



Council Agenda

**Council Chambers
Windsor Town Hall
October 21, 2019**



7:20 PM Public Hearing

To hear public comment on the future leasing of town-owned real property located at 72 Mack Street, Windsor, CT

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Wilson/Deerfield Advisory Committee
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve an appropriation from the Capital Projects Fund, Assigned Fund balance for the design of the Sage Park Middle School HVAC system project (Town Manager)
 - b) *Approve amendments to Director of Health Services position description (Town Manager)



- c) *Approve amendments to Sanitarian position description (Town Manager)
- d) Town Manager Annual Performance Evaluation (Councilor O'Reilly)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the October 7, 2019 Public Hearing (Code of Ethics/45 Central St)
- b) *Minutes of the October 7, 2019 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: October 21, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works/Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Design Services for Sage Park Middle School Energy HVAC Efficiencies Upgrades Project

Background

The Sage Park Middle School was built in 1968. The original building was 116,500 sq. ft. An addition of 60,000 sq. ft. was added to the building in 1994. The boilers and heating systems are original to the existing and additional areas. The original section of building uses unit ventilators and unit heaters to heat classrooms and hallways. The 1994 addition areas use radiant baseboard for heating classrooms and have roof top units and energy recovery units in selected areas. Some areas of the building have had air-conditioning added that include the auditorium, cafeteria, main offices, library, and selected special needs areas. The original boilers, pumps, and pneumatic controls still provide heat to the majority of the building. The boilers were converted from heating oil to natural gas in 2014. The existing HVAC equipment and controls are approaching the end of their expected life cycle.

Discussion/Analysis

The design services will cover the proposed installation of air-conditioning for all second floor classrooms, replacement of all existing roof top units and energy recovery units. The design will also include a new electrical service to support new equipment. The gymnasiums are proposed to have their air handling units replaced with energy efficient units with air-conditioning. Design will also include new direct digital controls (DDC). The scope of work also includes an evaluation of existing HVAC systems. The designer will provide options for alternative systems that will be easier to service and have higher energy efficiencies, thereby reducing the school's annual operating costs.

Financial Impact

The estimated cost for design services for the project is \$140,000. This amount includes \$4,000 for hazardous materials testing. It is requested that the Capital Projects Fund, Assigned Fund balance be the funding source for these design services.

Other Board Action

It is also requested that the project be referred to the Public Building Commission (PBC) to oversee the project.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

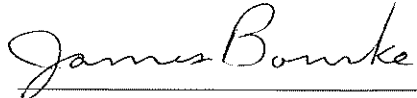
“MOVE that \$140,000 be appropriated from the Capital Projects Fund, Assigned Fund balance for the design of the Sage Park Middle School HVAC System Project; and the project is assigned to the Public Building Commission for oversight.”

Attachments

None

Certification

I hereby certify that there is \$140,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.




James Bourke
Director of Finance

Agenda Item Summary

Date: October 21, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to Director of Health Services & Sanitarian job descriptions

Background

The Public Health Department includes the unaffiliated positions of Director of Health Services, Public Health Nurse, Sanitarian, part-time Code Inspector and part-time Administrative Aide.

The Sanitarian position became vacant in mid-October due to a resignation. This job description was last updated in 2000. It is customary for town staff to review the job description when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. The Director of Health Services' job description was last updated in 2012.

Both of these positions have been reviewed by the Director of Health Services and the Human Resources Director. Several changes are recommended to properly reflect the current duties and competencies of the positions.

Discussion/Analysis

Director of Health Services

The main duties of the Director of Health Services include planning, developing, coordinating, and supervising activities of the Health Department including health statistics, maternal and child health, community nursing services, health education, nutrition services, environmental health, communicable/chronic disease control, and emergency public health preparedness, as well as evaluating department needs and formulating short and long range plans.

The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes.

Sanitarian

The main duties of the Sanitarian include advanced technical environmental health work related to the detection, abatement and prevention of pollution and disease and the preservation and promotion of public health.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes proposed to the job description are:

- Adding the responsibility of reviews and approving plans for food establishments, septic systems and general site work pertaining to environmental health issues
- Adding the responsibility of participating in emergency preparedness drills, activities, and when necessary, responding to emergency situations within the Town of Windsor
- Adding the responsibility of serving as an acting Director of Health Services when coverage is needed to ensure the delivery of appropriate, timely and quality service
- Adding the responsibility of developing and implementing public health education outreach programs for the community
- Clarifying the “Special Requirements” to be specific to the Connecticut Department of Public Health
- Adding camera, hand tools and medical equipment to “Tools and Equipment Used”
- Adding language to clarify the responsibility of responding to after-hours emergencies as needed.

Financial Impact

None

Other Board Action

None

Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

Motion for 12 (b)

“MOVE that the position description for Director of Health Services be amended and approved as presented.”

Motion for 12 (c)

“MOVE that the position description for Sanitarian be amended and approved as presented.”

Attachments

Red-lined version of existing position descriptions

Amended position descriptions

Red-lined version

Director of Health
Services

position description

TOWN OF WINDSOR POSITION CLASSIFICATION

Job Title: Director of Health Services
Department: Health
Reports To: Town Manager
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs complex supervisory, administrative, professional and technical work in planning, coordinating, directing, and supervising the state and town's public and environmental health services. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, and supervises all activities of the Health Department, including: health statistics, maternal and child health, community nursing services, health education, nutrition services, environmental health, communicable/chronic disease control, and emergency medical services/emergency [public health](#) preparedness; evaluates department needs and formulates short and long range plans to meet needs in all areas of responsibility.
- Ensures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time and files such state reports as required by statute or regulation.
- Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; resolves grievances.
- Provides advice to town manager concerning public and environmental health needs; makes presentations to staff, town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Administers record retention program for department reports and files; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets, and prepares data for studies, reports and recommendations.
- Collaborates on the development and maintenance of an up-to-date [public health](#) emergency plan to quickly respond to all natural and manmade emergency situations; coordinates implementation of plan with town staff, [regional](#), ~~and~~ state and federal agencies; prepares and submits ~~damage~~-reimbursement claims for declared emergencies to state and federal agencies.
- Investigates complaints, including food poisoning, property maintenance, noise pollution, and illegal dumping of solid waste and hazardous materials; monitors status of complaints and takes appropriate action to resolve them; coordinates inspection or compliance functions with other programs or agencies where appropriate; drafts orders and reports for the state

Department of Energy and Environmental Protection [and Department of Public Health](#).

- Performs epidemiological investigations of disease outbreaks and implements measures to curb and control outbreaks; coordinates insect, rodent and water pollution control programs; advises owners, operators and contractors concerning plans and equipment for swimming pools, housing, and food service and preparation facilities.
- Promotes public education programs related to public and environmental health issues and other department activities; works with individuals and businesses to facilitate compliance with health codes and regulations, and to mitigate environmental health problems.

ADDITIONAL DUTIES

- Monitors inter-governmental actions and legislation affecting department operations.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Directly supervises employees of the Health Department including [contract](#), temporary and volunteer staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Selects employees; plans, assigns, and directs work; appraises performance; motivates, rewards and disciplines employees; manages volunteers; addresses complaints and resolves problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate basic concepts of environmental and public health and convey an understanding of their value and importance to customers and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, disciplinary actions and praise.

Technical - Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal – Tactful but firm. Is respectful and is able to establish effective working relationships with staff, community organizations, local businesses, governmental/regulatory

agencies and the general public. Ability to express ideas effectively in oral and written forms. Listens to others without interrupting. Shows respect and sensitivity for differences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Budget/Financial - Develops, prepares, presents and monitors annual Health Department budget. Presents fee, expenditure and revenue projections and recommendations to town manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree in public health, with five years progressively responsible experience in public health field with some supervisory experience; or
- Any equivalent combination of education and experience as meets the approval of the Commissioner of Public Health in accordance with state statutes (CGS 19a.-200).

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of principles, practices and techniques related to public health administration; good knowledge of equipment, methods and practices used in environmental health inspection and compliance activities; good knowledge of environmental codes and related laws, rules and regulations.
- Skill in operation of the listed tools and equipment; skill in environmental sampling and epidemiological investigations.
- Good ability to carry out assigned projects to their completion; good ability to coordinate and facilitate the work of a large staff; good ability to effectively deal with difficult or hostile people; good ability to establish and maintain effective working relationships with other employees, local businesses, other regulatory agencies and the general public; good ability to effectively communicate verbally and in writing; ability to properly handle and dispose of hazardous materials.
- ~~Knowledge and skill in the use of the Internet, spreadsheet software, word processing software, and email.~~
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.
- Ability to effectively supervise staff in accordance with town policies and procedures.

Special Requirements

- Valid driver's license or ability to obtain one.
- Connecticut Certification as Registered Sanitarian preferred.

TOOLS AND EQUIPMENT USED

Motor vehicle, mobile radio, phone, personal computer, copy machine, test and sampling equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit at work station for extended periods. Must have ability to perform the essential duties of the position including the ability to operate a motor vehicle, computer, and other tools and equipment. The employee is regularly required to travel to other buildings and locations in order to conduct inspections and investigations in the field. Must be able to traverse uneven ground and through wooded and bushy areas. Must be able to climb, balance, stoop, kneel, crouch, crawl and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is quiet in the office and occasionally loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Proposed Amended
version

Director of Health
Services
position description

TOWN OF WINDSOR POSITION CLASSIFICATION

Job Title: Director of Health Services
Department: Health
Reports To: Town Manager
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs complex supervisory, administrative, professional and technical work in planning, coordinating, directing, and supervising the state and town's public and environmental health services. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, and supervises all activities of the Health Department, including: health statistics, maternal and child health, community nursing services, health education, nutrition services, environmental health, communicable/chronic disease control, and emergency medical services/emergency public health preparedness; evaluates department needs and formulates short and long range plans to meet needs in all areas of responsibility.
- Ensures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time and files such state reports as required by statute or regulation.
- Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; resolves grievances.
- Provides advice to town manager concerning public and environmental health needs; makes presentations to staff, town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Administers record retention program for department reports and files; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets, and prepares data for studies, reports and recommendations.
- Collaborates on the development and maintenance of an up-to-date public health emergency plan to quickly respond to all natural and manmade emergency situations; coordinates implementation of plan with town staff, regional, state and federal agencies; prepares and submits reimbursement claims for declared emergencies to state and federal agencies.
- Investigates complaints, including food poisoning, property maintenance, noise pollution, and illegal dumping of solid waste and hazardous materials; monitors status of complaints and takes appropriate action to resolve them; coordinates inspection or compliance functions with other programs or agencies where appropriate; drafts orders and reports for the state Department of Energy and Environmental Protection and Department of Public Health.

- Performs epidemiological investigations of disease outbreaks and implements measures to curb and control outbreaks; coordinates insect, rodent and water pollution control programs; advises owners, operators and contractors concerning plans and equipment for swimming pools, housing, and food service and preparation facilities.
- Promotes public education programs related to public and environmental health issues and other department activities; works with individuals and businesses to facilitate compliance with health codes and regulations, and to mitigate environmental health problems.

ADDITIONAL DUTIES

- Monitors inter-governmental actions and legislation affecting department operations.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Directly supervises employees of the Health Department including contract, temporary and volunteer staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Selects employees; plans, assigns, and directs work; appraises performance; motivates, rewards and disciplines employees; manages volunteers; addresses complaints and resolves problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate basic concepts of environmental and public health and convey an understanding of their value and importance to customers and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, disciplinary actions and praise.

Technical - Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal – Tactful but firm. Is respectful and is able to establish effective working relationships with staff, community organizations, local businesses, governmental/regulatory agencies and the general public. Ability to express ideas effectively in oral and written forms. Listens to others without interrupting. Shows respect and sensitivity for differences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Budget/Financial - Develops, prepares, presents and monitors annual Health Department budget. Presents fee, expenditure and revenue projections and recommendations to town manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree in public health, with five years progressively responsible experience in public health field with some supervisory experience; or
- Any equivalent combination of education and experience as meets the approval of the Commissioner of Public Health in accordance with state statutes (CGS 19a.-200).

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of principles, practices and techniques related to public health administration; good knowledge of equipment, methods and practices used in environmental health inspection and compliance activities; good knowledge of environmental codes and related laws, rules and regulations.
- Skill in operation of the listed tools and equipment; skill in environmental sampling and epidemiological investigations.
- Good ability to carry out assigned projects to their completion; good ability to coordinate and facilitate the work of a large staff; good ability to effectively deal with difficult or hostile people; good ability to establish and maintain effective working relationships with other employees, local businesses, other regulatory agencies and the general public; good ability to effectively communicate verbally and in writing; ability to properly handle and dispose of hazardous materials.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.
- Ability to effectively supervise staff in accordance with town policies and procedures.

Special Requirements

- Valid driver's license or ability to obtain one.
- Connecticut Certification as Registered Sanitarian preferred.

TOOLS AND EQUIPMENT USED

Motor vehicle, mobile radio, phone, personal computer, copy machine, test and sampling equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit at work station for extended periods. Must have ability to perform the essential duties of the position including the ability to operate a motor vehicle, computer, and other tools and equipment. The employee is regularly required to travel to other buildings and locations in order to conduct inspections and investigations in the field. Must be able to traverse uneven ground and through wooded and bushy areas. Must be able to climb, balance, stoop, kneel, crouch, crawl and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is quiet in the office and occasionally loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Red-Lined version

Sanitarian
position description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Sanitarian
Department: Health
Reports To: Director of Health Services
FLSA Status: Nonexempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs advanced technical environmental health work related to the detection, abatement and prevention of pollution and disease, and the preservation and promotion of public health.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs inspections of housing; schools; day care and industrial facilities; private and community water supply wells; subsurface sewage disposal systems; public pools; carnivals and other public amusements; restaurants and other food establishments to measure compliance with State, Federal, and Town Health codes.
- Reviews and approves plans for food establishments, septic systems and general site work pertaining to environmental health issues.
- Issues correction notices following inspection if necessary; issues food service, septic and well permits upon satisfactory compliance with appropriate regulations; initiates enforcement actions for non-compliance orders and directives concerning violations of local, state and Federal regulations.
- Investigates and initiates abatement proceedings on all health, environmental and nuisance complaints, including but not limited to food poisoning, noise pollution, property maintenance housing and illegal dumping of solid waste and hazardous materials; monitors status of complaints and takes appropriate action to resolve them; coordinates inspection or compliance functions with other local, state, and federal agencies where appropriate.
- Under the direction of the Director of Health, performs epidemiological investigations of disease outbreaks; drafts orders and reports.
- Participates in emergency preparedness drills, activities and when necessary responds to emergency situations during the business day and after hours as needed.
- Serves as acting Health Director when coverage is needed to ensure the delivery of appropriate, timely and quality service.
- Works with and educates individuals and businesses to facilitate compliance with health codes and regulations and to mitigate environmental health problems.
- Works with other technical staff in preparing for hearings and court appearances concerning environmental health issues; assists staff with public educational activities concerning environmental and public health problems.
- ~~Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands and picking up supplies needed for activities.~~

ADDITIONAL DUTIES

- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands and picking up supplies needed for activities.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Assists in developing and implementing public health education outreach programs for the community.
- Performs related work as ~~required~~ assigned by the Director of Health and responds to after hours emergencies as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in environmental health or related field, with two years experience in public health field; or
- Any equivalent combination of education and public health or environmental health experience.

Necessary Knowledge, Skills and Abilities

- Good knowledge of equipment, facilities, materials, methods, techniques and practices used in environmental health inspection and compliance activities; good knowledge of environmental codes and related laws, rules and regulations.
- Ability to read and interpret technical drawings and maps.
- Skill in operation of some of the listed tools and equipment; skill in environmental sampling, compliance or inspection work, preferably in positions related to public health.
- Good ability to work safely and independently; good ability to effectively deal with difficult or hostile people; good ability to establish and maintain effective working relationships with other employees, local businesses, other regulatory agencies and the general public; ability to properly handle and dispose of hazardous materials; ability to communicate effectively verbally and in writing; ability to understand and carry out written and oral instructions.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Connecticut certification as Registered Sanitarian preferred; Connecticut Department of Public Health certification in Phase I and Phase II of ~~surface~~-subsurface sewage disposal, certified food inspector; certified lead inspector/ risk assessor and ~~food service inspections~~ preferred.

TOOLS AND EQUIPMENT USED

Motor vehicle, mobile radio, phone, camera, personal computer, copy machine, hand tools, medical equipment, test and sampling equipment and other technological equipment as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand, talk, hear and walk on uneven ground and through wooded and bushy areas. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near heavy equipment and moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is quiet in the office and occasionally loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Proposed Amended
version

Sanitarian
position description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Sanitarian
Department: Health
Reports To: Director of Health Services
FLSA Status: Nonexempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs advanced technical environmental health work related to the detection, abatement and prevention of pollution and disease, and the preservation and promotion of public health.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs inspections of housing; schools; day care and industrial facilities; private and community water supply wells; subsurface sewage disposal systems; public pools; carnivals and other public amusements; restaurants and other food establishments to measure compliance with State, Federal, and Town Health codes.
- Reviews and approves plans for food establishments, septic systems and general site work pertaining to environmental health issues.
- Issues correction notices following inspection if necessary; issues food service, septic and well permits upon satisfactory compliance with appropriate regulations; initiates enforcement actions for non-compliance orders and directives concerning violations of local, state and Federal regulations.
- Investigates and initiates abatement proceedings on all health, environmental and nuisance complaints, including but not limited to food poisoning, noise pollution, property maintenance housing and illegal dumping of solid waste and hazardous materials; monitors status of complaints and takes appropriate action to resolve them; coordinates inspection or compliance functions with other local, state, and federal agencies where appropriate.
- Under the direction of the Director of Health, performs epidemiological investigations of disease outbreaks; drafts orders and reports.
- Participates in emergency preparedness drills, activities and when necessary responds to emergency situations during the business day and after hours as needed.
- Serves as acting Health Director when coverage is needed to ensure the delivery of appropriate, timely and quality service.
- Works with and educates individuals and businesses to facilitate compliance with health codes and regulations and to mitigate environmental health problems.
- Works with other technical staff in preparing for hearings and court appearances concerning environmental health issues; assists staff with public educational activities concerning environmental and public health problems.

ADDITIONAL DUTIES

- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands and picking up supplies needed for activities.

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Assists in developing and implementing public health education outreach programs for the community.
- Performs related work as assigned by the Director of Health and responds to after hours emergencies as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in environmental health or related field, with two years experience in public health field; or
- Any equivalent combination of education and public health or environmental health experience.

Necessary Knowledge, Skills and Abilities

- Good knowledge of equipment, facilities, materials, methods, techniques and practices used in environmental health inspection and compliance activities; good knowledge of environmental codes and related laws, rules and regulations.
- Ability to read and interpret technical drawings and maps.
- Skill in operation of some of the listed tools and equipment; skill in environmental sampling, compliance or inspection work, preferably in positions related to public health.
- Good ability to work safely and independently; good ability to effectively deal with difficult or hostile people; good ability to establish and maintain effective working relationships with other employees, local businesses, other regulatory agencies and the general public; ability to properly handle and dispose of hazardous materials; ability to communicate effectively verbally and in writing; ability to understand and carry out written and oral instructions.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements

- Valid driver's license or ability to obtain one.
- Connecticut certification as Registered Sanitarian preferred; Connecticut Department of Public Health certification in Phase I and Phase II of subsurface sewage disposal, certified food inspector; certified lead inspector/ risk assessor preferred.

TOOLS AND EQUIPMENT USED

Motor vehicle, mobile radio, phone, camera, personal computer, copy machine, hand tools, medical equipment, test and sampling equipment and other technological equipment as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand, talk, hear and walk on uneven ground and through wooded and bushy areas. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near heavy equipment and moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is quiet in the office and occasionally loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Town Council
Resignations/Appointments/Reappointments
October 21, 2019

Resignations

None

Appointments / Reappointments (to be acted upon at tonight's meeting)

None

Names submitted for consideration of appointment

- A. One Republican Member (resident)
Historic District Commission
Five Year Term to expire October 31, 2024 or until a successor is appointed
(Loretta Raney)

“MOVE to REAPPOINT Loretta Raney as a Republican member (non-resident) to the Historic District Commission for a five year term to expire October 31, 2024 or until a successor is appointed.”

- B. One Unaffiliated Member (resident)
Historic District Commission
Five year term to expire October 11, 2024 or until a successor is appointed
(Stephen Rubino)

“MOVE to REAPPOINT Stephen Rubino as an Unaffiliated member (resident) to the Historic District Commission for a five year term to expire October 11, 2024 or until a successor is appointed.”

- C. One Democratic Member
Library Advisory Board
Three Year Term to expire April 30, 2020 or until a successor is appointed
(Warner-Prouty – resigned)

“MOVE to APPOINT Caren Barry as an Independent member to the Library Advisory Board for a three year unexpired term to expire April 30, 2020 or until a successor is appointed.”

- D. One *Democratic* Member
Public Building Commission
Three Year Term to expire November 30, 2021 or until a successor is appointed
(Milo Peck)

“MOVE to REAPPOINT Milo Peck as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2021 or until a successor is appointed.”

- E. One *Democratic Alternate* Member
Public Building Commission
Three Year Term to expire November 30, 2022 or until a successor is appointed
(Joe Auclair)

“MOVE to APPOINT George Bolduc as a Democratic Alternate Member to the Public Building Commission for a three year term to expire November 30, 2022 or until a successor is appointed.”

- F. One *Unaffiliated* Member
Youth Commission
Three Year Term to expire September 30, 2022 or until a successor is appointed
(Robert Gange)

“MOVE to REAPPOINT Robert Gange as an Unaffiliated member to the Youth Commission for a three year term to expire September 30, 2022 or until a successor is appointed.”



**Town Council
Council Chambers
Windsor Town Hall
OCTOBER 7, 2019
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:07 p.m. by Mayor Trinks.

Present were: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos

Mayor Trinks read aloud the notice of the public hearing to hear public comment on an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS."

And

Mayor Trinks read aloud the notice of the public hearing to hear public comment on THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVEMENTS RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN THE AMOUNT OF \$35,700.

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:09 p.m.

Respectfully Submitted,

Lori Hartmann
Recording Secretary



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
OCTOBER 7, 2019
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

2) PRAYER

Councilor Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

a) Honoring the Windsor Palette & Brush Club on their 60th anniversary

Deputy Mayor Terranova read the Windsor Palette & Brush Club's proclamation aloud and presented it to Kathleen Tracy, President of the Windsor Palette and Brush Club and other members of the club. Ms. Tracy thanked the council for their recognition. She invited the audience to purchase their calendar showcasing local artwork. The sales will benefit their scholarship fund for a Windsor High School student.

b) Designating October 2019 as Manufacturing Month for Windsor

Councilor Tustin read the proclamation designating October 2019 as Manufacturing Month for Windsor aloud and presented it to Jim Burke, Windsor Economic Development Director. Mr. Burke presented the proclamation to the President of Aero Gear, Doug Rose, a long-time Windsor manufacturer of aerospace components. Mr. Rose started his manufacturing business with a couple of employees 30 years ago. Today he has over two hundred employees. There are hundreds of manufacturing companies in the Hartford area that are very specialized, high tech, and have well-paying jobs that ship products globally. It is a great career and he is happy to see the training opportunities at Windsor High School and Goodwin College.

c) Designating October 2019 as Fire Prevention Month

Councilor Govoni read the proclamation designating October 2019 as Fire Prevention month aloud and presented it to Windsor Fire Marshal Bob Bolasevich, Chief Lewis and Assistant Chief Bianchi. They recognized Brenda Keegan, Property Manager for CBRE in Windsor. Her buildings are well kept and she is always available to address code issues or schedule annual fire drills. Her dedication and caring can be counted on.

d) Designating October 2019 as Community Planning Month

Councilor McAuliffe read the proclamation designating October 2019 as Community Planning month aloud and presented it to Eric Barz, Town Planner, and Town Planning and Zoning Chairman, Anita Mips.

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Some of the highlights to the Board of Education report to the Town Council included:

- Thanking members of the community who participated in the "Calling All Men" initiative held September 20th. The men greeted students at all six schools.
- The EEE threat that limited outdoor activities was lifted after consultation with other area school districts, town officials and the Department of Public Health.
- The high school is holding a College and Career Fair on October 22nd.
- The Windsor High School Athletic Hall of Fame will be held on November 1st.
- The BOE is hosting a reception for outgoing members, Michaela Fissel and Jim Dobler on October 16th from 6-7 p.m. in the Council Chambers.

b) Town Planning & Zoning Commission

The annual report detailing activity comparisons for the past three fiscal years was distributed to the Council. Chairman Anita Mips highlighted the growth in non-residential development, text amendments and notable upgrades and use changes of existing buildings.

c) Human Relations Commission

Chairman Washington and Secretary Desiree Primus presented the annual report.

- After resignations and additions, there still remains multiple openings on the commission.
- The commission strives to present non-partisan programming events and education to be inclusive and without bias. They ask the Council what this commission will be allowed to present in the name of morality, rather than political

party affiliations in relations to the mission stated in the bylaws. They request a more visible participation and encouragement by the Council.

- Notable events of the past year include:
 - One Book One Windsor featured the book “White Houses” that highlights the life of Eleanor Roosevelt including a trip to her home in Hyde Park New York.
 - An organized tour of the United Nations in New York City for the 70th commemoration of the Declaration of Human Rights.
 - The annual Bridge Builders Awards which honored 10 individuals.
 - African American History Month in February was celebrated with two community events.
 - The retirement of long-time liaison Diane McDougald was recognized.
 - Women’s History month in March was celebrated with a screening of “RGB”, the story of Ruth Bader Ginsberg.
 - Held a remembrance of the lives lost and those injured in Christ Church, New Zealand to support the local Muslim community.
 - Awarded a scholarship to Ms. Sarah Lattimer of Windsor High School.
- Social media platforms were used to recognize many diverse celebrations as well as sympathy for tragedies.
- Chairman Washington was honored with the Human Rights Award from the Lt. Governor and others.
- There are many events lined up for this calendar year.

In response to Councilor McAuliffe’s question, the deadline for the Bridge Builder nominations is November 1st.

Councilor O’Reilly asked how they envision ways to recruit members to this commission. Suggestions included a more vibrant way of recruiting other than going to the town website, greater public relations and perhaps advertising on WG-TV.

Mayor Trinks reminded the public that it was time to get flu shots. Three members of the Council received their shots to show how easy and how little time it takes.

7) TOWN MANAGER’S REPORT

Chili Challenge

The Chili Challenge will be on October 12th on the town green from 11:00 AM – 3:00 PM. More than 30 local businesses, civic groups and creative cooks will all be there with some of the best chili you have ever tasted. Proceeds will go directly back into the Windsor community.

Annual Kiwanis Canoe Race

The annual Kiwanis Canoe Race will be held on October 12th from 10:00 AM to 3:00 PM on the town green. This is the 12th year for this event that benefits the Windsor Food and Fuel banks. Bring a non-perishable food item and add it to the canoe of your choice. The organization that fills its canoe with the most donations for food and fuel banks wins the race!



Annual Lions Club Fall Arts and Crafts Show

The annual Lions Club Fall Arts and Crafts show will take place on October 12th from 9:00 AM – 3:00 PM on the Windsor town green. The green will be filled with arts and crafts booths of all types. Food and beverages will be for sale. Event is free. Applications for booth space are available on the Windsor Lions Club website at e-clubhouse.org.

Pilot Program – Fire Prevention Community Risk Assessment

The town has been selected to participate in the NFPA Community Risk Assessment pilot project. The National Fire Protection Association (NFPA) is working to develop a user-friendly digital visualization tool which will help fire departments and the communities they serve to develop data-informed risk reduction plans. Windsor has been selected to be one of only 50 communities to test and review this program.

Throughout the project, we will be able to use this new tool to identify local risks to life and property, understand underlying conditions that may contribute to those risks, activate teams to develop Community Risk Reduction plans informed by data, and share findings with stakeholders and community members.

I extend my thanks to Lauri Volkert, Fire Inspector, for her leadership on this project.

Repaving Projects

The pavement milling of the Milo Peck Center parking lot and driveways were completed this weekend. Milling of Merriman, Addison (Pigeon Hill to Bloomfield Ave), and the 4 sections of Day Hill Road are expected to be completed this week. The sections of Day Hill Road to be improved are: 1) Griffin Road South to Blue Hills Avenue, 2) west of Credit Union to Goodwin Drive, 3) Goodwin Drive to Old Iron Ore and 4) Addison Road to east of Public Works.

The Milo Peck parking lot will be paved on Saturday, October 12. The various roadways noted above will be paved during the week of October 14. The public parking lot at Maple and Broad Street will be overlaid on Saturday, October 19.

Work on Day Hill and Addison will take place between 8:30 a.m. and 3:00 p.m.

Obviously, this is weather dependent and subject to the contractors' scheduling.

Mosquito Precautions

Given the colder temperatures in the past several days as well as the forecast for the remainder of the week, schedules for outdoor recreation activities are resuming their regular schedules. These colder temperatures slow down the mosquito activity. The Superintendent of Schools has also decided to resume their regular schedules. We still recommend that best practices and precautions be used to prevent mosquito bites such as wearing long sleeves and use of insect repellent.

As a reminder, the Town has an annual mosquito control program. As part of the program, we regularly treat 23 different town-owned locations from roughly April until early fall. We also treat all town-owned storm drains with larvicide 2 to 3 times per summer and spray select areas if during the summer the adult mosquito population is significant.

Update on Impacts of Emergency Incident at Bradley Airport

I'd like to provide a short follow-up report on the tragic plane crash that occurred at Bradley International Airport last week. First my thoughts and prayers are with the passengers and their families.

I extend my appreciation to the first responders from our volunteer firefighter department and the Windsor Volunteer Ambulance, who responded as part of a pre-planned mutual aid. The mutual aid system provides for resources from the region to support the Bradley Fire Department and the Windsor Locks Fire Department.

Town staff and I have been in regular contact with CT DEEP and the Department of Public Health.

The CT DEEP's emergency response unit was immediately dispatched as was a private environmental remediation contractor. As soon as was possible, storm drains near the crash scene were protected to reduce the amount of firefighting material, fuel and de-icing agent entering the drainage system. The foam or other materials did not enter MDC's sanitary sewer.

Staff posted advisory signs in English and Spanish at various access points along the Farmington River. We also issued a town-wide notification via our reverse 911 / emergency notification system. Information was posted on various social media platforms and the town website.

DEEP has been coordinating clean-up activities at the airport, and in the adjacent Rainbow Brook and a private pond in Windsor Locks. They instituted visual monitoring of the Rainbow Brook in Windsor as well as the Farmington River.

From the evening of Friday, October 4 through the evening of Sunday, October 6, aeration of the water in Rainbow Brook has generated foam in some spots along the brook. Foam has been observed near the intersection of Rainbow Road and Stevens Mill Road. Throughout the weekend, DEEP set up booms and brought in vacuum trucks in these areas to contain and clean up the foam. The containment and cleanup will continue.

No foam has been observed on the Farmington River at this time.

DEEP collected surface water samples from Rainbow Brook and the Farmington River. The samples will be analyzed for PFAS and other substances associated with the incident. Results are expected later this week.

A fish consumption advisory remains in place for the Farmington River downstream of Rainbow Dam.

Based on information available to DEEP and the State Department of Public Health, no private wells are at risk from firewater runoff containing PFAS or other substances originating from the incident discharging to Rainbow Brook.



In response to questions from Councilors, the Town Manager stated:

- Seymour Brook was not affected by the foam and the foam in Rainbow Brook is being contained.
- There have been no confirmed EEE mosquitos found in Windsor.
- Archer Road and Deerfield Road pavement projects are funded by two separate state grants and are administered by the town. Final plans and sign offs have not been received. We expect this to happen some time in the summer of 2020.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None

Councilor Wilkos discussed the Bradley Airport incident and switching to alternative agents from the PFAS foam that is now being used. We need to demand that Senators Blumenthal and Murphy take this to the state and federal levels. At a minimum, we need to put in a drainage system to auto transfer the runoff to a holding area. He also asked if since we knew it was going to rain after the incident, why weren't the contaminates tarped or tented to help contain the runoff.

Councilor Black-Burke - None

Councilor Govoni also believes that the contaminated area should have been tarped or tented with the forecast of rain.

Councilor McAuliffe agrees with previous comments, but hopes that a taskforce created by the state to make recommendations on how to manage PFAS will address some of these issues quicker than can be done at the federal level.

Councilor Tustin – None

Deputy Mayor Terranova received an email from Clean Water Action looking for comments for the taskforce by the public to speak up concerning this issue. There is more information at cleanwateraction.org.

Councilor Jepsen congratulated a town employee's son, Spencer Hartmann, on his selection to the Windsor High School Athletic Hall of Fame. He is one of the very few All Americans from Windsor High School.

Councilor Jepsen made a motion to add item 12 (c) to cancel the Town Council meeting on November 4th to tonight's agenda. This is the meeting preceding the election of new council members. Deputy Mayor Terranova seconded the motion.

Motion Passed 9-0-0

Mayor Trinks explained there has been two attempts at the federal level to consider PFAS as a hazardous material. There is a bi-partisan effort to not require this as the foam of choice as

mandated by the FAA. Senator Blumenthal was immediately shot down on his first attempt to bring this forward in the senate in June. There needs to be pressure, not just on our senators, but all of them. Mayor Trinks believes this second spill was handled much better than the first one. The action plan was put into effect and the spill was immediately addressed by the DEEP, first responders and remediation crews. He complimented Windsor Health Director, Dr. Mike Pepe, on the countless hours he spent on evenings and the weekend listening to teleconferences.

Mayor Trinks thanked Councilor Black-Burke for attending the NAACP dinner with him. Coincidentally, one target of the group is the increase of manufacturing employment in this area.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee - Councilor O'Reilly stated there is a meeting scheduled for this Wednesday at 5:30 p.m.

Health & Safety Committee - Councilor Black-Burke had nothing to report. The committee will most likely convene after November 5th.

Special Projects Committee - Councilor McAuliffe had nothing to report.

Town Improvements Committee - Councilor McAuliffe had nothing to report.

Finance Committee – Deputy Mayor Terranova had nothing to report.

Councilor Jepsen - As observer to the BOE, the administrative contract was concluded without going to mediation and will go to members for ratification.

10) ORDINANCES

- a) Approve an ordinance to amend Chapter 2, Article IV, Code of Ethics, of the Code of Ordinances

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS."



Motion Passed 9-0-0

11) **UNFINISHED BUSINESS - None**

12) **NEW BUSINESS**

a) Presentation by Windsor Public Schools regarding Manufacturing Curriculum

Town Manager Souza introduced Board of Education and Windsor High School (WHS) personnel Uyi Osunde, Shatanna DeRosie, and Brian Bartolotta who have a presentation of the opportunities for career paths in technical education programs at WHS.

The manufacturing Industry growth in Connecticut outpaces the national average. The Hartford area saw a 4.4% growth in 2019 manufacturing employment. There are over 3,100 manufacturing jobs in Windsor. These are high skilled, well paying positions producing items such as medical devices to intricate airplane components. The Manufacturing Articulation Program at Windsor High School provides 27 credits towards the 37 credit certificate pathway for industry recognized credentials.

Articulation benefits include students receiving college credit for any articulated course taken at Windsor High School (WHS). Courses include robust manufacturing and CADD courses offered at college level.

Brian Bartolotta outlined the nine courses articulated with Goodwin College.

The tuition is structured so that there is no cost for the courses taken at WHS by the students. Mr. Bartolotta and Mr. Dustin Ricci are adjunct instructors at Goodwin College and instructors at Windsor Public Schools. The investment that has been made by the town and the board allows outstanding facilities and great resources to enable alignment with the college course settings.

In response to questions, it was explained that these courses are offered as electives at grade levels 9 -12. The cost of 9 courses offered are free to the students enrolled. This program has evolved quickly with the support of Goodwin College. At this time, there is no half day work/study program at WHS, but it could be revisited in the future.

The town councilors are very supportive of this initiative. They feel that technical training leads to wonderful careers and students can graduate with job offers that pay well and have no student debt.

Town Manager Souza pointed out that on November 4th there is a region-wide Career Awareness program for the manufacturing industry. Windsor Federal Savings Bank has offered to provide transportation for Windsor High School and middle school students to attend the daylong event in Hartford.

The Bradley Development League, comprised of Windsor, Windsor Locks, Suffield and East Granby, focuses on how to promote the manufacturing industry in our towns. Windsor Federal extended the transportation offer to all four towns' public schools. The Bradley Development League is making additional efforts to educate the community as to what advanced manufacturing is about today.

- b) Set a Public Hearing for October 21, 2019 at 7:20 p.m. relative to leasing town owned property at 72 Mack Street

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that a Public Hearing, per Connecticut General Statutes 7-163e, be set for October 21, 2019 at 7:20 PM (prevailing local time) regarding future leasing of town-owned property at 72 Mack Street and that the Town Manager is authorized and directed to post and publish notice of said public hearing.

Councilor Jepsen stated that town staff has been in discussions with possible tenants of 72 Mack Street. While lease discussions continue, the Town Council is requested to set a public hearing on the sale, lease or transfer of real property owned by a municipality. It is suggested that a public hearing be held on October 21st.

Motion Passed 9-0-0

- c) Cancel the November 4th Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to cancel the regular Town Council meeting on November 4th.

Councilor Jepsen stated that the Town Charter requirement is to have two meetings in November. This requirement is satisfied with the swearing in meeting that will be held on November 12th and the regularly scheduled November 18th meeting.

Motion Passes 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the September 16, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Terranova to approve the unapproved minutes of the September 16, 2019 Regular Town Council meeting.

Deputy Mayor Terranova noted a correction on page 11 of the minutes. Councilor Jepsen reported he will be the State Law Mandated Observer for the negotiations.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the September 16, 2019 Regular Town Council meeting as amended.



Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Lori Hartmann, 24 Somerset Drive, thanked Councilor Jepsen for nominating her son as a candidate for the Windsor High School Athletic Hall of Fame. She is very appreciative.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 9:18 p.m. to discuss:

- a) Discussion of the selection of a site or a lease, sale, or purchase of real estate (72 Mack Street)
- b) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

Staff: Peter Souza, Town Manager

Town Manager Souza left Executive Session at 10:10 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to exit Executive Session and return to the Regular Town Council meeting at 10:33 p.m.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor Tustin to adjourn the meeting at 10:33 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lori Hartmann
Recording Secretary