seconded by Commissioner Mikolay, the Commission voted to approve the Vocational and Life Skills Center (V.I.S.T.A.) Tour de Shore bicycle ride on Sunday, October 18, 2015.*

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

*Opposed: None*

*Abstained: None*

3.5. State notification of rumble strip installation on Route 77.

The state will be installing centerline rumble strips on Route 77. Submitted to the Commission as informational.

3.6. F.Y.I. Route 1 and Route 77 paving scheduled.

Submitted to the Commission as informational.

3.7. Traffic Concern at 484 Mulberry Point Road, as tabled from May meeting.

As moved up the Agenda by an approved motion by the Commission.

3.8. Letter to State and traffic study for Route 77/Bluff View-F.Y.I.

Submitted to the Commission as informational.

#### 4. Committee Reports.

##### 4.1.1. HVAC and CCTV updates (no documents).

Chief Hutchinson reported that the CCTV program was complete and working well. Chief Hutchinson reported that the HVAC program was complete, temperature is balanced and the software is working.

Discussion took place regarding the cleaning services bid. Chief Hutchinson updated the Commission.

##### 4.2. Personnel.

##### 4.2.1. Grievance 2014-18 (as tabled).

*Motion:* Upon a motion by Commissioner Trotta, seconded by Commissioner Carlson, the Commission voted to table Grievance 2014-18.

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

*Opposed:* None

*Abstained:* None

*Motion:* Upon a motion by Commissioner Trotta, seconded by Commissioner Carlson, the Commission voted to withdraw the motion to table Grievance 2014-18 and move out of Public Session and into Executive Session at 6:04 PM for the purposes of discussion of personnel matters inviting the Chief of Police and excusing the Clerk of the Board.

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

*Opposed:* None

*Abstained:* None

The Clerk of the Board left the room at 6:04 PM. The Clerk of the Board was called back into the Room at 6:24 PM.

*Motion:* Upon a motion by Commissioner Carlson, seconded by Commissioner Trotta, the Commission voted to move out of Executive Session and move back into Public Session at 6:24 PM.

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

*Opposed:* None

*Abstained:* None

No action was taken, no motions were made in Executive Session.

*Motion:* Upon a motion by Commissioner Carlson, seconded by Commissioner Trotta, the

*Commission voted to table Grievance 2014-18.*

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

Chairman Hedberg asked for a motion to add to the Agenda under Personnel Item 4.2.4. Vacation carry over request.

*Motion: Upon a motion by Commissioner Trotta, seconded by Commissioner Mikolay, the Commission voted to add under Personnel Item 4.2.4. Vacation carry over request from the Chief of Police.*

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

#### 4.2.2. New Hire Updates.

Chief Hutchinson reported that Officer Carmody and Officer Dillon graduated from the academy this week.

Chief Hutchinson reported that backgrounds had been conducted for the current hiring process. One employee will be hired.

Chief Hutchinson recommended revisiting the applications. It was agreed to move forward with another review of the applicants and to begin the pre-screening process.

#### 4.2.3. Grievance Status.

Chief Hutchinson reviewed the status of grievances.

#### 4.2.4. Vacation carry over request-Chief Hutchinson.

Chief Hutchinson reviewed his request to carry over vacation time with the Commission.

*Motion: Upon a motion by Commissioner Trotta, seconded by Commissioner Carlson, the Commission voted to approve the request of the Chief of Police to carry over vacation time into the next fiscal year.*

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

Chairman Hedberg asked for a motion to add to the Agenda Item 4.2.5. Vacation carry over request-Officer Martone.

*Motion: Upon a motion by Commissioner Chello, seconded by Commissioner Mikolay, the Commission voted to add the the Agenda under Personnel Item 4.2.5. Vacation carry over request-Officer Martone.*

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

*Opposed: None*

*Abstained: None*

#### 4.2.5. Vacation carry over request-Officer Martone.

Chief Hutchinson reviewed correspondence he received from Officer Martone requesting to carry over vacation time. Chief Hutchinson reviewed the circumstances as presented by the Officer. Discussion followed.

*Motion: Motion made by Commissioner Trotta, seconded by Commissioner Chello, the Commission voted to approve the request of vacation time carry over in light of Officer Martone's letter and recent addition to the force. In the event that the Officer cannot book time off the carry over request is approved with the understanding that the Commission strongly encourages the Officer to take the time prior to the new fiscal year.*

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

*Opposed: None*

*Abstained: None*

Chief Hutchinson discussed a vacation carry over request from Officer Morrell. Chairman Hedberg asked for a motion to add the request to the Agenda under Personnel Item 4.2.6. Vacation carry over request-Officer Morrell.

*Motion: Motion made by Commissioner Chello, seconded by Commissioner Carlson, to add to the Agenda under Personnel Item 4.2.6. Vacation carry over request-Officer Morrell.*

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

*Opposed: None*

*Abstained: None*

#### 4.2.6. Vacation carry over request-Officer Morrell.

Chief Hutchinson spoke about a conversation he had with Officer Morrell. The officer requested to carry over vacation time into the next fiscal year. The Commission asked for clarification as to why the vacation time was not taken during the fiscal year. Chief Hutchinson reviewed his discussion with Officer Morrell regarding the circumstances. Discussion followed.

*Motion: Upon a motion by Commissioner Trotta, seconded by Commissioner Chello, the Commission voted to approve the request to carry over vacation time for Officer Morrell in the event that the Officer cannot book time off during the present fiscal year and with the understanding that the Commission strongly encourages the Officer to take the time prior to the new fiscal year.*

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

*Opposed: None*

*Abstained: None*

#### 4.3. Communications.

##### 4.3.1. Letter from intern Chad Clyne thanking the police department.

Commissioner Mikolay read from a letter received from Chad Clyne. Mr. Clyne recently interned at the police department and he was thankful for the opportunity.

##### 4.3.2. Letter from Ms. Diane Mott thanking the police department.

Commissioner Mikolay read from a letter from Ms. Mott thanking the police department.

##### 4.3.3. Letter from Mr. Fessel thanking the police department.

Commissioner Mikolay read from a letter received from Mr. Ted Fessel acknowledging the police department.

##### 4.3.4. Thank you from Mr. Dennis Walker.

Chief Hutchinson stated that Mr. Walker appeared at the department and asked to speak with him. The Chief said Mr. Walker wanted express his respect and appreciation for the department's service.

#### 4.4. Budget/Finance

##### 4.4.1. 2014/2015 Budget Report.

Chief Hutchinson stated the budget is in order. He has reviewed open blanket purchase orders and will identify which ones can be cleared out and he will prepare the budget analysis.

Commissioner Carlson requested an update on the body cameras. The Chief reviewed the legislation regarding body cameras. Chief Hutchinson has decided to move forward on the purchase of the body cameras. The Commission agreed.

## 5 Monthly Reports

The Chief reviewed the regular monthly reports.

**6. Old Business.**

None.

**7. New Business.**

Commissioner Mikolay commended Detective Sergeant, Bernier, Officer Morrell and the staff Volunteers on the success of the Fury at the Fairgrounds. The Chairman and Commission members agreed it was a well-received event.

**8. Police Personnel Comments.**

None.

*Motion: Upon a motion by Commissioner Carlson, seconded by Commissioner Mikolay, the Commission voted to adjourn the meeting at 6:47 PM.*

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

*Opposed: None*

*Abstained: None*

Respectfully submitted,

Lucy Krauchick  
Clerk of the Board