POLICE COMMISSION SPECIAL MEETING  
15 OCTOBER 2018

NOTE: THESE MINUTES ARE SUBJECT TO CHANGE AND APPROVAL AT A FUTURE MEETING OF THE POLICE COMMISSION

CTO

Chairman Don Sauvigne called the meeting to order at 7:04 p.m. In attendance were Commissioner David Waters, Commissioner Matt Mason, Chief John Lynch, Captain Thomas Conlan and Captain Robert Cipolla.

PUBLIC COMMENT

No public comment was received.

MINUTES

Commissioner Sauvigne made a motion to approve the minutes of the September 5, 2018 meeting. The motion was seconded by Commissioner Waters. Motion carried 3-0.

DISCUSSION OF MONTHLY REPORTS

Monthly reports were reviewed and discussed. The Commission noted that the number of MV Stops for September was at a five year low for that month, partially attributable to the weather and further complicated by more time being spent on investigations, which take patrol officers off the road but provide them with a greater breadth of expertise.

The Activity Report for September was reviewed. The Commission noted that activities reported are consistent with prior years. The Detective Bureau report for September was satisfactory.

The MAC Report for September was reviewed. Chief Lynch reported that the portable speed display is working well and is providing the information the Department was hoping to obtain. The Commission noted that the Department has received $39,536.90 in
FY2018 as 100% salary reimbursement from the State under DUI enforcement programs, which meant safer streets with no additional budgetary burden.

The SRO Report for September was reviewed and the Commission noted that it was a busy month due to the start of school.

The Overtime Report for September was reviewed and the Commissioners noted the overtime hours are consistent with the prior year.

The Accreditation Report for September was reviewed. The Commissioners were pleased with the timing and the progress being made.

The K9 Report for September was reviewed and the Commission noted the activities during the reporting period.

REPORT OF CHIEF LYNCH

Chief Lynch reviewed with the Commission the letters of thanks and the donations that had been received.

Chief Lynch reported that the next police academy class at which the Department could place a recruit will be in April 2019.

Chief Lynch noted that street line painting is behind schedule due to weather delays and the limited time available to the line painting company, but they are working on new dates to complete the painting for this year.

Chief Lynch related a situation that recently occurred in which a homeowner reported a fire, but because they were using a phone internet service provider that had the homeowner registered in another town the emergency call went to that town and the other town’s fire department was dispatched to the same-named street in that town. He noted that changing the registration of an internet-based system may not be something a homeowner thinks about when they move but it is important that it be done.

Chief Lynch reported that Peg Koellmer has been working to create a flyer to encourage residents to “Lock It or Lose It” to protect vehicles and valuables. The flyer points out that locking a vehicle takes only a few seconds, but the failure to do so could mean not only the loss of valuables and the vehicle itself but also significant time the Department must devote to investigating the theft.

OLD BUSINESS

A. Building Committee Update

Commissioner Waters reported that the Police Department-Town Campus Facility Committee was meeting the following evening. There are three important projects that
the Building Committee is waiting on: the process of selecting an owner’s representative to oversee the project on the Town’s behalf, receipt of a Statement of Requirements ("SOR") with respect to the Police Department building, and receipt of an SOR with respect to other Town Hall functions that will remain on the campus. The Department's SOR will be reviewed by the Commission later in the meeting and, once approved by the Commission, delivered to the Board of Selectmen for approval; the Town Hall SOR will be developed by Mr. Burney and First Selectwoman Vanderslice and delivered to the BOS for approval.

B. Police Explorers

Chief Lynch and Captains Conlan and Cipolla reported that despite efforts to restart the Police Explorers program there is minimal interest because students are too busy with other programs to commit to this program as well. However, the Department continues to work with Wilton youth through other programs. The Commission discussed the possibility of a single session forensic-based program.

NEW BUSINESS

A. Hurlbutt Street/Hyland Road Intersection Study

The Commission, acting as the Local Traffic Authority, reviewed the analysis performed by Lieutenant Hartman of a request for signage warning drivers on Hurlbutt Street of the intersection with Hyland Road immediately opposite the Ambler Farm main driveway. The Commission agreed that the installation of signage to the south of the intersection warning approaching traffic of the presence of the intersection is appropriate. Commissioner Waters made a motion that the Commission adopt the analysis performed by Lieutenant Hartman and implement the recommended signage installation. The motion was seconded by Commissioner Mason and carried 3-0.

B. Horizontal Alignment Treatments on State Roads

The Commission, acting as the Local Traffic Authority, reviewed the information provided by the Connecticut DOT of a plan to install warning signs and pavement markings at curves on State-owned roads during the 2020 construction season. The Commission agreed that the installation of this signage and pavement markings is appropriate. Commissioner Waters made a motion to authorize Commissioner Sauvigne, as chair of the Local Traffic Authority, to execute the requested waiver of public information meeting and public hearing. The motion was seconded by Commissioner Mason and carried 3-0.

C. Mather Street Shooting Range Paving

Chief Lynch informed the Commission that Deluxe Paving has proposed to make a donation of services and materials to pave the area of the shooting range. The offer will be presented to the BOS, who must accept it. The Department is still reviewing the P&Z
conditions of approval for use of the firing range and may seek a reconsideration of the current conditions.

D. SOR Review

Captain Conlan provided the Commissioners with a draft of the SOR that, when adopted by the Commission and by the BOS, would be provided to the Building Committee. The Commissioners reviewed the draft, suggested changes to it, and authorized Captain Conlan to provide a copy of the revised draft to the Building Committee so that the Building Committee could review the format of the document. The Commission will further review and approve the draft SOR at a later date and forward it to the BOS for approval.

REPORTS OF THE COMMISSIONERS

No reports were received from the Commissioners.

PUBLIC COMMENT

No public comment was received.

EXECUTIVE SESSION

At 8:31 p.m. the meeting went into Executive Session to discuss pending legal matters. The Commission invited Chief Lynch, Captain Conlan and Captain Cipolla to participate in the Executive Session. At 8:38 p.m. the Commission came out of Executive Session. No action was taken in the Executive Session.

ADJOURNMENT

At 8:39 p.m., a motion to adjourn the meeting was made by Commissioner Sauvigne seconded by Commissioner Mason and passed 3-0.

Respectfully submitted,
David F. Waters, Acting Recording Secretary