

**MINUTES OF BOARD OF POLICE COMMISSIONERS MEETING  
HELD TUESDAY, NOVEMBER 9, 2009  
STAFF CONFERENCE ROOM – POLICE HEADQUARTERS**

Noting a quorum was not present, Chrmn. Giles called the meeting to order at 7:07 P.M., stating all items requiring a vote will be placed on the December agenda.

**1. ROLL CALL**

COMMISSIONERS PRESENT: Melvin Eisenhandler; Carol Faruolo, Carlton Giles; Jerold Wanosky

ALSO PRESENT: Police Chief Mello; Deputy Chief Fournier, L. Stock, Secty; P. Vetro, Board of Aldermen

**2. CONSIDERATION OF APPOINTMENTS - none**

**3. CITIZEN COMMENTS**

Phil Vetro, Alderman, 10 Carmen Road, stated it was a privilege and honor to campaign with the Chairman of the Commission, Carleton Giles, this past campaign. Chief Mello added that they are very happy that Chrmn. Giles will remain on the Commission. Chrmn. Giles responded he is happy to remain on the Commission.

Ald. Vetro asked if there were any updates regarding the parking on Brewster Road and the temporary parking on Dixon Street. Chief Mello noted these items are still pending.

Chrmn. Giles informed members that Vice Chrmn. Jagoe was recuperating from recent surgery.

The Chairman stated that he has enjoyed the pleasure of Linda Stock serving as the Commission's recording secretary. He noted that she will move to the City Clerk's office; he congratulated her and wished her well.

Linda Stock tendered her resignation to the Commission, noting it was her pleasure to serve them as their secretary for the past 18 years.

L. Stock also gave a letter to Chief Mello, thanking him and his department for all their assistance when required by her in her position as Zoning Enforcement Officer.

Comms. Faruolo, Wanosky and Eisenhandler noted they also enjoyed their association with L. Stock and wished her well in her new endeavor.

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes of the October 13, 2009 meeting will be voted on at the December meeting.

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**5. READING OF CORRESPONDENCE**

The following was noted by Chief Mello:

Vito Lombardo, Cub Pack 7, sent a letter thanking Off. J. Kranyak for spending time with the cub scouts and giving them a tour of the station.

Wilton Police Chief Michael Lombardo sent a letter thanking Capt. Jerry Butler for serving on their oral board exam.

Zenith McNemar was thankful for courtesies extended when he was non-compliant.

A thank you was received from the River Lights Housatonic Boat Club for the safety assistance provided during their swim, which raised \$4,000.

Newington Police Chief Richard C. Mulhall thanked Off. Dale DeMerjian and Sgt. K. Walsh for their participation in a recent memorial motorcycle run for Off. Lavery.

Det. R. Frawley was thanked by the Division of Criminal Justice in Fairfield. They noted that Det. Frawley did an outstanding job both analyzing a computer and in court regarding a child pornography case. State's Attorney John Smriga sent his sincere appreciation.

Joan Simonson thanked Sgt. Anderson for being thoughtful.

**6. CONSIDERATION OF REPORT OF CHIEF ON MATTERS OF ADMINISTRATION**

- a. Informational – Officer Ethan Mitkowski has resigned effective November 6, 2009

Chief Mello noted Off. Mitkowski has been with the Department for 5 years. He is moving to Flagstaff, Arizona with his wife and child. Chrmn. Giles asked if the officer will make a lateral transfer to which Chief Mello responded in the negative. He explained that Off. Mitkowski came to Milford from the Yale Police Department and he is now testing to become an officer in Flagstaff.

It was noted that items b, c, d, e, f and g will be acted on in December.

- b. Authorization to deposit auction proceeds into Police Sick and Relief Fund
- c. Suggested meeting dates for 2010 Police Commission meetings
- d. Consideration of Police Sick and Relief fund CD that matures on 11/19/09
- e. Consideration of \$50.00 donation to PBA

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- f. Consideration of \$4.00 donation to Police Sick and Relief fund
- g. Consideration of accident free mileage award to Officer J. Kranyak
- h. Consideration of the 2010/2011 Police Department Budget Request

Regarding the budget, Chief Mello noted that the percent increase or decrease has not yet been finalized. As in the past, the Mayor wants departments to keep their increases at a minimum.

At Comm. Wanosky's urging, the Chief briefly reviewed the following items in the budget.

- *Personnel Services* – Overtime wages – increased 2.5%. There is no increase in number of hours.
- *Account 4140 – Professional Services and Audit Fee* – this is normally \$8,000. This will be eliminated; however, \$1 will be requested in the budget in order to keep the account open. This fee was to handle traffic tickets which can be done in house. The postage for warnings and letters will be \$1,600, which is all they are requesting. This process will take approximately 20 hours per week. The recording and collecting of outstanding parking ticket fees will be done with the department's existing manpower.
- *Account 4117 – Seasonal Temp* – this account includes \$12,000 for a ticket agent (someone to write parking tickets) in Milford Center. This person can virtually pay for themselves through the ticketing process. Chrmn. Giles questioned if this would be a uniformed person to which the Chief responded in the negative, adding they would perhaps use a college student or retired person. Comm. Faruolo likened this person to a "meter maid."
- *Account 4150 – Professional Services* – This item has been seriously under funded. The fee last year was \$19,250; last year they requested \$13,000, which they are requesting again this year. Comm. Faruolo questioned why they don't request more funds to which the Chief responded they are trying to keep costs down.
- *Employee Fringe Benefits* – Last year \$159,707 – they are requesting exactly the same. This includes the uniform upkeep (summer and winter) which is at a fixed cost. They are not putting in for a 2 to 3% inflation cost. Some fixed cost increases will have to be absorbed.
- *Vehicle Equipment Account* – They are asking for 8% less than last year, which is a result of a decrease in the request for gasoline. In response to Comm. Wanosky, Chief Mello stated they would not know the cost of gasoline until July, because it is put out to bid.
- *Property Upkeep* - Last year they asked for \$5,000. This year they are asking for a 64% increase. They need \$10,000 every eight to ten years to clean the firearms range as there is much lead in the area, which is hazardous material and they have to contract this item to an outside source. The Chief explained to

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Comm. Wanosky that bullets are embedded into the rubber barrier in the firing range.

- *Operating Expenses – 47 Account* – There is a 17.7% increase from last year.
- *Training Expenses* - \$2,000 increase – they did not get it last year. This is for fitness training and defensive training.

Comm. Wanosky questioned the grant money for the D.A.R.E. program to which Chief Mello stated the funding had “dried up,” and there have been no funds for quite a while. They do get donations for this program and there is approximately \$2,000 currently in the fund.

Comm. Wanosky also questioned personal losses while officers are on duty, i.e., cell phones at \$400 a unit. Chief Mello explained this is also under funded. There is a limit of \$250 per the insurance.

- *Travel and Conferences - #4718* – Asking for \$6,000 as he would like to be able to include the Deputy Chief at some point. This item keeps getting cut from the budget.
- *Lab Supplies - #4731* - This is the same increase as last year. They required \$1,000 more than was funded last year; they need to start replacing forensic supplies.
- *#4744* – Increase about \$6,640 – fixed cost per unit price – includes \$6,599 CDMA costs from Verizon which is a fixed cost.
- *Postage* – Raised to accommodate the \$1,600 previously discussed in #4140.
- *Office Equipment Up Keep* – Will include approximately \$7,393 in new costs. The upkeep includes the closed circuit video cameras throughout the City as well as the maintenance fee. \$200,000 is funded by Homeland Security. An IBM printer maintenance contract of \$1,450 is also included. They are requesting under \$4,000.
- *Duplicating Costs* - This account has been under funded for several years. This year they will be short at least \$2,000 and probably more.

Chrmn. Giles referred back to the cell phones, which include data and voice mail for the following: Chief, Deputy Chief, all three Captains; two patrol Sergeant cars; one in the Lieutenant's office; tactical squad - shared; detective squad – shared.

The need for a typewriter was also questioned and the Chief noted it was used for the back of the fingerprinting cards.

The increase in the telephone system costs is fixed costs.

- *New Account 4792-0001* - \$2,500 for rental cars. These are used by undercover officers. By using rental vehicles, they are able to change cars every week.
- *4796* – This account has the majority of the budget increase. Last year they requested \$63,816 and this year they are requesting \$147,475.

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- *Sun Guard Support System* – This system is also used by the Fire Department (\$8,500). There is one system for the entire City which will be under one bill; it cannot be broken up; therefore it is included in the Police budget.
- *New Software* - \$55,000 – They will use seized assets. The monies include an \$8,058 maintenance agreement. There is also a license fee for software, enabling information to be entered and accessed from anywhere.
- *New Costs* – For a new fingerprinting system; \$44,000 to purchase; \$7,200 per month to lease. They absorbed \$136,441 in new costs with an increase of \$83,659. Comm. Faruolo questioned how they absorb these costs to which the Chief responded they cut the maintenance cost for the previous year.
- *Account 4944 – Police Safety Equipment* – The police robot needs replacement parts; and vests need to be replaced. Three canine vehicles need a heat alarm system for the animal's protection. They need a new metal detector (the existing one is broken). Regarding body armor, they are reimbursed 50% by the Federal Government every year. There are two "threat level 3" vests. They asked for \$2,200 for light bars, which was "zeroed out." Another laser radar is needed to replace the existing. LED lights for cars: headlights, side and tail lights at \$2,000. Emergency siren units – \$3,800. Chrmn. Giles questioned if they still had an officer that outfitted the vehicles to which the Chief responded "yes and no." Much of the work that had to be done costs about \$3,800 per car for a change over, then the vehicle had to be painted for a total of \$4,800. They have to add the rest of this on and often trade ins will cover these costs. Last year a lot of change overs had to be done. They will take an officer out of their job for about three months to do this work; they have to have someone who knows this type of vehicle work – it is getting complicated. Replacement of 4 sirens is \$9,509.
- *Tasers* – There are 12 in inventory; two are tied up for court and two are out of service; they have to buy four more. They are looking to purchase four each year.
- *Patrol Cars* – They want to get 9 vehicles.
- *VCR – DVD Recordings* – These are used where interviews are being conducted. They currently have old VCR/VHS systems that need to be upgraded to DVD.
- *Three Printers* – One is for the computer crimes unit.

In response to Comm. Wanosky, Chief Mello explained that any item costing over \$6,500 has to go out to bid.

- *Camera* – Used to video tape crime scenes. They are seeking an HD system to provide clearer pictures.
- *Accident Reconstruction Software* – Last year they asked for \$33,000 and were given \$11,000. This year they are asking for \$22,000.
- *Computer Replacement* – They are on a computer replacement schedule. It is less expensive to buy individual licenses for these computers, which will help keep costs down. \$5,000 for six additional licenses. They currently have six licenses; there are only three to go around.

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- *Forensic Tools Software Needed*
- *Hand Held Recorders*

The computer upgrade replacement schedule is as follows: buy ten per year for five years, which includes lap tops; they currently keep them for six years. Modems are necessary to replace those that are broken. The Detective Division and ID Bureau need a new server. A video camera is needed for the new juvenile holding facility.

The Chief directed the Commissioners to the spread sheet to review capital outlays. Under office furniture, new chairs are needed for the Communications Room and the steno room. The booking desk is from 1979 and needs replacement. The Traffic counter area needs replacement as well.

The Chief is also asking for two additional police officers. This was to have begun in 2006 when the focus was on the growth of the City, both in populace and in retail operations, i.e., the expansion of the mall and the addition of two more shopping centers. There had been an understanding with the Mayor and the Board of Aldermen that they would like to increase the size of the Department by one officer per year. They received one officer three years ago; the next year they got one but last year it was cut and was not funded. The Board of Aldermen cut a permanent position out of this year's budget, leaving the Department with a net of one. To reiterate from previous years: in 1981 there were 110 sworn officers; today there are 110 sworn officers. They asked to replace one that was taken out and asked for one additional officer to get back on track to where they were earlier – they are asking for an increase of one this year. Comm. Wanosky questioned federal funding for an officer to which Chief Mello explained they did apply for the funding and their grant application was very good. However, there are communities that are economically distressed and Milford is not one of them, being strong financially. Therefore, they did not qualify for one of the 85,000 requests for officers. The Chief noted he advised the Aldermen that they would not get this grant. However, it does not mean that they can't reapply in the future. Chrmn. Giles questioned the FBI requirement for a City the size of Milford. Chief Mello was not comfortable responding as their system is flawed; the formula is 2.3 per 100,000 people. Comm. Wanosky suggested the request for police officers be put "up front" in the budget to which the Chief responded it is included in "Wages" in the beginning of the budget.

- *COPPS Increase* – They are asking for two officers 2-3 days per week for 6 months. They need the presence of these officers at Walnut and Wildemere Beaches which need a strong police presence. Comm. Faruolo noted that this was a very popular program. Chief Mello added it is a "preventative" plan.

Comm. Faruolo questioned how many officers are at the mall on the weekends. Chief Mello explained that the mall hires police officers; they pay for six officers. In response to Chrmn. Giles, the Chief further noted that both the theaters and Dick's Sporting Goods store also hire their own officers. The Chief continued, noting that the mall as

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well as Pilot (which closes at 3 a.m.) is part of a “beat.” When these facilities close, all officers are there.

Comm. Faruolo stated she is concerned about the under funding in the budget and suggested that perhaps the Chief should request additional monies. Although the Chief shared her concerns, he stated that having been through the budget process for several years, he has become familiar with how to keep his budget lean. He stressed that he is trying to keep costs down for the citizens.

**7. REPORT ON PLANNING AND ZONING REQUESTS - none**

**8. ACCEPTANCE OF REPORTS**

These reports will be acted upon at the December meeting.

- a. Uniform Crime Report
- b. Youth Bureau Report
- c. Crime Prevention Services Report
- d. Detective Bureau Cases Report
- e. General Highway Safety Summary

**9. UNFINISHED BUSINESS - none**

**10. NEW BUSINESS**

- a. Stop Sign Request – Alexander at Green Meadow Rd. – Mr. Ciolino

This item will also be acted upon at the December meeting.

**11. COMMENDATIONS - none**

The Commission did not enter into Executive Session and these items will be placed on the December agenda for disposition.

**12. CONSIDERATION OF REPORT OF CHIEF OF POLICE ON MATTERS CONCERNING THE APPOINTMENT, EMPLOYMENT, PERFORMANCE, EVALUATION AND HEALTH OR DISMISSAL OF DEPARTMENT EMPLOYEES**

- a. Probationary Reviews: 3<sup>rd</sup> Quarter Reviews for Probationary Officers Vincent Senatore, Sean Degnan, Gary McDonnell, Matthew Mello, Michael Cruz, Richard Pisani, Garon Delmonte and Emily Sopchak

Comm. Faruolo moved to adjourn at 8:10 P.M. The motion was seconded by Comm. Eisenhandler and carried unanimously.

Respectfully submitted,

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Linda Stock, Secretary