

Town of Guilford
Board of Police Commissioners
Minutes
Wednesday, November 15, 2017
5:30 P.M.
Community Room – Police Headquarters

Present:

Commissioners: Chairman Mikolay
Commissioner Carlson
Commissioner Chello

Department Members: Chief Hutchinson
Deputy Chief Hyatt
Lucy Krauchick, Clerk of the Board

Public: Leah O’Conor, Bob Scott and Chris Anderheggen

Chairman Mikolay called the meeting to order at 5:30 P.M. and welcomed the members of the audience.

1. Approval of Board of Police Commissioners meeting minutes.

1.1. Approval of the Board of Police Commissioners meeting minutes of Wednesday, October 18, 2017.

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Mikolay, the Commission voted to table the meeting minutes of October 18, 2017.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

1.2. Approval of the Board of Police Commissioners special meeting minutes of Monday, October 23, 2017.

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, the Commission voted to table the special meeting minutes of October 23, 2017.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

2. Public Petition/Commentary.

None.

3. Traffic.

3.1. Traffic concerns-East River Road.

Chairman Mikolay welcomed the members of the audience. The Chairman stated that the Traffic Authority subcommittee had received correspondence regarding traffic concerns from residents on East River Road. Chief Hutchinson stated he had reviewed the 300 block of East River Road and he submitted visuals.

Mr. Bob Scott addressed the Commissioners with his traffic concerns. He stated that as motorists began to use East River Road as a cut through to I-95, the traffic flow increased. He spoke about the speed limit. He reviewed the topography of the road which he said may cause bad visibility. Mr. Scott and Ms. O'Connor suggested a speed bump be installed or road signs. It was discussed that an addition of a speed bump would be an engineering decision. Ms. O'Connor suggested a "Children at Play" sign be installed on East River Road at her address. Chief Hutchinson explained that "Children at Play" signs are not approved road signs.

Discussion took place. It was agreed that there will be an increase in patrol enforcement on East River Road and that the speed signal data recorder will be put in place when the device is available. This pro-active approach should increase awareness for motorists.

Mr. Scott and Ms. O'Connor left the room at 5:47 P.M.

3.2. Frosty 5K Road Race and Kids Fun Run.

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, the Commission voted to approve the Frosty 5K Road Race and Fun Run sponsored by Guilford Rotary on January 1, 2018 and to close Park Street from 8:00 AM to 1:00 PM (from Broad Street to Boston Street).

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

3.3. Resident request-Parking Permit.

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, the Commission voted to approve the parking request of a resident on Kenneth Circle from December 1, 2017 through April 1, 2018 due to a medical condition, with the stipulation that during snow conditions the car must be removed from the road and the accommodation will remain an annual request requiring medical documentation.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

3.4. Traffic Concerns-Old Sachems Head Road.

Discussion took place regarding a traffic concern on Old Sachems Head Road. Chief Hutchinson will increase patrol enforcement and continue a pro-active approach at the intersection. Chief Hutchinson will inform the resident about the discussion.

3.5. Moose Hill Road/Granite Road/Peddlers Road-Bus safety.

Discussion took place and it was agreed that patrol enforcement will be increased in this area during bus pick up. Vegetation at a specific address has been cut down and sightlines have improved. Chief will follow up with the concerned resident.

3.6. Whitfield Street-parking spaces.

Chief Hutchinson was in contact with the merchants on Whitfield Street regarding the removal of some parking spaces on Whitfield Street. Mr. Portley, Town Engineer, will complete the elimination of the parking and add new signage.

3.7. Proposed traffic issue monitoring program (verbal).

Chief Hutchinson reported that the department will initiate a traffic monitoring spreadsheet to allow better monitoring of traffic concerns and report on action taken. Beginning 2018 all traffic complaints will be numbered.

4. Committee Reports.

4.1. Personnel.

4.1.1. Officer Williams-Recipient of the AAA Traffic Safety Hero of the Year.

Chief Hutchinson announced that Officer Williams received the prestigious AAA Traffic Safety Hero of the Year Award. The Chief said that Officer Williams also received the MADD Award for the second year in a row. Officer Williams is in charge of the Traffic Unit for the department.

On behalf of the Board of Police Commissioners, Chairman Mikolay congratulated Officer Williams.

4.1.2. FBI National Academy-Lt. Provencher.

Chief Hutchinson reported that Lt. Provencher had been officially notified that he will be attending the 271st Session of the FBI National Academy.

On behalf of the Board of Police Commissioners, Chairman Mikolay congratulated Lt. Provencher.

4.1.3. Grievance 2017-01. (May require Executive Session.)

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, the Commission voted to table Item 4.1.3. Grievance 2017-01.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

4.2. Communications.

4.2.1. AAA Gold Award.

Chief Hutchinson reported that the Police Department was awarded the prestigious AAA Gold Award for traffic safety.

4.2.2. Thank you note received-Officer Potter.

A thank you note was received to Officer Potter for assistance during a storm.

4.2.3. Communication from the Madison Police Department.

A thank you letter to the department for their help and assistance during a recent robbery.

4.2.4. Note received from the Rosa and Tolento Families.

A note of appreciation was received to the department from the Rosa and Tolento Families during their time of loss.

4.3. Budget/Finance.

4.3.1. Budget 2017/2018.

Chief Hutchinson reviewed the 2017/2018 fiscal year budget to date with the Board of Police Commissioners. The overall budget remains in line.

4.3.2. Capital Budget.

The Chief of Police stated that the Capital Budget plan for the department is due on November 22, 2017. A budget workshop with the Police Commissioners will take place next month. The 5 year budget plan has been approved and there are no new projects to report.

4.4. Facilities/Equipment.

4.4.1. 2005 Chevy Trailblazer-Turn over to the Town.

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, the Commission voted to approve the turnover of the 2005 Chevy Trailblazer to the Town.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

4.4.2. Fuel pump (verbal).

Chief Hutchinson reported that the fuel pump needs replacement.

4.4.3. Power DMS (access).

Chief Hutchinson reported there will be one address for Power DMS for the Police Commission. It was agreed.

5. Monthly Reports.

Chief Hutchinson entertained a discussion. There were no questions.

6. Old Business.

6.1. Chief of Police-Contract (May require Executive Session.)

Chairman Mikolay stated that the discussion of the contract of the Chief of Police will take place in Executive Session.

Motion: Upon a motion by Commissioner Carlson, and seconded by Commissioner Chello, the Commission voted to move out of Public Session and into Executive Session at 6:16 P.M. excusing the Chief of Police, Deputy Chief of Police, Clerk of the Board and a member of the audience for the purpose of discussing the contract of the Chief of Police.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

The Chief of Police, Deputy Chief of Police, Mr. Anderheggen and the Clerk of the Board left the room at 6:16 P.M.

Respectfully submitted,

Lucy Krauchick
Clerk of the Board

7. New Business.

None.

8. Police Comments.

None.

9. Executive Session.

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, the Commission voted to move out of Executive Session and return to Public Session at 6:21 P.M.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

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

Motion: Upon a motion by Commissioner Carlson and seconded by Commissioner Chello, voted that the Commission approve the attached draft of a Police Chief Agreement covering the term July 1, 2018 through June 30, 2021, and hereby recommends and submits the same to the Guilford Board of Selectmen for its consideration and adoption.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Chello and seconded by Commissioner Carlson, the Commission voted to adjourn the meeting at 6:23 P.M.

All in favor: Mikolay, Carlson, Chello

Opposed: None

Abstained: None

Meeting adjourned.

Lucy Krauchick, Clerk of the Board
Typist for Executive Session