

# WOODBIDGE BOARD OF POLICE COMMISSIONERS

## REGULAR MEETING

### MINUTES

**November 10, 2020**

Via ZOOM Platform (Governor Ned Lamont's Executive Order 7B)

Live Streamed – WGATV, Channel 79

YouTube link: <https://youtu.be/yR1YcbF5BHs>

The Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority took place Tuesday, November 10, 2020 at 6:15 p.m., via ZOOM platform.

- *Chairman Berke called the meeting to order at 6:18 p.m.*

Chairman Berke conducted Roll Call:

Commissioners Present-

*Deborah Desir*

*Deborah Fried*

*Stephen Falcigno*

*Robert Berke*

Police Administration Present-

*Chief Frank Cappiello*

*Deputy Chief Raymond Stuart*

*Administrative Assistant Janice Innocenzi*

Absent:

*Commissioner Andrew Esposito, Jr.*

*Joseph Crisco, Board of Selectmen*

*Paul Kuriakose, Board of Finance Liaison*

**APPROVAL of MINUTES:**

- B.O.P.C. Regular Meeting – September 8, 2020:

***The Board voted unanimously (Falcigno/Desir) to approve the minutes from the Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority held on September 8, 2020.***

**PUBLIC COMMENTS:**

- There were no Public Comments.

**REVIEW of REPORTS:**

- **Financial Report:** Chief Cappiello reported that after finishing the first 4 months of the FY21 budget, we are a third of the way and are right on track. Police Overtime is a little over 38%, but we anticipate that will come down through reimbursements from FEMA associated with the tropical storm. We had significant Dispatch overtime due to vacancies, we have been down a Dispatcher since prior to the start of the fiscal year. Data Processing is up, as well, but about half the funds are encumbered and some of those costs were unanticipated as they are associated with our planned network Phase 2 infrastructure project.

Chief Cappiello notified the Board that United Illuminating's payment policy has changed and is currently under discussion between the Chief, the Finance Director and our UI Account Manager. During emergency power restoration periods from storms and weather-related issues, the Town pays the fees for the officers until the emergency restoration is done, then charges revert back to Private Duty rates. Recently we had two invoices returned to us (in excess of \$7,000) because UI said they are not reimbursing municipalities for Police overtime beyond a certain date, so they are stretching it out further than they were before. If that situation is not rectified, it will have serious impact on our overtime budget.

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

• **Criminal Activity Report (September/October):**

- Burglaries: 1 (Residential) associated with a stolen vehicle in the area.
- Larceny/Criminal Mischief: During the months prior to the election, we received a lot of larceny/criminal mischief complaints associated with damage to, and thefts of, political lawn signs.
- ISU: Investigating a drug complaint about marijuana being shipped out of a local business; they executed a search warrant and an arrest warrant is pending at court.
- Drug Overdose: There was a non-fatal heroin overdose at a private residence; Narcan was administered by responding Police and medical personnel.
- Larcenies from Vehicles: 5 (all unlocked)
- Stolen Vehicles: 3
- Recovered Vehicles: 1
- Criminal Arrests: An arrest warrant was served for identity theft, forgery, larceny, and impersonation charges on a subject responsible for two separate fraudulent check cases. Arrest warrant served on a subject responsible for an assault that occurred in June on a gas station/convenience store attendant. Arrest warrant was served on a subject for sexual assault/risk of injury to a minor following a sexual assault investigation at a private residence, which occurred in March. Arrest warrant served on a juvenile from New Haven in connection with an armed robbery/carjacking that occurred in June at a Litchfield Turnpike store/gas station. Arrest warrants served on a suspect responsible for three separate commercial burglaries that occurred in June at businesses located on Lunar Drive and Bradley Road.
- ISU took over two other reported sexual assaults that came in during the past month, those investigations are ongoing. They are working with Postal Inspectors on mail fraud/stolen check cases. They have been working with the U.S. Attorney's Office in regards to a past kidnapping and robbery investigation that is coming to fruition, with sentencing set for later this month. A habeas request is at court where they will be serving an arrest warrant shortly for a subject responsible for a commercial burglary that occurred at a hair salon; subject was out of state, but was recently extradited back to Connecticut from South Carolina.
- During September/October, ISU processed 27 public fingerprint requests and 39 pistol permit applications.

- **Motor Vehicle Activity (September/October):** Traffic enforcement continues to be limited and consistent with what we have reported over the last several months, in correlation with the restrictions we put in place throughout the pandemic and the uncertainties associated with police reform, accountability and the current tumultuous state of our society over the past few months. To offset that, last month Chief Cappiello instituted a General Order, which requires standing deterrent traffic post assignments, in addition to some of the other assignments, for all three shifts so we provide high visibility police presence at key intersections. Overall, our traffic accidents are down significantly compared to the first ten months of last year. We are down 62 fewer accidents this year, some of this was associated with decreased traffic due to the pandemic.

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

**REPORT of the CHIEF of POLICE**

- BRS Ad Hoc SRO/Security Committee - Update: The Chief and Dr. Fried are part of that Committee whose charge is to make a recommendation to the WBOE on security personnel needs and costs for the FY21/22 Beecher Road School budget. At the last meeting on October 4, the Committee recommended that because the Woodbridge School District currently has an interim Superintendent and we are all in the middle of the annual budget preparation process, for the upcoming fiscal year the WBOE should continue to budget for full

funding of the SRO as is for the time being until the new Superintendent comes on board and can be part of the decision-making process and lend his/her views on what their intentions are. Additionally, the Committee recommended that the cost sharing should be reviewed by the WBOE on an annual basis, that the Committee is going to request that the BOE reconstitute a similar Ad Hoc Committee that will include the participation of the new Superintendent to investigate unanswered questions, and by no later than April 1, 2021, the new Superintendent sets a date for the new Committee to meet for the first time.

- **“No Shave November”**: As we have done the past several years, Chief Cappiello will be allowing the Officers and Dispatchers to participate in this annual November fundraiser to support cancer research and education. Again this year, it will be in partnership with the Connecticut Cancer Foundation to benefit cancer patients in Connecticut. Due to the Coronavirus pandemic, we had to switch things up, as did other agencies, where Police are the first responders to medical emergencies, as we are here. We will not be allowing Officers and Supervisors to grow facial hair because it does not facilitate a good seal being made with the use of the N-95 facemasks. In lieu of growing a beard, the “No Shave November” organization came out with facemasks with a printed logo and a little moustache to be worn by those wishing to participate. The Chief wished them another successful year of fundraising for this very important cause.
- **Weapons Return & Replacement**: Over the past few years, we have been replacing and upgrading our firearms, long guns and recently our handguns. Approximately three years ago, we replaced some of our patrol rifles that are carried in each of our patrol vehicles that were older and needed to be refurbished. Many of them were older military surplus weapons. We were able to use asset forfeiture funds at that time, but we did not replace all of them. These weapons are used by patrol in the case of an active shooter or similar type threat. The Chief plans to replace three older rifles with weapons similar to the ones we previously purchased so that all our guns will be equipped and operationally uniform and standard to facilitate training and operations procedures. The Chief discussed this with the Finance Director and he agreed that we should proceed as we have done in the past and use some asset forfeiture funds. It comes to just under \$7,000 without impacting our budget. We are also in the process of returning some of our older long guns. At one time, the Department acquired military surplus rifles from Project Northstar, a Department of Defense military surplus program. We will return the majority of those guns back to the military and will keep a few for ceremonial and Honor Guard purposes. All our weapons will be standardized and new, and we will be in good shape for many years to come.
- **13-Month Meeting Schedule Approval**: Chief Cappiello requested the Board’s consideration to approve the proposed 13-Month meeting schedule.

*The Board voted unanimously (Falcigno/Desir) to approve the 13-month meeting schedule.*

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

#### **PERSONNEL MATTERS**

- **New Dispatcher Update**: Our newest Dispatcher has begun her training and orientation period. Once she completes all of her training mandates and is proficient with our protocols and radio console, we look forward to getting our Dispatch staff back to full complement.
- **Extended Absences**: One Dispatcher has tested COVID positive; a second Dispatcher had a possible exposure from working with the other Dispatcher. We will have to fill those shifts with overtime. Last month, we had a Dispatcher out for an extended period due to a COVID-related exposure, but that Dispatcher has since returned to work. We had an Officer test positive and was out for the 14-day quarantine as well. Two other officers were out for potential non-work related exposure; both have been cleared and have returned to work. A Sergeant is planning to take an extended absence after the birth of his child; he will utilize accrued sick and vacation time during the month of November. A second officer will also be out after the birth of his child. We also have two officers out on workers’ comp injuries.

**BUDGET:**

- Capital Budget Approval: Chief Cappiello and Deputy Chief Stuart have prepared the Capital Budget request for FY22 and it was shared with the Budget Subcommittee members (Commissioner Falcigno/Commissioner Esposito).

We have five projects being proposed:

- Patrol Vehicles – To continue having a dependable fleet, we would like to purchase two (2) new 2021 Ford Utility Police Interceptor SUVs. These are not additional vehicles, they are replacement vehicles to enhance our fleet, not to increase the number of cars that we have. Some of our patrol cars have very high mileage ranging from 97,000+ to over 116,000 miles. The cars that we are proposing are for the next budget, which would not take place until next July, and if they were approved and ordered, it would still take another six or seven months before we would get them. The vehicles will cost \$48,834 each, so our total request is \$97,668.
- Door Security – This project was proposed last year. It is for an “S2” door locking system which is an electric swipe system for our front and back doors with the capability of doing other doors within our facility. The system would restrict access. It was originally proposed for FY21, but was moved out to FY22 by the Board of Finance, so we are looking to do that this coming fiscal year. The vendor is willing to honor last year’s price and he is working on the same system for Town Hall and The Center Complex.
- Body Worn and Dashboard Camera Enhancement – We are fortunate that we have body cameras and in-car videos in place, but we need to modify that more to remain in compliance with recently enacted legislation that goes along with the recent Public Act concerning Police Accountability, Public Act 20-1, House Bill 6004. We are looking to purchase additional supplementary equipment of body worn cameras, patrol vehicle dashboard cameras, and integration software and software portal sharing upgrades and technical support. Total cost is approximately \$29,000.
- Speed Awareness Monitoring Trailer – We requested this project last year, but it was cut. We are proposing it again, but we are pushing out to FY23.
- Police Department Building Upgrade – In correlation with the Space Needs Assessment performed in 2009, we continue to patiently wait for that as we continually grow out of where we are at, but we understand the current economic climate. In respect of that we left it in and moved it out to FY24.

*The Board voted unanimously (Falcigno/Fried) to approve the proposed Capital Budget.*

**ADJOURNMENT:**

*The Board voted unanimously (Falcigno/Desir) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:07 p.m. and move directly into the Regular Meeting of the Woodbridge Traffic Authority.*

Respectfully submitted:

**Janice Innocenzi**

Janice Innocenzi  
Administrative Assistant

# WOODBIDGE TRAFFIC AUTHORITY

## REGULAR MEETING

### MINUTES

**November 10, 2020**

**Via ZOOM Platform (Governor Ned Lamont's Executive Order 7B)**

**Live Streamed – WGATV, Channel 79**

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The Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority took place Tuesday, November 8, 2020 at 6:15 p.m., via ZOOM platform.

- *Chairman Berke called the meeting to order at 6:17 p.m.*

Chairman Berke conducted Roll Call:

Commissioners Present-

*Deborah Desir*

*Deborah Fried*

*Stephen Falcigno*

*Robert Berke*

Police Administration Present-

*Chief Frank Cappiello*

*Deputy Chief Raymond Stuart*

*Administrative Assistant Janice Innocenzi*

Absent:

*Commissioner Andrew Esposito, Jr. (Technical Difficulties)*

*Joseph Crisco, Board of Selectmen*

*Paul Kuriakose, Board of Finance Liaison*

**PUBLIC COMMENTS:**

- There were no Public Comments.

**TRAFFIC MATTERS:**

- **Streetlight Request:** We received a formal request from a resident at 6 Sunset Circle for the installation of a streetlight at the corner of Orchard Road near the area of Sunset Circle. The resident completed the required streetlight application form citing the following reasons: An increase of children in the area due to new residents that have moved in. The proposed light would be near that intersection. There is a curve in the area. There is high evening pedestrian traffic. The dense tree canopy makes the neighborhood dark much earlier than other neighborhoods. She also mentioned that when she moved into that neighborhood in 1976, there was a streetlight in that vicinity, but at one point over the years, it has been removed. Chief Cappiello checked with the Town's account manager at UI to check if there is supposed to be a light there or if it had been removed for some reason. He said the Town has not been billed for a light in that area and he could not find any record of lights being removed from there in the recent past. The Town's policy states that the installation of a streetlight is for the purpose of increasing traffic and pedestrian safety along public ways, with the objective being to reduce motor vehicle and pedestrian accidents by illuminating hazards or intersections. Chief Cappiello checked back into three years of case incident history for both Orchard Road and Sunset Circle going back to October 2017 and there have been no reported motor vehicle accidents in that area. As required by the policy governing the decision-making process whether or not to install a streetlight

there, Chief Cappiello discussed the request with Warren Connors, Director of Public Works. Both the Chief and Mr. Connors agreed that based on the review of the Sunset Circle, White Oak area, and a lack of any accident history or problematic traffic safety issues, the request made does not fit the criteria as stipulated in the Town policy for the installation of a streetlight in the area. General discussion of the request took place.

***The Board voted unanimously (Fried/Desir) to deny the request to install a streetlight at Sunset and Orchard.***

- **Traffic Committee:** Deputy Chief Stuart reported that the Traffic Committee has a heavy agenda which includes the following –
  - **Newton Road at the Entrance to Amity High School:** There were concerns about drop-offs and crosswalks, due to the high volume of parents that drop their children off at school and do not utilize the bus.
  - **“Complete Streets”:** The Committee is putting together a draft letter supporting the Town’s application to enhance safety. It is a State grant called “Complete Streets”. Betsy Yagla is promoting it and applying for the grant, and she requested the help of the Committee for recommendations. This is associated with pedestrian and bicycle traffic.
  - **Newton Road @ Dogwood:** Chief Cappiello reported that this is another area that we have been addressing.

**ADJOURNMENT:**

***The Board voted unanimously (Falcigno/Desir) to adjourn the Regular Meeting of the Woodbridge Traffic Authority at 7:18 p.m.***

Respectfully submitted:

**Janice Innocenzi**

Janice Innocenzi  
Administrative Assistant

# WOODBIDGE BOARD OF POLICE COMMISSIONERS

## REGULAR MEETING

### MOTIONS

November 10, 2020

#### APPROVAL of MINUTES:

- B.O.P.C. Regular Meeting – September 8, 2020:

*The Board voted unanimously (Falcigno/Desir) to approve the minutes from the Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority held on September 8, 2020.*

#### PUBLIC COMMENTS:

- There were no Public Comments.

#### REVIEW of REPORTS

- Financial Report:

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

- Activity Report:

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

#### REPORT of the CHIEF of POLICE

- 13-Month Meeting Schedule Approval:

*The Board voted unanimously (Falcigno/Desir) to approve the 13-month meeting schedule.*

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

#### PERSONNEL MATTERS

- There were no motions made, no votes taken.

#### BUDGET

- Capital Budget Approval:

*The Board voted unanimously (Falcigno/Fried) to approve the proposed Capital Budget.*

#### ADJOURNMENT:

*The Board voted unanimously (Falcigno/Desir) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:07 p.m. and move directly into the Regular Meeting of the Woodbridge Traffic Authority.*

Respectfully submitted:

**Janice Innocenzi**

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Administrative Assistant

# **WOODBRIIDGE TRAFFIC AUTHORITY**

## **REGULAR MEETING**

### **MOTIONS**

**November 10, 2020**

#### **PUBLIC COMMENTS/CORRESPONDENCE**

- There were no Public Comments or Correspondence.

#### **TRAFFIC MATTERS**

- Streetlight Request:

*The Board voted unanimously (Fried/Desir) to deny the request to install a streetlight at Sunset and Orchard.*

#### **ADJOURNMENT**

*The Board voted unanimously (Falcigno/Fried) to adjourn the Regular Meeting of the Woodbridge Traffic Authority at 7:18 p.m.*

Respectfully submitted:

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