

**CHESHIRE PRISON ADVISORY COMMITTEE**

**MINUTES OF THE REGULAR MEETING**

**CHESHIRE TOWN HALL  
84 SOUTH MAIN STREET**

**MONDAY, JUNE 24, 2013**

Committee Members Present: Representing the Town of Cheshire: William Hellyar. From the correctional institutions: John Alves and Denise Walker. Representing the Cheshire Police Dept.: Robert Vignola.

Call to Order: The meeting was called to order at 5:37pm by Captain Vignola.

Acceptance of minutes for August 13, 2012: No vote could be taken due to a lack of a quorum. Copies of the minutes were distributed to attendees.

Update on the Cheshire Facilities:

Denise Walker, Deputy Warden of the Cheshire Correctional Institution (CCI) and Cheshire Annex, reported a census of 1426 inmates. Deputy Warden Walker reported no significant incidents at the facility.

Warden John Alves, Warden of the Manson Youth Institution, reported a census of 438 inmates at the Manson Youth Institution. Warden Alves also reported that Manson Youth Institution is in lock-down this week while they perform their bi-annual search of the inmates and facility. Two units remain closed due to the on-going construction at the facility. This construction project is expected to be completed by the end of September 2013, pending no unforeseen delays.

Warden Alves also reported the Central Transportation Unit (CTU) has been moved to the Webster facility.

Tracy Butler, Director of the Maloney Center for Training and Staff Development and Director of the Human Resources Unit: Absent. Deputy Warden Walker reported that Ms. Butler has retired and no replacement has been appointed yet.

Glen Noffsinger, Plant Facility Manager: Absent.

Other:

Cheshire Police Department (CPD): A citizen (Margie Rodgers) contacted the CPD asking about when the firing range was being used.

Captain Vignola stated that per CT state law, the town is required to have this committee. Warden Alves question if an annual report is submitted to the State by this committee. Captain Vignola responded he does not believe we are required to do so.

Captain Vignola will contact Mr. Sima (Town Council) and Mr. Milone (Town Manager) about the need for additional members for this committee. Mr. Urquhart and Ms. Houck both resigned from the committee. Ms. Alexander passed away. Captain Vignola also stated the committee needs a new chair.

The next meeting is scheduled for Monday, September 9, 2013 at 5:30pm at Cheshire Town Hall.

Adjournment: The meeting was adjourned at 6:05pm by Captain Vignola.

Respectfully submitted by,

Kathy Kirby  
Recording Clerk