

Town of Guilford  
Board of Police Commissioners  
Minutes  
Wednesday, September 16, 2015  
5:30 PM  
Police Headquarters

Present: Commissioners: Chairman Martha Carlson, Jeff Hedberg, Fred Trotta,  
Mike Mikolay, Paul Chello  
Department Members: Chief Jeffrey Hutchinson, Deputy Chief Dunn, Lucy Krauchick, Clerk of the Board  
Public: Richard Spotlow  
Guests: Eric Preudhomme, Luke Meisterling and a family member.

Call to order.

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

Chairman Carlson asked for a motion to move an Agenda item up to accommodate the guests in the audience.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Chello, the Commission voted to move forward Agenda Item 7.1. Citizen Awards to accommodate the audience.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

#### 7.1. Citizen Awards

Chief Hutchinson presented Citizen Awards to Mr. Eric Preudhomme and Mr. Luke Meisterling recognizing them for their bravery in helping a fellow citizen who had fallen down the Bluff Head mountain and was seriously injured. A photo opportunity took place and the recipients left the room.

### 1. Approval of prior meeting minutes.

#### 1.1. Approval of Police Commission meeting minutes of Wednesday, August 19, 2015.

*Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay the Commission voted to approve the meeting minutes of Wednesday, August 19, 2015 as presented.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

## 2. Public Petition/Commentary.

None.

## 3. Traffic.

### 3.1. Sunrise Association (F.Y.I.).

Chief Hutchinson reported on correspondence he sent to Mr. Walwer, President of the Sunrise Association regarding traffic concerns of the Sunrise Association. He reviewed the report of collected data and the recommendations that were made to the association.

Chairman Carlson entered into the discussion providing an update on the latest development and showed visuals of portable signs that had been recently purchased by the association.

Discussion followed regarding the portable signs. It was discussed and agreed that Chairman Carlson will follow up on the portable signs and report back to the Chief and the Board.

### 3.2. Parking restrictions around Town Green (no documents).

Chief Hutchinson reported on the results of the survey of timed parking signage around the Town Green and communication with the State Traffic Engineer. He reported that suggestions were made regarding the removal of signs. The state will agree to the removal of the signs with the approval of the Board of Police Commissioners.

Discussion took place regarding food truck vendors and parking. The Chief attended several meetings with other department heads to develop rules and regulations for food truck vendors. Chief Hutchinson will present the draft of the rules and regulations before the Board of Selectman next week.

*Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Chello, the Commission voted to approve the removal of state traffic signage for timed parking on Whitfield Street, Boston Street and a portion of Broad Street and Water Street.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Chello, the Commission voted to approve the removal of town traffic signage for timed parking around the Town Green.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

### 3.3. Echo Point Road parking.

The Commission opened the floor to Mr. Spotlow a resident of 24 Echo Point Road. He discussed street parking. He stated an old sign of “No Parking Here to Corner” was replaced with “No Parking Anytime”. Discussion followed.

Chief Hutchinson prepared a visual of Echo Point Road and reviewed the bend in the road. He discussed street parking, the importance of safety and the ability for emergency vehicles to pass.

Discussion followed and suggestions were made. It was agreed that the Chief and the Traffic Authority will review Echo Point Road further to see if any accommodations can be made for parking.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Trotta, the Commission voted to table Item 3.3. Echo Point Road pending further review by the Chief and the Traffic Authority.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

### 3.4. Request to close Park Street for Park and Recreation event.

Chief Hutchinson recommended the Board of Police Commissioners move to approve the request.

*Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Mikolay, the Commission voted to approve the request of the Parks and Recreation Department to close Park Street on October 25, 2015 from 2:00 PM-4:00 PM for a scheduled event.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Hedberg, the Commission voted to approve the addition of Agenda Items 3.5. Vineyard Point Road and Mulberry Point Road under Traffic.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

### 3.5. Vineyard Point Road.

Chief Hutchinson reviewed a previous request of a Shellfish Commissioner to allow parking on the east side of Vineyard Point Road. In response to this request, the residents of Vineyard Point Road funded a survey and submitted a map of the property lines. The Chief passed out copies of the map. A detailed discussion took place as the Board of Police Commissioners reviewed the survey map and will continue to look into this matter.

*Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Mikolay, the Commission voted to table Item 3.5. Vineyard Point Road.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

### 3.6. Mulberry Point Road.

Chief Hutchinson reported that he reviewed the traffic concern on Mulberry Point Road with Mr. Portley, Town Engineer. He reviewed the collected data of the traffic study which Sergeant Massey had prepared. Mr. Portley appreciated the detailed report and made a decision to install reflectorized posts on Mulberry Point Road.

Commissioner Hedberg asked to review an outstanding traffic issue. He discussed striping on Little Meadow Road and Nut Plains Road, which had been done. He spoke about striping on State Street and asked if the striping should have continued to Route 1. The Chief will look into the matter.

## 4. Committee Reports.

### 4.1. Facilities

#### 4.1.1. Voice recording system purchase.

Chief Hutchinson reviewed the current voice recording system and spoke about the necessary upgrades to the system. The upgrade is an approved budget item and will be made to the current system. The Chief reviewed the two approved vendors and recommended the vendor BEI (Business Electronics Inc.).

*Motion: Upon a motion by Commissioner Trotta, and seconded by Commissioner Mikolay, the Commission voted to recommend to the Board of Selectmen the approval of the bid from BEI (Business Electronics, Inc.) for \$10,055.00 for department upgrades of the voice recording system.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

## 4.2. Personnel.

### 4.2.1. Employee Awards.

Chief Hutchinson reviewed department Employee Awards. The awards were in recognition of the hard work of uniformed officers during the American Idol special event.

Chief Hutchinson reported that Detective Jakober received the Life Saving Award for performing the Heimlich Maneuver .

### 4.2.2. Branford Exchange.

Chief Hutchinson spoke about the Exchange Club of Branford, CT and their Shoreline Heroes Award. Detective Jakober was nominated for the award. The group reviewed her eligibility and guidelines for selection. The Chief congratulated Detective Jakober and she will receive the award on September 30, 2015.

## 4.3. Communications.

### 4.3.1. Communication from Mr. Joseph Sambrook, retired Chief of Police from Fairfield, thanking Officer Shove.

Commissioner Mikolay read from correspondence received from Mr. Sambrook, retired Chief of Police from Fairfield, thanking Officer Shove for her assistance.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Hedberg, the Commission voted to approve the addition of Agenda Item 4.3.2. Tulip Tree resident under Communications.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

### 4.3.2. Tulip Tree resident.

Commissioner Mikolay read from a note received from a Tulip Tree resident thanking the department for service on the anniversary of September 11, 2015.

## 4.4. Budget/Finance.

### 4.4.1. Budget Report.

Chief Hutchinson reviewed the budget report. The budget is in order.

## 5. Monthly Reports.

The Chief reviewed the monthly reports. He discussed fingerprinting and reported on a study that was conducted on fingerprinting at the department. Upon consideration of the data collected, newly established time frames for fingerprinting have been set and properly posted.

## 6. Old Business.

### 6.1. Vehicle Purchase Bid Waiver.

Chief Hutchinson updated the Board of Police Commissioners. Discussion followed.

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Hedberg, the Commission voted to approve the purchase of two patrol vehicles off the state bid 12PSX0194 for vendor MHQ and one administrative vehicle off the state bid 10PSX0239 for vendor Interstate Ford.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

*Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Mikolay, the Commission voted to approve the recommendation of the vendor Crowley Ford Soli Garage for the up fitting of two patrol vehicles and one Administrative vehicle.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*  
*Opposed: None*  
*Abstained: None*

## 7. New Business.

### 7.1. Citizen Awards.

As previously moved up the Agenda.

### 7.2. Commissioner Jeffrey Hedberg.

Correspondence submitted as informational. Commissioner Hedberg will remain as a Board of Police Commissioner but stepped down as the Chairman. Chief Hutchinson and the Board of Police Commissioners thanked Commissioner Hedberg for his service as the Chairman. The Chairperson is Martha Carlson.

## 8. Police Comments.

None.

**9. Executive Session.**

None.

Commissioner Chello asked to open a nomination for Vice Chair of the Board of Police Commissioners. It was agreed. Commissioner Chello nominated Commissioner Mikolay as Vice Chair of the Board of Police Commissioners.

*Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Carlson, the Commission voted to accept the nomination of Commissioner Mikolay as Vice Chair of the Board of Police Commissioners.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Chello, the Commission voted to adjourn the meeting at 6:50 PM.*

*All in favor: Carlson, Mikolay, Trotta, Hedberg, Chello*

*Opposed: None*

*Abstained: None*

Respectfully submitted,

Lucy Krauchick  
Clerk of the Board