

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



AGENDA No. 747

- I CALL TO ORDER
- II MOMENT OF SILENCE
- III PLEDGE OF ALLEGIANCE
- V ROLL CALL
- VI PUBLIC COMMENT
- VII APPROVAL OF MINUTES
- VIII NEW BUSINESS

DATE: November 5, 2015
TIME: 8:00 p.m.
PLACE: Town Hall

NOTICE is hereby given that the Town Council of the Town of Trumbull, Connecticut will hold a regular meeting on Thursday, November 5, 2015 at 8:00 p.m. at the Trumbull Town Hall, for the following purpose:

DISCUSSION: Middlebrooks Building Committee Update

1. **RESOLUTION TC25-208: To consider and act upon a resolution entitled RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE**
(The purpose of the amendment is to increase the appropriation and bond authorization therein by \$512,345, from \$2,577,655 to \$3,090,000, and to ratify, confirm and adopt all prior authorizations and bond resolutions in connection with the Project.) (Finance)
2. **RESOLUTION TC25-209: To consider and act upon a resolution which would amend RESOLUTION TC25-202 account number 01030101-522205 PW-Snow Removal-Program Expenses \$189,943 to read as 01030101-534402 Program Supplies \$189,943. (Finance)**
3. **RESOLUTION TC25-210: To consider and act upon a resolution which would appropriate \$20,000 from Golf Course Enterprise Fund 21-315200 to Golf Course 21100000-522203 Legal Fees and Services Anc. (Finance)**

4. RESOLUTION TC25-211: To consider and act upon a resolution which would approve a contract with the State of Connecticut Department of Public Health in the amount of \$3,964.00 pursuant to the Lead Poisoning Prevention Financial Assistance to Local Health Departments for Lead Poisoning Prevention for the period of July 1, 2015 through June 30, 2016 and authorizes the First Selectman, Timothy M. Herbst for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health. (L&A)
5. RESOLUTION TC25-212: To consider and act upon a resolution which would approve a contract with the State of Connecticut Department of Public Health in the amount of \$24,531.00 pursuant to the Preventive Health and Health Services Block Grant for Cardiovascular Disease Prevention for the period of July 1, 2015 through June 30, 2016 and authorizes the First Selectman, Timothy M. Herbst for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health. (L&A)
6. RESOLUTION TC25-213: To consider and act upon a resolution which would authorize the Town attorney to settle a worker's compensation claim known as Eric Harrold v. the Town of Trumbull. (L&A)
7. RESOLUTION TC25-214: To consider and act upon a resolution which would amend Resolution TC25-153 to expand the membership of the Senior/Community Center & Library Study and Building Committee to seven (7) members, two (2) Town Council representatives and five (5) residents of the Town of Trumbull. (L&A)
8. RESOLUTION TC25-215: To consider and act upon a resolution which would reappoint appoint Daniel Marconi of 40 Brookhedge Road as a member of the Senior/Community Center & Library Study and Building Committee effective the first Monday in December 2015. (L&A)
9. RESOLUTION TC 25-188: To consider and act upon a resolution which would establish an ordinance entitled Protection of Private Personal Information. (L&A)

VIII ADJOURNMENT
COPY OF THE RESOLUTION ATTACHED HERETO
Carl A. Massaro, Jr., Chairman Trumbull Town Council

RESOLUTION

1. RESOLUTION TC25-208: RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE
(The purpose of the amendment is to increase the appropriation and bond authorization therein by \$512,345, from \$2,577,655 to \$3,090,000, and to ratify, confirm and adopt all prior authorizations and bond resolutions in connection with the Project.) (Full Resolution Attached)
2. RESOLUTION TC25-209: BE IT RESOLVED, That account number 01030101-522205 PW-Snow Removal-Program Expenses \$189,943 of RESOLUTION TC25-202 is hereby amended to read as 01030101-534402 Program Supplies \$189,943.
3. RESOLUTION TC25-210: BE IT RESOLVED, That \$20,000 is hereby appropriated from Golf Course Enterprise Fund 21-315200 to Golf Course 21100000-522203 Legal Fees and Services Anc.
4. RESOLUTION TC25-211: BE IT RESOLVED, That a contract with the State of Connecticut Department of Public Health is hereby approved in the amount of \$3,964.00 pursuant to the Lead Poisoning Prevention Financial Assistance to Local Health Departments for Lead Poisoning Prevention for the period of July 1, 2015 through June 30, 2016 and BE IT FURTHER RESOLVED, That First Selectman, Timothy M. Herbst is hereby authorized for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.
5. RESOLUTION TC25-212: BE IT RESOLVED, That a contract with the State of Connecticut Department of Public Health is hereby approved in the amount of \$24,531.00 pursuant to the Preventive Health and Health Services Block Grant for Cardiovascular Disease Prevention for the period of July 1, 2015 through June 30, 2016 and BE IT FURTHER RESOLVED, That First Selectman, Timothy M. Herbst is hereby authorized for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.
6. RESOLUTION TC25-213: BE IT RESOLVED, That the Town attorney is hereby authorized to settle a worker's compensation claim known as Eric Harrold v. the Town of Trumbull.

7. RESOLUTION TC25-214: BE IT RESOLVED, That Resolution TC25-153 is hereby amended to expand the membership of the Senior/Community Center & Library Study and Building Committee to seven (7) members, two (2) Town Council representatives (one from each party) and five (5) residents of the Town of Trumbull.
8. RESOLUTION TC25-215: BE IT RESOLVED, That Daniel Marconi of 40 Brookhedge Road, be and the same is hereby reappointed a member of the Senior/Community Center & Library Study and Building Committee effective the first Monday in December 2015.
9. RESOLUTION TC25-188: BE IT RESOLVED AND ORDAINED, That an ordinance entitled Protection of Private Personal Information is hereby established. (Full Ordinance Attached)

RESOLUTION TC25-208:

RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. A Resolution adopted July 2, 2012, entitled "RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" (the "Prior Resolution") is amended to increase the appropriation and bond authorization therein by \$512,345, from \$2,577,655 to \$3,090,000, as follows:

Section 1. The title of the Resolution is amended to read as follows:

RESOLUTION APPROPRIATING \$3,090,000 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$3,090,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 2. The amount \$3,090,000 is substituted for the amount \$2,577,655 wherever \$2,577,655 appears in the Prior Resolution.

Personal Information Privacy Ordinance

Whereas, the Town of Trumbull recognizes the significance of maintaining and protecting the private information of its residents and intends to protect such information to the greatest extent practicable, the Town of Trumbull hereby enacts the following Personal Information Privacy Ordinance.

1. Definitions.

- a. “Disclose” shall mean to reveal, release, transfer, disseminate or otherwise communicate Protected Information orally, in writing or by electronic or any other means other than to the subject of the Protected Information.
- b. “Protected Information” shall mean the Social Security Number, Driver’s License Number, State Identification Card Number, Credit or Debit Card Number, Taxpayer Identification Number, Date of Birth, Financial Account Number, Health Information, Home Address and, in the case of minor children, Name, recorded or maintained by any means, including through physical or electronic records, of any resident of the Town of Trumbull.
- c. “Town” shall mean The Town of Trumbull, including all officials, employees, departments, boards and commissions of the Town, but excluding the Town’s Board of Education and its officials, employees or volunteers while in the performance of their duties to the Board of Education;
- d. “Town-Related Organization” shall mean all organizations which enter into contracts or other agreements with the Town for: (i) the use of Town facilities or properties in order to provide goods, services or programs within the Town; or (ii) the use of Town-provided services to assist in the maintenance or operation of the organization.

2. Collection of Protected Information. The Town and Town-Related Organizations, as the case may be, may only collect Protected Information to the extent reasonably necessary to: (a) comply with legal obligations, or (b) conduct their operations.
3. Maintenance of Protected Information. The Town and Town-Related Organizations, as the case may be, shall implement reasonable safeguards to prevent the unauthorized disclosure of Protected Information.
4. Use and Disclosure of Protected Information. The Town and Town-Related Organizations, as the case may be, shall not disclose Protected Information except: (a) to the extent necessary to comply with legal obligations, or (b) as may be reasonably necessary to carry out the functions of the organization. In all such instances, use or disclosure shall be limited to the greatest extent practicable. Nothing herein shall be

construed to prohibit the use or disclosure of such information by or among employees, volunteers or officials of the Town or Town-Related Organization, as the case may be, in the course of performing their regular duties.

5. Disposal of Protected Information. With regard to the disposal of records containing Protected Information, the Town and Town-Related Organizations shall: (1) shred the record before the disposal of the record; or (2) destroy the Protected Information contained in the record; or (3) modify the record to make the Protected Information unreadable; or (4) take actions consistent with commonly accepted industry practices that it reasonably believes will ensure that no unauthorized person will have access to the Protected Information contained in the record.
6. Notice of Breaches. The Town and Town-Related Organizations, as the case may be, shall promptly give written or electronic notice to the affected individual(s) of any unauthorized disclosure of Protected Information to entities or individuals other than as permitted by this ordinance.
7. Policies. Within sixty (60) days following enactment of this ordinance, the Town shall implement a written policy effecting the terms herein. Starting sixty (60) days following enactment of this ordinance, the Town shall require any Town-Related Organization to have a written policy implementing this ordinance as a condition for entering into contracts or other agreements with the Town. Town-Related Organizations that adopt the model policy, attached hereto, by approving the policy in accordance with their by-laws or equivalent internal procedures and having the policy signed by the organization's chief executive officer or his/her equivalent, shall be considered as in compliance with this section.
8. Violations. Violations of this ordinance by Town employees, volunteers or officials will subject the violator to appropriate action. Repeated or willful violations of this ordinance by Town-Related Organizations shall, within the reasonable discretion of the First Selectman, result in the disqualification of the Town-Related Organization from using Town facilities or properties, or the use of Town-provided services to assist in the maintenance or operation of the organization, for a period not to exceed two (2) years.
9. Non-Assumption of Liabilities. Nothing herein is intended nor shall be construed as an assumption by the Town of any obligations or liabilities of any Town-Related Organization, including but not limited to those that may arise by reason of this ordinance.
10. Savings Clause. Nothing in this Ordinance is intended nor shall be construed to abridge or diminish any additional or greater protections afforded to the residents of Trumbull under federal or state law.

MODEL POLICY

In recognition of the importance of maintaining the privacy of certain information that _____ (name of organization) may collect in the course of its operations, _____ (name of organization) implements the following policy for its Board members, executives, employees and volunteers.

We will safeguard Protected Information (i.e., the Social Security Number, Driver's License Number, State Identification Card Number, Credit or Debit Card Number, Taxpayer Identification Number, Date of Birth, Financial Account Numbers, Health Information, Home Address and, in the case of minor children, Name, recorded or maintained by any means, including through physical or electronic records, of any resident of the Town of Trumbull) in the following manner.

1. We will only collect Protected Information to the extent reasonably necessary to: (a) comply with legal obligations, or (b) conduct our operations.
2. We will implement and maintain reasonable safeguards to prevent the unauthorized disclosure of Protected Information.
3. We will not disclose Protected Information except: (a) to the extent necessary to comply with legal obligations, or (b) as may be reasonably necessary to carry out the functions of our organization. In all such instances, use or disclosure shall be limited to the greatest extent practicable.
4. With regard to the disposal of records containing Protected Information, we will: (1) shred the record before the disposal of the record; or (2) destroy the Protected Information contained in the record; or (3) modify the record to make the Protected Information unreadable; or (4) take actions consistent with commonly accepted industry practices that we reasonably believe will ensure that no unauthorized person will have access to the Protected Information contained in the record.
5. We will promptly give written or electronic notice to the affected individuals of any unauthorized disclosure of Protected Information.

Signed:

Chief Executive Officer

(name of organization)

Dated: _____

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Jewel Mullen, M.D., M.P.H., M.P.A.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

APPLICATION FOR: SFY 2016 LEAD POISONING PREVENTION FINANCIAL ASSISTANCE

Town of Trumbull
Health Department
935 White Plains Road
Suite 210
Trumbull CT, 06611

Lead Poisoning Prevention Allocation: \$3,964.00

This application certifies that the Town of Trumbull is in compliance with CGS Section 19a-111j regarding Financial Assistance to Local Health Departments for Lead Poisoning Prevention as well as the applicable provisions of sections 19a-110, 19a-111a, 19a-206, 47a-52 and 47a-54f, and agrees to carry out the following primary prevention activities:

- Provide case management services, lead poisoning educational services, environmental health services, health education services, including, but not limited to, education concerning proper nutrition for good health and the prevention of lead poisoning, and participation in the Department of Public Health's system (a.k.a, MAVEN/Lead Surveillance System [LSS]) for the collection, tabulation, analysis and reporting of lead poisoning prevention and control statistics.
 - Case management and environmental health services shall include medical, behavioral, epidemiological and environmental intervention strategies for each child having:
 - one venous blood lead level that is equal to, or greater than, twenty micrograms of lead per deciliter of blood, or
 - two venous blood lead levels, collected from samples taken not less than three months apart, that are equal to, or greater than, fifteen micrograms of lead per deciliter of blood but less than twenty micrograms of lead per deciliter of blood.
 - Lead poisoning educational services shall include the distribution of educational materials concerning lead poisoning prevention, proper nutrition for good health, the potential eligibility for services for children from birth to three years of age, and laws and regulations concerning lead abatement to the parent and legal guardian for each child with a:
 - venous blood lead level equal to, or greater than, five micrograms of lead per deciliter ($\mu\text{g}/\text{dL}$) of blood, and
 - capillary blood lead screening test results of $10\mu\text{g}/\text{dL}$ or more.

Phone: (860) 509-8000 • Fax: (860) 509-7184 • VP: (860) 899-1611
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308

www.ct.gov/dph
Affirmative Action/Equal Opportunity Employer

- LSS activities shall include electronically acknowledging cases, generating retest reminder letters, entering epidemiological investigation findings, entering environmental data, generating the Lead Inspection and Testing Summary Form, and generating orders for lead abatement.
- A local health department may directly provide lead poisoning prevention and control services within its geographic coverage area or may contract for the provision of such services.
- Submit, not later than September 30, annually, to the Department of Public Health a report concerning the local health department's lead poisoning and prevention control program. Such report shall contain: (1) A proposed budget for the expenditure of program funds for the new fiscal year; (2) a summary of planned program activities for the new fiscal year; (3) a signed and completed expenditure report for the previous fiscal year, and (4) a narrative summary of your program's activities completed during the previous fiscal year.

Please provide a narrative of your work plan to describe the primary prevention activities your department/district will perform, ensuring that each activity is measurable, results oriented, and relates to preventing childhood lead poisoning:

Examples of work activities may include:

- 1) Pro-actively testing homes in high risk areas for lead hazards and issuing orders for lead abatement, where applicable (# homes or units tested for lead paint/dust/soil, and outcome of work)
- 2) Contracting with approved training providers to offer Renovation, Remodeling and Painting (RRP) Rule courses to professionals in the geographic area
- 3) Implementing local policies to conduct lead inspections of all rental housing units, or all subsidized housing units, at turnover (track # of inspections completed and # of orders issued)
- 4) Implementing local policies in collaboration with building officials, fire officials and housing code officials to address blight and other housing complaints, which incorporate healthy homes and lead inspections for all pre-1978 properties (# of inspections completed, #orders issued)
- 5) Other activities that are results oriented

***Please refer to the *Primary Prevention Activities Booklet* for suggested primary prevention activities.**

Program Narrative:

On July 1, 2015, the Town of Trumbull established the Trumbull Health Department to bring strong support and focus to the health of the community. The department, led by the Director of Health, Rhonda Capuano plans to spend considerable time this year introducing services to residents, businesses and providers. Lead poisoning prevention activities are an important part of those services. In 2013, 535 children under six years of age were screened for elevated blood lead levels. The Trumbull Tax Assessor reports 9206 homes in town were built prior to 1978 out of a total of 12,000 homes in town. 75% of Trumbull's housing stock has the potential for lead paint hazards.

The Trumbull Health Department will provide case management services, lead poisoning educational services, environmental health and health education services including education concerning proper nutrition for good health and the prevention of lead poisoning and will participate in the Department of Public Health's MAVEN/Lead Surveillance System. The Public Health Nurse will provide case management services and is funded through Town of Trumbull general funds. The Health Educator/Project Facilitator, funded in part with Lead Poisoning Prevention funding will provide outreach, coordination and health education for activities outlined in the work plan.

The outline below highlights prevention activities the Trumbull Health Department will undertake this year:

Prevention Activity:	Measurable Outcome (s):
(Training) Outreach and coordinate training with Child Health and Development Institute of Connecticut for local Pediatricians, Nurses and office staff in Educating Practices in the Community (EPIC).	# of pediatric offices contacted # of interested pediatric offices # of referrals made # of staff to be trained # of trainings conducted
(Protocol) Outreach to local pediatric offices in Trumbull to introduce new Health Department and discuss and establish protocol to locate children who cannot be located or are overdue for lead testing. Once protocol is established: <ul style="list-style-type: none"> • Compile list of children overdue for lead testing using the Lead Surveillance System. • Send list children overdue monthly to pediatric offices in Trumbull. • Request pediatric staff send blood lead analysis report of tested children and/or guardian contact information so children can be located. 	# of pediatric offices with newly established protocol *Date (s) fax lists sent # of children that had follow up testing # of children found due to established protocol
(Awareness/Education) Continue working with Trumbull building officials to provide safe renovation information to homeowners.	# of homeowners of pre 1978 housing receiving information
(Awareness/Education) Distribute educational	# of materials and incentives distributed

and incentive materials to residents, realtors, town departments, libraries, pediatric offices and daycare facilities. Replenish materials throughout the grant cycle.	# of office distribution sites for information
(Awareness/Education) Highlight in October, Lead Prevention Week in order to raise awareness and promote prevention. Use website, media and other vehicles to help communicate to the public.	# and dates of press releases

Also, the Town of Trumbull Health Department will begin planning for next year to work with tax assessor to identify specific households, by address, with pre 1978 housing. The goal is to develop a strategy to distribute safe renovation information directly to each household in future years.

The information provided on behalf of the health department in this application and attachments is true and correct.

**Name of Individual
Completing the Application:**

Rhonda Capuano, Director of Health
(Please print or type name and title)

Signature: Rhonda Capuano

Date: 9/28/15

Director of Health:

Rhonda Capuano, MPH, CHES

Signature: Rhonda Capuano

Date: 9/28/15

**Chief Elected Official (for
Full Time Health Dept.) or
Board Chairman (for Health
District):**

Timothy Herold, First Selectman, Town of Trumbull
(Please print or type)

Signature: Timothy Herold

Date: 9/28/15

**BUDGET FOR:
 LEAD POISONING PREVENTION
 July 1, 2015 – June 30, 2016**

Category	Amount
1) Salary/Wages*	2000
2) Fringe Benefits*	200
3) Travel .575 per mile X 190 miles	110
4) Training	
5) Educational Materials	300
6) Office Supplies	154
7) Medical Materials	
8) Contractual (Subcontracts)**	
9) Telephone	
10) Advertising	
11) Other Expenses (List Below)	
a) Program Incentives	1200
b)	
c)	
12) Administrative and General Costs***	0
Total DPH Grant	3964

*Complete Salary/Fringe Position Schedule. In addition, Fringe Benefits must be itemized on the Budget Justification Schedule.

**Complete Subcontractor Budget Detail Sheet.

***Submit the municipality/health district's Cost Allocation Plan (CAP) with this application if you are requesting A&G Costs. A&G Costs will not be allowed without a copy of the CAP.

Salary/Fringe Position Schedule

Position Detail		Hours wk/ wks per Year	Hourly Rate	Total Salary Charged	Fringe Benefit Rate %	Total Fringe Benefits
1.Position: Health Educator/Program Facilitator Name: TBD		15/52	\$32.93	\$2,000	10%	\$200
2.Position: Name:		/			%	
3.Position: Name:		/			%	
4.Position: Name:		/			%	
5.Position: Name:		/			%	
6.Position: Name:		/			%	
7.Position: Name:		/			%	
8.Position: Name:		/			%	
9.Position: Name:		/			%	
10.Position: Name:		/			%	
Totals				\$2,000		\$200

BUDGET JUSTIFICATION

Provide a budget justification for each line in your budget, describing how your department/district intends to use LPP funds.

NEW: Fringe Benefits must be itemized on the Budget Justification Schedule. That justification shall include a breakdown of the overall composition of the Fringe Benefit Cost Pool and indicate either percentage or actual amount that each component comprises of the total Fringe Benefit amount being requested.

BUDGET LINE ITEM	JUSTIFICATION
Salary/Wages	60 hours @ \$32.93 hourly for Health Educator/Facilitator (additional time will be paid for via town general fund contribution to salary)
Fringe Benefits	10% of salary charged to grant (\$2,000)
Travel	Local mileage for education, outreach and related activities @ .55 per mile
Educational Materials	Purchase and/or duplicate copies of fact sheets, brochures, guidelines for medical providers, nutritional information etc...
Office Supplies	Paper, envelopes, toner, stamps, folders, etc...
Other Expenses/Incentives	Incentive giveaways for businesses, contractors, medical providers, residents/children, etc... Incentives may include buckets, sponges, gloves, lunch sacks, non-perishable nutritious foods, coloring books, crayons, etc...

Use additional sheets as necessary.

Subcontractor Budget Detail: Provide the detail for each subcontractor listed in the Budget (just as for the primary contract budget). If it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided.

Subcontractor Name:

Address:

Telephone:

Select One: A Budget Basis B Fee-for-Service C Hourly Rate

Indicate One: MBE WBE Neither

Line Item	Amount
Total Subcontract Amount:	

Subcontractor Name:

Address:

Telephone: () (-)

Select One: A Budget Basis B Fee-for-Service C Hourly Rate

Indicate One: MBE WBE Neither

Line Item	Amount
Total Subcontract Amount:	

**VENDOR INVOICE FOR GOODS OR SERVICES
 RENDERED TO THE STATE OF CONNECTICUT**
 CO-17 Rev 7/03
VENDOR: Please complete this form and send it to the
DEPARTMENT BILLING ADDRESS SHOWN ON PURCHASE ORDER

**STATE OF CONNECTICUT
 OFFICE OF THE STATE COMPTROLLER
 CENTRAL ACCOUNTS PAYABLE DIVISION**

(1) Business Unit Name	(2) Business Unit Number	(3) Invoice Number	(4) Invoice Amount \$3,964.00
(5) Document Date	(6) Invoice Date 07/01/2015	(7) Accounting Date	(8) Rpt. Type T
			(9) VENDOR FEIN/SSN - SUFFIX 000 000 144

VENDOR/PAYEE: FIELDS 9, 10 14 and 18 ARE MANDATORY FOR PAYMENT

(10) **PAYEE:** Town of Trumbull

ADDRESS: 935 White Plains Road
 Suite 210
 Trumbull, CT 06611

(11) Voucher Number

 (12) Voucher Date: _____
 Prepared by: _____

(13) **VENDOR BILLING COMMENTS**
 2016 Lead Poisoning Prevention Financial Assistance

(14) Give a full description of goods or services completed	(15) Quantity	(16) Units	(17) Unit Price	(18) Amount
State Aid pursuant to CGS Section 19a-111j for services in connection with: Lead Poisoning Prevention, 07/01/2015-06/30/2016				\$3,964.00

I certify that the above is a valid claim and has not been paid.

XX 
 (Contractor) Signature of Authorized Person
 Timothy M. Ferber, First Selectman
 (Name & Title)

BUSINESS UNIT USE ONLY

Amount	(23) FUND	(24) Department	(25) SID	(26) Program	(27) Account	(28) Project	(29) Budget Ref	(30) CFDA #
\$3964	11000	DPH48766	12126	29101	55070	DPH12126LeadPrv	2016	

(32) DEPARTMENT NAME AND ADDRESS: STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH 410 CAPITOL AVENUE, MS# 11RSV PO BOX 340308 HARTFORD, CT. 06134-0308	(33) PO NO.	(34) COMMODITIES RECEIVED or SERVICES RENDERED- Signature
	(35) PO BUS UNIT	(36) Receiving Report No.
		(37) Date of Receipt

(DPH AUTHORIZED SIGNATURE)

SHIPPING INFORMATION

(38) Date shipped	(39) From City/State	(40) Via Carrier	(41) F.O.B.
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Trumbull Health Department

Public Health Educator/Project Facilitator

The Educator/Project Facilitator will provide content leadership, implementation, and operational coordination to Public Health projects for the Trumbull Health Department.

Duties of this position include:

Conduct health education/training sessions for the public health benefit of Trumbull

- Contribute to project planning, including development, implementation and monitoring of work plans, timelines, budgets, milestones and deliverables
- Write, edit, and format presentations and reports related to assigned projects
- Support development of funding proposals and progress reports
- Conduct background research and scope discussions for new projects
- Research and analyze project impact, strategic value and "next generation" options
- Document project activities and accomplishments
- Coordinate project activities with those of other Health Department initiatives
- Keep Health Director informed about progress, milestones, potential and emerging challenges, and feedback from project partners and sponsors

Qualifications:

- Bachelor's degree required; concentration in Public Health, Nursing, Social, Biological or Health Sciences, Education, Public Administration, or related discipline
- At least 2 years related professional experience
- Expert in Microsoft Office products (Word, Outlook, Excel, PowerPoint)
- Experience with data management and/or data analysis software
- Authoritative command of written English
- Exceptional communication skills
- Experience in public health communications
- Experience with social media

IV. FUNDING APPLICATION

Cover Page

Name of Program: High Blood Pressure Self Care and Prevention

Applicant Agency

Legal Name: Town of Trumbull
Address: 5866 MAIN STREET
Town/City, State, Zip Code: Trumbull, CT 06611
Telephone No.: 203-452-1030
Fax No.: 203-452-1050
E-Mail Address: rcapuano@trumbull-ct.gov
Amount Requested: \$24,531.00
Contract Period: 10/01/15 - 09/30/18

Agency Fiscal Year: 7/1 - 6/30

Minority Business Enterprise (MBE) [] Yes [X] No

Women Business Enterprise (WBE) [] Yes [X] No

Federal Employer ID Number: 06-6002110 Town Code: 144

Incorporated [X] Yes [] No

Type of Agency [X] Public [] Private [] Non-Profit

[] Other Explain:

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct, the applicant has the authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and I am authorized to make this application on behalf of the applicant agency.

Signature: [Handwritten Signature] Date: 7/15/15

Name: Timothy M. Herbst Title: First Selectman
(Print or Type)

Contractor Information



**Please List the Agency Contact Person(s)
Responsible for Completion and Submittal of:**

Contract and Legal Documents/Forms:

Name & Title: Timothy M. Herbst, First Selectman
Address: 5866 Main Street
Town/City, State, Zip Code: Trumbull E-Mail Address: therbst@trumbull-ct.gov
Telephone No.: 203-452-5011 Fax No.: 203-452-5099

Program Progress/Activity and Statistical Data Reporting Forms:

Name & Title: Rhonda Capuano, Health Director
Address: 335 White Plains Road
Town/City, State, Zip Code: 06611 E-Mail Address: rcapuano@trumbull-ct.gov
Telephone No.: 203-452-1030 Fax No.: 203-452-1050

Financial Expenditure Reporting Forms:

Name & Title: Dawn M. Savo, Assistant Director of Finance
Address: 5866 Main Street
Town/City, State, Zip Code: 06611 E-Mail Address: dsavo@trumbull-ct.gov
Telephone No.: 203-452-5011 Fax No.: 203-452-5099

Program Location(s)** (if different than Applicant Agency Address listed above):

Location #1

Name: Trumbull Library
Address: 33 Quality Street
Town, State, Zip: Trumbull, CT 06611
Telephone No.: (203) (452-5197)

Location #2

Name: Memorial Library
Address: 1718 Huntington Turnpike
Town, State, Zip: Trumbull, CT 06611
Telephone No.: (203) (452-5192)

Location #3

Name:
Address:
Town, State, Zip:
Telephone No.: () (-)

Location #4

Name:
Address:
Town, State, Zip:
Telephone No.: () (-)

Location #5

Name:
Address:
Town, State, Zip:
Telephone No.: () (-)

Location #6

Name:
Address:
Town, State, Zip:
Telephone No.: () (-)

** If more than 3 locations use additional pages.

Program Description

(Need/Rationale) According to the Center for Disease Control (CDC), high blood pressure puts individuals at risk for heart disease and stroke, the leading causes of death in the United States. Over 70 million American adults have high blood pressure and half of those adults do not have their high blood pressure under control. High blood pressure has no warning signs so many people do not realize they have it. High blood pressure costs the nation almost \$46 billion dollars annually in direct medical expenses and \$3.6 billion in lost productivity. In 2013, the Trust for America's Health shows 31.3% of Connecticut residents having hypertension, up from 30% in 2011. In Trumbull, according to the Connecticut Economic Resource Center (CERC) as of 2012, 38% of the town population is over the age of 50. While periodic screenings are offered in town, no self-care program exists in town for residents.

The Trumbull Health Department seeks to implement the High Blood Pressure Self Care and Prevention program modeled after the Town of Wallingford's successful program. The Wallingford program is based on the criteria and models outlined in the Seventh Report of the Joint National Committee on Detection, Evaluation and Treatment of High Blood Pressure (August 2004) and The Guide to Lowering Blood Pressure.

(Scope of Services) The Trumbull Health Department will hire a part-time public health educator/project facilitator who will conduct extensive outreach, awareness building and screenings throughout fall and winter. Further, the Department will partner with St. Vincent's Hospital and Bridgeport Hospital (Yale New Haven Health Network) and the Primary Care Action Group of Greater Bridgeport and its Cardiac and Diabetes Community Health Improvement Team which runs a cardiac and diabetes screening program called *Know Your Numbers* during the month of February. The partnership will enhance outreach efforts. Screenings will occur at the town library branches, the senior center and potentially at the town High School during times when parent traffic is high. Those with BP not within normal range will be invited to participate in the educational program offered in the spring.

The High Blood Pressure Self Care Prevention Program will consist of one six week training cycle that meets one time per week for two hours (6:00 pm – 8:00pm). The educational program is focused on increasing awareness of the harmful effects of high blood pressure on major organs and the deadly relationship to heart health and stroke. The program will be taught in part by the new part-time public health educator/project facilitator and in part by subcontracted professionals through St. Vincent's Hospital, Bridgeport Hospital and the Primary Care Action Group of Greater Bridgeport. A subcontract will be developed to engage instructors for several of the educational sessions. Details of the sub contract are underdevelopment since Trumbull's health department is newly established as of July 1, 2015. All instructors will have the appropriate clinical, dietary and behavior modification credentials, training and experience. Participants will be taught self-monitoring of blood pressure, dietary changes, appropriate exercise and stress relief. The six educational sessions are outlined below:

<u>Session #</u>	<u>Topic (s)</u>	<u>Time Allotted (12 hours)</u>
• 1	Blood Pressure Classifications: Pre-hypertension, Hypertension, and Staging.	2 hrs
• 2	High Blood Pressure and Pharmacology: Medications, Treatment goal, Co-existing conditions; Herbal supplements and potential impacts.	2hrs
• 3	Lifestyle Modifications: Identifying and maintaining a healthy weight; Physical activity.	2hrs
• 4	Adherence to High Blood Pressure Therapy: Questions to ask your doctor, Resources and support.	2hrs
• 5	Hypertension Emergencies and Urgencies; Self-measurement of blood pressure.	2hrs
• 6	Healthy Eating.	2hrs

Like the Wallingford model, blood pressure of all participants will be screened at first and last session; weight will also be monitored with participant permission. Treatment during these educational sessions is prohibited. Handouts and incentives (to be determined) will be provided. Pre and post interviews will be conducted, and post evaluations will be given to all program completers in week six. All participants completing the program successfully will be given a home self-monitoring blood pressure device.

(Outcome Goals/Objectives) Participants who complete the six week program will:

- Have the necessary tools to take action to control their blood pressure
- Utilize their home monitor to measure their blood pressure and understand the measurements in terms of “normal vs. high pressure”
- Increase the proportion of adults with high blood pressure whose blood pressure is now under control.

Pre and Post evaluation will be utilized to measure the success of program participant knowledge.

A 30-day telephone follow up/support component will be conducted post program to reinforce the home self-monitoring and to control Blood Pressure. The public health educator/project facilitator will be responsible for all post-program follow up.

(Target Population) The target population identified for the High Blood Pressure Self Care Prevention Program is Trumbull residents, age 40-70 that have been identified with high blood pressure. Like the Wallingford model, participants will be encouraged to complete the program with their significant other (as applicable) to reinforce the education and life style changes required. Based on diagnosis and risk factors, resident’s age will not be a limiting factor. The program is not restricted by gender or race. Given that Trumbull is piloting this new program, the target group size in year one is at least 10 and no more than 15. The small group will not only facilitate dialog, it will allow for Trumbull to evaluate and adapt the program for local community and cultural context.

The program will be scheduled to begin in late March 2016. As noted previously outreach and screenings done by the Health Department and partners will be underway throughout the fall and winter months. Individuals found with BP not within normal range will be provided information for the spring class and advised to seek medical care for diagnosis/management of existing blood pressure.

In addition to screenings in key locations in town (libraries, senior center, High School during high parent traffic times), the program will be promoted via flyer distribution at area business, community events, faith-based organizations and via Trumbull’s website. A release will be issued to local press as well.

Service And Evaluation Plan

Goal: HDS-2 Reduce Coronary Heart Disease Deaths

Client Outcome Objective: Clients learn about their high blood pressure and skills to control it.

Outcome Measure: At least 70% of program adult participants age 18 or older identified with elevated blood pressure are able to identify at least three hypertension management practices.

Activities	Indicators for Evaluation	Staff Responsible	Target Date(s)
<p>6 week program topics:</p> <ul style="list-style-type: none"> 1- BP Classifications/Diagnosis/Treatment and Home Monitoring 2- HBP and Pharmacology 3- Self-measurement of BP 4- Adherence to HBP therapy; Exercise and BP Control Weight Management 5- Lifestyle Modifications; Stress Management and Changing Behaviors, Resources and Support 6- Hypertension emergencies and urgencies, Program Evaluation 	<p>Pre/Post Survey; results of participants BP levels and/or weight; post program follow-up and review of home self-monitoring of BP and self-reported adherences to physician prescribed medication and life style changes.</p>	<p>Health Educator/Project Facilitator with appropriate credentials will provide oversight and some instruction. Area professionals will be brought in to teach sessions.</p>	<p>Class begins (Late March)-Pre-Survey 1st class.</p> <p>Class ends (Mid-May)-Post-Survey 6th class.</p> <p>Post Program follow up-30 Days (Mid-May through mid-June)</p>

Service And Evaluation Plan

Goal: HDS-2 Reduce Coronary Heart Disease Deaths

Client Outcome Objective: Clients adopt heart healthy practices to control their high blood pressure.

Outcome Measure: At least 35% of program adult participants age 18 years and older identified with elevated blood pressure report taking physician-directed action to control high blood pressure through lifestyle changes and/or medication.

Activities	Indicators for Evaluation	Staff Responsible	Target Date(s)
<p>6 week program topics:</p> <ul style="list-style-type: none"> 7- BP Classifications/Diagnosis/Treatment and Home Monitoring 8- HBP and Pharmacology 9- Self-measurement of BP 10- Adherence to HBP therapy; Exercise and BP Control Weight Management 11- Lifestyle Modifications; Stress Management and Changing Behaviors, Resources and Support 12- Hypertension emergencies and urgencies, Program Evaluation 	<p>Pre/Post Survey; results of participants BP levels and/or weight; post program follow-up and review of home self-monitoring of BP and self-reported adherences to physician prescribed medication and life style changes.</p>	<p>Health Educator/Project Facilitator with appropriate credentials will provide oversight and some instruction. Area professionals will be brought in to teach sessions.</p>	<p>Class begins (Late March)-Pre-Survey 1st class.</p> <p>Class ends (Mid-May)-Post-Survey 6th class.</p> <p>Post Program follow up-30 Days (Mid-May through mid-June)</p>

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Quality Assurance Plan



The Town of Trumbull Health Department was established July 1, 2015 and was formerly part of a shared health district with the town of Monroe. The Department is a full time municipal health department. The Trumbull Finance Department, directed by Maria Pires, Director of Finance will oversee financial reporting. Dawn Savo, Assistant Director of Finance/Risk Manager will be the contact for this grant within the Finance Department. Dawn has extensive financial grant management experience having formerly served as Grants Financial Manager for the City of Bridgeport.

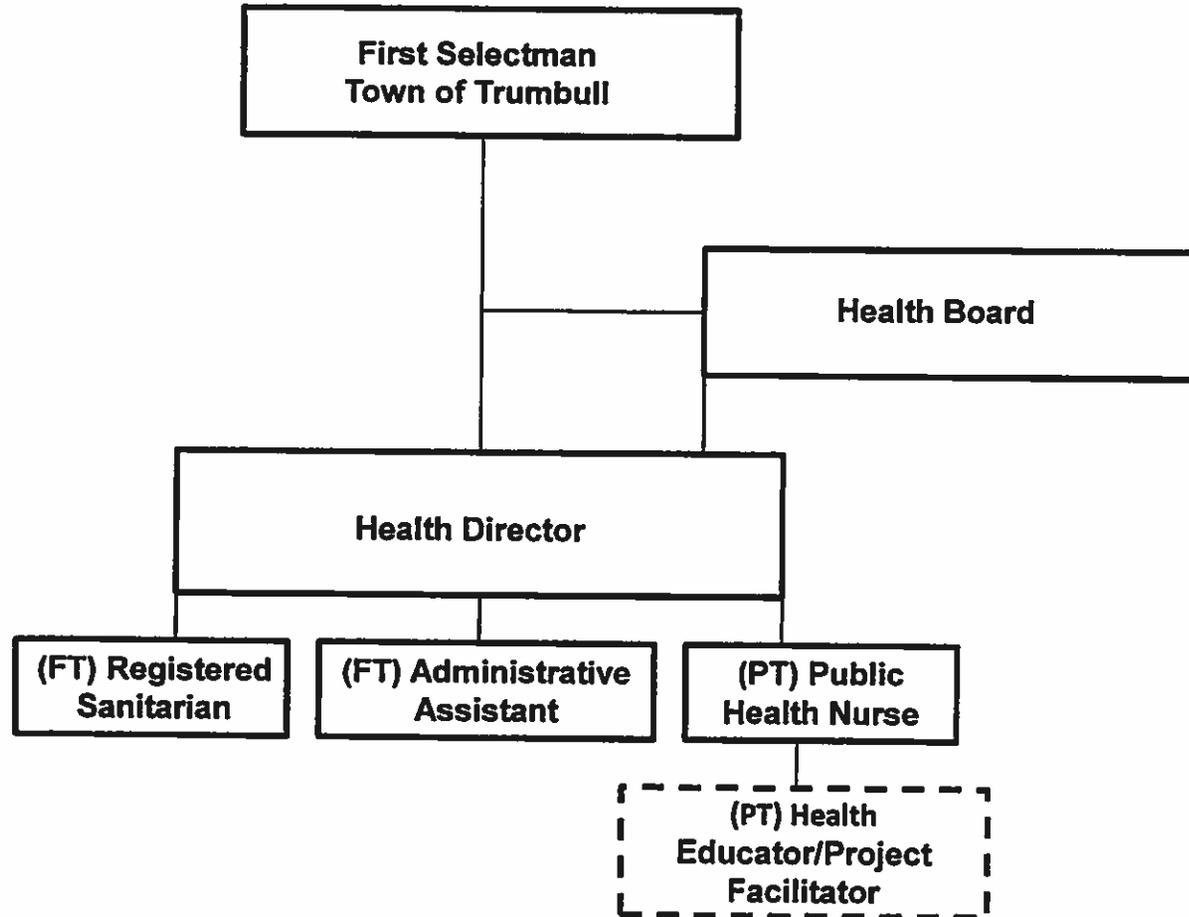
The Health Director will provide administrative and managerial oversight of the program. The newly (TBD) hired part time public health project facilitator will be credentialed with a minimum of a Bachelor's degree with a concentration in Public Health, Nursing or Social, Biological or Health Sciences. The facilitator will provide content leadership, implementation, and operational coordination for the program. They will oversee outreach and they may conduct several educational sessions. A job description can be found in the attachments. All subcontracted instructors will be credentialed medical professionals.

A job description for the part time Health Educator/Project Facilitator is attached as well as an Organizational Chart for the Trumbull Health Department. Resumes will be furnished upon hire as well as executed subcontracts.

APPENDIX

1. Resumes will be provided upon hire.
2. Subcontracts will be forwarded upon completion.
3. Job Description for Health Educator/Project Facilitator (attached)
4. Table of Organization (attached)

TRUMBULL HEALTH DEPARTMENT ORGANIZATIONAL CHART



Trumbull Health Department

Public Health Educator/Project Facilitator

The Educator/Project Facilitator will provide content leadership, implementation, and operational coordination to Public Health projects for the Trumbull Health Department.

Duties of this position include:

- Conduct health education/training sessions for the public health benefit of Trumbull
- Contribute to project planning, including development, implementation and monitoring of work plans, timelines, budgets, milestones and deliverables
- Write, edit, and format presentations and reports related to assigned projects
- Support development of funding proposals and progress reports
- Conduct background research and scope discussions for new projects
- Research and analyze project impact, strategic value and "next generation" options
- Document project activities and accomplishments
- Coordinate project activities with those of other Health Department initiatives
- Keep Health Director informed about progress, milestones, potential and emerging challenges, and feedback from project partners and sponsors

Qualifications:

- Bachelor's degree required; concentration in Public Health, Nursing, Social, Biological or Health Sciences, Education, Public Administration, or related discipline
- At least 2 years related professional experience
- Expert in Microsoft Office products (Word, Outlook, Excel, PowerPoint)
- Experience with data management and/or data analysis software
- Authoritative command of written English
- Exceptional communication skills
- Experience in public health communications
- Experience with social media

TASHUA KNOLLS GOLF COURSE COMMISSION

5866 MAIN STREET
TRUMBULL, CT 06611



October 1, 2015

Town of Trumbull
Board of Finance
Trumbull, CT 06611

Dear Members of the Board of Finance:

The following appropriation of \$20,000.00 is requested to the Tashua Knolls Golf Enterprise Fund from its retained earnings:

Estimated as Follows:

Legal Fees (Svcs & Fees Anc. 21100000522203)

\$20,000.00

At its April 27, 2015 meeting, the Tashua Knolls Golf Commission passed the following motion:

Mrs. Deal made a motion, seconded by Mr. Guzzi, to retain the law firm of Owens, Shine & Nicola, PC, in the Tashua Knolls Golf Commission vs. Gralor, Inc. litigation, dated April 27. Motion carried unanimously.

The litigation has been proceeding and a date for mediation in the issue has been set for November 3, 2015. The Golf Commission requires funding by October 15, 2015 to proceed in this matter.

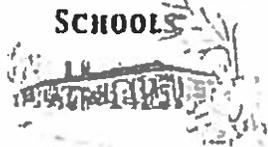
Your favorable consideration of this request will be appreciated.

Sincerely,

Jonathan Turk,
Finance Chairman
Tashua Knolls Golf Commission

cc: Tim Herbst, First Selectman
Maria Pires, Director of Finance

**TRUMBULL PUBLIC
SCHOOLS**



6254 MAIN STREET • TRUMBULL, CT 06811
PHONE: 203.452.4332 • FAX: 203.452.4327

SEAN W. O'KEEFE
BUSINESS ADMINISTRATOR
EMAIL: okeefe@trumbullps.org

October 8, 2015

**The Town of Trumbull Board of Finance
Trumbull Town Hall
5866 Main Street
Trumbull, CT 06611**

Dear Board of Finance:

The purpose of this letter is to request additional bond funds related to the Middlebrook Windows projects which was approved as part of the 2012-13 Capital Improvement Plan. The capital funding request for the Middlebrook Windows project was originally presented to the Town as a "net" number of \$1,062,000. The project at that time was estimated to cost \$1,534,000 and it was anticipated that 100% of that amount would be eligible for a 31% State reimbursement ($\$1,534,000 \times 0.31 = \$472,000$). Since these reimbursements can often take many months or even years to conclude, the request to the Town should have been at the "gross" amount so that the vendor invoices could be paid on a timely basis.

Since that request, there have been a number of changes that need to be considered. First, as mentioned above, the request should have been at the "gross" amount. Second, the assumption that 100% of the expenses would be eligible for reimbursement was not realistic. Third, there have been some unplanned remediation costs that have increased the "gross" cost to complete up from \$1,534,000 to \$1,772,240. Fourth, in response to the change in the total cost to complete the project, we have transferred \$200,000 from a related bonding account to absorb most of the difference. Finally, it has been determined that of that updated "gross" amount, only \$1,474,885 is considered eligible for reimbursement and we've been advised by Michelle Dixon at the State that the reimbursement rate will actually be 34.64% vs the 31% initially assumed.

The attached chart reflects the above changes to the financials which from a bottom line perspective reflects that the net cost after reimbursements will decrease by \$660 when compared to the original bonding request.

However, in order to complete the project and pay all outstanding invoices, the Board of Education will need to request to the Board of Finance and Town Council the difference between the current budget (\$1,262,000) and the current cost to complete (\$1,772,240) which is \$510,240. This amount is expected to be offset by the anticipated reimbursement of \$510,900.

Thank you for your support.

A handwritten signature in cursive script that reads 'Sean'.

Sean W. O'Keefe
Business Administrator

Attach.

**Cc: Gary A. Cialfi, Ed.D. - Superintendent
Mark Deming - Director of Facilities
Deborah Herbst - Chairperson, Board of Education**

Middlebrook Windows Project - Update

Bonding

Original Estimate to complete (ED049)	\$1,534,000
Anticipated reimbursement (31% / 100% eligible)	<u>(\$472,000)</u>
Bonding Requested/Approved (2012-13)	\$1,062,000
Transfer from Middlebrook Tank Project	<u>\$200,000</u>
Total Bonding Available for Middlebrook (1)	\$1,262,000
--> Initial Funding Shortfall	(\$272,000)

Actuals

Bismark Original Contract	\$1,448,273
Change Orders (4) - Environmental	<u>\$221,967</u>
Total Bismark	\$1,670,240
Architural Engineering - Antinozzi	\$50,000
Environmental - AMC	<u>\$52,000</u>
Total Cost to Complete (2)	<u>\$1,772,240</u>
Final Funding Shortfall (add'l Bond Request) - (1)-(2)	<u>(\$510,240)</u>
Anticipated Reimbursement	
- Estimated Eligible Costs	\$1,474,885
- Reimbursement Rate	<u>34.64%</u>
- Reimbursement Amount	\$510,900
Net After Reimbursement	(\$660)

**RESOLUTION AMENDING A RESOLUTION
APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD
OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013
AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF
THE TOWN TO MEET SAID APPROPRIATION AND
PENDING THE ISSUANCE THEREOF THE MAKING OF
TEMPORARY BORROWINGS FOR SUCH PURPOSE**

Section 1. A Resolution adopted July 2, 2012, entitled "RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" (the "Prior Resolution") is amended to increase the appropriation and bond authorization therein by \$512,345, from \$2,577,655 to \$3,090,000, as follows:

Section 1. The title of the Resolution is amended to read as follows:

**RESOLUTION APPROPRIATING \$3,090,000 FOR THE
TRUMBULL BOARD OF EDUCATION CAPITAL
IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE
ISSUE OF \$3,090,000 BONDS OF THE TOWN TO MEET SAID
APPROPRIATION AND PENDING THE ISSUANCE
THEREOF THE MAKING OF TEMPORARY BORROWINGS
FOR SUCH PURPOSE**

Section 2. The amount \$3,090,000 is substituted for the amount \$2,577,655 wherever \$2,577,655 appears in the Prior Resolution.