

# WOODBIDGE TRAFFIC AUTHORITY

## REGULAR MEETING

### MINUTES

May 3, 2016

The Regular Meeting of the Woodbridge Traffic Authority was held on Tuesday, May 3, 2016 at 6:00 p.m. in the Training Room of the Woodbridge Police Department.

**PRESENT:** Commissioner Robert Berke (Chairman), Commissioner Matthew Gilbride (Vice Chairman), Commissioner Stephen Falcigno, Commissioner Deborah Desir, Commissioner Deborah Fried, Susan Jacobs – Board of Selectmen Liaison

**OTHERS:** Acting Chief Raymond Stuart, Lt. Jeffery Leiby, Sgt. Frank Cappiello, Administrative Assistant Janice Innocenzi

- Chairman Berke called the meeting of the Woodbridge Traffic Authority to order at 6:02 p.m.

### PUBLIC COMMENTS / CORRESPONDENCE:

- There were no public comments.

### TRAFFIC MATTERS:

- Hazel Terrace (Updates):

Members of the public present: Residents Elizabeth and Josephine Antonucci; James Brockington, owner of the Tia Russell Dance Studio; Linda Alpert, owner of commercial property on Hazel Terrace.

***The Board voted unanimously (Falcigno/Gilbride) to recommend installation of four (4) “no parking” signs in front of 7 Hazel Terrace, per State Statute and recommendation by the Fire Chief.***

Linda Alpert objected to the report submitted by the Fire Chief; she gave her opinion that his report is inaccurate.

All members of the public left the meeting at 6:13 p.m.

- United Way Charity “Ride for Hope” – Sunday, June 5, 2016: Acting Chief Stuart requested the Board’s consideration to allow the “Ride for Hope” to travel through Woodbridge during their event on June 5, 2016.

***The Board voted unanimously (Falcigno/Fried) to allow the United Way Charity “Ride for Hope” to travel through Woodbridge during their June 5, 2016 event.***

- “Beat the Heat” Run/Walk Event – Saturday, June 18, 2016: Acting Chief Stuart requested the Board’s consideration to allow the Eva Block Memorial “Beat the Heat” Run/Walk Event to travel through Woodbridge on Saturday, June 18, 2016.

***The Board voted unanimously (Falcigno/Fried) to allow the “Beat the Heat” Run/Walk event to travel through Woodbridge on Saturday, June 18, 2016.***

- Letter to D.O.T. (Rimmon & Johnson Traffic Study Request): Acting Chief Stuart submitted a request to the state to conduct a traffic study in that area.

**ADJOURNMENT:**

*The Board voted unanimously (Falcigno/Fried) to adjourn the regular meeting of the Woodbridge Traffic Authority at 6:15 p.m. and move into the Regular Meeting of the Woodbridge Board of Police Commissioners.*

Respectfully submitted:

*Janice Innocenzi*

Janice Innocenzi  
Administrative Assistant

# WOODBRIIDGE BOARD OF POLICE COMMISSIONERS

## REGULAR MEETING

### MINUTES

May 3, 2016

The Regular Meeting of the Woodbridge Board of Police Commissioners was held on Tuesday, May 3, 2016 at 6:15 p.m. in the Training Room of the Woodbridge Police Department.

**PRESENT:** Commissioner Robert Berke (Chairman), Commissioner Matthew Gilbride (Vice Chairman), Commissioner Stephen Falcigno, Commissioner Deborah Desir, Commissioner Deborah Fried, Susan Jacobs – Board of Selectmen Liaison

**OTHERS:** Acting Chief Raymond Stuart, Lt. Jeffery Leiby, Sgt. Frank Cappiello, Administrative Assistant Janice Innocenzi

### APPROVAL OF MINUTES:

- B.O.P.C. Regular Meeting – March 1, 2016
- B.O.P.C. Special Meeting – April 5, 2016

*The Board voted unanimously (Gilbride/Falcigno) to approve the minutes from the Regular Meeting of the Woodbridge Board of Police Commissioners held on March 1, 2016 and the Special Meeting of the Woodbridge Board of Police Commissioners held on April 5, 2016.*

### PUBLIC COMMENTS:

- There were no Public Comments.

### REVIEW OF REPORTS:

**Financial Report:** Acting Chief Stuart reported that overtime is a little high due to shortages, but the budget is on track.

*The Board voted unanimously (Falcigno/Gilbride) to accept the Financial Report.*

### Activity Report:

*Acting Chief Stuart gave an overview of the monthly statistic reports for February/March:*

- Larcenies - (13 in February; 7 in March)
- Burglaries - (0 in February; 7 in March)
- DUI - (0 in February; 1 in March)
- High School Lockdown Exercise and Evacuation was conducted in March. The school now has 3 different scenarios in place to evacuate the students and provide reunification with their parents. The exercise was successful and is part of our annex for the All Hazards Plan for the school.
- Warrants pending for several burglaries.

*The Board voted unanimously (Fried/Gilbride) to accept the Activity Reports.*

## **REPORT OF THE CHIEF OF POLICE:**

- **Building Upgrades (Tower & Carport):** The Finance Director received approval to utilize the \$500,000 grant money we received towards a communications tower upgrade and equipment storage building, as well as, a carport. Ms. Jacobs clarified that the granting authority gave their approval to apply the funds that way, but it has not yet been approved by the town.
- **License Plate Reader:** Acting Chief Stuart informed the Board that the purchase of a license plate reader was approved by the previous Board in 2010. The license plate reader consists of cameras mounted to the rear of the patrol vehicle. All the paperwork has been prepared, including MOAs. This item will be tabled until the next Chief is appointed.
- **Body Camera Grant:** Acting Chief Stuart asked the Board's consideration to request approval from the Board of Selectmen to spend the grant money.

***The Board voted unanimously (Gilbride/Desir) to approve Acting Chief Stuart's request to ask the Board of Selectmen to approve use of the body camera grant money.***

- **General Orders (Update):** Acting Chief Stuart notified the Board that the General Order drafts are completed and ready for the new Chief to review and sign.
- **Facebook:** The department now has a Facebook page which will be used to publish information and press releases. Ms. Jacobs informed the Board that the Board of Selectmen has contracted for a complete upgrade of the town websites, including the Police Department.

***The Board voted unanimously (Falcigno/Desir) to accept the Report of the Chief of Police.***

## **EXECUTIVE SESSION:**

- **Personnel Matters regarding: Certified Officer Candidate Interview & Hiring and the Chief's Position:**

***The board voted unanimously (Falcigno/Gilbride) to move out of order and into Executive Session at 6:35 p.m. to discuss Personnel Matters regarding the interview and hiring of a certified police officer candidate, as well as, to discuss the Chief's position. (All Commissioners remain; all others excused.)***

- Ms. Jacobs left the meeting at 6:35 p.m.
- Acting Chief Stuart, Lt. Leiby, Sgt. F. Cappiello and Administrative Assistant were invited back into Executive Session during the interview of a certified officer candidate at 6:47 p.m.
- The Board moved out of Executive Session at 7:08 p.m.

## **ACTION TAKEN ON MATTERS DISCUSSED DURING EXECUTIVE SESSION:**

- There were no motions made, no votes taken.
- **Certified Officer Candidate Interview & Hiring:** Tabled until the June meeting.

## **PERSONNEL MATTERS:**

- **New Recruit Testing:** Acting Chief Stuart informed the Board that as members of the South Central Chiefs of Police/South Central Criminal Justice Administration, police officer applicants will now apply through "policeapp.com". The Town Attorney has reviewed the "policeapp.com" MOA and it just needs to be signed to participate in the process. Commissioner Falcigno said the Board concurred it would be more appropriate to wait until a new Chief is in place.

Regarding the certified officer candidate, Acting Chief Stuart expressed his opinion that hiring this certified candidate would be a home run for the department. He is a highly qualified, six-year veteran that we could put right out on the road. He asked the Board to please take into consideration that by holding off on hiring this officer for another month, we could easily lose him to another department. We are down five officers and the operational efficiency of the department is down because we are so short; we need certified officers like this.

- DARE/SRO Achievement: Acting Chief Stuart said Officer Vincent Lynch is doing a great job at Beecher Road School. During the month of February, they participated in a Safe Online Challenge and this is the second year that Beecher Road School has come in first place. The school will be giving Officer Lynch a recognition award.
- Racial Profiling Complaint – (Update): The complaint was received and investigated; notifications were made to the State’s Attorney’s Office and OPM according to State Statute. The complaint was unfounded and the investigation is now closed.

**BUDGET:**

- Letter to A. Genovese (re: Capital Budget): A copy of the letter was provided to the Board for their information.

**OLD BUSINESS:**

- Fire Dispatch Protocol: Acting Chief Stuart and Lt. Leiby met with the Fire Chief. Acting Chief Stuart reached out to West Haven for assistance and one of their EMS Directors will work with the police and fire department to help with the protocol. Scott Schwartz is going work with NexGen to get the fire protocol added to our CAD system in Dispatch. Any further action will be the decision of the next Chief.

**NEW BUSINESS:**

- There was no New Business to discuss.

**ADJOURNMENT:**

*The Board voted unanimously (Falcigno/Desir) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:24 p.m.*

Respectfully submitted:

*Janice Innocenzi*  
Janice Innocenzi  
Administrative Assistant

# WOODBRIIDGE TRAFFIC AUTHORITY

## REGULAR MEETING

### MOTIONS

May 3, 2016

#### PUBLIC COMMENTS:

- There were no Public Comments.

#### TRAFFIC MATTERS:

- Hazel Terrace (Updates):

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Respectfully submitted:

*Janice Innocenzi*

Janice Innocenzi  
Administrative Assistant

# **WOODBRIIDGE BOARD OF POLICE COMMISSIONERS**

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**May 3, 2016**

#### **APPROVAL OF MINUTES:**

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**PUBLIC COMMENTS:** There were no Public Comments.

#### **REVIEW OF REPORTS:**

Financial Report:

*The Board voted unanimously (Falcigno/Gilbride) to accept the Financial Report.*

Activity Report:

*The Board voted unanimously (Fried/Gilbride) to accept the Activity Reports.*

#### **REPORT OF THE CHIEF OF POLICE:**

- Body Camera Grant:

*The Board voted unanimously (Gilbride/Desir) to approve Acting Chief Stuart's request to ask the Board of Selectmen to approve use of the body camera grant money.*

*The Board voted unanimously (Falcigno/Desir) to accept the Report of the Chief of Police.*

#### **EXECUTIVE SESSION:**

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- The Board moved out of Executive Session at 7:08 p.m.

#### **ACTION TAKEN ON MATTERS DISCUSSED DURING EXECUTIVE SESSION:**

- There were no motions made, no votes taken.

**PERSONNEL MATTERS:**

- There were no motions made, no votes taken, during the discussion of Personnel Matters.

**BUDGET:**

- There were no motions made, no votes taken, during the discussion of Budget matters.

**OLD BUSINESS:**

- There were no motions made, no votes taken, during the discussion of Old Business.

**NEW BUSINESS:**

- There was no New Business to discuss.

**ADJOURNMENT:**

*The Board voted unanimously (Falcigno/Desir) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:24 p.m.*

Respectfully submitted:

*Janice Innocenzi*  
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