Committee Members Present: Representing the Town of Cheshire, Ronald T. Urquhart, William Helyar, Sharon Houch and Patricia Alexander. From the correctional institutions: John Alves, Jose A. Feliciano Jr., Glenn Noffsinger, and Tracy Butler.

The meeting was called to order at 5:30pm by Chairperson Ronald T. Urquhart. The assembled body saluted the flag.

Acceptance of minutes: MOTION by Patricia Alexander; seconded by Sharon Houch. To accept the minutes of the September 9, 2010 meeting as presented. VOTE: The motion passed unanimously.

Update on the Cheshire Facilities: John Alves, Warden of the Cheshire Correctional Institution and Cheshire Annex, reported a census of 1501 inmates. There have been no significant incidents at the facilities. A facility-wide shake-down was recently held. They participated in Cheshire’s Lights of Hope event on November 6, 2010. 600 luminaries were set-up along the field and drive ways by volunteer staff and their families.

Warden Jose A. Feliciano Jr., Warden of the Manson Youth Institution reported a census of 602 inmates. There have been no significant incidents at the facility. A discussion was held about the programmatic aspect of the facility. Over 50% of the population attends school during first or second shift. They also implemented a re-entry unit program to help inmates re-enter the community.

Jose A. Feliciano Jr. and Tracy Butler are serving as Acting Directors of the Maloney Center for Training and Staff Development. On November 20, 147 new Corrections Officers will graduate from the Academy (having completed a 13 week cycle). They will notify Cheshire Police Department to expect an increase in traffic for graduation day.

Glen Noffsinger, Plant Facility Manager, reported that nothing has changed in the North Block. It is functional if needed in the case of an emergency. The Webster Correctional Institution facility was closed January 2010. They keep the building functioning (heat, electricity). Former Webster officers were deployed throughout Department of Corrections statewide.

In response to Mr. Urquhart’s question regarding the prisons notifying the community of any incidents, a discussion was held about the prison’s community notification system (automated calling tree system) and the procedure for residents to sign-up for this system. Warden Alves reported that the community notification system is tested monthly and also explained Cheshire’s Red Alert System, an emergency notification system offered by town governments for other emergency situations. Mr. Urquhart will follow-up with the town to formalize the sign-up procedure for the prison’s community notification system and have that procedure publicized to the community.

Tour of Cheshire’s Facilities: Mr. Urquhart and Mr. Helyar toured the Cheshire facilities. It was interesting to see all the programs available to the inmates, including the vocation program. The inmates were productive and the work output was impressive. Mr. Urquhart felt the discipline was strong. Staff knew the precautions to take. They had no safety concerns and felt the facilities were neat and clean.

Request to combine the Prison Advisory Committee and the Public Safety Commission: This issue has been put to rest. The Prison Advisory Committee is sanctioned by the state for a specific purpose. In the future, the committee name shall be: Cheshire Prison Advisory Committee.
Mr. Urquhart stated that the Democratic Town Committee has not appointed a member to the committee. Mr. Urquhart will look into a way to fill the open position.

Meeting Schedule for 2011: Mr. Urquhart proposed the following meeting dates for 2011: February 8, 2011; May 10, 2011; August 9, 2011; and November 8, 2011. MOTION by Sharon Houck, seconded by Jose A. Feliciano Jr. To accept the 2011 meeting dates as presented. The motion passed unanimously.

A discussion about meeting time was held. The committee will continue to meet at 5:30pm.

Open Discussion:

Ms. Alexander has seen Judicial Marshall trucks (used for inmate transportation) on Jarvis Street. These vehicles are supposed to stay on state roads.

RESPONSE: Warden Alves will notify their Central Transportation Division.

Mr. Urquhart will draft a mission statement for this committee which he will e-mail to committee members and the town manager for review. His goal is to have a full, functional committee.

Adjournment: MOTION by Jose A. Feliciano Jr.; seconded by Sharon Houck. To adjourn the meeting. The meeting was adjourned at 6:15pm by Chairperson Ronald T. Urquhart.

Respectfully submitted by,

Kathy Kirby
Recording Clerk