The Regular Meeting of the Woodbridge Board of Police Commissioners/Traffic Authority took place in the Training Room at the Police Department on Monday, January 8, 2024, at 6:15 p.m.

- Vice Chairman Esposito called the regular meeting to order at 6:18 p.m.

Commissioners Present:
- Commissioner Andrew Esposito, Jr.
- Commissioner Deborah Desir
- Commissioner Henry Kopel

Police Administration Present:
- Chief Frank P. Cappiello
- Deputy Chief Ronald E. Smith, Jr.
- Administrative Assistant Janice Innocenzi

ELECTION of OFFICERS and SUBCOMMITTEE APPOINTMENTS
- Vice Chairman Esposito tabled the matter until the next meeting.

APPROVAL of MINUTES:
- B.O.P.C. Regular Meeting – October 16, 2023

The Board voted unanimously (Desir/Kopel) to approve the minutes of the Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority held October 16, 2023.

PUBLIC COMMENTS:
- There were no Public Comments.

REVIEW of REPORTS:
- Financial Report: Chief Cappiello reported that we are halfway through the fiscal year, and remain on target having used approximately 50% of our budget so far. There is nothing of significance at this point, except that our Police overtime line (50430) continues to be significantly impacted, which directly correlates with diminished staffing levels associated with three officers in field training, one pending vacancy, and two officers out on extended workers’ compensation medical leave.

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

- Activity Report: Chief Cappiello reported the following for October, November & December, 2023 -
  Criminal Activity Report:
  - Burglaries: 5 (4 residential, 1 commercial)
  - Fights in Progress: 1
  - Fraud Cases: 8
  - Larceny Investigations: 8
  - Larcenies from Motor Vehicles: 10
  - Medical Assistance Calls: 252
  - Missing Person: 1
  - Stolen Vehicles: 6 (four were recovered out of town)
  - Recovered Vehicles: 1 (stolen from New Haven)
  - Suspicious Activity: 52
  - Armed Robbery: 1 (Rte. 69 business; still under investigation)
ISU – (Investigative Services Unit) for October, November and December, 2023:

- **New Case Investigations**: 19
- **Search Warrants**: 2 (One was associated with an ongoing burglary investigation and the other pertained to an arson investigation, which was done in collaboration with the Town Fire Marshal.)
- They have been working with the State’s Attorney’s Office to prepare for an upcoming case involving a second suspect arrested for the 2021 Pease Road homicide. The first suspect was recently convicted and sentenced. We are hoping for another successful prosecution of the second suspect.
- **Public Fingerprinting Requests**: 25
- **Pistol Permit Applications Processed / Background Checks Completed**: 17
- **Background Investigations**: 2 (police officer candidates)
- They have been working to keep the daily responsibilities of our Records Room functioning while our Records Clerk is out on an extended absence. Our Administrative Assistant has also been helping with Records Division duties.

Motor Vehicle Activity Report (Patrol Division):

Chief Cappiello reported the following for October, November and December 2023 –

- 909 – Deterrent Traffic Patrols
- 916 – Traffic Speed Radar Assignments
- 187 – Motor Vehicle Stops for Traffic Violations
- 84 – Motor Vehicle Accidents (68 no injuries; 15 with injuries; 1 fatality)

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

**REPORT of the CHIEF of POLICE**

- **Approve 13-Month Meeting Schedule**: Chief Cappiello asked the Board’s consideration to approve the proposed 13-Month Meeting Schedule, as presented.

The Board voted unanimously (Esposito/Kopel) to approve the 13-Month Meeting Schedule.

- **ARHS SRO – MOU Revision**: In October, Amity School Superintendent Jenn Byars reached out to Chief Cappiello requesting some revisions be made to the current School Resource Officer – Memorandum of Understanding. The proposed changes were recommended by the Amity BOE attorney, and pertain to several pieces of new legislation enacted over the past two years, which mandate certain training and regulations for SROs. The revisions pertain to incidents involving seclusion and/or restraint, reporting, records management, and training. In addition, some new legislation in effect since July 1, 2023 mandates that schools make all of these School Resource Officer related MOUs publicly available. Chief Cappiello shared the proposed revisions with Chairman Berke for his review, as well as with Town Counsel Weiner, who reviewed and approved the changes.

The Board voted unanimously (Desir/Kopel) to approve the ARHS SRO MOU Revision.

- **Dispatch Renovation Project (Update)**: During their October 11 meeting, the Board of Selectmen awarded the construction bid and approved the funding necessary for the renovation of our Dispatch Center. Since then we have been meeting with the architect, the contractor, and all vendors involved with the project to coordinate the final details and order the necessary materials. The project will be starting at the end of this week, with Dispatch being temporarily relocated into our Training Room for the next several weeks.
- **Prescription Drug Takeback Event (Update)**: On October 28, we partnered with the Drug Enforcement Agency, as we have done in the past, for their nationwide drug takeback event. This year, working with the Bethany-Orange-Woodbridge Drug/Alcohol Action Committee (BOWDAAC), our department and the Orange Police Department combined publicity about the event to announce the two collection sites. The event was successful again this year, with a total of 94 pounds of unwanted pharmaceuticals collected in our town and turned over to the DEA for disposal. For his efforts associated with the collection, I would like to recognize and thank Sgt. Cappiello, who was our representative and coordinator, once again, this year for the event.
• **Holiday Events:**
  - **Veterans Day:** On November 10, the town held its annual Veterans Day ceremony in the Center Gymnasium. Our Police Honor Guard, which is comprised of Sgts. Cappiello, Pedalino and Scott presented the colors during the ceremony. I would like to recognize and thank each of them for their fine representation of the department at that event.
  - **“Stuff-a-Cruiser” Event / JCC Crafts Fair – Toy Drive:** On December 2, members of the Police Department teamed up with Starbucks, Katz’s Deli, the Micro Creamery, Amity Motors, Mike’s Towing and Auto Repair, the UPS Store of Seymour, and the US Marine Corps to conduct their annual “Stuff-a-Cruiser” holiday toy drive, which was held in the parking lot of D’Andrea’s Plaza. The following day, Sgt. Pedalino also represented the department at the JCC Crafts Fair where he also received additional toy donations. Both events were successful and like years past, all the toys and donations collected were distributed to the Marine Corps “Toys for Tots” program, the Ronald McDonald House, and the Connecticut Special Olympics. I would like to thank and recognize Sgt. Pedalino, who coordinated and attended both events, the members of the Police Union, and the organizations involved for brightening the holidays for those less fortunate.
  - **“Shop with a Cop”** December 13, several of our officers, along with former Officer Lynch (now the Beecher Road School armed security officer), participated in the annual “Shop with a Cop” event at the Connecticut Post Mall. The event was done in conjunction with the REACH Foundation, which was established for educational scholarships and to improve the environment for children with physical, social and financial issues. The officers had dinner with the children and then shopped with them at Target where using gift cards they were able to buy gifts for themselves and their families. I would like to recognize Detective Luzzi for coordinating and attending the event, as well as Sgt. Pedalino, Detective Iannucci and School Security Officer Lynch for their participation in making it another successful community spirited event.

• **Union Contract Negotiations:** Contract negotiations have been ongoing between the town and both of our collective bargaining units. AFSCME, which represents our Dispatchers and Records Clerk, has ratified a tentative agreement that was recently approved by the Board of Selectmen, and negotiations with UPSEU-COPS union, which represents our police officers, are currently in progress. Both of the collective bargaining unit agreements expired on June 30, 2023. Chairman Berke and Commissioner Esposito have been involved with the police negotiations process. I will keep you advised on the status and resolution as we move forward.

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

**PERSONNEL MATTERS:**

• **Extended Absence (Updates):** We continue managing the challenges associated with several extended absences that we have had for the past few months, including a Sergeant who remains out of work on an extended workers’ comp related injury since March, whose return date is yet to be determined. We have an officer who is presently out on a workers’ comp related injury that started on November 3 and his return to work date is also uncertain at this point, pending further medical review. Additionally, our Records Clerk unfortunately sustained an off-the-job injury and has been out of work since October 16. Her return to work date is uncertain at this point, but with the assistance of ISU and our Administrative Assistant, we are doing the best we can to fulfill her responsibilities until she returns. Most recently, we have had two employees out for non-job related medical reasons, one has a planned procedure and will be out for two weeks, and one is out due to an unanticipated medical issue, and will be out for the next few weeks, as well.

• **Hiring Status:** New hire, Officer Thomas Testa, who was one of two certified officer candidates offered positions during our September meeting started his employment and field training process on October 31. The second officer offered a position that evening, Officer Nicholas Samartino, started with us November 27. Our third new hire, Officer Tyren Robinson, who was offered a position during our October meeting, has since successfully completed all his final testing and medical requirements and started working with us on November 28. I am pleased to report that all three officers have been progressing very well with their field training process and at the end of last week they all successfully completed their required Emergency Medical Responder certification class, and we are now just waiting for the associated final paperwork from the...
Department of Public Health. I anticipate that they will be released to become part of our regular staffing levels by the end of the month and be able to join patrol. They have been doing really well. That leaves us with one remaining patrol officer vacancy that we are still actively attempting to fill. Currently, we have one out-of-state certified officer who is in our vetting process. In addition, we continue to advertise not only for certified officers, but also new recruits, with the next SCCJA testing process cycle slated to commence on January 10, 2024.

**BUDGET MATTERS:**

- **Capital Budget – Review & Approval:** The proposed Capital Budget was completed and includes five projects. Three of these projects were previously approved and are currently in progress, so some of the funding requests relate to multi-year payments necessary to complete those projects, which include:
  - Body-Worn and Dashboard Camera Replacement Project (year 3 of a 5-year plan)
  - S2 Administratively Controlled Door Access Security Project (final portion)
  - Replacement of Handheld Portable and In-Car Mobile Radios (year 1 of a 5-year lease/purchase)

  The remaining two projects include:
  - Replacement of two older Patrol Vehicles with high mileage.
  - Replacement of our Patrol Vehicle Mobile Data Terminals, which have reached their end-of-life, are experiencing malfunctions, and are no longer warranty supported.

Chief Cappiello met with Commissioner Esposito of the Budget Subcommittee, and he has reviewed and agreed with the proposals.

**Commissioner Esposito:** I have been working with the Chief on the Capital Budget and these are things which have been in the works for years, and they are finally getting done.

**The Board voted unanimously (Kopel/Desir) to approve the proposed Capital Budget.**

- **Operating Budget – Review & Approval:** Chief Cappiello said he also met with Commissioner Esposito to review the proposal. As always, most of the increases are associated with personnel and salary-related costs. These include:
  - The new collective bargaining agreement for our Dispatchers and Records Clerk, which represents a 5% increase (2.5% - FY23/24 and 2.5% - FY24/25). This agreement was ratified and approved by the Board of Selectmen.
  - The transfer of funding for one of our existing Officers, whose position was previously funded by the WBOE.
  - Request one additional Officer to assist us in addressing staffing, manpower, and enhancing operational efficiency, safety concerns, reducing overtime associated with minimum staffing levels, maintain our increasing IT requirements associated with new criminal justice related records entry, access and transmittal, and a vast array of new statutory mandates that came with the Police Accountability Act (one of which is the laborious task to achieve and maintain various ongoing POSTC Accreditation status levels with the mandated deadlines).

**Commissioner Esposito:** As you can see, this is a detailed line item budget. It has been gone through a couple of times, but it is not a de facto budget. We have been told that we are going to have to take a hard look at the budgets and this is one of them. The contractual side is not even finished yet. Dispatch is done, but we are still negotiating with the Officers, so there is still some work that has to be done on this budget. It is the same with every other Department. Our new Selectman has made it clear that he has made commitments to the townspeople to keep taxes down and keep budgets down, so it is something we have to look at. We are not finished with this, there will be more work done on it.

Chief Cappiello said the next step will be to present our budget on Thursday, January 25, 2024 at 6:00 p.m. This year the budget presentation process is different than it has been in the past. Both budgets will be presented on the same night.

**The Board voted unanimously (Desir/Kopel) to approve the proposed Operating Budget.**
ADJOURNMENT:
The Board voted unanimously (Esposito/Kopel) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 6:50 p.m. and move directly into the Regular Meeting of the Woodbridge Traffic Authority.

Respectfully submitted:
Janice Innocenzi, Administrative Assistant
The Regular Meeting of the Woodbridge Board of Police Commissioners/Traffic Authority took place in the Training Room at the Police Department on Monday, January 8, 2024, at 6:15 p.m.

- Vice Chairman Esposito called the regular meeting to order at 6:18 p.m.

Commissioners Present - Police Administration Present -
Commissioner Andrew Esposito, Jr. Chief Frank P. Cappiello
Commissioner Deborah Desir Deputy Chief Ronald E. Smith, Jr.
Commissioner Henry Kopel Administrative Assistant Janice Innocenzi

PUBLIC COMMENTS:
- There were no Public Comments.

TRAFFIC MATTERS:
- Intersection of Rte. 313 / Johnson Road (Update): After our discussion at the October meeting, Chief Cappiello sent a letter to the Connecticut Department of Transportation – Division of Traffic Engineering, requesting they conduct another traffic study at the intersection of Rimmon Road and Johnson Road. In his letter, they were asked to revisit their previous studies, which indicated safety concerns, and to determine the need for any additional traffic control or line of sight improvements that would minimize any identified safety concerns at the intersection. The Department of Transportation has acknowledged receipt of this letter, and the Chief will keep you informed as to their response.

ADJOURNMENT:
*The Board voted unanimously (Esposito/Kopel) to adjourn the Regular Meeting of the Woodbridge Traffic Authority at 6:51 pm.*

Respectfully submitted:
Janice Innocenzi, Administrative Assistant
WOODBRIDGE BOARD OF POLICE COMMISSIONERS

MOTIONS

January 8, 2024

ELECTION of OFFICERS and SUBCOMMITTEE APPOINTMENTS
• Vice Chairman Esposito tabled the matter until the next meeting. No motions made; no votes taken.

APPROVAL of MINUTES:
• B.O.P.C. Regular Meeting – October 16, 2023

  The Board voted unanimously (Desir/Kopel) to approve the minutes of the Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority held October 16, 2023.

PUBLIC COMMENTS:
• There were no Public Comments.

REVIEW of REPORTS:
• Financial Report:
  The Board voted unanimously (Kopel/Desir) to accept the Financial Report.

• Activity Report:
  The Board voted unanimously (Desir/Kopel) to accept the Activity Report.

REPORT of the CHIEF of POLICE
• Approve 13-Month Meeting Schedule:
  The Board voted unanimously (Esposito/Kopel) to approve the 13-Month Meeting Schedule.

• ARHS SRO – MOU Revision:
  The Board voted unanimously (Desir/Kopel) to approve the ARHS SRO MOU Revision.

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

PERSONNEL MATTERS:
• There were no motions made, no votes taken, during the discussion of Personnel Matters.

BUDGET MATTERS:
• Capital Budget – Review & Approval:
  The Board voted unanimously (Kopel/Desir) to approve the proposed Capital Budget.

• Operating Budget – Review & Approval:
  The Board voted unanimously (Desir/Kopel) to approve the proposed Operating Budget.

ADJOURNMENT:
The Board voted unanimously (Esposito/Kopel) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 6:50 p.m. and move directly into the Regular Meeting of the Woodbridge Traffic Authority.

Respectfully submitted:
Janice Innocenzi, Administrative Assistant
WOODBRIDGE TRAFFIC AUTHORITY

MOTIONS

January 8, 2024

PUBLIC COMMENTS:
● There were no Public Comments.

TRAFFIC MATTERS:
● There were no motions made, no votes taken, during the discussion of Traffic Matters.

ADJOURNMENT:
The Board voted unanimously (Esposito/Kopel) to adjourn the Regular Meeting of the Woodbridge Traffic Authority at 6:51 pm.

Respectfully submitted:
Janice Innocenzi, Administrative Assistant