

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
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TOWN HALL  
Trumbull

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LEGISLATION & ADMINISTRATION COMMITTEE  
MINUTES  
OCTOBER 26, 2015

The Chair called the meeting to order at 7:35 p.m. All present joined in a moment of silence and the Pledge of Allegiance. The Chair asked all those present to remember the person involved in the fatal motor vehicle accident in Trumbull last week.

The Clerk called the roll and recorded it as follows:

PRESENT: Suzanne Testani, Chairman, Enrico Costantini, Vice Chairman, Joseph Pifko, Ken Martin, Sr., Alternate, Scott Wich.

ABSENT: Edna Colucci, Daniel Marconi and Mary Beth Thornton, Alternate.

ALSO PRESENT: Board of Health Director Rhonda Capuano, Director of Labor Relations James Haselkamp, Town Attorney Green, and Police Commission Chairman Jack Testani.

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1. RESOLUTION TC25-211: Moved by Mr. Wich, seconded by Ms. Costantini.  
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.

Director of Health Rhonda Capuano was present. The Health Department is located at 335 White Plains Road in Trumbull, CT and is open to the public Monday through Friday from 8:30 a.m. to 4:30 p.m..

Ms. Capuano explained the Health Department is fortunate to be eligible for funding from the Dept. of Public Health for the two programs as presented as two resolutions on this agenda.

This week is Lead Prevention week making this resolution very timely. The Lead Prevention program offers the Town funding of \$3,964. It is not much money but every bit counts, especially as they are building a new department. The amount from the state is based per capita and the number of prior cases.

The money will be used for the following:

- Training - Some of these funds are being levied against the salary for a part time Health Educator that will be doing the local outreach.
- Protocol - To work with the local pediatric offices.
- Education & Awareness - Working with the Town's Building Official. Trumbull has a stock of homes pre 1978 housing in Trumbull. This will make both homeowners and contractors aware of what needs to be done to correctly address the lead properly during renovations.

Ms. Capuano explained the department is in the process of hiring a part time Health Educator. The Health Educator is included in their staffing plan. The Health Educator would do lead prevention education by reaching out to the local pediatric offices and the Town Building Department, not so much about regulations but providing literature that could be provided to homeowners and contractors educating them as to the proper way to do certain renovations safely with regard to lead. There are no fees involved, this is simply educating and reaching out to the community making them aware. A small amount of the funding would go the Health Educator salary, approximately \$1,000-\$1,200. The Health Educator was budgeted at under \$15.00 per hour. The additional funds to the salary will attract a qualified candidate. The grant allows for using the funds towards this salary. Mr. Costantini noted the agenda packet included the duties and job qualifications of the Health Educator.

VOTE: Motion CARRIED unanimously.

2. RESOLUTION TC25-212: Moved by Mr. Martin, seconded by Mr. Pifko.  
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.

Ms. Capuano explained the Health Educator discussed in the prior resolution would facilitate this program. This resolution represents Block Grant money under the Preventive Services Block Grant. There is a list of topics the Health Department can choose from, such as child safety or cardio vascular disease. The department chooses a topic to focus on and puts together a proposal to the State of Connecticut Department of Public Health. Trumbull has focused on the blood pressure piece of the grant because it would be doable in the short amount time they have to apply the funds since the department has only been in place for a short time. The program will target Trumbull residents 40-years of age and older who are already diagnosed as hypertensive. There will be a 6-week course in the spring, at no cost to the participants to teach them self-care and prevention. This will be open to the patient and their significant other. They have been going out into the community giving free blood pressure screenings and will share those people that this program will be available in the spring. They only need a small group of people approximately 10 in total. Some of these funds will also go towards the Health Educator's salary. Another portion of the funding will go towards the educational materials and each participant who completes the 6-week program will receive a self blood pressure monitoring kit. The Health Department would not be in conflict with the participants' doctors because they are not offering treatment. The program is based on the town of Wallingford's pilot program which was looked upon favorably by the state.

The program is purely educational and is based on teaching self monitoring and compliance with the participants' doctors' recommendations. The application for the funds has already been submitted and is available every year. The Health Department can pick a different focus very year, this year it is blood pressure education and next it could be child safety. The Health Educator's position is advertised as being partially funded by the Town and partially grant funded. It has been Ms. Capuano's experience this funding is available every year and has been successfully applied to offset the cost of a Health Educator's salary on a regular basis. The position is 15 hours per week. Ms. Capuano hopes this will be Trumbull's pilot year one that they can learn from and build upon.

VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC25-213: Moved by Mr. Pifko, seconded by Mr. Martin.  
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.

Moved by Mr. Costantini, seconded by Mr. Martin to enter into Executive Session for the purpose of discussing pending litigation.

VOTE: Motion Carried unanimously.

The L&A Committee entered into Executive Session at 8:02 p.m. with L&A Committee members Suzanne Testani, Chairman, Enrico Costantini, Vice Chairman, Joseph Pifko, Ken Martin, Sr., Alternate, Scott Wich, Town Council Chairman Carl A. Massaro, Jr, Town Attorney Green and Director of Labor Relations James Haselkamp present.

Moved by Mr. Wich, seconded by Mr. Pifko to end Executive Session.

VOTE: Motion Carried unanimously. The L&A Committee ended Executive Session at 8:20 p.m.

VOTE: Motion carried unanimously.

4. RESOLUTION TC25-214: Moved by Mr. Wich, seconded by Mr. Martin.  
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.

Mr. Massaro explained that Daniel Marconi is currently the democrat council representative on this building committee and is not seeking re-election; therefore he will be off the building committee when this term expires. There has been a request to keep him on the committee, in order to do so the committee needs to be expanded by one resident. The next resolution would appoint him effective as of the first Monday in December. When the new council comes in to session in January they can appoint a new council representative.

Mr. Pifko stated Mr. Marconi is a pleasure to work with; he is an integral part of the building committee. This has been truly a bipartisan effort. Mr. Marconi is deeply entrenched in the committee, discussion and the committee's work and more importantly wants to continue.

VOTE: Motion carried unanimously.

5. RESOLUTION TC25-215: Moved by Mr. Costantini, seconded by Mr. Martin.  
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.

VOTE: Motion carried unanimously.

6. RESOLUTION TC25-188: Moved by Mr. Pifko, seconded by Mr. Costantini.  
BE IT RESOLVED AND ORDAINED, That an ordinance entitled Protection of Private Personal Information is hereby established. (Full Ordinance Attached)

Mr. Wich stated the BOE Student Record Confidentiality Policy was provided to the council prior to this meeting. It would be prudent for the committee to have the Town policies as well. In order to put an ordinance such as this through it is necessary to know exactly where the Town is on this and what policies are already in place before they proceed and recommended holding the resolution in committee to allow to time to collect additional information.

Moved by Mr. Wich, seconded by Mr. Costantini to Hold in Committee.

VOTE: Motion carried unanimously.

There being no further business to discuss and upon motion made by Mr. Martin, seconded by Mr. Pifko the L&A committee adjourned by unanimous consent at 8:27 p.m.

Respectfully Submitted,

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Margaret D. Mastroni, Town Council Clerk

### 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.

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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: \_\_\_\_\_