

WOODBIDGE TRAFFIC AUTHORITY

REGULAR MEETING

MINUTES

September 6, 2016

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

PRESENT: Commissioner Robert Berke, Commissioner Matthew Gilbride, Commissioner Stephen Falcigno, Commissioner Deborah Fried, Commissioner Deborah Desir, Susan Jacobs – Board of Selectmen Liaison, Andrew Esposito, Jr. – Board of Finance Liaison

OTHERS: Chief Frank P. Cappiello, Deputy Chief Raymond S. Stuart, Lt. Jeffery Leiby and Administrative Assistant Janice Innocenzi

Chairman Berke called the regular meeting of the Woodbridge Board Traffic Authority to order at 6:01 p.m.

PUBLIC COMMENTS / CORRESPONDENCE:

- There were no public comments.

TRAFFIC MATTERS:

- Hazel Terrace (Update): Chief Frank Cappiello reported that he received a letter dated July 20, 2016 from the residents of #14 and #7 Hazel Terrace again requesting “No Parking” signs be posted in front of #14 Hazel Terrace. On August 1st, the Chief and Deputy Chief surveyed the area and took measurements in front of #14. Chief Cappiello returned the next day and spoke with both residents individually to discuss the traffic issues. It was recommended in our initial traffic study that “No Parking” signs also be posted in front of #14 and the resident feels slighted because that was not done. In an effort to be proactive and try to resolve the problem Chief Cappiello recommends that the signs be placed there to remind people that parking is not permitted per statute so as not to obstruct the driveway.

The Board tabled the issue until the next meeting in order to give the business owners notice.

- Dillon Road Traffic Study: Chief Frank Cappiello reported that we have received several complaints over the years regarding traffic flow and speed on Dillon Road. In recent months there have been numerous e-mails between the residents and Town Hall staff about speeding and the road being a hazard. Chief Cappiello also received several calls in June and the Lieutenant assigned traffic details there. A traffic study will be conducted and the findings will be reported to the residents, but there will be a delay in the study because roadwork is currently taking place.
- Woodbridge Road Race: Chief Cappiello requested the Board’s consideration to allow the 35th Annual Woodbridge Road Race to travel through town on October 1, 2016 from 8:00 to noon.

The Board voted unanimously (Fried/Berke) approved the annual Woodbridge Road Race.

- JCC’s 5th Annual Murray Lender 5K Bagel Run Road Race: Chief Cappiello requested the Board’s consideration to approve this road race which is planned for September 18, 2016.

The Board voted unanimously (Falcigno/Fried) to approve the JCC’s 5th Annual Murray Lender 5K Bagel Run Road Race.

- General Traffic Updates:

1. The second “Do Not Block the Box” at Merritt and Litchfield Turnpike has been painted and signs will be installed.
2. Deputy Chief Stuart was notified by the DOT that they have adjusted the cycle of the traffic light at Rte. 69 and Pond Lily Avenue in New Haven in an effort to ease traffic congestion.
3. Handicapped Parking Sign on Manila Avenue is all set; Public Works has ordered the sign to be installed.

ADJOURNMENT:

The Board voted unanimously (Gilbride/Desir) to adjourn the regular meeting of the Woodbridge Traffic Authority at 6:17 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

September 6, 2016

The Regular Meeting of the Woodbridge Board of Police Commissioners was held on Tuesday, September 6, 2016 in the Training Room of the Woodbridge Police Department.

PRESENT: Commissioner Robert Berke, Commissioner Matthew Gilbride, Commissioner Stephen Falcigno, Commissioner Deborah Fried, Commissioner Deborah Desir, Susan Jacobs – Board of Selectmen Liaison, Andrew Esposito, Jr. – Board of Finance Liaison

OTHERS: Chief Frank P. Cappiello, Deputy Chief Raymond S. Stuart, Lt. Jeffery Leiby and Administrative Assistant Janice Innocenzi

Chairman Berke called the Regular Meeting of the Woodbridge Board of Police Commissioners to order at 6:17 p.m.

APPROVAL OF MINUTES:

- B.O.P.C. Regular Meeting – July 5, 2016

The Board voted unanimously (Fried/Gilbride) to approve the minutes from the Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority held on July 5, 2016.

PUBLIC COMMENTS:

- There were no Public Comments.

REVIEW OF REPORTS:

Financial Report: Deputy Chief Stuart reported that we are currently at 15.7% of our budget. We are a little ahead due to full payouts being made at the beginning of each fiscal year (i.e. Labor Negotiations and Regional Services), as well as monies encumbered for Purchase Orders, training classes for the new School Resource Officer and the purchase of ammunition for firearms training purposes.

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

Activity Report:

Chief Cappiello gave an overview of the statistic reports for the months of July and August:

- **July** – 2 Burglaries (one residential, one commercial); an arrest was made on the commercial burglary.
- 12 Larcenies (10 from unlocked vehicles, 1 theft from a locker at JCC, missing money at an assisted living facility).
- 1 Stolen Vehicle, 1 Vehicle Recovered.
- 1 Sexual Assault Complaint; arrest made (inappropriate contact).
- An arrest was made on a burglary that occurred in June; a home health care worker was arrested for stealing checks from a resident.
- **August** – 1 Burglary (business establishment).
- 5 Larcenies (from unlocked vehicles).
- 2 Sexual Assaults (one was a DCF referral).
- An arrest was made on a burglary from 2015; the subject used an ax to knock down the back door.
- An arrest was made on a commercial burglary and stolen vehicle.

The Board voted unanimously (Falcigno/Fried) to accept the Activity Report.

REPORT OF THE CHIEF OF POLICE:

- **General Orders (Update):** Chief Cappiello has completed his review of the General Orders and made revisions. The Orders were reviewed a second time by the Chief and Deputy Chief. Administrative Assistant Innocenzi has begun to reformat and retype the Orders.
- **Prescription Drug Take-Back Event:** We will be participating in the DEA's annual Prescription Drug Take-Back Initiative on October 22, 2016 from 10:00 a.m. to 2:00 p.m. Citizens can turn in expired, unwanted, unused pharmaceuticals. The event will be advertised locally. Last year's event was quite successful; we collected 74.5 lbs. of unwanted pharmaceuticals.
- **Motor Vehicle Accident:** Approximately one month ago, one of our officers was injured in a motor vehicle accident; he was treated and released. The officer has not had any time out of work, but goes for physical therapy. Our vehicle sustained \$3,500 in damage.
- **South Central Criminal Justice Testing Process:** Chief Cappiello reported that we are participating in the current regional police officer recruiting process. On August 24th the physical agility testing was conducted and the written exam took place on August 27th. One of our officers assisted in the physical agility phase and another officer will assist with the oral boards later this month. Upon completion of the oral boards, we expect to receive the eligibility list sometime in October.
- **Certified Officer Hiring:** We are currently down 3 officers and Chief Cappiello would like to revisit hiring a Certified Officer to fill one of the open positions.
- **Carport Project:** Chief Cappiello informed the Board that this project goes hand-in-hand with the radio system communications upgrade for Police, Fire and Public Works. Part of the project includes upgrading the radio tower outside the police department and adding an outbuilding. That component was part of the Police Department building upgrade. We received a \$500,000 STEAP Grant and some of those funds can be used for the radio system upgrade (\$350,000) with the remaining \$150,000 used for a carport. A carport would provide shelter for the vehicles, improve the life of the cars and prevent them from becoming buried in snow, which the officers need to remove before going out on calls. Deputy Chief Stuart will be contacting the architect regarding pricing. The Chief asked the Board for their support for the Department to move forward.
- **NG911:** "Next Generation 911" statewide upgrade is taking place. Today was supposed to be the cutover date, but the project is on hold because the upgrades made during July revealed a software issue. Until that issue is resolved, the project will remain on hold.
- **Chief's Meeting with State's Attorney:** On August 1st, Chief Cappiello and Deputy Chief Stuart met with the new State's Attorney Patrick Griffin, who replaced Michael Dearington. The State's Attorney will be meeting with the Chiefs on a monthly basis.
- **ADL Security Conference at JCC:** On August 18th, Chief Cappiello and Deputy Chief Stuart attended and presented at an emergency preparedness safety conference at the JCC in conjunction with the Anti-Defamation League.
- **Community Forum – West Haven Black Coalition:** On July 19th, Chief Cappiello participated on a panel at UNH, which was a community forum hosted by the West Haven Black Coalition. Police Chiefs and Mayors from the New Haven area were invited to talk about race relations. Reporter Jason Newton from WTNH was the moderator. The event was well organized and well received; it was a nice dialog between residents, police and some of the mayors.

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

PERSONNEL MATTERS:

- **Request to Carry Unused Vacation Days:** Chief Cappiello requested the Board's consideration to allow Administrative Assistant Janice Innocenzi to carry over 5 unused vacation days.

The Board voted unanimously (Gilbride/Fried) to allow Janice Innocenzi to carry over 5 unused vacation days.

- School Resource Officer: Officer Scott Prentice has successfully completed SRO training and has begun his new assignment at Amity High School; so far things are going well.
- Statewide Narcotics Task Force: Chief Cappiello reported that an officer has been selected to participate. The officer's assignment will begin in October.
- Police Union Contract Negotiations: Our contract expired in 2015, recently a tentative agreement was reached with the bargaining unit and the union ratified the agreement about a week and a half ago. Earlier this evening, Chief Cappiello attended a Special Meeting of the Board of Selectmen and Labor Negotiator David Ryan presented the tentative agreement; the Board voted to accept the agreement and the contract has been settled.

BUDGET:

- Capital Outlays: We will soon begin preparing the budget and in addition to the rotation of vehicles and computer upgrades needed, our voice logger which is the recording mechanism for our radios, telephones and fire calls, is outdated and the software can no longer be updated. We had a problem with it a few weeks ago; the contractor came in and a temporary fix was applied. We will try to hang on until July and submit this as a Capital Budget request, but if something else goes wrong in the meantime, the Finance Director will work with us to address it.

OLD BUSINESS:

- There was no Old Business to discuss.

NEW BUSINESS:

- There was no New Business to discuss.

EXECUTIVE SESSION:

- Discuss Personnel Matters Regarding Future Hiring

The Board voted unanimously (Fried/Falcigno) to move into Executive Session to discuss personnel matters related to future hiring at 6:52 p.m. (Chief Cappiello was invited to stay, all others were excused.)

- Ms. Jacobs and Mr. Esposito left the meeting at 6:52 p.m.
- The Board moved out of Executive Session at 7:06 p.m.

ACTION TAKEN ON MATTERS DISCUSSED IN EXECUTIVE SESSION:

- There were no motions made, no votes taken.

ADJOURNMENT:

The Board voted unanimously (Falcigno/Fried) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:06 p.m.

Respectfully submitted:

Janice Innocenzi
Janice Innocenzi
Administrative Assistant

WOODBRIIDGE TRAFFIC AUTHORITY

REGULAR MEETING

MOTIONS

September 6, 2016

PUBLIC COMMENTS:

- There were no Public Comments.

TRAFFIC MATTERS:

- Woodbridge Road Race:

The Board voted unanimously (Fried/Berke) approved the annual Woodbridge Road Race.

- JCC's 5th Annual Murray Lender 5K Bagel Run Road Race:

The Board voted unanimously (Falcigno/Fried) to approve the JCC's 5th Annual Murray Lender 5K Bagel Run Road Race.

ADJOURNMENT:

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Respectfully submitted:

Janice Innocenzi

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WOODBRIIDGE BOARD OF POLICE COMMISSIONERS

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APPROVAL OF MINUTES:

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PUBLIC COMMENTS: There were no Public Comments.

REVIEW OF REPORTS:

Financial Report:

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

Activity Report:

The Board voted unanimously (Falcigno/Fried) to accept the Activity Report.

REPORT OF THE CHIEF OF POLICE:

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

PERSONNEL MATTERS:

- Request to Carry Unused Vacation Days:

The Board voted unanimously (Gilbride/Fried) to allow Janice Innocenzi to carry over 5 unused vacation days.

BUDGET:

- There were no Budget matters to discuss.

OLD BUSINESS:

- There was no Old Business to discuss.

NEW BUSINESS:

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

EXECUTIVE SESSION:

- Discuss Personnel Matters Regarding Future Hiring

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- The Board moved out of Executive Session at 7:06 p.m.

ACTION TAKEN ON MATTERS DISCUSSED IN EXECUTIVE SESSION:

- There were no motions made, no votes taken.

ADJOURNMENT:

The Board voted unanimously (Fried/Falcigno) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 6:55 p.m.

Respectfully submitted:

Janice Innocenzi
Janice Innocenzi
Administrative Assistant