Committee members present: Representing the Town of Cheshire: Pat Alexander, Sharon Houck, Ron Urquhart and Art Wells. From the correctional institutions: Jesus Guadawama from Manson Youth Institution and Jeffrey Adgers, Deputy Warden, Cheshire Correctional Institution and Cheshire Correctional Annex, formally Webster Correctional Institution.; Ren Marchand, Captain, Cheshire Police Department.

The meeting was called to order at 5:30 p.m. by Chairperson Art Wells. The assembled body saluted the flag.

**Acceptance of minutes:** MOTION by Pat Alexander; seconded by Sharon Houck. To accept the minutes of the November 12, 2009 meeting as emailed. VOTE: The motion passed unanimously.

*The November 12, 2009 meeting was cancelled as there was not enough committee members were able to attend to reach quorum.*

**Update on committee** Introduction of Ron Urquhart as the newest member to the committee. There is still a vacant position as a result of Rick Held’s resignation in August 2009. As of the March 31, 2010, Art will also be resigning from the committee due to relocating to Prospect. Ron agreed to be acting chairperson until the vacancies could be filled and a chairperson elected. It was also announced that Jim Sima is the new liaison to the Committee from the Town Council.

**Census and updates from the facilities.** Deputy Warden Adgers reported that the census at CCI is 1373 which about average for their population and the new Annex is 127. January 15, 2010 the Webster Correctional Institution was closed and the Webster Annex is now referred to as the Cheshire Annex housing Level 1-2 inmates. Staff was relocated to other facilities throughout the state or took retirement from DOC.

Mr. Guadawama reported that the census at Manson Youth Institution is at 603 which is down from 658 back in September 2009. No incidents to report.

**Update on North Block** Status remains unchanged in that the facility is empty but is prepared to be used if there were an emergency within the one of the facilities. Deputy Warden Adgers was not sure if the facility was totally completed yet.

**Update on Firing Range** No new updates.
Open Discussion

Mr. Urquhart asked how dangerous the prisoners in the CCI are.

RESPONSE: The average number of years being served is 10 with some inmates serving life sentences. Offenses range from drug violations to violent offenses.

Mr. Urquhart asked what the prisoners do all day.

RESPONSE: There are a number of work programs that they participate in as well education programs should they elect to participate.

Mr. Urquhart asked what kind of "Alerting System" is there should there be an incident in one of the facilities and how do people know about it.

RESPONSE: There is an automated calling tree system that residents can elect to sign up for. There are two identical systems set up in the facilities that can be operated independently should on experience a failure. If an incident occurs that could impact the community a message sent out to each phone number in the calling tree. The system is tested monthly with a test message sent to each number and a report is generated showing connections, answering machine response, no answers and bad numbers. Initially the system was publicized in the Cheshire Herald. In more recent years knowledge of the system has been inquiries to Town Hall or the Police Department.

Next quarterly meeting is scheduled for June 8, 2010. There was additional discussion as to if the meetings should be more frequent such as monthly. This item was tabled until the committee vacancy could be filled at which time the discussion will be reopened.

MOTION by Sharon Houck; seconded by Pat Alexander. To adjourn the meeting. The meeting was adjourned at 6:05 p.m. by Chairperson Art Wells.

Respectfully submitted by,

Art Wells
Chairperson