

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Health & Safety Committee

DATE: January 30, 2017

TIME: 6:30 PM

PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion of Radio System Assessment Study
4. *Discussion of purchasing replacement Fire Department Self Contained Breathing Apparatus Equipment
5. *Discussion of FY 17 Quarterly Traffic Stop data
6. *Demonstration of in-car video system
7. Staff Reports
8. Approval of Minutes
 - a) *October 26, 2016
9. Adjournment

*Backup materials

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

Agenda Item Summary

Date: January 30, 2017

To: Members of the Health & Safety Committee

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Update Radio System Study

Background

The Town currently operates a radio system which allows for emergency services, town government and the school system to communicate within their organizations. This radio system also allows for communications between departments for “interoperability” during emergency and non-emergency situations. The current radio system was installed in 2003 and is nearing the end of its life cycle. Technology and manufacturer changes (elimination of support) have created the need to plan for an update to the radio system and user equipment.

Earlier this fiscal year, the Town Council authorized commissioning a study to review our present radio system and to suggest options for the town to follow in meeting our radio communications needs for the future. The consultant, TUSA Consulting, has substantially completed the desired scope of work. A representative of the consulting team will be at the meeting to provide an overview of the key study findings and outline future options and steps.

Discussion/Analysis

Two way communications using radios has changed greatly in the last twenty years. In the past, communications were limited to one channel per department with no ability to communicate with other town departments. Equipment upgrades and improvements were infrequent, allowing for our radio equipment to remain in service for more than twenty years. With today’s rapid technology changes, the need to coordinate communications with town departments and the growth (number) of users on the radio system has created the need to plan and update our present communication system. Additionally, public safety first responders require a radio system to support the use of a portable radio across the service area and within buildings.

During its review, TUSA Consulting was assigned the following tasks:

- Review the existing UHF radio system for functionality and life cycle.
- Assess short and long-term needs along with any recommended corrections to the existing system.
- Determine the length of service we can expect with our current communication equipment.
- Review and analyze how each department operates using radio communications and meet with key personnel from the primary user departments. The groups interviewed include: Police, Fire and EMS, the school system, DPW and general government.
- Recommend how the town should operate using radio communications for the future. These recommendations would include type of radio system, type of user equipment and estimated costs for acquisition of equipment and installation.

Based on the consultant's review, the following is a summary of key findings:

1. Overall the present radio system is operating as designed. A computer model was created identifying coverage expectations throughout town. Several areas were identified that potentially could have limited ability to receive or transmit communications, especially when using a portable radio. These areas were verified during the interview process with end radio users and through field tests.

The system hardware infrastructure is aging out, and in some cases, is no longer supported by the manufacturer and most importantly, there is no inventory of "spare parts" should a component fail. It was also found that several of the UHF radio band frequencies used in the radio system had interference, which is a result of the congestion of radio users in our region. This interference, at times, can cause difficulties in hearing radio transmissions and can cause functional issues with the radio infrastructure.

2. A few minor maintenance recommendations for our current system were made. Staff and the vendor have completed their recommended work.
3. The interviews with the different user departments resulted in similar comments regarding the system coverage and the overall dependency on radio communication versus cell phone or landlines.

All of the emergency service groups acknowledged that they would like better coverage in the identified weak areas. The police department desires encryption capability as well as improved portable radio communication. The fire department would like improved coverage inside large industrial buildings, have radios built to withstand the fire environment, and have the ability for the use of multiple channels during an emergency to ensure firefighter safety. The remaining departments did not request any special features.

4. The consultant has presented several solutions or options for a new radio system. The solutions all are Project 25 (P25) compliant. P25 is the current standards for digital radio communications for federal, state and local public safety organizations. This standard is being used by most municipalities in the design and upgrading of their radio systems.

Preliminary cost estimates for new P25 digital systems can have significant range from high to low. The large pricing differential is due to the type of hardware and software configuration a new system could consist of (several vendors provide P25 systems and their pricing can vary by as much as 40%).

The three options identified are:

- a. Upgrade to a UHF P25 Phase II radio system. This would include new infrastructure and new user equipment (portable and mobile radios). Preliminary cost range of \$3,200,000 to \$6,200,000. This option would not address the interference issue and does not completely address the geographic and in-building coverage issue.
- b. Upgrade to a 700/800 MHz P25 Phase II three site simulcast trunked radio system. Preliminary cost estimate ranges from \$3,000,000 to \$4,700,000. This would include new infrastructure and user equipment (portable and mobile radios). The consultant states this option can address all the concerns and desires of the users.

- c. Upgrade to a 700/800 MHz P25 Phase II multi-town, simulcast trunked radio system. The Town of Bloomfield is also currently evaluating their radio system needs and there could be the possibility of joining together in designing and procuring a common system. Preliminary cost estimate of \$3,000,000 to \$4,700,000 to the Town of Windsor. This would include new infrastructure and new user equipment. Potential advantages of joining another town(s) for a regional approach is the ability to gain better radio coverage regionally and lower annual system maintenance costs.

We have had preliminary discussions with Town of Bloomfield staff about this possibility and they are interested in continuing discussions on the topic.

While the majority of users feel options “b” and “c” meets their needs, the fire chief has concerns relative to system reliability/performance in certain types of buildings (e.g. large steel and masonry industrial buildings). In addition, the chief has concerns regarding a 700/800 MHz systems’ capability to allow firefighters to communicate clearly to each other when on the ‘fire ground’. The consultant has suggested solutions can be designed to address these concerns. Additional discussion and review of potential approaches to these concerns will need to take place.

Next steps in project planning include continued research and investigation relative to the fire chief’s concerns, and further conversations with the Town of Bloomfield about a potential framework for a joint system approach. Also, a new radio system as described in options “b” or “c” will have the need to acquire new 700/800 MHz radio licenses. The licensing process is managed by the FCC and will need support from the radio consultant to complete this process.

Financial Impact

To date \$15,500 of the original project authorization has been expended for consulting services. Part of the remaining funding authorization could be used for the frequency acquisition process.

The adopted Capital Improvement Plan for FY 2017 to FY 2022 includes a radio system project in FY 2019 with a preliminary cost estimate of \$1.92 M.

Other Board Action

None

Recommendations

This item is presented as a progress report and no specific action is requested of the Health and Safety Committee at this time.

Attachments

None

Agenda Item Summary

Date: January 30, 2017
To: Members of the Health & Safety Committee
Prepared By: Peter Souza, Town Manager 
Subject: Fire Department Self Contained Breathing Apparatus

Background

The Capital Improvements Program for FY 2017 to FY 2022 includes a project to replace a 1993 fire engine in FY 2017 as well as replacing and updating the department's Self Contained Breathing Apparatus (SCBA) and air bottles in FY 2018. As previously discussed with the Town Improvements Committee, Fire Chief Lewis and I are recommending the scheduled years be changed so the authorization of the SCBA replacement occurs in FY 17.

Discussion/Analysis

The SCBA and bottles are key pieces of firefighter safety equipment and are in need of replacement by 2018 due to federal regulations/standards. The town previously applied for a federal grant to fund the SCBAs / air bottle replacement but was not awarded funding. Due to the importance of this firefighter safety equipment it is recommended that project authorization occur in FY 17 versus the fire engine replacement. The fire engine replacement would then be proposed to be rescheduled in the FY 2018 to FY 2023 CIP.

Financial Impact

Staff recently completed a solicitation of proposals from vendors for replacing 80 SCBAs, 160 bottles and an air compressor fill station. Based on the proposals, the estimated project cost is approximately \$705,000. Project funding is recommended to remain through issuance of bonds.

Other Board Action

None

Recommendations

If the Health & Safety Committee is in agreement, the following motion is recommended for approval:

“MOVE that the Health and Safety Committee recommends to the Town Council that the replacement of Fire Department Self Contained Breathing Apparatus be considered for authorization in FY 17 versus FY 18 and that the planned replacement of Engine 10 be rescheduled in the FY 2018 to FY 2023 Capital Improvements Program.”

Attachments

None

Agenda Item Summary

Date: January 30, 2017

To: Members of the Health & Safety Committee

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: FY 17 Year-to-Date Traffic Stop Data

Background

On April 7, 2015, the Central Connecticut State University (CCSU), in conjunction with the State Office of Policy and Management (OPM), released a report entitled "Traffic Stop Data Analysis and Findings, 2013-2014." The report evaluated traffic stop data from municipal police departments, special law enforcement agencies and the state police for the 12 month period from October 1, 2013 through September 30, 2014. After the release of this report, the WPD took several proactive steps including Fair and Impartial Policing training for officers and a review of data collection procedures.

On May 12, 2016, CCSU released a second report covering the 12 month period from October 1, 2014 through September 30, 2015. This second report called for the WPD to undergo a full follow-up analysis by CCSU staff because of three factors: 1) the composite synthetic control test results; 2) the descriptive benchmark test results; and 3) the data from the first report. While none of these results taken individually were sufficient to trigger a full follow-up analysis, when considered together CCSU staff believed it should perform such an analysis.

On October 7, 2016, WPD Supervisory staff, the Town Manager and the Assistant Town Manager met with CCSU staff to review a more detailed analysis of Windsor's traffic stop data. This more detailed analysis included a mapping of WPD traffic stops; a comparison of traffic stop data to census tract data (2010 US Census); a review of geographic issues that affect driving population, including roadway characteristics such as state roads, shopping areas, schools, and business/commercial areas; and discussion of police deployments, taking into consideration calls for service data and motor vehicle accident data. CCSU staff also drilled down traffic stop data to the individual officer level to determine if a small group of officers were driving data disparities.

Discussion/Analysis

As previously requested by the Health and Safety Committee, staff is providing quarterly traffic stop data reports for July 2016 through the December 2016 period.

In addition, the Police Department has continued to work with CCSU staff to finalize the review of the 2014-2015 traffic stop data, including review of the final report. The department has provided additional data for CCSU to better understand the traffic stop data, including officer activity sheets related to grant-funded traffic enforcement such as DUI patrols, Ticket or Click it, and Distracted Driving details. CCSU was also provided WPD policies related to traffic stops,

the towing of vehicles, fair and impartial policing, and internal investigations and citizen complaints.

CCSU is expected to have a draft report of their findings and recommendations for Windsor completed in mid to late February 2017 for review and discussion with WPD supervisory staff and the Town Manager.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for information purposes only. No action is requested of the committee.

Attachments

FY17 Q1 and Q2 Windsor Traffic Stop Data

Windsor Police Department

340 Bloomfield Ave, Windsor CT 06095

(860) 688-4545

Racial Profiling Traffic Stop Report By Agency
 WINDSOR POLICE DEPARTMENT
 2016-10-01 00:00 Thru 2016-12-31 23:59

Gender	Ethnicity			Resident		Custodial Arrest		Enforcement Category			Authority for Search						
	Female	Male	Hispanic	M Eastern	N/A	Municipal	CT	Yes	No	General	Blind	Spot	Chk	N/A	Consent	Invent	Other
White:	202	306	101	11	396	132	471	3	505	306	198	4	4	500	1	6	1
Black:	177	323	6	1	493	179	469	4	496	281	215	4	4	483	3	7	7
Indian:	3	14	1	7	9	6	16	0	17	9	8	0	0	17	0	0	0
Asian:	12	11	0	5	18	5	20	0	23	15	8	0	0	23	0	0	0
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	394	654	108	24	916	322	976	7	1041	611	429	8	8	1023	4	13	8

Invest	Stop Nature		Veh Searched		Vehicle Towed		Result of Stop				Duration of Stop			Contraband			
	Violation	Equip	Yes	No	Yes	No	UAR	Mis	Infract	Verbal	Written	None	0-15	16-30	Over 30	Yes	No
White:	3	423	82	8	16	492	0	16	84	376	28	4	479	24	5	2	506
Black:	5	410	85	17	13	487	0	25	77	374	18	6	457	29	14	8	492
Indian:	0	15	2	0	0	17	0	0	1	16	0	0	17	0	0	0	17
Asian:	0	18	5	0	0	23	0	0	6	15	1	1	21	2	0	0	23
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	8	866	174	25	29	1019	0	41	168	781	47	11	974	55	19	10	1038

Grand Totals					
White:	508	48.47%	Male:	654	62.40%
Black:	500	47.71%	Female:	394	37.60%
Indian:	17	1.62%			
Asian:	23	2.19%			
Unknown:	0	0.00%			
Totals:	1048	100.00%			

Windsor Police Department
340 Bloomfield Ave, Windsor CT 06095
(860) 688-4545

Racial Profiling Traffic Stop Report By Agency
WINDSOR POLICE DEPARTMENT
2016-07-01 00:00 Thru 2016-09-30 23:59

	Gender		Ethnicity		Resident		Custodial Arrest		Enforcement Category			Authority for Search					
	Female	Male	Hispanic	M Eastern	N/A	Municipal	CT	Yes	No	General	Blind	Spot	Chk	N/A	Consent	Invent	Other
White:	191	352	117	19	407	159	484	6	537	351	192	0	534	1	3	5	
Black:	203	321	11	1	512	217	499	11	513	315	208	1	507	3	9	5	
Indian:	9	9	0	6	12	5	17	0	18	15	3	0	18	0	0	0	
Asian:	9	22	0	5	26	9	27	0	31	14	17	0	31	0	0	0	
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Totals:	412	704	128	31	957	390	1027	17	1099	695	420	1	1090	4	12	10	

	Stop Nature		Veh Searched		Vehicle Towed		Result of Stop			Duration of Stop			Contraband				
	Invest	Violation Equip	Yes	No	Yes	No	UAR	Mis	Infract	Verbal	Written	None	0-15	16-30	Over 30	Yes	No
White:	4	477	9	534	9	534	0	13	75	423	22	10	500	28	15	4	539
Black:	6	431	17	507	21	503	2	29	73	389	27	4	456	48	20	3	521
Indian:	0	16	0	18	0	18	0	0	1	16	1	0	18	0	0	0	18
Asian:	1	28	0	31	0	31	0	0	8	23	0	0	28	2	1	0	31
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	11	952	26	1090	30	1086	2	42	157	851	50	14	1002	78	36	7	1109

Grand Totals					
White:	543	48.66%	Male:	704	63.08%
Black:	524	46.95%	Female:	412	36.92%
Indian:	18	1.61%			
Asian:	31	2.78%			
Unknown:	0	0.00%			
Totals:	1116	100.00%			

Agenda Item Summary

Date: January 30, 2017

To: Members of the Health and Safety Committee

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Mobile Video Recording Systems (In-Car Cameras) - Update

Background

On September 19, 2016, the Town Council authorized the police department to purchase a mobile video recording system to be installed in the department's police vehicles.

Mobile Video Recording Systems (MVR) are part of the Windsor Police Department's plan to continue building trust in the community by providing for increased transparency, greater oversight, and accountability of police actions.

The implementation and use of the mobile video recording system will increase citizens' confidence in the police profession, record inappropriate police behavior, and provide valuable data to improve officer training and safety. Video documentation will be available as a tool to help resolve complaints related to police actions and to reinforce departmental policies and procedures.

Discussion / Analysis

To date, 13 of the 15 mobile video recorders have been installed and are operating in police vehicles. Approximately 95% of WPD officers have been trained on its operation and the system is now in use.

The MVR System is set up to begin automatic recording when:

- Emergency Lights are activated
- Vehicle collision sensor is activated
- Vehicle speeds exceed 75 MPH

The system can also be manually activated by the officer.

The system automatically uploads and catalogs video to the department's servers, alleviating the need for officers to perform the extra steps of downloading video at the end of each day. The Video Evidence Library has built in video retention periods, allowing the department to meet storage, retrieval and retention standards with minimal effort.

Financial Impact

None

Other Board Action

None

Recommendations

None

Attachments

None

**TOWN OF WINDSOR
HEALTH AND SAFETY COMMITTEE
SPECIAL MEETING
OCTOBER 26, 2016
TOWN HALL – LUDLOW ROOM**

UNAPPROVED MINUTES

1. CALL TO ORDER

Committee Chair Jill Jenkins called the meeting to order at 6:00 p.m. with Councilor Alan Simon and Councilor James Govoni present. Town Manager Peter Souza, Police Chief Don Melanson and Assistant Town Manager Jonathan Luiz were also present.

2. PUBLIC COMMENT

Lea Chayes of 7 Maude Circle spoke in favor of a town gun buy-back event.

William Herzfeld of 1031 Windsor Avenue expressed his support of the Town conducting a gun buyback program. He explained that greater community involvement would make the program be more of a community program instead of a police department program.

3. DISCUSSION OF GUN BUYBACK PROGRAM

Town Manager Souza shared details of communications he had with neighboring communities about their recent history of gun buyback events and their willingness to have a gun buyback going forward. He discussed the price typically paid for various guns. Chief Melanson said that the police chiefs in the area that he spoke with did not express an interest in being a part of a gun buyback program.

Chair Jenkins asked if there is an estimate of the number of guns in Windsor. Chief Melanson said he is unsure. Councilor Simon said there may be some merit to holding a gun buy-back event. He said that having a community coalition being a part of a gun buyback program would make the event organic and increase its chances of being successful. Councilor Simon explained that the charge is for the residents who believe in having an event to get the community together and see if various entities in the community would also be behind the event. Councilor Simon said money is not an issue to holding an event. He said he would want a gun buyback program to be something that is very much wanted and supported by the community.

Chair Jenkins spoke of the importance of being proactive instead of reactive. She asked for ideas as to how the community could be proactive about having such an event. Chair Jenkins said the town needs to support the community in such an endeavor instead of demanding that an event happen. She said that if the event is done correctly, it could influence other communities to take action.

Councilor Govoni said he expects there are a lot of legal guns in Windsor and that getting broken guns off the street is not preventing criminals from having guns. Councilor Govoni said there is already a program in place for people to dispose of unwanted guns, but that the program needs to be advertised.

Chair Jenkins said the higher the price being offered for guns, the more people would be interested in selling their guns. She said that she does not care from which community people come from to sell their guns. Chair Jenkins said sponsorship from companies would likely be necessary in order to sponsor a region-wide buy-back. She said that we have no way of knowing how many guns could be purchased. She suggested that the Committee take a step back and wait to see if there will be more community support for a gun buyback event.

Mr. Herzfeld said he thinks it takes a boldness to hold a gun buyback event because doing so is an acknowledgement that the country has so many guns. Mr. Herzfeld said the event would enhance safety of police officers, children and adults. Mr. Herzfeld spoke of the bad reaction that can be generated from a child holding a broken gun.

Chair Jenkins said she does not want to send a message that Windsor has a big gun problem and that it is dangerous to move to Windsor. Councilor Govoni suggested that area gun clubs and ranges provide input about a potential gun buyback program.

4. DISCUSSION OF FY 17 QUARTERLY TRAFFIC STOP DATA

Town Manager Souza provided background information about the Traffic Stop Analysis and Findings (the Study) produced by the Institute for Municipal and Regional Policy at Central Connecticut State University (CCSU). He said that Windsor staff met with CCSU several weeks ago for the purpose of discussing the Study more and exchanging data. A draft report from CCSU is expected to be received by Windsor staff in January and February. Town Manager Souza suggested inviting CCSU's Ken Barrone to the next Health and Safety Committee meeting.

Police Chief Donald Melanson handed out a racial profiling traffic stop report (Report) for the period of July 1, 2016 thru September 30, 2016. Chief Melanson explained the information shown in the Report. Chief Melanson explained that the Windsor Police Department (WPD) does few consent searches compared to other departments because the WPD does not stop vehicles as a pretext to search. Councilor Simon asked for clarification about searches of cars driven by white drivers and black drivers as well as contraband found as a result of those searches. Chief Melanson provided clarification. Councilor Simon asked for clarification about the total stops by ethnicity. Chair Jenkins asked for an explanation of why there are more black Windsor residents being stopped than white Windsor residents being stopped. Chief Melanson provided a map of the emergency response districts. He said the districts are set up the way they are in large part due to population density and calls for service. Chair Jenkins asked if District 1 has the most calls and the greatest population density. Chief Melanson answered yes. Chair Jenkins asked how many officers are on duty during the shifts. Chief Melanson said minimum staffing is five patrol officers on days and evenings and four patrol officers overnight. Chief Melanson

went on to say that there are not two officers assigned to one district. Town Manager Souza explained that if a patrol car assigned to District 1 is busy handling a call in District 1 than an unassigned patrol car would go into District 1.

Councilor Simon asked what the correlation is between calls for service and traffic stops being made, since traffic stops happen in the moment. Chief Melanson said an officer will see violations in areas where an officer is patrolling.

Chief Melanson showed maps that show the propensity of various patrol districts in Windsor to receive calls for service and to experience motor vehicle accidents. Councilor Simon said that Ken Barrone of CCSU said that the police will find problems in the areas where police are. Councilor Simon said that the argument is that the police happen to be in the area and that because they are in the area, they are going to be more active in pulling people over in that location. Town Manager Souza discussed the road system locations in town and how on ramps and off ramps impact traffic flows. Councilor Simon said he thinks traffic is busiest near the I-91 off and on ramps for Windsor Center. Chief Melanson said he believes that most traffic stops are between 10 p.m. and 4 a.m.

Councilor Jenkins expressed her satisfaction with the WPD discussing explicit bias at training. She said that it would be useful to know what the training is and when it occurred. Town Manager Souza said a challenge for any police department is being able to fit in all of the training opportunities available for officers. Chief Melanson provided information about crisis intervention training given to officers. Chief Melanson said discussions/training occur with officers on at least a weekly basis in an effort to create a culture that de-escalates situations. He said that the WPD breaks down videos of situations that went well and did not go well. Chair Jenkins inquired about whistle-blowers. Chief Melanson said he has not worked in a department where attempts to cover-up take place. He said the reasons for that are the proper training that has been in place as well as the culture of hiring people with integrity.

Councilor Simon said that what cops often need is more time to think about a situation. He said that he appreciated the information provided tonight and he appreciates that Chief Melanson has an open mind. Councilor Simon said that the goal is equality under the law and having people being treated equally.

Chair Jenkins expressed her appreciation for the information provided tonight. Chief Melanson said he encourages WPD officers to give verbal warnings about tail lights being out so that the interaction with the public is positive in nature.

Chair Jenkins said she wants to go through tonight's exercise again. Councilor Simon suggested waiting for CCSU's draft report to arrive and then meeting again to review the draft report as well as the next set of WPD quarterly data. Town Manager Souza noted that the new records management system and computer aided dispatch system has allowed the WPD data to present the data in the manner that it was presented tonight. Councilor Govoni said it makes sense for officers to de-escalate conflict.

Chair Jenkins suggested examining training numbers at the next Committee meeting. Councilor Simon spoke about the concept of doing almost daily training for 20 minutes or so

with the officers. Councilor Govoni asked if all training is documented. Chief Melanson said that not all roll call training is documented because it happens frequently and for relatively short durations of time. Chief Melanson noted that some training such as firearm training being administered during normal shift schedule as opposed to overtime. He said the results area cost savings and better quality of training because the training is given on a one-on-one basis. Chief Melanson spoke of working with neighboring communities to provide more innovative and better quality training.

5. STAFF REPORTS

Town Manager Souza provided an update on work done by a consultant hired to analyze and recommend changes to the town's radio communications system. He said that Windsor staff will meet with Bloomfield staff on this topic, since Bloomfield is also considering replacing its own communications system.

Councilor Govoni asked if the Windsor Board of Education would be included in the new radio system. Town Manager Souza answered yes and explained that they have been included in the discussions about a replacement system. Councilor Govoni asked if there would be regional communication capabilities. Chief Melanson said a newer system would be better in terms of communicating on a regional basis.

Chief Melanson provided an update on hiring and staffing. He also discussed the progress made towards purchasing and installing in-car cameras.

6. APPROVAL OF MINUTES

a) June 16, 2016

Councilor Simon MOVED and Councilor Govoni seconded to approve the unapproved minutes of the June 16, 2016 minutes of the Health and Safety Committee as presented.

The motion passed 3-0-0

7. ADJOURMENT

Councilor Govoni MOVED and Councilor Simon seconded to adjourn the meeting at 7:23 p.m.

The motion passed 3-0-0

Respectfully submitted by,

Jonathan Luiz, Assistant Town Manager