

**Board of Police Commissioners
Meeting Minutes
Wednesday, October 21, 2020
5:30 P.M. – Zoom Video Conference**

Present: Board Members: Robert Welsh, Michael Mikolay, Carrie Federici,
Edward Huguenel,
Department Members: Chief Warren Hyatt Jr.
Lucy Krauchick, Clerk of the Board
Public: Ms. Sue Robbins, Resident
Sophie Kaplan, Guest Resident
Rylee Carrillo, Guest Resident

Call to order.

1. Approval of prior meeting minutes

1.1 Approval of the regular meeting minutes of the Board of Police Commissioners of September 16, 2020

Motion: Upon a motion by Commissioner Mikolay and seconded by Commissioner Federici, the Board of Police Commissioners voted to accept the minutes of the regular meeting on September 16, 2020 as presented.

*In Favor: Welsh, Mikolay, Federici, Huguenel
Opposed: None
Abstained: None*

1.2 Approval of the special meeting minutes of the Board of Police Commissioners of October 14, 2020

Motion: Upon a motion by Commissioner Mikolay and seconded by Commissioner Huguenel, the Board of Police Commissioners voted to accept the special meeting minutes of October 14, 2020 as presented.

*In Favor: Welsh, Mikolay, Federici, Huguenel
Opposed: None
Abstained: None*

2. Public Petition/Commentary

Sue Robbins was welcomed to the meeting and was present to discuss a traffic item.

3. Traffic

Signage/Enforcement

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commission Federici, the Board of Police Commissioners voted to add two items to the Agenda under Traffic, Item 3.4 Visibility Broad Street F.Y.I. and Whitfield Street and 3.5 Discussion regarding Water Street, Whitfield Street and Boston Street as F.Y.I..

3.1. 2020T6-Mulberry Point Road

Chief reviewed the discussion regarding Mulberry Point Road from the previous meeting regarding the intersection at Charles Street and Decatur Avenue. Chief Hyatt reviewed the addition of the stop sign at the intersection and the Town Engineer concurred with the addition of this sign. Discussion took place regarding sightlines at the intersection, particularly the recommendation of the removal of a pine tree and trimming of bushes to improve visibility at the opposite corner.

Sue Robbins thanked the Board of Police Commissioners and the Chief of Police for their assistance with this matter. Discussion took place. It was agreed that the Chief will communicate through correspondence the recommendations made for improving sightline safety. Sue Robbins will present that correspondence to the new board of the Mulberry Point Association.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Federici, the Board of Police Commissioners voted to add a stop sign at Charles Street and Decatur Avenue (east) and to recommend to the resident's removal of a pine tree on the corner of the intersection of Charles Street and Decatur Avenue to improve sightline safety and to address trimming back the bushes at the opposite corner at the intersection to enhance sightline safety.

In Favor: Welsh, Mikolay, Federici, Huguenel
Opposed: None
Abstained: None

Sue Robbins thanked the Board of Police Commissioners and Chief Hyatt and left the room.

3.2 2020T7-Traffic sign concerns-View Place

Commissioner Mikolay reviewed the traffic sign concerns on View Place that were received by a resident. The resident requested sign additions at the intersection of Harrison Road and View Place. This intersection was reviewed. The resident also requested sign replacement or additions at the intersection of Williams Road and Flat Iron Road. This intersection was reviewed. Discussion continued regarding the concerns. It was apparent that some signs were faded and should be replaced and it was apparent that additional signage was necessary.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Huguenel, the Board of Police Commissioners voted to replace Do Not Enter sign on the east end of View Place and to add one way with arrow sign on Flat Iron Road, across from intersection of Williams Drive and to add a left turn only Sign on View place across from intersection of Harrison Road.

In Favor: Welsh, Mikolay, Federici, Huguenel

Opposed: None

Abstained: None

3.3 Visibility Broad Street and Whitfield Street-F.Y.I.

Commissioner Mikolay shared information pertaining to an email chain expressing concerns of the visibility at the intersection of Broad Street and Whitfield Street. He reported that the brush causing the visibility concerns should be pushed back to enhance sightline safety.

3.4 Discussion regarding Water Street, Whitfield Street and Boston Street-F.Y.I.

Commissioner Mikolay reported being involved in an email conversation with Safe Street Task Force members, the Town Engineer and the Connecticut Department of Transportation (CDOT) regarding the no parking zone in front of Cilantro's on Whitfield Street.

Discussion took place regarding cars parking in front of Cilantro's business. Whitfield Street is a state road. The State of Connecticut DOT told the Town of Guilford to remove the two parking spots on Whitfield Street. Although the parking spots were removed, motorists continue to park there to go in and out of the business. The Chief stated that the department continues enforcement at that location. He also stated that when there is a parking violation the officers take action.

Discussion took place regarding the Route 146 corridor study. Town Engineer will keep the Chief of Police and Police Commission informed of the progress. Commissioner Huguenel offered his assistance with traffic concerns.

Runs/Rides

None due to COVID-19.

Guests in the waiting room entered the meeting.

4. Committee Reports

4.1 Facilities/Equipment

Chief Hyatt reported that the back-up generator switching system tests have been performed and the system is operable. The project has been completed.

4.2 Personnel

Chief Hyatt reported that Officer Dillon and Officer Mastriano received the Meritorious Awards from the Police Commissioners Association of Connecticut on September 30, 2020. The Board of Police Commissioners extended their congratulations to the officers.

Discussion took place regarding hiring. Chief Hyatt reviewed the process for hiring patrol officers. This process is underway. The department is projecting to fill three positions. Chief Hyatt reported the Police Academy begins January 3, 2021. Interviews will be setup for the Board of Police Commissioners and new hires as soon as possible.

4.3 Communications

4.3.1 Communication thanking Officer Tullo from Paul and Sherri Prauzo.

Chairman Welsh read from a note received to Officer Tullo for Paul and Sherri Prauzo.

4.3.2 Communication from Karen Ashley regarding the completed CALEA annual file review for the department which commends Officer Shove, Accreditation Manager.

Chairman Welsh read from correspondence received to the department in appreciation of the department's cooperation and commitment to accreditation and commending the responsiveness of Officer Shove, Accreditation Manager.

4.3.3 Communication thanking Officer Gingras from Paul Banton.

Chairman Welsh read from a note received to Chief Hyatt and thanking Officer Gingras for his dedicated work in resolving an incident.

4.3.4 Communication received as anonymous.

Chairman Welsh read from an anonymous note received to the department. The individual found cash at a gas station and donated it to

the police department. The department purchased gift cards with the donation. The gift cards will be used by the Social Services Department.

4.3.5 Communication received from a resident thanking Lt. Bernier.

Chairman Welsh read from a note received to the department from a resident thanking Lt. Bernier for his assistance.

4.3.6 Communication received from Robert Kessler thanking Officer Shove.

Chairman Welsh read from communication that was received from Mr. Kessler thanking Officer Shove for a fingerprinting appointment.

4.3.7 Communication received from Gerry Baird thanking the department and mentioning Lt. Bernier.

Chairman Welsh read from communication that was received from Mr. Baird thanking the department for the special event National Night Out and particularly mentioning Lt. Bernier who worked at the event.

4.4 Budget/Finance

4.4.1 Budget Report Fiscal Year 2020/2021.

Chief Hyatt reported that the current budget remains in line. Discussion took place regarding training and cancelations due to COVID-19 in the previous fiscal year. The Chief reported that some of that training was pushed out to the present fiscal year.

The Chief spoke about the COVID-19 which was put into the budget with it's own line item for purchases of supplies.

Commissioner Huguenel asked about the uniform and clothing line item. Chief Hyatt reviewed procedure of the clothing allowance checks which uniformed personnel received each year in August.

4.4.2 Capital Budget Items 2021/2022.

Chief Hyatt reviewed the Capital Budget Items for 2021/2022 with the Commission and reviewed the process. The Finance Director asked that the plan be ready and submitted to the Finance Department on October 30, 2020. Discussion took place on the projected budget.

Motion: Upon a motion by Commissioner Huguenel, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to approve the Capital Budget to move forward and to proceed as presented.

In Favor: Welsh, Mikolay, Federici, Huguene
Opposed: None
Abstained: None

Chief Hyatt presented the department goals for 2020/2021. A question and answer discussion took place. Chief Hyatt offered an explanation on the process of determining the department goals. The Board of Police Commissioners agreed with the department goals.

5. Monthly Reports

Monthly Reports were reviewed. All reports remain in order. A review of the hybrid fleet car took place.

6. Old Business

Chief Hyatt reviewed the Gun Buy Back event that took place September 26, 2020 and reported the event had an excellent turn out and it was successful. The Song Strong Foundation funded the event and the Foundation was an integral part of the success through donations and attendance. Chief Hyatt stated that nearly 200 guns were turned back. Safes and gun locks were given away.

Chairman Welsh thanked Commissioner Huguene for his donation of refreshments for the Gun Buy Back event.

7. New Business

Commissioner Mikolay took the floor and thanked Ms. Kaplan and Ms. Carrillo for their participation in attending the meeting as guests. The Board of Police Commissioners appreciated their participation.

Chief Hyatt spoke about the on-line survey which was recently conducted for the Police Department. This is a CALEA mandated process every two-years. Discussion took place.

The Chief discussed the department's upcoming CALEA accreditation. Due to COVID-19 the process will be virtual. There will be staff members and members of the community speaking on behalf of the department. Chief Hyatt acknowledged Officer Shove, Accreditation Manager, for her assistance and hard work.

8. Police Personnel Comments

None.

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Federici, the Board of Police Commissioners voted to move out of Public Session

and into Executive Session inviting the Chief of Police, excusing Lucy Krauchick, Clerk of the Board and the audience members, for the purposes of discussing personnel matters.

In Favor: Welsh, Mikolay, Federici, Huguenel

Opposed: None

Abstained: None

The Clerk of the Board thanked the Board of Police Commissioners and left the room at 6:41 PM.

Respectfully submitted by: Lucy Krauchick, Clerk of the Board

The Board of Police Commissioners moved out of Executive Session at 7:10 PM.

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

Motion: Upon a motion by Commissioner Huguenel, and seconded by Commissioner Mikolay, the Board of Police Commissioners voted to extend a conditional offer to Sergeant Christopher Massey for the position of Deputy Chief of Police contingent on negotiation of terms of employment.

In Favor: Welsh, Mikolay, Federici, Huguenel

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Mikolay, and seconded by Commissioner Huguenel, the Board of Police Commissioners voted to adjourn the meeting at 7:12 PM.

In Favor: Welsh, Mikolay, Federici, Huguenel

Opposed: None

Abstained: None

Typist: Respectfully submitted by Lucy Krauchick Clerk of the Board