

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, DECEMBER 12, 2012
AT POLICE HEADQUARTERS
COMMUNITY ROOM**

Attendance:

Board of Police Commissioners: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Department Members: Chief Thomas A. Terribile, Deputy Chief Hutchinson, Sergeant Dube, Lucy Krauchick, Clerk of the Board
Union Members: Detective Fred Hill, Officer Mark O'Connor
Public: Rose Mason, Family and Friends of Kelley Mason

Meeting called to order by Chairman Ametrano at 5:35 PM.

1. Approval of prior meeting minutes.

1.1. Approval of Police Commission meeting minutes of Wednesday, October 17, 2012.

Motion: *Motion made by Commissioner Carlson, seconded by Commissioner Hedberg. to approve the Board of Police Commissioners meeting minutes of Wednesday, October 17, 2012 as presented.*

All in favor: *Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg*

Opposed: *None*

Abstained: *Chairman Ametrano*

1.2. Approval of Police Commission special meeting minutes of Monday, November 12, 2012.

Motion: *Motion made by Commissioner Carlson, seconded by Commissioner Cole, to approve the special meeting minutes of Monday, November 12, 2012 as presented.*

All in favor: *Commissioner Carlson, Commissioner Cole, Commissioner Hedberg*

Opposed: *None*

Abstained: *Chairman Ametrano, Commissioner Trotta*

1.3. Approval of Police Commission special meeting minutes of Tuesday, November 13, 2012.

Motion: *Motion made by Commissioner Carlson, seconded by Commissioner Hedberg, to approve the special meeting minutes of Tuesday, November 13, 2012*

All in favor: *Commissioner Carlson, Commissioner Cole, Commissioner Hedberg*

Opposed: *None*

Abstained: *Chairman Ametrano, Commissioner Trotta*

2. Public Petition/Commentary.

None.

Chairman Ametrano asked for a motion to add Item 3.5. Guilford High School Traffic to the Agenda under Traffic at this time.

Motion: *Motion made by Commissioner Trotta, seconded by Commissioner Hedberg, to add Item 3.5. Guilford High School Traffic to the Agenda.*

All in favor: *Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg*

Opposed: *None*

Abstained: *None*

3. Traffic.

3.1. Fall Road

Commissioner Hedberg reviewed a previous request, presented by Mrs. Magness, for traffic signage on Fall Road and recommended no action be taken. Chief Terribile agreed that the roads are narrow in that area, although he could not recommend signage installation due to road parking. The Chief recommended that if cars are obstructing driveways on Fall Road then the resident should call the department for assistance on a case by case basis.

Motion: *Motion made by Commissioner Hedberg, seconded by Commissioner Carlson, to deny the signage request on Fall Road.*

All in favor: *Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg*

Opposed: *None*

Abstained: *None*

3.2. American Diabetes Association request.

Commissioner Hedberg suggested a motion to approve the traffic request of the American Diabetes Association for the 22nd Annual Tour de Cure on Sunday, June 9, 2013 starting at the Durham Fairgrounds in Durham and riding thru specified roads in Guilford.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Carlson, to approve the traffic request of the American Diabetes Association for the 22nd Annual Tour de Cure on Sunday, June 9, 2013.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

3.3. Local Traffic Authority Form.

Presented to the Board as information and for the signature of the Chairman of the Board.

3.4. Request for road closure-Park Street for the Guilford Parks and Recreation Department.

Commissioner Hedberg stated that the Parks and Recreation Department sent correspondence requesting the road closure of Park Street during their annual “Winter Wonderland” special event which is scheduled for February 18, 2013. He recommended the Commission move to approve this request. Chairman Ametrano asked for any further discussion. There was none. He asked for a motion on this request.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Carlson, to approve the request of Guilford Parks and Recreation Department to close Park Street on February 18, 2013 from 12:00 PM to 4:00 PM for the annual special event “Winter Wonderland”.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

3.5. Traffic Guilford High School-proposed traffic entrances.

Chief Terribile handed out a packet to the Board of Police Commissioners which contained a proposal for traffic entrances for the new high school. He explained the entrances and the uses for each entrance. The Chief said he understands that this proposal will be a huge traffic improvement for the high school and expects this proposed plan will reduce traffic backup. Discussion followed.

Commissioner Carlson stated she would like to read this packet and review the contents before making a decision on a traffic issue of this nature. It was agreed

by all Board of Police Commissioners that they need to review this proposal, therefore, could not take action on this proposal at this time. Chief Terribile stated it was his understanding that the architect needed the Traffic Authority to take action on the proposal at this time. Commissioner Carlson asked the Chief when this proposal was presented to him and the Chief stated on this date. Discussion followed.

It was suggested that the Board of Police Commissioners could review the proposal and email their recommendations. Commissioner Cole stated emailing might not be the best strategy because the Board of Police Commissioners may want to have an open discussion about the proposal. Discussion followed. Commissioner Carlson asked the Chief to call the architect tomorrow because the document presented to the Board of Police Commissioners should be reviewed and asked the Chief to ask the architect for a “drop dead date” because a special meeting could take place if necessary. Chairman Ametrano stated emailing could take place but preferred action be taken at the next regular meeting. Commissioner Hedberg said the architect may want to attend the meeting in January because this is a significant project.

Chairman Ametrano asked if there was any further discussion and there was none. He asked for a motion at this time to table action for the next regular meeting.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to table traffic approval for Guilford High School proposed plan pending review of the documentation received and action could be taken at the January 2013 regular meeting unless a special meeting is warranted prior to the next regular meeting.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

4. Committee Reports

4.1. Facilities.

4.1.1. Transfer of Cars 3 and 4.

Chief Terribile recommended that the Board of Police Commissioners take action on his request to turn over “old Cars 3 and 4 to the Town”. Chairman Ametrano asked for a motion to approve the request.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Hedberg, to turn over Car 3 and Car 4 to the Town of Guilford which have both been replaced by new fleet.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole,

Commissioner Trotta, Commissioner Hedberg
Opposed: *None*
Abstained: *None*

Chairman Ametrano complimented the Deputy Chief on the press release that he wrote about the new cars for the fleet and the design that was chosen. The Board of Police Commissioners agreed that the feedback from the press release and the models selected were well received.

4.1.2. Bid for new I Series Server.

Chief Terribile reviewed the bids that were received for the new I Series Server (which will migrate department data) and reviewed the recommendations of Sergeant Lindgren who is assigned to information technology for the department.

Chairman Ametrano discussed the differences in leasing or purchasing and all agreed the purchase was a better option. The Chief recommended to buy the product outright. All agreed it was a better financial decision. Chairman Ametrano asked for a motion to accept the bid recommendation.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Hedberg, to send to the Board of Selectman for their approval, the recommendation of the Board of Police Commissioners to purchase the new I Series Server from ABC Services Inc., at the cost at \$28,770 per the bid.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Opposed: None
Abstained: None

4.2. Personnel

4.2.1. Correspondence from the Chief of Police to promotional candidates.

Chief Terribile asked if there were any questions regarding the correspondence that was sent to the promotional candidates for Lieutenant. Since this was received as an f.y.i, no discussion took place.

At this time Commissioner Cole took the floor and asked the Union Representatives if the following Grievances on the Agenda should be heard in Public Session or Executive Session. Officer Mark O'Connor replied that all Grievances on the Agenda could be heard in Public Session except Agenda Item 4.2.5. Grievance 2012-15-Local 356, Officer Olszewski which Officer O'Connor asked to have heard in Executive Session. It was agreed.

Chairman Ametrano addressed the Union representatives. He stated that under Personnel Grievances 2012-12, 2012-13, and 2012-14 were filed separately but all were about the same matter and the Union concurred. Chairman Ametrano asked if there could be one discussion about these Grievances, which were all about the same matter, and the Union agreed.

Fred Hill, Union President stated the Union purchased a video camera and said they Union would be taping the following discussion. It was agreed. The Union President prepared the camera and began taping the following discussion.

The Union presented their case on the Grievances. Chief Terribile presented the Administration's position on the Grievances. Discussion followed.

The Board of Police Commissioners and the Union discussed under Personnel Item 4.2.6. Grievance 2012-16-Filed by Union President Hill at this time. This was agreed because the Grievance could be heard in Public Session.

The Union presented their case on Grievance 2012-16. The Chief of Police and Deputy Chief presented their case on behalf of the Administration. Discussion followed.

Chairman Ametrano asked if there was any further discussion regarding the Grievances that had been heard. There was none. Chairman Ametrano asked for action to be taken at this time on the Grievances heard in Public Session.

4.2.2. Grievance 2012-12-Officer Gardner, Union.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Cole, to deny Grievance 2012-12-Officer Gardner, Union.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

4.2.3. Grievance 2012-13-Sergeant Lawrence, Union.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Hedberg, to deny Grievance 2012-13-Sergeant Lawrence, Union.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

4.2.4. Grievance 2012-14-Officer Ruggiero, Union.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Cole,

to deny Grievance 2012-14-Officer Ruggiero, Union.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Opposed: None
Abstained: None

4.2.5. Grievance 2012-15-Local 356, Officer Olszewski.

Motion: Motion made by Commissioner Hedberg, seconded by Commissioner Trotta, to come out of Public Session and move to Executive Session at 6:45 PM for the purposes of discussion of Agenda Item 4.2.5. Grievance 2012-15-Local 356, Officer Olszewski inviting the Chief of Police, the Deputy Chief of Police, Fred Hill, Union President and Officer O'Connor, Union Steward and excusing the Clerk of the Board.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Opposed: None
Abstained: None

The taping of the meeting was suspended. President Fred Hill left the meeting at this time. The Clerk of the Board was excused.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Carlson, to come out of Executive Session and return to Public Session at 6:55 PM.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Opposed: None
Abstained: None

The Clerk of the Board returned to the room at 6:56 PM.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Trotta to deny Grievance 2012-15-Local 356, Officer Olszewski.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg
Opposed: None
Abstained: None

4.2.6. Grievance 2012-16-Filed by Union President Hill.

Motion: ***Motion made by Commissioner Hedberg, seconded by Commissioner Carlson, to deny Grievance 2012-16-Filed by Union President Hill.***

All in favor: ***Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg***

Opposed: ***None***

Abstained: ***None***

4.3. Communications.

4.3.1. Correspondence from South Central Criminal Justice Administration thanking the Chief of Police and Detective Sergeant Provencher.

No discussion.

4.3.2. Thank you note from F.E.M.A. to the staff.

No discussion.

4.3.3. Thank you note to Mrs. Krauchick, Administrative Assistant.

No discussion.

4.3.4. Thank you note for donation to the Carl Hubbard Benefit Fund.

No discussion.

4.3.5. Thank you note from Ellyn Vanderwyden for Production One to the Chief of Police.

4.3.6. Thank you note from Detective Hill and Family.

No discussion.

4.4. Budget/Finance

4.4.1. Budget Report-Chief Terribile (Verbal).

Chief Terribile will report in more detail about the budget next month at the regular meeting. He stated that he continues to prepare the 2013/2014 budget and is waiting for the Finance Department to get important data to him so he can complete the process, which is approximately 90% completed.

5. Monthly Reports.

Chief Terribile entertained questions. Commissioner Carlson asked about Grocery Television. The Chief reviewed this with the Board of Police Commissioners. A decision had been made at the last department staff meeting to suspend Grocery Television

6. Old Business.

None.

7. New Business.

7.1. The Mason Family.

Chairman Ametrano took the floor to speak on behalf of the Board of Police Commissioners and Police Department. He spoke about the Kelley Mason Memorial Fund which Rose Mason and her family and friends have established upon the tragic passing of Kelley Mason. He complimented Rose Mason, and all those present, for their dedication to the fund and to the initiative to further seat belt awareness. He particularly spoke on the amazing efforts in fundraising by Rose Mason. She and her family and friends have donated over \$28,000.00 to the Guilford Police Department for the seat belt initiative in the past two years.

Chairman Ametrano spoke on the undertaking of the Department utilizing the funds that have been donated. He spoke about the department's ability to purchase car seats for infants and children who cannot afford them and they have been distributed regularly. The Chairman stated that there has been a department effort regarding "officer awareness" and the department has taken on installing car seats properly during special events and during scheduled hours. There have been banners purchased for awareness and many other materials to get the word out about Kelley's Law . The Chairman stated that the department is purchasing a billboard on Route One to publicize enforcement efforts and to publicize Kelley's Law.

Chairman Ametrano spoke about the "Kelley Mason Memorial Brunch" that Rose Mason and her family and friends coordinated for the past three years and its success. He said he understands that Rose Mason has a check to present to the Board of Police Commissioners on behalf of the Kelley Mason Memorial Fund. The Chairman recognized Sergeant Dube, who heads up the seat belt initiative for the department, and said he does a "terrific job".

Chairman Ametrano, on behalf of the Guilford Police Department, the First Selectman and the Town of Guilford thanked Rose Mason for her efforts.

Rose Mason was accompanied by her family and presented the Chairman of the Board of check in the amount of \$12,000.

Rose Mason thanked the Board of Police Commissioners and the Guilford Police Department. She stated that she is grateful for the continued support of Deputy Chief Hutchinson and Sergeant Dube.

7.2. Board of Police Commission-Proposed meeting schedule for 2013.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to accept the proposed meeting schedule for the Board of Police Commissioners as the third Wednesday of the month at 5:30 PM at Headquarters except for November and December 2013 which will be held the second week of the month due to the holidays.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

7.3. Election of Board of Police Commission officers.

Chairman Ametrano asked for a motion to nominate Commissioner Hedberg as the Chairman of the Board of Police Commissioners.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Cole, to elect as Chairman of the Board of Police Commission, Jeffrey Hedberg.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: Abstained

Chairman Ametrano asked for a motion to nominate Commissioner Carlson as the Vice-Chair of the Board of Police Commissioners.

Motion: Motion made by Commissioner Cole, seconded by Commissioner Trotta, to elect as Vice-Chairperson of the Board of Police Commission, Martha Carlson.

All in favor: Chairman Ametrano, Commissioner Carlson, Commissioner Cole, Commissioner Trotta, Commissioner Hedberg

Opposed: None

Abstained: None

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to adjourn the regular meeting at 7:10 PM.

All in favor: *Chairman Ametrano, Commissioner Carlson, Commissioner Cole,
Commissioner Trotta, Commissioner Hedberg*

Opposed: *None*

Abstained: *None*

Meeting adjourned at 7:11 PM.

Respectfully submitted,

**Lucy Krauchick
Clerk of the Board**