

Town of Guilford  
Board of Police Commissioners  
Minutes

Approved

Wednesday, November 16, 2016  
5:30 PM

Police Headquarters, Community Room

Present: Commissioners: Chairman Mikolay, Commissioners Carlson, Chello, Frey

Department Members: Chief Hutchinson, Deputy Chief Dunn,  
Sergeant Jakober, Sergeant Massey  
Detective Anania and Officer Eannotti  
Lucy Krauchick, Clerk of the Board

Public: Family and Friends of Deputy Chief John E. Dunn  
Family and Friends of Sergeant Martina Jakober  
Family and Friends of Officer William Eannotti

Public: Charlie and Claire Larkins, North Branford Residents

Call to order.

Commissioner Mikolay called the meeting to order at 5:31 PM.

Commissioner Mikolay asked for a motion to add several items to the Agenda and it was agreed.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Hedberg, the Commission voted to approve the addition of the following items to the Agenda; Traffic Item 3.3. Frosty 5k Road Race, Communications Item 4.2.7 Correspondence from Bill and Anna Keish and Communications Item 4.2.8 Correspondence from Cindy Sheppard.*

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

*Opposed: None*

*Abstained: None*

Commissioner Mikolay asked for a motion to move several items up the Agenda to accommodate the audience.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Hedberg, the Commission voted to move Items 4.1.1. Retirement of Deputy Chief Dunn-26 years of service, Item 4.1.2. Swearing in Ceremony-Sergeant Jakober, and Item 4.1.3. Swearing in Ceremony-Officer Eannotti up the Agenda to accommodate the audience.*

Chief Hutchinson took the floor and welcomed the audience.

4.1.3. Swearing In Ceremony-Officer Eannotti.

The Chief of Police welcomed Officer Eannotti to the department and a formal swearing in ceremony took place. A photo opportunity with the Chief of Police, Chairman of the Board of Police Commissioners and family members took place. The Chief wished Officer Eannotti a long career with the department.

4.1.2. Promotional Ceremony-Sergeant Jakober.

The Chief of Police stated that Sergeant Jakober deserved this promotion. He congratulated her for her accomplishments within the department. A formal promotional ceremony took place and Sergeant Jakober's husband, who also holds the rank of Sergeant with the Clinton Police Department, formally pinned her badge onto her uniform. A photo opportunity took place with the Chief of Police, the Chairman of the Board of Police Commissioners and Sergeant Jakober's husband, their three sons and family members.

4.1.1. Retirement of Deputy Chief John E. Dunn-26 years of service.

The Chief of Police spoke highly of the Deputy Chief of Police and his impressive career within the Department. He thanked him for his excellence in police work and stated it was a privilege to work with him over the years. He said the two moved up the ranks together. He thanked his wife and family for their commitment to the department. The Chief congratulated Deputy Chief Dunn on his retirement and wished him the best in his new position as Chief of Police with the Town of Hull, Massachusetts. Chief Hutchinson said the department will miss Deputy Chief Dunn who is irreplaceable as a coworker and to him as a friend.

The Board of Police Commissioners each thanked Deputy Chief Dunn for his work throughout his 26 years of service. To summarize their words, they thanked him for his excellence in police work and for his commitment to public service while stating it was a privilege to know him and to work with him. The Commissioners congratulated him on his accomplishments within the police department and congratulated him on his new position as Chief of Police in Hull, Massachusetts. The Deputy Chief will be missed by all within the Police Department. The Commissioners addressed the Deputy Chief's family and thanked them for their sacrifices over the years. They congratulated Deputy Chief Dunn and his family on his promotion and wished them all well in Hull, Massachusetts.

A brief intermission took place for refreshments.

**1. Approval of Board of Police Commissioners meeting minutes.**

1.1. Approval of the Board of Police Commissioners meeting minutes of Wednesday, September 21, 2016. (As October 19, 2016 meeting was canceled).

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Chello, the Commission voted to approve the meeting minutes of Wednesday, September 21, 2016 as presented.*

*All in favor: Mikolay, Carlson, Chello, Frey*

*Opposed: None*

*Abstained: Hedberg*

1.2. Approval of the Board of Police Commissioners special meeting minutes of Wednesday, October 26, 2016.

*Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Frey, the Commission voted to approve the special meeting minutes of Wednesday, October 26, 2016 as presented.*

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

*Opposed: None*

*Abstained: None*

1.3. Approval of the Board of Police Commissioners special meeting minutes of Thursday, November 10, 2016.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Chello, the Commission voted to approve the special meeting minutes of Thursday, November 10, 2016 as presented.*

*All in favor: Mikolay, Carlson, Chello*

*Opposed: None*

*Abstained: Hedberg, Frey*

2. Public Petition/Commentary.

Chairman Mikolay welcomed Charlie and Claire Larkins to the meeting. He opened the floor to Mr. Larkins.

Mr. Larkins, a North Branford Resident, stated Mr. and Mrs. Low who are Guilford Residents planned on attending the meeting to discuss the traffic concern but were unable to appear. Therefore, Mr. Larkins asked to address the traffic concern to the Board of Police Commissioners. It was agreed.

He reviewed the history of the area of concern as West Lake Avenue and Olson Road. A formal request for the Town of Guilford Traffic Authority to consider the addition of a stop sign on West Lake Avenue was made. Visuals of the intersection were handed out to the Commissioners. He informed the Commissioners that he had presented these concerns to the North Branford Police Commissioners. He indicated that North Branford will be communicating with the Guilford Police Department to discuss the addition of signage at the intersection. Mr. Larkins continued to discuss his concerns regarding traffic flow at the intersection and the consideration of the addition of signage on West Lake Avenue.

Discussion followed and it was agreed that the Traffic Authority would need time to review the traffic concern. Chief Hutchinson will contact North Branford to discuss the matter.

Chairman Mikolay thanked Charlie and Claire Larkins for bringing the traffic concern to their attention. They thanked the Board of Police Commissioners and left the room.

**3. Traffic.**

### 3.1. Traffic Control-Stepstone Hill Road and Durham Road.

Commissioner Hedberg spoke about the intersection and is familiar with the traffic concern. The Chief and the Commissioner stated the Sergeants and Officers did a good job summarizing the concern and they agreed with the recommendation. Chief Hutchinson appreciated the staff's proactive approach.

*Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Frey, the Commission voted to approve to recommend to the State of CT the addition of a yellow caution sign with arrows as presented on Durham Road at Stepstone Hill Road.*

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

### 3.2. Traffic concern-Boston Terrace.

Discussion took place regarding the parking concern on Boston Terrace. It was agreed that Chief Hutchinson will communicate with the Fire Chief regarding the parking concern. No recommendations were made at this time.

### 3.3. Frosty 5k Road Race.

Chief Hutchinson presented correspondence received regarding the annual Frosty 5k Road Race on New Year's Day and informing the Board of Police Commissioners. Since the road race falls on a Sunday this year and with church services in mind, the race has been relocated from the Guilford Green to the Knights of Columbus on South Union Street. The Parks and Recreation Director has requested a road closure on South Union Street. The route was reviewed and discussed. The Chief of Police will review the route with this staff and stated lead and follow cars cannot be guaranteed.

*Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Carlson, the Commission voted to approve the Frosty 5k Road Race on New Year's Day, January 1, 2017 beginning at 10:30 AM for the Kid's Race and 11:00 AM for the Road Race with the route change starting on South Union Street.*

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

## 4. Committee Reports.

#### 4.1. Personnel.

##### 4.1.1. Retirement of Deputy Chief John E. Dunn-26 years of service.

Previously moved up the Agenda.

##### 4.1.2. Promotional Ceremony-Sergeant Jakober.

Previously moved up the Agenda.

##### 4.1.3. Swearing In Ceremony-Officer Eannotti.

Previously moved up the Agenda.

##### 4.1.4. Officer Resignation.

The Board of Police Commissioners reviewed the document.

*Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Carlson, the Commission voted to move to Personnel Item 4.1.5 IA 2016-02 and Item 4.1.6 Personnel Matter to Executive Session in the order of the Agenda inviting the Chief of Police and excusing the Clerk of the Board.*

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

*Opposed: None*

*Abstained: None*

##### 4.1.5. IA 2016-02. May require Executive Session.

Chief Hutchinson informed the Police Commission that the officer investigated in IA 2016-02 would be exonerated and the investigation closed.

##### 4.1.6. Personnel Matter. May require Executive Session. (No documents).

#### 4.2. Communications.

##### 4.2.1. Correspondence from Mr. Petonito.

Correspondence was received from Mr. Petonito as an appreciation note for the department's conscientious efforts with speed monitoring.

##### 4.2.2. Correspondence from Chief Jack Drumm, Town of Madison.

Correspondence received to Chief Hutchinson and his Officers, from Chief Drumm, thanking the department for inter-departmental cooperation.

4.2.3. Correspondence from Mr. Sullo.

Correspondence in appreciation for Officer Basimakopoulos and Mrs. Spinnato for their work.

4.2.4. Correspondence from Charles W. Sherwood, Sc.D. of South Central Criminal Justice Administration.

Correspondence received from Mr. Sherwood thanking Officer Ruggiero for serving as a panelist for a recent oral board examination.

4.2.5. Correspondence from Mrs. Sovia.

Correspondence received from Mrs. Sovia for the kind consideration given during a difficult time and thanking Sergeant Massey, Officer Eannotti, Officer Hudson, Officer Bartlett and Dispatcher Esposito.

4.2.6. Correspondence received from Mr. Snow.

Correspondence received from Mr. Snow to Officer Dillon for his support and service.

4.2.7. Correspondence from Bill and Anna Keish.

Correspondence received from Bill and Anna Keish for an outstanding job done by Officer O'Connor.

4.2.8. Correspondence from Ms. Sheppard.

Correspondence received from Cindy Sheppard thanking Sergeant Larsen for his compassion.

4.3. Budget/Finance.

4.3.1. Budget Report Fiscal 2017.

Chief Hutchinson reported on the Fiscal 2017 budget stating that the budget remains in order and reviewed line items with the Board of Police Commissioners.

4.3.2. Capital Budget 2017/2018.

Chief Hutchinson reviewed the Capital Budget with the Board of Police Commissioners. Discussion took place regarding repairs, purchases and upgrades to department systems.

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Chello the Commission voted to approve the Capital Budget 2017/2018 as presented.*

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

#### 4.4. Facilities/Equipment.

Chief Hutchinson reported that the body bunkers were delivered and will be deployed in each vehicle.

#### 5. Monthly Reports.

The monthly reports remain in order.

#### 6. Old Business.

##### 6.1. Power DMS.

Chief Hutchinson reviewed the Power DMS software system purchased one year ago for the mandatory accreditation process. Power DMS is a records management software and includes different capabilities for tracking, training and accreditation. The Board of Police Commissioners were assigned accounts, by Sergeant Larsen, for the purpose of reviewing new policies and training tools within the system.

#### 7. New Business.

Chairman Mikolay reminded the Clerk of the Board to have a schedule of the 2017 regular meetings ready for the December meeting for approval and that elections will take place. It was agreed.

#### 8. Police Comments.

None.

#### 9. Executive Session.

*Motion: Upon a motion by Commissioner Chello, and seconded by Commissioner Frey, the Commission voted to move out of Public Session and into Executive Session for the purpose of discussion of Agenda Items 4.1.5. IA 2016-02 and 4.1.6. Personnel Matter inviting the Chief of Police and excusing the Clerk of the Board at 6:43 PM.*

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

The Clerk of the Board left the room at 6:43 PM.

Respectfully Submitted,

Lucy Krauchick, Clerk of the Board

*Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Frey, the Commission voted to move out of Executive Session and back into Public Session at 8:08 PM.*

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

*Opposed: None*

*Abstained: None*

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

*Motion: Upon a motion by Commissioner Hedberg, and seconded by Commissioner Chello, the Commission voted to adjourn the meeting at 8:10 PM.*

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

*Opposed: None*

*Abstained: None*

Respectfully submitted,

Jeffrey C. Hutchinson  
Chief of Police

Typist: Lucy Krauchick, Clerk of the Board