



MINUTES
BOARD OF POLICE COMMISSIONERS
April 13, 2026 at 5:00 p.m.

PRESENT: Commissioner M. Gelinas, Commissioner C. Brule, Commissioner J. Dimmock, Commissioner T. Sheridan

ABSENT: Commissioner R. Gamble

DEPARTMENT: Chief D. Ferland, LT N. VanOverloop, Traffic Officer M. Devine, Training Officer M. Bellos

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ESTABLISH A QUORUM:

Commissioner Gelinas called the meeting to order at 5:00 p.m. in the Town Hall Auditorium. A Quorum was established.

PUBLIC INPUT:

None.

ACCEPTANCE OF MINUTES:

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Brule to accept the March 9, 2026 Regular Meeting minutes. Motion passed.

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Brule to accept the April 8, 2026 Special Meeting minutes. Motion passed.

CORRESPONDENCE:

Correspondence was reviewed.

TRAFFIC COMMISSION REVIEW:

Traffic Report was received.

- a. Traffic Officer Devine presented the Traffic Impact & Safety Assessment Report for the intersection of Daniels Avenue and Spithead Road. Discussion followed regarding limited sight distance at the intersection, which restricts the ability to safely enter Spithead Road from Daniels Avenue, as well as anticipated increases in traffic with the opening of the Friendship School in Fall 2027.

MOTION: Made by Commissioner Sheridan and Seconded by Commissioner Dimmock to place stop signs on Spithead Road in both directions at the intersection of Daniels to create a three-way stop, along with appropriate warning signage for the new stop signs. Motion passed unanimously.

CHIEF'S REPORT:

- a. K9 Reports for March
March report was received.
- b. Youth Reports for March
March report was received.
- c. Investigative Services for March
March report was received.
- d. Training Report for March
March report was received.
- e. Support Services Report for March
March report was received.
- f. Patrol Report for March
March report was received.
- g. Animal Control Report for March
March report was received.
- h. Community Engagement Report for March
March report was received.

OLD BUSINESS:

Police Commissioner Association – Commissioner Gelinias requested this item to stay on the agenda for the next meeting.

NEW BUSINESS:

RTM Moderator Sue Driscoll explained that, pursuant to a state mandate under the Trust Act, legislative bodies are required to report data regarding ICE access to individuals in police custody. She requested that the Board of Police Commissioners provide a formal letter twice per year to ensure compliance with this requirement. The Board agreed to include this item on the agenda during the appropriate months and to provide the requested information to the RTM.

MOTION: Made by Commissioner Sheridan and Seconded by Commissioner Dimmock to adjourn the meeting at 5:28 p.m. Motion passed unanimously.

Respectfully submitted by:



Diane E. Driscoll
Recording Secretary

Traffic Impact & Safety Assessment Report

Intersection of Daniels Avenue & Spithead Road

Purpose

This report evaluates existing and anticipated traffic conditions at the intersection of Daniels Avenue and Spithead Road, with a focus on:

- Sight distance limitations
- Operational safety concerns
- Projected impacts from the opening of Friendship School (Fall 2027)
- Recommended mitigation measures

Existing Conditions Traffic Volumes (Observed: April 2–6)

Roadway Configuration

- Daniels Ave: Stop-controlled approach
- Spithead Road: Free-flow (no stop control)
- Intersection type: Three-way (T-intersection)

Daniels Ave (Exiting Traffic, five day high)

- 9:00 AM Peak: 66 vehicles/hour
- 4:00 PM Peak: 82 vehicles/hour

Spithead Road (five day high)

Northbound:

- 9:00 AM: 83 vehicles/hour
- 4:00 PM: 245 vehicles/hour

Southbound:

- 9:00 AM: 141 vehicles/hour
- 4:00 PM: 171 vehicles/hour

Speed Data

Southbound (downhill 30mph zone)

- Avg (9 AM): 33 mph
- Max: 58 mph
- Avg (4 PM): 33 mph
- Max: 55 mph

Northbound: (25 mph zone)

- Avg (9 AM): 31 mph
- Max: 44 mph
- Avg (4 PM): 30 mph
- Max: 45 mph

Key Observation: Actual operating speeds exceed posted limits, especially southbound.

Sight Distance Evaluation

Observed Sight Distance

- From stop bar on Daniels Ave: Below acceptable standards
- Pulling forward onto crosswalk: ~300 feet visibility

Required Sight Distance

Based on American Association of State Highway and Transportation Officials:

- Stopping Sight Distance (SSD) for 30 mph:
 - ~200–250 ft (level)
 - ~250–300+ ft (downgrade)

- Intersection Sight Distance (ISD):
 - ~335–400 ft minimum

Deficiencies Identified

- Available sight distance is:
 - Marginal to inadequate for SSD
 - Below ISD requirements
- Southbound approach risks:
 - Horizontal curve (right-hand curve)
 - Downhill grade (increases stopping distance)
 - Obstructions:
 - High-tension utility structures
 - Seasonal vegetation growth

School Traffic Impact (Projected 2027)

School Activity

- 125+ vehicles/hour during drop-off & pickup
- 100+ employees daily
- Bus traffic (multiple vehicles)
- Extended activity:
 - Morning: 6:30 AM start
 - Afternoon: Until 5:00 PM

Expected Effects

- Increased turning movements onto Spithead Rd
- More frequent gap acceptance decisions
- Increased queueing on Daniels Ave
- Higher likelihood of:
 - Driver hesitation
 - Risk-taking behavior (forced merges)
 - Rear-end collisions on Daniels Ave
 - Angle collisions on Spithead Rd

Recommendations

1. Place stop signs on Spithead in both directions creating an intersection with a three way stop, to allow for alternating traffic flow.
2. Utilize solar powered LED flashing lights on the newly implemented stop sign
3. Proper warning signage for the new stop signs, in accordance with MUCTD standards and based up on the geometry of the roadway.
4. Optical Speed bars on the southbound lane approaching the intersection to assist with speed concerns.
5. Place solar speed sign at top of hill for southbound traffic.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

April 13, 2026

Mark Gelinas, Chair
Board of Police Commissioners
41 Avery Lane
Waterford, CT 06385

Re: Mandatory Reporting of Certain Data Related to ICE Access Under CGS Section 54-192(h)(e)(3)

Dear Chairman Gelinas,

Last month, former WPD Chief Balestracci submitted a request to the Representative Town Meeting, seeking action related to a statutory reporting requirement for municipalities' legislative bodies. (See attached). Since the RTM, understandably, does not have access to the pertinent information, it became clear that a formal system involving both the Board of Police Commissioners and the RTM needed to be established.

After consulting with Town Attorney Kepple, and gaining invaluable insights and feedback from Chief Ferland, the solution was the following action, approved unanimously on April 6:

4. To authorize the RTM Moderator to request that the Board of Police Commissioners provide the RTM each July and February any biennial data related to ICE access granted by the Waterford Police Department, so that the RTM can submit the pertinent information to the Office of Policy and Management as mandated by CGS Section 54-192h(e)(3).

In plain English, what we are hoping to establish is a biennial review of pertinent data, if any, by your Board, documented in a letter sent to the RTM for consideration and action, if it turns out that there is data deemed reportable under state law. If history holds, a simple letter stating that the Board has reviewed data for the previous six months and determined that there were no incidents of reportable access. If, at some point, there is reportable activity we would ask that the pertinent information (as specified by the law and the Office of Policy and Management) be provided as well so that the RTM can submit the town's report.

Thank you for your consideration of this matter, so that we can ensure compliance going forward as well as improve transparency for concerned members of the public. And I welcome any suggestions from the Board as we break new ground.

Sincerely,

Susan Driscoll, RTM Moderator

encl: OPM directive w/PA 19-20



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT
Criminal Justice Policy and Planning Division

RECEIVED FOR RECORD
WATERFORD, CT
2022 MAR -4 P 12:49
ATTEST: [Signature]
TOWN CLERK

January 24, 2022

To: Municipal Chief Executive Officers

From: Marc Pelka, Undersecretary, Criminal Justice Policy and Planning Division

RE: Municipal Data Reporting Requirement Pursuant to Section 54-192h(e)(3) of the C.G.S.

I write as a reminder of a statutory data reporting requirement regarding civil immigration detainees and to provide a simplified process for submitting this data to the Office of Policy and Management (OPM). The reporting period covering July 1, 2021 – December 31, 2021 is due by March 1, 2022.

Thank you for assistance with complying to this statutory requirement.

I. Statutory Requirement

An Act Concerning the Trust Act (Public Act 19-20), which is enclosed under Appendix A, requires legislative bodies of municipalities with law enforcement agencies that provide U.S. Immigration and Customs Enforcement (ICE) access to an individual during the prior six months to report data to OPM. Section 54-192h(e)(3) of the C.G.S. appears below:

Beginning January 1, 2020, the legislative body of any municipality with a law enforcement agency that has provided ICE access to an individual during the prior six months shall provide to the Office of Policy and Management, on an ongoing basis every six months, data regarding the number and demographic data of individuals to whom the law enforcement agency has provided ICE access, the date ICE access was provided to an individual and whether the ICE access was provided as part of compliance with a civil immigration detainer or through other means. Data may be provided in the form of statistics or, if statistics are not maintained, as individual records, provided personally identifiable information is redacted.

II. Submission of information using a fillable form

Previous guidance, provided in a letter from OPM dated December 10, 2019, requested that municipalities submit data via email to OPM. To simplify the process for future submissions, please populate an online fillable using this link: <https://forms.office.com/g/grM6PdkVQZ>. For reference, please see Appendix B for a copy of the form.

III. Information to be submitted

The fillable form asks respondents questions to generate the following data consistent with those required by statute:

- The number and demographic data of individuals to whom the law enforcement agency has provided ICE access,
- The date ICE access was provided to an individual, and
- Whether the ICE access was provided as part of compliance with a civil immigration detainer or through other means.

Please submit one entry per individual to whom the law enforcement agency in your municipality has provided access during the six-month period covered in your submission to OPM.

Municipalities with Resident State Troopers or that fall under Connecticut State Police (CSP) jurisdiction are exempt from reporting data because this information is collected separately by CSP.

Although not explicitly required by statute, but to aid data-collection efforts, municipalities that have not granted ICE access to an individual during a six-month period are still asked to populate the fillable form and indicate as such.

IV. Timeframe for submitting information

Please follow the reporting periods and deadlines in the table below, including submitting data following reporting periods covering January 1 to June 30 and July 1 to December 31. Deadlines are scheduled approximately two months following the end of each reporting period.

Therefore, the next reporting period deadline is March 1, 2022 and the following one is September 1, 2022.

Table 1 Timeframe for biannual reporting periods and deadlines for submitting data to OPM

Biannual Reporting Period	Deadline for submitting information to OPM
January 1 – June 30	September 1
July 1 – December 31	March 1

V. Contact Information

If you have any questions, please contact TrustActData@ct.gov to receive assistance from a staff person.

Thank you for assistance with this statutory requirement.

Appendix A
An Act Concerning The Trust Act (Public Act 19-20)



Substitute Senate Bill No. 992

Public Act No. 19-20

AN ACT CONCERNING THE TRUST ACT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 54-192h of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2019*):

(a) For the purposes of this section:

(1) "Administrative warrant" means a warrant, notice to appear, removal order or warrant of deportation issued by an agent of a federal agency charged with the enforcement of immigration laws or the security of the borders, including ICE and the United States Customs and Border Protection, but does not include a warrant issued or signed by a judicial officer.

[(1)] (2) "Civil immigration detainer" means a [detainer request issued pursuant to 8 CFR 287.7;] request from a federal immigration authority to a local or state law enforcement agency for a purpose including, but not limited to:

(A) Detaining an individual suspected of violating a federal immigration law or who has been issued a final order of removal;

(B) Facilitating the (i) arrest of an individual by a federal

Substitute Senate Bill No. 992

immigration authority, or (ii) transfer of an individual to the custody of a federal immigration authority;

(C) Providing notification of the release date and time of an individual in custody; and

(D) Notifying a law enforcement officer, through DHS Form I-247A, or any other form used by the United States Department of Homeland Security or any successor agency thereto, of the federal immigration authority's intent to take custody of an individual;

[(2) "Convicted of a felony" means that a person has been convicted of a felony, as defined in section 53a-25, pursuant to a final judgment of guilt entered by a court in this state or in a court of competent jurisdiction within the United States upon a plea of guilty, a plea of nolo contendere or a finding of guilty by a jury or the court notwithstanding any pending appeal or habeas corpus proceeding arising from such judgment;]

(3) "Confidential information" means any information obtained and maintained by a law enforcement agency relating to (A) an individual's (i) sexual orientation, or (ii) status as a victim of domestic violence or sexual assault, (B) whether such individual is a (i) crime witness, or (ii) recipient of public assistance, or (C) an individual's income tax or other financial records, including, but not limited to, Social Security numbers;

[(3)] (4) "Federal immigration authority" means any officer, employee or other person otherwise paid by or acting as an agent of [United States Immigration and Customs Enforcement] ICE or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and

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Nationality Act; [and]

(5) "ICE" means United States Immigration and Customs Enforcement or any successor agency thereto;

(6) "ICE access" means any of the following actions taken by a law enforcement officer with respect to an individual who is stopped by a law enforcement officer with or without the individual's consent, arrested, detained or otherwise under the control of a law enforcement official or agency:

(A) Responding to a civil immigration detainer or request for notification pursuant to subparagraph (B) of this subdivision concerning such individual;

(B) Providing notification to a federal immigration authority that such individual is being or will be released at a certain date and time through data sharing or otherwise;

(C) Providing a federal immigration authority nonpublicly available information concerning such individual regarding release date or time, home address or work address, whether obtained through a computer database or otherwise;

(D) Allowing a federal immigration authority to interview such individual under the control of the law enforcement agency;

(E) Allowing a federal immigration authority to use a facility or resources in the control of a law enforcement agency to conduct interviews, administrative proceedings or other immigration enforcement activities concerning such individual; or

(F) Providing a federal immigration authority information regarding dates and times of probation or parole supervision or any other information related to such individual's compliance with the

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terms of probation or parole;

"ICE access" does not include submission by a law enforcement officer of fingerprints to the Automated Fingerprints Identification system of an arrested individual or the accessing of information from the National Crime Information Center by a law enforcement officer concerning an arrested individual;

(7) "Judicial officer" means any judge of the state or federal judicial branches and any federal magistrate judge. "Judicial officer" does not mean an immigration judge;

(8) "Law enforcement agency" means any agency for which a law enforcement officer is an employee of or otherwise paid by or acting as an agent of;

~~[(4)]~~ (9) "Law enforcement officer" means:

(A) Each officer, employee or other person otherwise paid by or acting as an agent of the Department of Correction;

(B) Each officer, employee or other person otherwise paid by or acting as an agent of a municipal police department;

(C) Each officer, employee or other person otherwise paid by or acting as an agent of the Division of State Police within the Department of Emergency Services and Public Protection; and

(D) Each judicial marshal, [and] state marshal, [.] bail commissioner and adult probation officer; and

(10) "School police or security department" means any police or security department of (A) the constituent units of the state system of higher education, as defined in section 10a-1, (B) a public school, or (C) a local or regional school district.

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(b) (1) No law enforcement officer [who receives a civil immigration detainer with respect to an individual who is in the custody of the law enforcement officer shall detain such] or employee of a school police or security department shall:

(A) Arrest or detain an individual pursuant to [such] a civil immigration detainer unless the [law enforcement official determines that the individual:] detainer is accompanied by a warrant issued or signed by a judicial officer;

[(1) Has been convicted of a felony;

(2) Is subject to pending criminal charges in this state where bond has not been posted;

(3) Has an outstanding arrest warrant in this state;

(4) Is identified as a known gang member in the database of the National Crime Information Center or any similar database or is designated as a Security Risk Group member or a Security Risk Group Safety Threat member by the Department of Correction;

(5) Is identified as a possible match in the federal Terrorist Screening Database or similar database;

(6) Is subject to a final order of deportation or removal issued by a federal immigration authority; or

(7) Presents an unacceptable risk to public safety, as determined by the law enforcement officer.]

(B) Expend or use time, money, facilities, property, equipment, personnel or other resources to communicate with a federal immigration authority regarding the custody status or release of an individual targeted by a civil immigration detainer, except as provided in subsection (e) of this section;

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(C) Arrest or detain an individual based on an administrative warrant;

(D) Give a federal immigration authority access to interview an individual who is in the custody of a law enforcement agency; or

(E) Perform any function of a federal immigration authority, whether pursuant to 8 USC 1357(g) or any other law, regulation, agreement, contract or policy, whether formal or informal.

(2) The provisions of this subsection shall not prohibit submission by a law enforcement officer of fingerprints to the Automated Fingerprints Identification system of an arrested individual or the accessing of information from the National Crime Information Center by a law enforcement officer concerning an arrested individual.

[(c) Upon determination by the law enforcement officer that such individual is to be detained or released, the law enforcement officer shall immediately notify United States Immigration and Customs Enforcement. If the individual is to be detained, the law enforcement officer shall inform United States Immigration and Customs Enforcement that the individual will be held for a maximum of forty-eight hours, excluding Saturdays, Sundays and federal holidays. If United States Immigration and Customs Enforcement fails to take custody of the individual within such forty-eight-hour period, the law enforcement officer shall release the individual. In no event shall an individual be detained for longer than such forty-eight-hour period solely on the basis of a civil immigration detainer.]

(c) Prior to responding to a request for notification of an individual's release date and time from custody of a law enforcement agency, the law enforcement officer shall forward the request to the head of the law enforcement agency for review.

(d) Any confidential information of an individual who comes into

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contact with a law enforcement officer may be disclosed to a federal immigration authority only if such disclosure is:

(1) Authorized in writing by the individual to whom the information pertains, or by the parent or guardian of such individual if the individual is a minor or not legally competent to consent to such disclosure;

(2) Necessary in furtherance of a criminal investigation of terrorism;
or

(3) Otherwise required by law.

(e) (1) Upon receiving a civil immigration detainer, a law enforcement agency shall provide a copy of the detainer to the affected individual who is the subject of the detainer and inform the individual whether the law enforcement agency intends to comply with the detainer. If a law enforcement agency provides ICE with notification that an individual is being, or will be released on a certain date, the law enforcement agency shall promptly provide to the individual and to the individual's attorney or one other individual who the individual may designate, a copy of such notification as well as the reason, in writing, that such law enforcement agency is complying with the detainer.

(2) All records relating to ICE access maintained by law enforcement agencies shall be deemed public records under the Freedom of Information Act, as defined in section 1-200. Records relating to ICE access include, but are not limited to, data maintained by the law enforcement agency regarding the number and demographic data of individuals to whom the agency has provided ICE access, the date ICE access was provided to an individual, the type of ICE access provided to an individual, the amount of resources expended on providing ICE access and any communication between the law enforcement agency

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and any federal immigration authority.

(3) Beginning January 1, 2020, the legislative body of any municipality with a law enforcement agency that has provided ICE access to an individual during the prior month shall provide to the Office of Policy and Management, on an ongoing monthly basis, data regarding the number and demographic data of individuals to whom the law enforcement agency has provided ICE access, the date ICE access was provided to an individual and whether the ICE access was provided as part of compliance with a civil immigration detainer or through other means. Data may be provided in the form of statistics or, if statistics are not maintained, as individual records, provided personally identifiable information is redacted.

(f) The Office of Policy and Management shall ensure that the requirements of this section are disseminated to, and appropriate training is provided for, all affected law enforcement agencies and school police or security departments and employees and agents of such law enforcement agencies and school police or security departments. Such training may entail how law enforcement officers and other officials performing similar duties will adhere to the provisions of this section and how they will interact with crime victims, criminal suspects and individuals cooperating with law enforcement officers.

(g) No provision of this section shall be construed to provide, expand or ratify the legal authority of any law enforcement agency to detain an individual based on a civil immigration detainer request.

Approved June 18, 2019



Trust Act Form

Section 54-192h(e)(3) of the Connecticut General Statutes requires legislative bodies of municipalities with law enforcement agencies that provide U.S. Immigration and Customs Enforcement (ICE) access to an individual during the prior six months to report data to the Office of Policy and Management (OPM). *An Act Concerning the Trust Act* (Public Act 19-20) amended Section 54-192h(e)(3), a portion of which appears below:

Beginning January 1, 2020, the legislative body of any municipality with a law enforcement agency that has provided ICE access to an individual during the prior six months shall provide to the Office of Policy and Management, on an ongoing basis every six months, data regarding the number and demographic data of individuals to whom the law enforcement agency has provided ICE access, the date ICE access was provided to an individual and whether the ICE access was provided as part of compliance with a civil immigration detainer or through other means. Data may be provided in the form of statistics or, if statistics are not maintained, as individual records, provided personally identifiable information is redacted.

This fillable form asks respondents questions to generate the following data consistent with those required by statute:

- The number and demographic data of individuals to whom the law enforcement agency has provided ICE access,
- The date ICE access was provided to an individual, and
- Whether the ICE access was provided as part of compliance with a civil immigration detainer or through other means.

Please submit one entry per individual to whom the law enforcement agency in your municipality has provided access during the six-month period covered in your submission to OPM.

Municipalities with Resident State Troopers or that fall under Connecticut State Police (CSP) jurisdiction are exempt from reporting data because this information is collected separately by CSP.

Although not explicitly required by statute, but to aid data-collection efforts, municipalities that have not granted ICE access to an individual during a six-month period are still asked to populate the fillable form and indicate as such.

Please submit data following reporting periods covering January 1 to June 30 and July 1 to December 31. Deadlines are scheduled approximately two months following the end of each reporting period.

- January 1 – June 30: Please submit information by September 1.
- July 1 – December 31: Please submit information by March 1.

If you have any questions, please contact TrustActData@ct.gov (<mailto:TrustActData@ct.gov>) to receive assistance from a staff person within our division. Thank you for assistance with this statutory requirement.

A copy of *An Act Concerning the Trust Act* can be found by following this link:

https://www.cga.ct.gov/asp/cgabillstatus/cgabillstatus.asp?selBillType=Public+Act&which_year=2019&bill_num=20
(https://www.cga.ct.gov/asp/cgabillstatus/cgabillstatus.asp?selBillType=Public+Act&which_year=2019&bill_num=20).

*All information collected herein will be conferred to the State of Connecticut Office of Policy and Management.

* Required

Basic Request Information

1. Reporting Agency Name: *

2. Reporting Period Start Date: *

☐ January 1st

☐ July 1st

3. Reporting Period End Date: *

Must be six months from the start date entered above.

☐ June 30th

☐ December 31st

4. Reporting Period Year: *

☐ 2021

☐ 2022

☐ 2023

☐ 2024

☐

Other

5. Did your agency grant the Department of Homeland Security, Immigration and Customs Enforcement (ICE) access to any individual in your custody during the reporting period entered above? *

☐ Yes

☐ No

6. Was the person detained held in Connecticut State Police barracks? *

☐ Yes

☐ No

7. What was the basis for providing the Department of Homeland Security, Immigration and Customs Enforcement (ICE) access to the individual? *

"Civil immigration detainer" defined as a detainer request issued pursuant to 8 CFR 287.7

If you select the "Other" option, please explain.

☐ Compliance with civil immigration detainer

☐

Other

Information on Individual to Whom Access Was Provided

8. Age of individual: *

Enter "unknown" if not known.

9. Gender of Individual: *

- ☐ Male
- ☐ Female
- ☐ Other

10. Ethnicity of Individual: *

- ☐ Hispanic
- ☐ Not Hispanic
- ☐ Unknown

11. Race of Individual: *

- ☐ Black or African American
- ☐ White or Caucasian
- ☐ Asian
- ☐ Two or More Races
- ☐ Other
- ☐ Unknown

Request Details

12. If applicable, date that ICE made contact with the requested individual:

Format: M/d/yyyy

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