

# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**POLICE COMMISSION  
REGULAR MEETING  
MONDAY, NOVEMBER 13, 2023  
TOWN HALL  
BOARD OF EDUCATION CONFERENCE ROOM  
5:00 P.M.**

## AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CORRESPONDENCE
4. APPROVAL OF MINUTES
  - a. October 11, 2023
5. REPORTS
  - a. Chairperson's Report
  - b. Chief's Report
    - i. General
    - ii. Consolidated Monthly Report – September 2023
    - iii. Preliminary Monthly Activity Report – October 2023
6. NEW BUSINESS
  - a. Proposal of Police Commission Meeting dates for calendar year 2024
  - b. Operational Budget Discussion
7. OLD BUSINESS
8. ADJOURNMENT

TOWN CLERK'S OFFICE

RECEIVED  
TOWN OF SIMSBURY, CT  
2023 NOV - 9 P 3:19

**Next Police Commission is scheduled for Monday, December 4, 2023 at 5:00 PM.**

Telephone (860) 658-3200  
Facsimile (860) 658-9467

[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

*An Equal Opportunity Employer*  
8:30 - 7:00 Mondays  
8:30 - 4:30 Tuesday through Friday

**Police Commission  
November 13, 2023  
Summary of Letters**

<b>Received From</b>	<b>Officer</b>	<b>Subject</b>
Chief Matthew J. McNally IV, Town of Berlin	Lt. Christian	The Chief of the Berlin Police Department sends his thanks for Lt. Christian's participation in the oral board panel for Sergeant for the Town of Berlin. "Lt. Christian displayed knowledge of the job and professionalism that added to the credibility and thoroughness of the panel."

**POLICE COMMISSION REGULAR MEETING  
OCTOBER 11, 2023**

**1. CALL TO ORDER**

The meeting of the Police Commission was called to order by Chair Jenna Caulfield at 5:04 P.M. in the Board of Education Conference Room of the Simsbury Town Offices. In attendance were Chair Jenna Caulfield, Commissioner Tenesha Grant, Commissioner Eric Lemke, Commissioner Michael Long, Commissioner Travis Schweizer, Chief Nicholas Boulter, and Deputy Chief Chris Davis.

**2. PLEDGE OF ALLEGIANCE**

**3. CORRESPONDENCE**

Commissioner Grant read the summary of letters received since the last meeting of the commission on September 11, 2023.

**4. APPROVAL OF MINUTES**

a. After a motion was made by Commissioner Lemke and seconded by Commissioner Schweizer it was unanimous:

**VOTED:** To approve the minutes of the September 11, 2023 Regular Meeting.

b. After a motion was made by Commissioner Long and seconded by Commissioner Lemke it was unanimous:

**VOTED:** To approve the minutes of the October 2, 2023 Special Meeting.

**5. REPORTS**

**a. Chairperson's Report**

i. The Chair attended Sergeant Kushman's promotion ceremony at HJMS today. It was wonderful ceremony and spoke volumes to Sgt. Kushman's affect within the schools with all the chanting, cheering and signs made by the students.

**b. Chief's Report**

**i. General**

- **Personnel-** The Department currently has two sworn members on extended leave and one working on modified duty. All 3 sworn members on extended leave are assigned to the patrol division. There are also 3 sworn vacancies that the department is trying to fill. That leaves a patrol staffing shortage between 12 and 18%. The department is meeting minimal patrol staffing requirements and still subsidizing needs with overtime. Bruce Catania is moving along the dispatcher training program. Jarod Emirzian started the police academy last week (10/06/2023). Newly promoted Sergeant Kushman completed his time in the schools and has been working through the sergeant training program. There was a promotion ceremony held for him today at Henry James Memorial School. Coverage of that ceremony and his promotion will be on WFSB this evening at 5:55 P.M. Interviews for the SRO assignment at the middle school and elementary schools were conducted by the police department and the schools and Officer Mike Lantiere has been assigned to that position. He started this week.
- **Recent/Upcoming Events-** The annual Spooktacular Celebration sponsored by the Chamber of Commerce and hosted at the Simsbury Meadows Performing Arts Center will be this Sunday October 15, 2023 from 11 am through 5 pm.

There will be Simsbury police officers actively involved in the event. Attendees can expect entertainment, costumes, food trucks, contest and activities.

- **Grants-** Simsbury Police Department was not awarded the Congressionally Directed Spending request to upgrade the Emergency Medical Dispatch system from a hand-held card system to a digital system and funds to update and enhance the Town Hall and Police Department access system. There has not an update on whether or not we were granted an award for the COPS grant to support funding up to \$42,000 for each new officer over the next 3 fiscal years.

**ii. Consolidated Monthly Report – August 2023**

**iii. Preliminary Monthly Activity Report – September 2023**

**6. NEW BUSINESS**

- a. **Fiscal Year 2025 Budget Discussion-** Chief Boulter presented preliminary changes in fiscal year 2025's operating budget compared to the current year for the police department and there was discussion that followed. The discussion will continue at the next meeting.

**7. OLD BUSINESS**

- a. None

**8. ADJOURNMENT**

Commissioner Long made a motion to adjourn at 6:01 P.M., seconded by Commissioner Grant. All were in favor and the motion passed.

**Simsbury Police Department  
Consolidated Monthly Report**

**September, 2023**

	Period	Period	Increase/ (Decrease)	Period	Period	Increase/ (Decrease)
Activity	9/1/2023	9/1/2022		1/1/2023	1/1/2022	
	9/30/2023	9/30/2022		9/30/2023	9/30/2022	
<b>Number of Incidents</b>	<b>3,740</b>	<b>4,135</b>	<b>-395</b>	<b>30,921</b>	<b>35,644</b>	<b>-4,723</b>
<b>Criminal Activity</b>						
Homicide	0	0	0	0	0	0
Rape	0	0	0	0	1	-1
Robbery	0	1	-1	0	1	-1
Assault	0	0	0	1	1	0
Burglary	0	0	0	8	7	1
Larceny	9	16	-7	109	90	19
MV Theft	0	2	-2	26	5	21
Arson	0		0	0	0	0
<b>Totals</b>	<b>9</b>	<b>19</b>	<b>-10</b>	<b>144</b>	<b>105</b>	<b>39</b>
<b>Arrests (Adult)</b>						
Part I Off	3	0	3	12	15	-3
Part II Off		7	-7	43	54	-11
	7					
<b>Arrests (Juvenile)</b>						
Part I Off	0	1	-1	2	2	0
Part II Off	0	0	0	0	1	-1
<b>Totals</b>	<b>3</b>	<b>8</b>	<b>-5</b>	<b>57</b>	<b>72</b>	<b>-15</b>
<b>MV Accidents</b>						
Fatal	1	0	1	1	1	0
w/ Injury	6	9	-3	45	68	-23
Prop. Damage	19	14	5	196	204	-8
Not Investigated	16	17	-1	112	119	-7
<b>Totals</b>	<b>42</b>	<b>40</b>	<b>2</b>	<b>354</b>	<b>392</b>	<b>-38</b>
<b>Alarms</b>						
Intrusion	39	29	10	337	371	-34
Fire	30	25	5	179	162	17
Medical	7	4	3	54	62	-8
<b>Totals</b>	<b>76</b>	<b>58</b>	<b>18</b>	<b>570</b>	<b>595</b>	<b>-25</b>
<b>Traffic Enforcement</b>						
DUI	2	7	-5	18	40	-22
Summons	28	56	-28	238	289	-51
Written Warning	40	61	-21	441	275	166
Verbal Warning	251	205	46	1,826	2,191	-365
<b>Totals</b>	<b>321</b>	<b>329</b>	<b>-8</b>	<b>2,523</b>	<b>2,795</b>	<b>-272</b>

**Simsbury Police Department  
Consolidated Monthly Report**

**September, 2023**

	Period	Period	Increase/	Period	Period	Increase/
Activity	9/1/2023	9/1/2022	(Decrease)	1/1/2023	1/1/2022	(Decrease)
	9/30/2023	9/30/2022		9/30/2023	9/30/2022	
<b>Miscellaneous Activity</b>						
Aided Cases	162	151	11	1,473	1,493	-20
Animals	47	73	-26	492	579	-87
Assistance Req.	127	122	5	1,138	1,105	33
Criminal Mischief	5	1	4	29	18	11
Disabled MV	15	9	6	118	149	-31
Domestic	9	4	5	73	79	-6
Escort	0	0	0	3	4	-1
Fingerprints	57	65	-8	456	447	9
Lockout	11	12	-1	121	99	22
Noise Complaint	10	10	0	65	57	8
Notifications	4	2	2	28	32	-4
Open Doors	0	1	-1	6	6	0
Parking Tickets	4	0	4	9	6	3
Suspicious Persons	45	37	8	384	346	38
Transport	0	2	-2	11	11	0
<b>Totals</b>	<b>496</b>	<b>489</b>	<b>7</b>	<b>4,406</b>	<b>4,431</b>	<b>-25</b>
<b>Miles Patrolled</b>						
Car 10	1,616	1,985	-369	17,363	15,359	2,004
Car 11	1,777	910	867	14,650	10,576	4,074
Car 12	6	2,034	-2,028	16,787	20,241	-3,454
Car 13	1,854	2,625	-771	16,995	16,446	549
Car 14	1,892	2,352	-460	20,877	23,634	-2,757
Car 15	11	1,197	-1,186	8,868	16,940	-8,072
Car 16	1,352	1,853	-501	12,107	17,489	-5,382
Car 17	1,585	2,158	-573	19,489	17,069	2,420
Car K9	208	71	137	2,426	650	1,776
<b>Totals</b>	<b>10,301</b>	<b>15,185</b>	<b>-4,884</b>	<b>129,562</b>	<b>138,404</b>	<b>-8,842</b>
<b>Personnel Activity*</b>						
Sick Leave (days)	28	65	-37	669	636	33
Injured Leave (days)	40	3	37	246	76	170
Suspension (days)	0	0	0	0	0	0
Funeral (days)	1	3	-2	13	4	9
Vacation Leave (days)	108	101	7	913	867	46
Comp Time (days)	43	18.93	24	371	273	98
Family Leave (days)	0	0	0	0	0	0
Training (hours)	519	378	141	3,545	3,254	291
Overtime (hours)	790	504	286	7,880	4,721	3,160
*Contains non-IBPO employees						

## Incident Statistics Report

10/01/2023 00:00 Thru 10/31/2023 23:59

Call Type Description	Total for Period
911 Hangup Call	34
ADMIN. MEDICATION DROP BOX	3
Aided Case	174
Alarm - Fire	20
Alarm - Intrusion	11
Alarm - Medical	5
ALARM-FIRE-CHARGE	5
ALARM-INTRU-CHARGE	19
Ambulance	52
ANCILLARY DUTIES	34
ANIMAL COMPLAINT - BEAR OTHER	18
ANIMAL COMPLAINT - DOG	20
ANIMAL COMPLAINT - OTHER	15
ANIMAL COMPLAINT-BEAR VS ANIMAL.	2
Arrest Warrant Served	6
Arrest Warrant Served - FTA	1
Assist Agency/Person	125
Background Investigation	7
Burglary	2
CHILD CARSEAT INSPECTION	2
CIVIL COMPLAINT	5
COPS	153
Criminal Mischief	7
DISORDERLY CONDUCT	2
DISPATCH RELIEF	52
Dispatcher Entry	8
DISTURBANCE	1
DRUG NON-CRIMINAL	1
Escort	1
Family Offense, Nonviolent	5
Family Violence Offense	4
FINGERPRINT DETAIL	25
FINGERPRINT PPA	10
FINGERPRINT TOWN EMPLOYEE	24
Fire	4
Follow-up	66
Fraud	8
Harassment	2
Hazardous Condition	32

## Incident Statistics Report

10/01/2023 00:00 Thru 10/31/2023 23:59

Call Type Description	Total for Period
Investigation	1
Juvenile	3
Larceny	11
LARCENY FR:MOTOR VEHICLE	12
Lockout	23
Motor Vehicle Theft	5
MV Abandoned	1
MV Assist	5
MV Check	27
MV Complaint	29
MV Disabled	11
MV ENTRY L/INFORMATIONAL	8
MV STOP	243
MV STOP DWI	5
MV STOP SPEED	134
MV TOW NOTIFICATION	3
MVA	28
MVA UNINVESTIGATED	15
MVA-DUI	1
MVA-INJURY	3
Noise Complaint	9
Notification	6
Parking Violation	3
PASS CHECK	119
Patrol Check	1693
Property Found	13
Property Lost	1
RECORDS MISC	21
REPORT PREPARATION	69
Shots Fired	2
Suspicious Circumstances	45
Suspicious Person	13
Suspicious Vehicle	16
Town Ordinance Violation	12
Traffic Assignment	60
TRAFFIC ENFORCE BIKE/PEDEST	1
TRAFFIC ENFORCE DIST DRV	1
TRAFFIC ENFORCE SPEED	67
Traffic Enforcement	67



Incident Statistics Report

10/01/2023 00:00 Thru 10/31/2023 23:59

Call Type Description	Total for Period
TRAFFIC ENFORCEMENT REQUEST	3
Traffic Light Notification	6
Training	10
Transport	3
Trespass	3
UNUSED INCIDENT NUMBER	1
WELL-BEING CHECK	19
<b>Total:</b>	<b>3796</b>

# YEAR-TO-DATE BUDGET REPORT

## Police

FISCAL YEAR 2024

RAN ON 11/8/23  
% of FY: 36%

Start Date: 7/1/2023      End Date: 11/8/2023

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Pol*Full-Time	\$4,579,041.00	\$0.00	\$4,579,041.00	\$1,553,185.53	\$0.00	\$3,025,855.00	34%
51020	Pol*Part Time	\$26,641.00	\$0.00	\$26,641.00	\$9,421.10	\$0.00	\$17,220.00	35%
51030	Pol*Overtime	\$300,000.00	\$0.00	\$300,000.00	\$134,339.58	\$0.00	\$165,660.00	45%
51031	Pol*Overtime Training	\$57,800.00	\$0.00	\$57,800.00	\$24,702.44	\$0.00	\$33,098.00	43%
51040	Pol*Seasonal	\$69,300.00	\$0.00	\$69,300.00	\$14,560.00	\$0.00	\$54,740.00	21%
51060	Pol*Holiday Pay	\$150,331.00	\$0.00	\$150,331.00	\$1,667.45	\$0.00	\$148,664.00	1%
51101	Pol*Uniform Allowance	\$47,650.00	\$0.00	\$47,650.00	\$41,181.18	\$0.00	\$6,469.00	86%
51400	Pol*Education Reimbursement	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0%
52200	Pol*Contractual Services	\$64,045.00	\$0.00	\$64,045.00	\$19,487.29	\$516.49	\$44,041.00	31%
52410	Pol*Investigations	\$3,202.00	\$0.00	\$3,202.00	\$685.78	\$0.00	\$2,516.00	21%
52510	Pol*Copy & Printing Services	\$1,000.00	\$0.00	\$1,000.00	\$365.00	\$0.00	\$635.00	37%
53100	Pol*Office Supplies	\$5,520.00	\$0.00	\$5,520.00	\$791.36	\$0.00	\$4,729.00	14%
53105	Pol*Tech & Program Supplies	\$33,125.00	\$0.00	\$33,125.00	\$6,286.10	\$0.00	\$26,839.00	19%
53500	Pol*Medical Supplies	\$6,300.00	\$0.00	\$6,300.00	\$97.56	\$0.00	\$6,202.00	2%
53505	Pol*Chemical & Lab Supplies	\$328.00	\$0.00	\$328.00	\$0.00	\$0.00	\$328.00	0%
53700	Pol*Clothes & Safety Supplies	\$59,713.00	\$0.00	\$59,713.00	\$2,921.80	-\$1,304.79	\$58,096.00	3%
54310	Pol*Equipment Maintenance	\$10,750.00	\$0.00	\$10,750.00	\$1,546.79	\$0.00	\$9,203.00	14%
54320	Pol*Vehicle Maintenance	\$20,585.00	\$0.00	\$20,585.00	\$21,865.65	\$1,083.50	-\$2,364.00	111% **
55260	Pol*Gasoline	\$97,500.00	\$0.00	\$97,500.00	\$22,781.77	\$74,718.23	\$0.00	100% *
55310	Pol*Telephone Service	\$11,920.00	\$0.00	\$11,920.00	\$2,950.22	\$1,097.91	\$7,872.00	34%
57400	Pol*Conferences & Education	\$31,550.00	\$0.00	\$31,550.00	\$7,202.54	\$0.00	\$24,347.00	23%
57910	Pol*Dues & Subscriptions	\$4,990.00	\$0.00	\$4,990.00	\$1,947.72	\$0.00	\$3,042.00	39%
58810	Pol*Computer Software	\$7,562.00	\$0.00	\$7,562.00	\$4,706.95	\$0.00	\$2,855.00	62%
<b>Grand Total</b>		<b>\$5,600,853.00</b>	<b>\$0.00</b>	<b>\$5,600,853.00</b>	<b>\$1,872,693.81</b>	<b>\$76,111.34</b>	<b>\$3,652,047.00</b>	<b>35%</b>

\*Entire Gasoline Budget is exhausted and moved to a separate account to manage.

\*\* Insurance payments were received in FY23. Payment on cruiser repairs was paid in FY24. Adjustment will be made to reflect this by Finance Dept.

# YEAR-TO-DATE BUDGET REPORT

## Dispatch

FISCAL YEAR 2024

RAN ON 11/8/23  
% of FY: 36%

Start Date: 7/1/2023 End Date: 11/8/2023

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A DJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED			
51010	Disp* Full-Time	\$539,423.00	\$0.00	\$539,423.00	\$177,099.93	\$0.00	\$362,323.00	33%			
51030	Disp* Overtime	\$43,864.00	\$0.00	\$43,864.00	\$18,034.65	\$0.00	\$25,829.00	41%			
51031	Disp* Overtime Training	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%			
51060	Disp* Holiday Pay	\$11,184.00	\$0.00	\$11,184.00	\$1,349.82	\$0.00	\$9,834.00	12%			
52200	Disp* Contractual Services	\$2,845.00	\$0.00	\$2,845.00	\$0.00	\$0.00	\$2,845.00	0%			
53100	Disp* Office Supplies	\$740.00	\$0.00	\$740.00	\$156.82	\$0.00	\$583.00	21%			
53105	Disp* Tech & Program Supplies	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0%			
53700	Disp* Clothes & Safety Supplies	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%			
54310	Disp* Equipment Maintenance	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0%			
57400	Disp* Conferences & Education	\$5,225.00	\$0.00	\$5,225.00	\$777.32	\$0.00	\$4,448.00	15%			
<b>Grand Total</b>						<b>\$0.00</b>	<b>\$610,481.00</b>	<b>\$197,418.54</b>	<b>\$0.00</b>	<b>\$413,062.00</b>	<b>32%</b>

# YEAR-TO-DATE BUDGET REPORT

## Animal Control

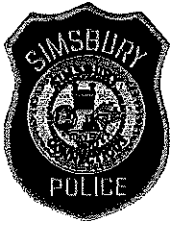
FISCAL YEAR 2024

RAN ON 11/8/23  
% of FY: 36%

Start Date: 7/1/2023 End Date: 11/8/2023

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED			
51010	Anim*Full-Time	\$64,246.00	\$0.00	\$64,246.00	\$24,286.50	\$0.00	\$39,960.00	38%			
51030	Anim*Overtime	\$1,316.00	\$0.00	\$1,316.00	\$0.00	\$0.00	\$1,316.00	0%			
52400	Anim*Advertising	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0%			
52510	Anim*Copy & Printing Services	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0%			
53100	Anim*Office Supplies	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0%			
53105	Anim*Tech & Program Supplies	\$725.00	\$0.00	\$725.00	\$0.00	\$0.00	\$725.00	0%			
53600	Anim*Parts Supplies	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0%			
53700	Anim*Clothes & Safety Supplies	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0%			
54320	Anim*Vehicle Maintenance	\$1,500.00	\$0.00	\$1,500.00	\$500.00	\$0.00	\$1,000.00	33%			
56210	Anim*Fees Paid to State	\$6,000.00	\$0.00	\$6,000.00	\$11,125.80	\$0.00	-\$5,126.00	185% *			
57400	Anim*Conferences & Education	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0%			
57910	Anim*Dues & Subscriptions	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0%			
<b>Grand Total</b>						<b>\$ -</b>	<b>\$ 75,687.00</b>	<b>\$ 35,912.30</b>	<b>\$ -</b>	<b>\$ 39,775.00</b>	<b>47%</b>

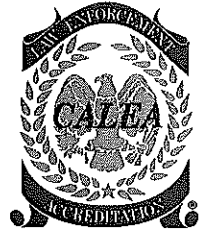
\*Fees Paid to State- this is being reviewed by Finance Director. Will supply update when available.



# Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER  
CHIEF OF POLICE

Proposal of Police Commission Meeting dates for 2024:

## MEETING SCHEDULE 2024 (Second Monday)

January 8, 2024  
February 14, 2024 \* (Wednesday)  
March 11, 2024  
April 8, 2024  
May 13, 2024  
June 10, 2024  
July 8, 2024  
August 12, 2024  
September 9, 2024  
October 16, 2024\* (Wednesday)  
November 13, 2024\* (Wednesday)  
December 2, 2024\* (First Monday)

All regularly scheduled meetings will convene at 5:00 P.M. in the Board of Education Conference Room in the Simsbury Town Hall on the second Monday of each month with the exception of the above \* noted dates.