

WOODBIDGE TRAFFIC AUTHORITY

REGULAR MEETING

MINUTES

January 3, 2017

The Regular Meeting of the Woodbridge Traffic Authority was held on Tuesday, January 3, 2017 at 6:04 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,

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

Chairman Berke called the regular meeting of the Woodbridge Traffic Authority to order at 6:04 p.m.

PUBLIC COMMENTS / CORRESPONDENCE:

- There were no Public Comments.

TRAFFIC MATTERS:

- “Be the Match” 5K Run & Walk Fundraiser (Bone Marrow Donation): A town resident who is the founder of a volunteer club organization at Amity High School is requesting approval for their “Be the Match” 5K Run and Walk event fundraiser to be held on Saturday, April 15, 2017. The club works with "Be the Match" (bethematch.org), a national non-profit organization that matches bone marrow donors with cancer patients in need of transplants.

The Board voted unanimously (Falcigno/Gilbride) to allow the “Be the Match” 5K Run & Walk event to take place in Woodbridge, as requested.

- Community Connectivity Program: The Town will be participating in the Community Connectivity Program; the goal is to improve pedestrian and bicycle safety. Chief Cappiello requested the Board review the audit recommendations (Woodbridge Business District Road Safety Audit, dated July 15, 2016) and provide feedback. The matter was tabled for discussion until the February meeting.
- Speed Awareness Monitor Trailer Purchase: Chief Cappiello requested the Board’s consideration to purchase a speed awareness monitor trailer, which is a mobile sign that displays the speed of the vehicles as they pass by. This unit will be used in conjunction with our traffic awareness initiatives. We would like to utilize asset forfeiture funds for this purchase which will cost approximately \$8,000.

The Board voted unanimously (Falcigno/Gilbride) to authorize the purchase of the speed awareness trailer, as requested.

ADJOURNMENT:

The Board voted unanimously (Gilbride/Falcigno) to adjourn the regular meeting of the Woodbridge Traffic Authority at 6:09 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

January 3, 2017

The Regular Meeting of the Woodbridge Board of Police Commissioners was held on Tuesday, January 3, 2017 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,

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

APPROVAL OF MINUTES:

- B.O.P.C. Regular Meeting – December 6, 2016

The Board voted unanimously (Falcigno/Gilbride) to approve the minutes from the Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority held on December 6, 2016.

- Commissioner Desir joined the meeting at 6:09 p.m.

PUBLIC COMMENTS:

- There were no Public Comments.

REVIEW OF REPORTS:

Financial Report: Deputy Chief Stuart notified the Board that during the month of December, additional Officer Overtime was attributed to the Amity referendum, the fire at the JCC and a burglary investigation.

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

- Commissioner Fried joined the meeting at 6:16 p.m.

Activity Report:

Chief Cappiello gave an overview of activity for the month of December:

- Officer Activity and Statistics reports will be made available next month due to the Records Clerk taking holiday and vacation time off from work.
- Fire at the JCC on December 5, 2016; Police Officers assisted with the evacuation and relocation of patrons, traffic control and overnight security at the premises until alarm could be activated.
- There were several thefts from motor vehicles in the lower business district.
- Stolen vehicle from Woodbridge was seized and returned to Woodbridge. The State Police assisted in processing the vehicle and we are awaiting return of forensics.
- Residential burglary - Waiting for forensic evidence to be returned; we had an outstanding warrant for a suspect in this case who was involved in another burglary that occurred in the area. The case is still under investigation.

- Suicide – There was a suicide at one of the assisted living facilities; an elderly male resident was found unresponsive.
- Bank Robbery at Peoples United Bank – Investigators are working closely with the West Haven Police Department on this case. The vehicle was located and a person was arrested who is a strong person of interest in this case. Most of the money was recovered and the person in that car was arrested on narcotics related charges. Chief Cappiello said he feels confident that we will make an arrest soon.
- Burglary Arrest – A suspect was arrested related to a burglary at a local business.
- Warrants were obtained for four individuals involved in a recent larceny of a safe from a local residence. Two suspects were arrested and investigators are tracking down the other two suspects. The safe was recovered from Milford Harbor.

The Board voted unanimously (Gilbride/Desir) to accept the Activity Report.

REPORT OF THE CHIEF OF POLICE:

- “Coats for Connecticut” Campaign: The Chief notified the Board that this event was brought to his attention by the Police Union and is sponsored by the Salvation Army, which collects used winter coats for the needy. We had approximately 20 used coats from officers who have retired and all Police patches and markings were removed prior to donation. The Salvation Army contracted with a dry cleaner in North Haven who cleans the coats before distribution to the needy.
- Phone System Upgrade (Status Update): As previously reported at last month’s meeting, the Board of Finance gave their approval to move forward with replacement of our aging and failing telephone system. We researched several options and decided to stay with Frontier as the sole vendor for the project. The Mitel MiVoice system will greatly upgrade and expand our current phone system, voice messaging needs and give us the capacity to expand in the future. Frontier already has a national bid (NJPS) in place and Chief Cappiello has been working with the Finance Director on this.
- OSHA (Follow-up): An OSHA representative returned to Woodbridge and held a meeting with town officials, representatives from each department and respective union reps. Facilities has taken care of the issues in our boiler room, removed and cleaned all radiator coverings and vacuumed inside; the only pending issue is the Dispatch Center and the town will be contracting with Northeastern Communications to have the area professionally cleaned so as not to damage sensitive radio and electronic equipment and wires.
- NetClock (Status Update): The NetClock equipment has been completely installed and synchronized between the Police and Fire Department.
- Prescription Drug Drop Box (Update): Chief Cappiello wrote a letter to the Rotary Club and Club President Chris Lovejoy notified him that their organization has agreed to fully fund the project (\$700). Chief Cappiello will be in contact with the Dept. of Consumer Protection and a policy will be drafted.
- CUPOP Presentation (Update): At the request of Lor Ferrante-Fernandes, a tour of the Police facility was conducted for CUPOP. Chief Cappiello and Deputy Chief Stuart attended the regular monthly CUPOP meeting immediately following the tour to give a presentation about the Police Department’s space needs study and the possibility of future building renovation.
- Awards Ceremony: Chief Cappiello notified the Board that we will have an awards ceremony during the month of May in conjunction with National Police Week. The ceremony will be conducted prior to the regular Police Commission meeting.
- Accident: An officer was involved in a one-car accident while operating one of our older vehicles (a 2008 Crown Victoria with just under 100,000 miles). The vehicle stalled as he was making a sharp turn and he hit a guardrail in the median. Our mechanic has confirmed that there have been a couple of previous instances reporting that this vehicle had stalled, but he was unable to replicate the problem. The car was totaled. Chief Cappiello clarified that this was not a pursuit situation and our investigation continues.

- Internal Investigation Request: Chief Cappiello was contacted by the Police Chief from a neighboring town who requested our assistance with an internal investigation his Department has been conducting regarding a non-criminal matter. Deputy Chief Ray Stuart will be handling the investigation. Chief Cappiello stressed that this matter is non-criminal in nature and has nothing to do with the Woodbridge Police Department.

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

PERSONNEL MATTERS:

- Workers' Compensation Injuries and Updates: Chief Cappiello reported that we still have one officer out on a workers' comp injury; he is continuing with physical therapy and his status remains unchanged. We anticipate an update on his prognosis in the next week or so.
- New Recruit Hiring Process Updates: We have five candidates who have advanced through the testing phases. There is a problem finding seats in the various police academies, but we do have our requests in and are on the waiting list. Chief Cappiello would like to present the five candidates to the Personnel Subcommittee; Commissioner Fried and Commissioner Falcigno will review the applicants' files on Friday, January 6, 2017.
- Request to Carry Unused Vacation Days: Chief Cappiello asked the Board's consideration to allow Officer Scott Prentice to carry over two (2) unused vacation days.

The Board voted unanimously (Gilbride/Desir) to approve the request for Officer Scott Prentice to carry over two unused vacation days.

BUDGET:

- Operating Budget - Approval: Chief Cappiello informed the Board that our proposed Operating Budget has been completed and has been reviewed by the Budget Subcommittee (Commissioner Gilbride and Commissioner Desir). He pointed out that most of the increases are due to salary and contractual obligations; we would like to reinstitute our part-time Records Clerk position to assist our full-time clerk; Dispatchers are now receiving shift differential for the evening shift; radio repeater has been moved and we will no longer be responsible to pay monthly rent and electric; we will be replacing a Taser Unit and in-car video camera and hope to replace old desks in the front lobby public interview room and the Sergeants' office.

Commissioner Gilbride made a motion to approve the Operating Budget. Chairman Berke asked to hold the vote until after Executive Session.

OLD BUSINESS:

- There was no Old Business to discuss.

NEW BUSINESS:

- There was no New Business to discuss.

EXECUTIVE SESSION:

The Board voted unanimously (Falcigno/Gilbride) to move into Executive Session at 6:45 p.m. to discuss budget matters. (Chief Cappiello, Deputy Chief Stuart and Administrative Assistant Innocenzi were excused.)

- The Board moved out of Executive Session at 7:35 p.m.

ACTION TAKEN ON MATTERS DISCUSSED IN EXECUTIVE SESSION:

- There were no motions made, no votes taken.
- Chairman Berke said a vote on the Operating Budget will be tabled until we have another meeting.

ADJOURNMENT:

The Board voted unanimously (Falcigno/Gilbride) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:35 p.m.

Respectfully submitted:

Janice Innocenzi

Janice Innocenzi
Administrative Assistant

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REGULAR MEETING

MOTIONS

January 3, 2017

PUBLIC COMMENTS / CORRESPONDENCE:

- There were no Public Comments.

TRAFFIC MATTERS:

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Respectfully submitted:

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WOODBRIIDGE BOARD OF POLICE COMMISSIONERS

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MOTIONS

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PUBLIC COMMENTS:

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REVIEW OF REPORTS:

Financial Report:

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

Activity Report:

The Board voted unanimously (Gilbride/Desir) to accept the Activity Report.

REPORT OF THE CHIEF OF POLICE:

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

PERSONNEL MATTERS:

- Request to Carry Unused Vacation Days: Chief Cappiello asked the Board's consideration to allow Officer Scott Prentice to carry over two (2) unused vacation days.

The Board voted unanimously (Gilbride/Desir) to approve the request for Officer Scott Prentice to carry over two unused vacation days.

BUDGET:

- There were no votes taken, during the Budget discussion.

OLD BUSINESS:

- There was no Old Business to discuss.

NEW BUSINESS:

- There were no New Business items to discuss.

EXECUTIVE SESSION:

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