

**Board of Selectmen  
Regular Meeting Agenda  
December 3, 2020 at 7.30pm  
Meeting to be held remotely due to COVID 19**

Join Zoom Meeting:

<https://us02web.zoom.us/j/84963660971?pwd=bFVmTFNHUDBqMHJ5UHZoOXpicWJzdz09>

ID: 84963660971

Password/Passcode: 143720

Phone: 301-715-8592

1. Call to Order
2. Pledge of Allegiance
3. Discussion/decision to authorize a \$5,000 supplemental appropriation request from the Building Committee to be used to hire an architect that would determine the cause of window sill cracking and shifting at the Weston Intermediate School
4. Discussion/decision to hire Keisha Fink as Conservation Planner
5. Interview Brooks Capella for the Bicycle and Pedestrian Committee
6. Discussion/decision to appoint Jessie Schwartz to the Sustainability Committee
7. Discussion/decision to adopt an Affirmative Action/Equal Employment Opportunity Policy Statement
8. Discussion about advertising the Town's transition from the CodeRed communication software to the Everbridge communication software
9. Approval of 11/19/20 Regular and Special meeting minutes
10. Discussion about Bridge Projects: Calvary Road; Michael's Way; River Road/ Davis Hill Road
11. Executive Session for the purpose of contract negotiation strategy
12. Adjournment

Item 1 - Call to Order: **No motion**

Item 2 - Pledge of Allegiance: **No motion**

Item 3 - Discussion/decision to authorize a \$5,000 supplemental appropriation request from the Building Committee to be used to hire an architect that would determine the cause of window sill cracking and shifting at the Weston Intermediate School: **I move to create a new capital account #5021694-55001 entitled “WIS Window Sill Repairs” and to fund said account with a \$5,000 supplemental appropriation so that the Building Committee can hire an architect to determine the cause of window sill cracking and shifting at the Weston Intermediate School.**



November 16, 2020

Jonathan Luiz  
Town Administrator  
Town of Weston  
Weston, CT 06883

Sent Via Email  
jluiz@westonct.gov

Re: Weston Intermediate School  
Weston, CT 6883  
Consulting Services

Dear Mr. Luiz:

We are pleased to present the following Proposal for your review and appreciate the opportunity to be considered for the Project.

## **I. PROJECT SCOPE**

Howard L. Zimmerman Architects & Engineers, P.C. ("HLZAE") reviewed the Project goals furnished by the Owner in order to ascertain the requirements of the Project. It is our understanding that the project shall consist of:

Providing Architectural/Engineering consulting services as related to the property in order to determine the cause of precast window sill cracking and shifting out of plane with the façade and present possible methods of correcting the issue. After review of the conditions and documentation provided, a report will be provided with recommendations.

## **II. BASIC SERVICES**

The Basic Services of HLZAE shall be as described below:

### **CONSULTING SERVICES**

HLZAE shall provide consulting services on an as-needed basis and, as requested, offer its professional opinion regarding the property. The consulting services are to include but not be limited to reviewing any general documents, drawings, proposals or questions, conducting site visits, generating field reports and/or rendering opinions on architectural/engineering issues at the property.

HLZAE shall notify the Owner of any other information or consultant services that may be reasonably needed for the Project investigation. All consultants will be retained and paid directly by the Owner.

## **III. ADDITIONAL SERVICES**

Additional Services include.



- Services beyond those enumerated above as Basic Services
- Substantial revisions to work already completed or accepted by the Owner
- Revisions to documents and associated services as a result of significant changes to the project size, quality, complexity, schedule, or budget or as a result of non-timely decisions by Owner
- Making material and substantial revisions required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents
- Services outlined in the attached Schedule of Additional Services
- 

Additional Services may be provided after execution of the Agreement without invalidating the Agreement. Email authorization for Additional Services shall be acceptable and the Additional Service shall be provided pursuant to the Terms and Conditions of the Agreement. Any Additional Services provided by HLZAE shall entitle HLZAE to compensation pursuant to the attached Schedule of Additional Services and an appropriate adjustment in the HLZAE's Project Schedule of Basic Services to the Owner, if applicable.

## **IV. SUPPLEMENTAL SERVICES**

### **SPECIAL INSPECTIONS**

Upon determination of the scope of work HLZAE, as the design applicant, shall specify the Special Inspections required by Building Code for the project. Special Inspections are mandated by Code and are conducted by a Special Inspection Agency (SIA) during the construction process to verify that work is being done in accordance with approved plans and specifications. The Owner shall be responsible for retaining a qualified Special Inspection Agency to provide inspections during construction.

HLZAE is an authorized Special Inspection Agency and may provide a separate Special Inspection proposal once design drawings are complete for services including, but not limited to:

- Execute the technical responsibilities indicated on the work application and sign-off TR filings
- Site visits for progress and final inspections as necessary
- Examine the conditions on Owner's behalf to ensure the final product is built accurately and in compliance with approved plans
- Provide report upon completion of each inspection
- Manage non-conformance items
- 

### **INDUSTRIAL ROPE ACCESS**

This method of inspection uses ropes to provide access to inspection locations and is conducted by SPRAT certified HLZA employees. The CD-5 filing, rigging and supervision is provided by a 3rd Party Special/Master Rigger in compliance with NYC DOB regulations and is retained by the Owner.

If requested by ownership as the preferred method of inspection or as an additional service to determine scope of work, verify discovered conditions or provide emergency services, HLZA will provide an addendum to the contract for the execution of these services.



**V. COMPENSATION & PROFESSIONAL FEES**

HLZAE shall be compensated for the Basic Services described in the proposal as outline below. Hourly rates shall apply to hourly-based Basic Services.

**2020 HOURLY RATES**

Principal	\$450.00
Executive Director	\$350.00
Director	\$255.00
Senior Structural Engineer	\$255.00
Senior Preservationist	\$255.00
Senior Project Manager	\$230.00
Project Manager	\$215.00
Senior Field Associate	\$200.00
Project Associate / Field Associate	\$185.00
Filing and Code Manager	\$200.00
Filing and Code Coordinator	\$185.00
Studio Coordinator	\$135.00

SCOPE OF SERVICES	SCHEDULE OF FEES
Consulting Services	Hourly. Estimated Fee \$4,500

Notes: • HLZAE assumes authorization to proceed with the above phases unless instructed otherwise.

**VI. SCOPE OF AGREEMENT**

The Agreement between Owner and HLZAE includes this Proposal (upon acceptance and execution by Owner and HLZAE), the attached Statement of Terms & Conditions for Architectural / Engineering Services and the Schedule of Additional Services. The Agreement represents the entire and integrated agreement between the Owner and HLZAE and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both the Owner and HLZAE.



If the above description of services and fees meets with your approval, please so indicate with your signature below and return one copy to our office. If additional information is required, or if you wish to discuss any items in this Proposal, please contact our office and we will be happy to assist you.

**ACCEPTED AND AGREED TO BY:**

**TOWN ADMINSTRATOR**

**ACCEPTED AND AGREED TO BY:**

**HOWARD L. ZIMMERMAN ARCHITECTS &  
ENGINEERS, P.C.**

By: Jonathan Luiz (As agent)

By: Howard L. Zimmerman, President

Date:

Date:

Item 4 - Discussion/decision to hire Keisha Fink as Conservation Planner: **I move to hire Keisha Fink at Conservation Planner effective Monday, December 7, 2020.**



# TOWN OF WESTON

## JOB OPPORTUNITY:

### CONSERVATION PLANNER / WETLANDS ENFORCEMENT AGENT

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The Town of Weston is accepting applications for the position of Conservation Planner. This is a nineteen hour per week position with an hourly rate of \$37.83. The job does not provide insurance or retirement benefits, but it does provide paid leave.

The position provides the Conservation Commission (the Town's Inlands Wetlands Commission) with advice, research, analysis and fieldwork, and also acts as the Commission's designated Agent. As the Agent, the Conservation Planner conducts the Administrative Review and Permitting process for projects of a minimal environmental impact on watercourses and wetlands. It also provides conservation and environmental expertise and support to the Building Department, the Land Use Department, other Town entities and the general public. The position also makes on-site inspections, investigates potential violations of regulations and responds to complaints and emergencies.

The Conservation Planner works under the general direction of the Land Use Director and under the policy/practices direction of the Conservation Commission per Connecticut State Statutes.

The qualifications required *would generally be acquired with* a Bachelor's Degree in Environmental Studies or related field, completion of the State of Connecticut DEEP training requirement for duly authorized agents per CGS Section 222-422(c)(2), and over three (3) years of experience in Conservation/Inland Wetlands or a related fields. Master's degree preferred.

A valid state driver's license is required.

A complete job description and a job application are both available on the Town of Weston website at <https://www.westonct.gov/about-us/town-hall/municipal-job-openings>

Applicants must submit a cover letter, resume and completed application to Town Administrator Jonathan Luiz electronically to [jluiz@westonct.gov](mailto:jluiz@westonct.gov)

Applications will be accepted until the position is filled. It is anticipated that the first review of applications will take place at Noon on October 2, 2020, and that interviews will be scheduled shortly thereafter.

Questions about the position should be directed to Mr. Luiz at [jluiz@westonct.gov](mailto:jluiz@westonct.gov)

The Town of Weston is an Equal Opportunity Employer.





# KEISHA B. FINK

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**CONTACT**

PHONE:  
203.692.5588

EMAIL:  
[k.biggsfink@gmail.com](mailto:k.biggsfink@gmail.com)

Mr. Jonathan Luiz  
Town Administrator  
Town of Weston  
56 Norfield Road  
Weston, CT 06883

Dear Mr. Luiz,

When I learned of the Town of Weston's need for a Conservation Planner/Wetlands Enforcement Agent, I felt compelled to submit my resume as well as a writing sample for your review. With my leadership experience as the Head of a Land Use Planning Department and my community relationship management skills, I feel confident in my ability to significantly benefit your Land Use Development team.

My background has consistently been characterized by my steadfast dedication to enhancing organizational performance and achieving, if not exceeding, key objectives. With recent success in the financial services industry and team leadership acumen for town governments focused on integrity and equality, I am confident that my skills, qualifications, and values will render me a valuable asset to your team.

You will see from my enclosed resume and writing sample that I meet the responsibilities and duties required of this position.

To schedule an interview, please feel free to contact me at 203.692.5588 or via email at [k.biggsfink@gmail.com](mailto:k.biggsfink@gmail.com).

Thank you for taking the time to review my resume. I look forward to talking with you soon.

Sincerely,

Keisha B. Fink

Enclosure

# KEISHA B. FINK

## SKILLS

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- Leadership
- Effective communication and listening skills
- Multi-tasking
- Organization and goal setting
- Computer Literacy

## RELEVANT WORK EXPERIENCE

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### **New York Life - Financial Professional**

2019 – Present

Assist clients by developing a sound, long term financial strategy to achieve their financial goals while using a comprehensive array of financial products and services, including life insurance, investments, annuities, and mutual funds.

### **Town of New Canaan - Acting Town Planner**

September 2017 – January 2019

Acted as the main point of contact between town government and community groups, state agencies, developers and elected officials.

### **Town of Westport - Planner**

January 2016 – August 2017

Was responsible for a wide range of administrative and technical duties that supported the department's planning and zoning objectives. Facilitated in the reorganization of the department's website and social media accounts.

### **City of Carlsbad, Parks Planning - Trails Volunteer Coordinator**

January 2009 – December 2010

Successfully completed GIS/GPS Trail Identification Special Project for the City of Carlsbad's emergency response units.

### **DeLorenzo, Inc. Landscape Architecture - Senior Project Manager**

September 2007 – 2008

Evaluated and finalized Exterior Architecture Plan for Marine Corps Air Station Miramar and Naval Air Station North Island Visioning Study.

### **City of Orlando - Transportation Planner II**

January 2006 – September 2007 - Coordinated capital improvement right-of-way acquisitions for future road networks and contributed to the update of the Growth Management Plan for the City of Orlando.

## EDUCATION

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### **University of Central Florida**

Masters Certificate in Urban and Regional Planning

### **Rollins College**

Bachelor of Arts in International Affairs and Communication

## PROFILE

Experience Land Use Planning professional with years of progressively more challenging assignments.

Expert in Land Use Planning, strategic financial planning, economic development, and community relations. Excellent verbal communication and technical writing skills, including considerable project management experience.

## CONTACT

PHONE:  
203.692.5588

EMAIL:  
[k.biggsfink@gmail.com](mailto:k.biggsfink@gmail.com)

## ACHIEVEMENTS

Organized and implemented over 100 community partnerships with key stakeholders.

Assisted with 2017 Plan of Conservation and Development for the Town of Westport

## LICENSES/ORGANIZATIONS

CT Insurance License

Parent Teacher Organization 4<sup>th</sup> and 5<sup>th</sup> Grade Chair

Town of Weston Strategic Planning Committee

TOWN of WESTON, CONNECTICUT



Incorporated 1787

APPLICATION FOR EMPLOYMENT

**The Town of Weston is an Equal Opportunity Employer.**

The Town of Weston ("Town") considers applicants for all positions without regard to race, color, religion, age, creed, sex, marital status, pregnancy, sexual orientation, citizenship status, the presence of non-job-related medical conditions or disabilities, veteran status, or any other legally protected class.

**Instructions:** Please complete this application form in its entirety, including specific dates where requested. Failure to provide all required information may result in your application being disapproved. A resume may be attached but is not a substitute for completing the application form in its entirety. Please print or type your responses.

Date of Application: <i>10.02.2020</i>	Position: <i>CONSERVATION PLANNER</i>
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PERSONAL INFORMATION

Last Name <i>FINK</i>		First Name <i>KEISHA</i>		Middle Name or Initial <i>B.</i>	
Address Number <i>33 RIVERFIELD DR</i>		Street <i>DR</i>		City <i>WESTON, CT</i>	
Home Phone #: <i>203.292.3887</i>		Cell Phone #: <i>203.692.5588</i>		State <i>CT</i>	
Zip Code <i>06898</i>		Email Address: <i>K.BIGGS FINK @ GMAIL.COM</i>			
Best time of day to contact you: <i>8:00 am - 5:00 pm</i>					

AVAILABILITY

Check all that apply:

Schedule:  Full-Time  Part-Time - please circle: Mornings Afternoons Evenings  
 Seasonal - Indicate dates available: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
 Other (explain) \_\_\_\_\_

Workdays:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**TOWN OF WESTON EMPLOYMENT HISTORY**

Are you currently employed by the Town?  Yes  No If yes, state current position and Department:

Have you previously worked for the Town?  Yes  No If yes, state the following:

- Dates of prior Town employment:
- Position held at time of employment separation:
- Reason(s) for separation from Town employment:

**EDUCATION HISTORY**

**Education Level Completed:**

- Less than high school     High school or equivalent (GED)     Technical School  
 Some College     2-year College     4-year College     Graduate School

**High School Information:**

High School (name): OAK RIDGE H.S.  
City/State: ORLANDO, FL 32824

**College Information (list all schools attended):**

College attended (name): UNIVERSITY OF CENTRAL FLA  
City/State:  
Major(s): URBAN & REGIONAL PLANNING MAST. CERT.  
Degree(s) earned:

**Graduate School Information (list all schools attended):**

College attended (name): ROLLINS COLLEGE  
City/State: WINTER PARK, FLA.  
Course of Study: INTERNATIONAL AFFAIRS  
Degree(s) earned: BA

**Other School/Training (list all schools/programs attended):**

School/Program attended (name):  
City/State:  
Course of Study:  
Degree(s)/Certificate(s) earned:

*(Attach additional sheets if you attended more schools or received additional degrees or certificates)*

EMPLOYMENT HISTORY

**Instructions:** List all employment positions held by you over the last fifteen years. Begin with your current/most recent position. List all positions separately, even if with the same employer. For each position listed, provide all information requested. If you need additional space to complete your response then attach additional sheets.

1. Employer (Name/City/State): NEW YORK LIFE  
Employer Phone #:  
Position/Job Title: AGENT  
Start Date: SEPT 2019 End Date: PRESENT  
 Full-Time  Part-Time  Per diem Number of hours worked per week: \_\_\_\_\_  
Name & Job Title of Immediate Supervisor: ALEX BARDALES  
If still employed, may the Town contact your present employer?  Yes  No  
Please list all major duties and responsibilities performed by you in this job:  
SALES  
  
Reason for Leaving:  
NONE

2. Employer (Name/City/State): TOWN OF NEW CANAAN  
Employer Phone #: 203.594.3000  
Position/Job Title: ACTING TOWN PLANNER  
Start Date: SEPT 2017 End Date: JAN 2019  
 Full-Time  Part-Time  Per diem Number of hours worked per week: 40+  
Name & Job Title of Immediate Supervisor: KEVIN MOYNIHAN  
If still employed, may the Town contact your present employer?  Yes  No  
Please list all major duties and responsibilities performed by you in this job:  
PLEASE RESUME  
  
Reason for Leaving:  
NEW OPPORTUNITY

3. Employer (Name/City/State): TOWN OF WEST PORT

Employer Phone #: 203.341.1030

Position/Job Title: PLANNER

Start Date: JAN 16 End Date: AUG 17

Full-Time  Part-Time  Per diem Number of hours worked per week: 40+

Name & Job Title of Immediate Supervisor: MARY YOUNG

If still employed, may the Town contact your present employer?  Yes  No

Please list all major duties and responsibilities performed by you in this job:

PLEASE SEE RESUME

Reason for Leaving:

4. Employer (Name/City/State):

Employer Phone #:

Position/Job Title:

Start Date: End Date:

Full-Time  Part-Time  Per diem Number of hours worked per week: \_\_\_\_\_

Name & Job Title of Immediate Supervisor:

If still employed, may the Town contact your present employer?  Yes  No

Please list all major duties and responsibilities performed by you in this job:

Reason for Leaving:

**SPECIALIZED SKILLS**

**Instructions:** Check skills/equipment that you are able to operate. Attach additional sheets if necessary.

- PC/Mac     Typewriter     Word Processing (e.g., Microsoft Word)  
 Spreadsheet (e.g., Microsoft Excel)     Other: \_\_\_\_\_

List any machinery or equipment that you are able to operate:

36 inch Scanner

List additional information about your skills that may be helpful to the Town in considering your application:

PLEASE SEE RESUME

**REQUIRED LICENSES, CERTIFICATIONS, OR OTHER QUALIFICATIONS**

Do you currently have a valid Motor Vehicle Driver's License?  Yes  No    State: CT

Do you currently have a valid Commercial Driver's License (CDL)?  Yes  No

If you answered "Yes" to the previous question, check all that apply:

Class A     Class B     Class C    CDL License #: \_\_\_\_\_

Do you have any valid licenses or certificates which authorize you to practice a profession or trade?  
(e.g., law, nursing, psychology, plumbing, etc.)     Yes  No

List all professional licenses/certifications currently held:  
(Use additional sheets if you require additional space to complete your response.)

Type of License/Certification: \_\_\_\_\_ License/Cert. #: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type of License/Certification: \_\_\_\_\_ License/Cert. #: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type of License/Certification: \_\_\_\_\_ License/Cert. #: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### REFERENCES

Identify three professional references the Town may contact in connection with your employment application.

Name: MARY YOUNG Title: PLANNING DIR.  
Business/Co. Name: TOWN OF WESTPORT Telephone: 203.341.1080  
Address: 110 MYRTLE AVE, WESTPORT 06880  
Street City State  
Relationship to you (e.g., co-worker, supervisor, etc.): FORMER SUPERVISOR  
How many years? 4 yrs.  
Are they still employed with the company/business?  Yes  No

Name: ALICIA MOZIAN Title: CONSERVATION DIR.  
Business/Co. Name: TOWN OF WESTPORT Telephone: 203.341.1089  
Address: 110 MYRTLE AVE WESTPORT 06880  
Street City State  
Relationship to you (e.g., co-worker, supervisor, etc.): FORMER CO-WORKER  
How many years? 4  
Are they still employed with the company/business?  Yes  No



Name:	KATHLEEN HOLLAND		Title:	INLAND WETLANDS DIR	
Business/Co. Name:	TOWN OF NEW CANAAN		Telephone:	203.594.3036	
Address:	77 MAIN ST.	NEW CANAAN CT.	Street	City	State
Relationship to you (e.g., co-worker, supervisor, etc.):	FORMER CO-WORKER				
How many years?	3				
Are they still employed with the company/business?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

**TERMS AND AGREEMENTS**

By signing my name on the signature line below, I am certifying:

- That the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge, are made in good faith, and are subject to verification as a condition of employment. I understand that intentional falsification of my application materials may result in disqualification of my candidacy or termination of employment;
- That I understand and acknowledge that if offered employment with the Town of Weston, my employment may be subject to and conditioned on my taking and passing a pre-employment physical examination, pre-employment drug screening test and/or a pre-employment background check (e.g., criminal history, education verification, driving history, credit history) (requirements may vary depending on the position);
- That, if I am under the age of 18, I understand and acknowledge that if offered employment with the Town of Weston, my employment is subject to and conditioned on my providing such work permits, or other proof of eligibility to work that is or may be required by law;
- That I understand and acknowledge that, in compliance with federal law, all persons hired for employment with the Town of Weston will be required to verify identity and eligibility to work in the United States and to complete required employment eligibility verification forms upon hire.

I agree to these terms.

I do not agree to these terms.

  
Signature

10.02.2020  
Date

Item 5 - Interview Brooks Capella for the Bicycle and Pedestrian Committee: **No motion**

**Brooks Cappella**  
**917-428-9677**  
**bcappella@gmail.com**

## Summary

*Hands-on technology executive with experience in architecting, developing, management, planning, and implementation of enterprise-wide application software systems and designing infrastructures enabling technologies to improve the scalability, reliability, and increased effectiveness of an organization.*

<b>Business Areas</b>	
IT Security Design & Implementation	Business Planning & Vendor Management
Emerging Technologies & Enterprise Architecture	Strategic & Operational Technology Planning
Big Data Technology & Integration	Global Operations & Outsourcing Management
<b>Technology</b>	
<b>Databases:</b>	<b>MS SQL Server, PostgreSQL, MongoDB, Hadoop</b>
<b>Languages:</b>	C#, Go, C/C++, Objective-C, Python, MS Excel VBA
<b>Internet Technologies:</b>	MVVM, WPF, MS IIS, Apache Tomcat, ASP/ASP.NET, HTML, XML, FPML, JavaScript, WCF
<b>Operating Systems:</b>	Windows Server, UNIX (Solaris 11/10/8), Linux (REH/CentOS)
<b>Other:</b>	SQL Server Integration Services (SSIS), Jira, Confluence, Git, Subversion, MS Project, VMWare ESX, Exchange Server, NetApp SAN, Compliance Retention/Archiving, Splunk, Tripwire, BlueCoat
<b>Financial Software:</b>	Eze Castle OMS/Compliance, BlackRock Aladdin, Bloomberg OMS, Advent Geneva (RSL), Advent Axys, Advent Moxy, SunGard VPM, SS&C Camra, PolyPaths, Intex, ABS Net, Bloomberg (DDE, Data License), Loan Performance, ProTrak(IRM), BackStop(IRM)
<b>Financial Products</b>	Fixed Income (RMBS, ABS), Equity, Credit and Derivatives (CDS, IRS, TRS), Repo, Bank Debt

## Owl Creek Asset Management, New York Chief Technology Officer

November, 2009 – Present

Leading a global IT organization, responsible for all aspects of technology, ranging from enterprise architecture, security, software development, infrastructure, and application support.

- Rebuilt Information Technology department, formerly managed by IT Vendors, centralizing and controlling budget, critical infrastructure, design and development of internal applications, including opening and supporting Hong Kong and London offices.
- Architected and deployed a Data Mart consisting of Eze Castle OMS, Advent Geneva, and Bloomberg data providing all departments with overnight risk reporting and analytics utilizing MS SQL, SSIS, SSRS and other automated toolsets
- Designed/Implemented a Data Mart to Warehouse, utilizing Advent Geneva data (RSL/SSIS) and Trade data from Eze Castle. Using multiple ETL layers to provide a robust reporting solution to Front/Back Office.
- Developed a Profit and Loss Engine that pulled data from the Warehouse and Eze Castle OMS with real-time pricing from Bloomberg providing the desk with the capability of reviewing PNL by email or iOS.
- Worked with department heads to architect C#/MS SQL based trading applications utilizing offshore development resources with Agile Methodology to quickly and efficiently deploy applications (Form PF, Compliance, Operation Reporting, Front Office Analytics, Trade Capture)

- Providing complete ownership and oversight to the daily and long term needs of the firm's Cyber Security, using intrusion detection, policy monitoring, external and internal auditing tools to ensure firm's intellectual property was secured.
- Designed, Implemented, and Managed the Firm's infrastructure components including Firewalls (Juniper/Palo Alto Networks), WAN Optimization (Riverbed/BlueCoat), Exchange (2007/2013), Archive (Smarsh), PBX/Turrets (Avaya/Etrali) and virtualized environment (ESX VMWARE Cluster) in both production and disaster recovery environments.
- Planned and implemented transition from on premise infrastructure including Exchange, SQL, VmWare to Microsoft Azure.
- Managed development and infrastructure teams internally, remote (Russia/India), and vendors providing timely status reports to project stake holders and provided hands on technology expertise when required.

**Gravitas Technology, New York**

August, 2007 – November, 2009

**Director, Software Development/Enterprise Architecture**

Financial Services consulting firm providing development services, project management, and design and architect process for major financial firms through a wide range of sectors.

- Lead Architect for development of trade management, trade capture system sourced from BlackRock Aladdin, fund administrators, and prime broker feeds, Java and SQL.
- Designed and architected a complete Gravitas client-server framework utilizing Windows Communications Foundation, BizTalk, Infragistics, and SQL Server.
- Implemented Advent Geneva, Advent Moxy, and Advent Axys systems including trade and price extracts to various fund administrators and prime brokers. Developed BizTalk 2004/2006 orchestrations to provide automation via Bloomberg Data license and other market data feeds.
- Designed and developed Advent Geneva RSL reports, utilizing both SSIS and BASH Scripts to create a complete Operation/Accounting Data Warehouse.
- Developed Advent RSL reports from user specifications incorporating Exposure/Performance/Trade History.
- Architected and developed logical and physical data models for Security and Pricing Master data repositories, ultimately building multidimensional cubes for time series aggregated data for risk and surveillance reporting.
- Hands on project management and implementation of Risk Desk applications (conversions from excel to C# Windows forms), developed and architected enterprise interfaces for data integration services including data feeds from disparate sources covering wide range product types.

**Highland Financial Holdings Group, New York**

March 2004 to August, 2007

**Vice President – Head of Technology**

Lead the technology team for Fixed Income Hedge Fund responsible for every aspect of day-to-day operations including systems, technical architecture and implementation, project management, business and IT management relationships and customized application development.

- Developed technical architecture for major project implementations, including Financing Desk applications, Trade Entry System (MBS, ABS, and Derivatives), Application Integration, Data Workflow, and Loan Performance System Data Warehouse, and a Derivative Middle Office management solution written in C# and SQL 2000 & SQL 2005.
- Designed the data architecture of the firm's analytic, static, and market data providing real-time PNL reporting to the firm's management.
- Daily involvement with design and code reviews of developing in-house applications while maintaining an active role in coding.
- Lead, from a technology perspective, the firm's opening of 3 new funds in sectors ranging from Derivatives, RMBS, CMBS, and other product types. Fully integrating these funds' front, middle, and back office requirements into existing and new systems.

- Recruited, trained and retained development team. Built and managed budget, SDLC/Project management methodology, and software release/change management processes.
- Managed and directed outsourced vendors providing full 24/7 support for the firm, creating transparent metrics to demonstrate effectiveness of the department.
- Migrated on-premises infrastructure to Microsoft Azure Cloud – implementing geographic site recovery, 24/7 monitoring, and scheduled updates and patching for all cloud based servers, databases, and applications.

**Fiserv/BankLINK, New York**  
**Consultant - Project**

September, 2003 – March, 2004

- Developed enterprise architected C# solution for a finance industry service provider using object-oriented programming to build console, Win Forms, and ASP.NET applications extensively using SQL Server 2000 stored procedures, triggers, and transactions for a large conversion process.
- Designed and developed applications to facilitate the data conversion of legacy FORTRAN system to Microsoft .Net platform including creation of SWIFT messages to facilitate banking transactions.
- Redesigned core components of existing architecture to capitalize system level performance, fully involved in complete life cycle development and successfully deployed application to production environment.

**Frontier Airlines, Denver**

May, 2002 – September, 2003

**Enterprise Architect/Senior Developer**

- Redesigned and implemented a migration from legacy corporate ASP Intranet to modular ASP.Net framework using C# and Visual Studio.Net.
- Architected and developed Enterprise Data Warehouse built on flight data (Sabre, EDS) incorporating various data feeds providing Revenue Management team historical and projected reports off SQL 2000 Cube.
- Proposed enterprise level architecture and procedures to improve process and policies regarding the software development life cycle, as well as maintain and perform necessary SQL 2000 DBA responsibilities.
- Developed internal applications using Visual Basic 6 and Visual C++ implementing COM and DCOM to facilitate internal business requirements, later redesigned applications and transferred functionality to Microsoft.net C# applications.

**Evertch Consulting, Denver**  
**Senior Consultant**

October, 2000 – February, 2002

- Designed and developed a Construction ecommerce project management extranet site using ASP, Site Server, and SQL Server 2000 in a rapid application development environment.
- Developed enterprise applications using Java (J2EE), ASP, ASP.NET, C#, Cold Fusion, Visual C++, JavaScript, and Windows 2000 insuring maximum scalability and efficiency.
- Converted MS Access 98 database to Enterprise SQL Server 2000 database and developed front-end web interface using IIS5, Active Server Pages, Seagate Crystal Reports and ChartFX.

**Lead Systems Engineer, Qwest Communications**

December, 1999 – October, 2000

- Managed the internal infrastructure for 3 business groups including Intranet Portal, Hosting, and Business Communications – directly managed and supported over 300 servers
- Maintained and documented run books for the business units.
- Managed a staff of 20 Infrastructure Engineers in three co-location sites.

**Senior Software Engineer, Webb Interactive**

May, 1998 – November, 1999

- Designed and developed an intranet site using ASP, Site Server, and SQL Server 2000 in a rapid application development environment.
- Developed Java (J2EE), ASP, ASP.NET, C++ applications for various internal startup projects.
- Worked on the XMPP protocol with the founder of the XMPP protocol.

**Software Engineer, Lucent Technologies**

August, 1996 – May, 1998

- Worked on the Lucent Definity system, developing voice-mail integration applications, written in C subroutines and C++ frontends.
- Assisted in supporting the support engineers with escalated issues regarding the backend voicemail and telephony equipment.

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**Education**

June, 2009

**Norwich University**

Masters of Diplomacy (Conflict Resolution)

December, 1997

**University of Colorado, Denver, CO**

Bachelor of Arts, Political Science (Minor: Russian Studies)

1995 - 1996

**University of St. Petersburg, St. Petersburg, Russia**

Russian Language / Russian Law

**Interests**

Krav Maga

Game Design

Charity Fundraising

Item 6 - Discussion/decision to appoint Jessie Schwartz to the Sustainability Committee: **I move to appoint Jessie Schwartz to the Sustainability Committee for a term to begin January 1, 2021 and expire on December 31, 2023.**

# Jessie Schwartz

Jessie.J.Schwartz@gmail.com  
(203) 858-7990  
139 Steep Hill Road  
Weston, CT 06883



**Skills** Business Process Mapping and Design, Project Management, Strategic Thinking, Reporting Design/Metrics Tracking, Power Point Artist

## Working Experience

Lovesac, Stamford, CT  
2018

May 2017 – Sept

Business Process Analysis Manager

- Document, Update and Report on Business Processes throughout the company
- Work on expanding the reach of Designed for Life™ strategy so other companies can use the same design principals including writing articles on DFLgroup.org

Product Design Specialist

- Project Manager for up to 27 on-going new product introduction or product updates
  - ❖ Worked with Design, Production and Brand teams to ensure products launched correctly and on time. Including running weekly status meetings, managing project timelines, and communicating requirements with vendors.
  - ❖ Implemented new Project management software to facilitate project timelines, file access, communication across product teams, and executive reporting.

Accenture, New York City, NY

Consultant - Management Consulting Products Group

Sep. 2015 – Mar. 2017

- Designed, Trained, and Implemented Product Launch Process for larger Prestige Beauty Client
  - ❖ Developed business process solutions to improve speed to market, and speed to decision for new products across 3 full roll outs to 6 brands working with everyone from SVPs to associates
  - ❖ Designed technical solution on top of client's legacy software, working with client's IT team to build solution, wrote User Guide and conducted trainings

Senior Analyst – Management Consulting  
2015

Oct. 2013 - Sep.

- Engineering Training Coordinator for Defense PLM Implementation
  - ❖ Developed and maintained training development schedule, worked with client and project team to create training programs, and organized training logistics for a PLM software implementation affecting 2300 engineering users

Analyst - Systems Integration

Oct. 2011 - Oct. 2013

- Design and Test Lead for Hotel Chain Database Upgrade and Implementation
  - ❖ Led requirements gathering, testing and UAT for a financial profitability Access database through 3 development cycles
  - ❖ Managed team of 3 off-shore developers to deliver database on schedule

## Education

Dartmouth College, Thayer School of Engineering

Master of Engineering Management with an Operations Concentration

June 2011

Bachelor of Engineering with a Material Science Concentration GPA: 3.42

June 2009

**Certifications:** Six Sigma Green Belt Certification

Fall 2009

Hobart and William Smith Colleges



**Interests** Traveling: 39 countries, 6 continents and counting; Skiing: worked on a mountain for a season and captained my GS race team in High School; Baking: decorated sugar cookies are my specialty

Item 7 - Discussion/decision to adopt an Affirmative Action/Equal Employment Opportunity Policy  
**Statement: I move to adopt an Affirmative Action/Equal Employment Opportunity Policy Statement as presented, pending review by the Town Attorney.**

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT**

The Town of Weston will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability including, but not limited to, blindness, (unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved), or in any manner prohibited by the laws of the United States or of the State of Connecticut<sup>1</sup>. Further, the Town of Weston will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment or conduct that they believe to be discriminatory.

As an Equal Opportunity Employer, it is the policy and practice of the Town of Weston to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in areas including but not limited to recruiting, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation or any other terms and conditions of employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability including, but not limited to, blindness, unless such disability prevents performance of the work involved.

The Town of Weston shall take affirmative action to insure that applicants with job-related qualifications are employed and to insure that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved. If an individual has a disability for which a reasonable accommodation is requested, the Town of Weston will engage in an interactive process with the individual/representative to determine the individual's needs and accommodation.

The Town of Weston assures that each labor union or representative of its workers has been provided with a copy of this statement and has been informed that the Town of Weston is an Affirmative Action/Equal Opportunity Employer and has been informed of the Town of Weston's obligations to comply with state and federal law.

The Town of Weston also assures that each of its vendors has been informed that the Town of Weston is an Affirmative Action/Equal Opportunity Employer and of the Town of Weston's obligations to comply with state and federal law.

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<sup>1</sup> If XYZ Company is a firm located in Connecticut and this EEO policy statement is the Company's only EEO policy statement, the company should include all of the covered statuses protected by Connecticut's employment law (e.g.: learning disability and genetic information) to avoid any confusion of employees' protections against discrimination. Could you ask the Town Attorney what exactly should be included to cover this footnote?

The Town of Weston will implement, monitor and enforce this *Affirmative Action/Equal Opportunity Employment Policy Statement* and program in conjunction with all applicable Federal and State laws, regulations and executive orders. In order to implement our Affirmative Action/Equal Opportunity Employment Program, the Town of Weston will develop written strategies and plans designated to correct any deficiencies identified. Furthermore, this policy statement, as well as the posters regarding Labor and Discrimination Laws, shall be posted and otherwise made known to all workers in the company's home office, each satellite office, and at each job site.

Management and supervisory staff will be advised of their responsibilities to ensure the success of this program. Ultimate responsibility for this Affirmative Action/Equal Opportunity Employment Program will be with the First Selectman, Christopher Spaulding. The day-to-day duties for the plan will be coordinated by Town Administrator Jonathan Luiz, who is hereby designated the Affirmative Action/Equal Opportunity Employment Officer for the Town of Weston.

I have expressly advised Town Administrator Jonathan Luiz of his/her legal responsibilities as the Town of Weston's Affirmative Action/Equal Opportunity Employment Officer pursuant to the Connecticut State Agency Contract Compliance Regulations Section 46a-68j-27(4).

This Affirmative Action Plan has my total support and the Town of Weston pledges its best good faith efforts to achieve the objectives of this Affirmative Action Plan. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

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Date

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(Signature)

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Printed Name and Printed Title of Person Signing

Item 8 - Discussion about advertising the Town's transition from the CodeRed communication software to the Everbridge communication software: **No motion.**

Item 9 - Approval of 11/19/20 Regular and Special meeting minutes: **I move to approve 11/19/20 Regular and Special meeting minutes, as presented.**

**Board of Selectmen  
Special Meeting Minutes  
November 19<sup>th</sup> 2020 at 7.00pm  
Meeting to be held remotely due to COVID 19**

1. **Call to Order:** First Selectman Chris Spaulding called the meeting to order at 7.07pm. In attendance were Selectwoman Samantha Nestor, Selectman Stephan Grozinger, Town Administrator Jonathan Luiz, EMS President Jon Weingarten, Ted Craft, Michael Schlecter, Craig Cohen and Town Residents Participating
  
2. **Public Hearing to amend, pursuant to a request of Weston Fire/EMS, Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members:** Selectwoman Nestor moved to open the public hearing on the subject of amending, pursuant to a request fo Weston Fire/EMS, Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members. Selectman Grozinger seconded this. Motion carried unanimously.

First Selectman Spaulding welcomed everyone and briefly explaining the need for a public hearing. Selectman Grozinger recused himself at this point. Mr Luiz and Mr Wiengarten briefly explained the changes that have been implemented brining the ordinance up to contemporary language standards. These changes reflect the challenges met by members with today's current environment and adds a special circumstances section to the ordinance e.g., public health emergencies like COVID. Public comment was heard from Margaret Wirtenberg.

Selectwoman Nestor moved to close the public hearing on the subject of amending, pursuant to a request of Weston Fire/ EMS, Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members. First Selectman Spaulding seconded this. Motion carried unanimously.

3. **Adjournment:** Selectwoman Nestor move to adjourn at 7.22pm. First Selectman Spaulding seconded this. Motion carried unanimously.

Minutes submitted by:  
Sara Beer, Executive Assistant

**Board of Selectmen**  
**Regular Meeting Minutes Unapproved**  
**November 19<sup>th</sup> 2020 at 7.30pm**  
**Meeting to be held remotely due to COVID 19**

1. **Call to Order:** First Selectman Chris Spaulding called the meeting to order at 7.39pm. In attendance were Selectwoman Samantha Nestor, Selectman Stephan Grozinger, Town Administrator Jonathan Luiz, Landscape Architect Gary Guimond of Richter and Cegan, Inc. Selectman Grozinger moved to move item 8 on the agenda up to item 3. Selectwoman Nestor seconded. The motion was carried unanimously.
  
2. **Pledge of Allegiance:** The pledge was recited.
  
3. **Discussion/Decision to adopt amendments to Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members:** First Selectman Spaulding briefly mentioned the discussion at the Public Hearing (11/19) mentioning that the public is fully in favor of the amendments. Selectman Grozinger recuses himself from the meeting. Selectwoman Nestor moved to adopt the amendments to Ordinance Chapter 179, entitled "Volunteer Emergency Service Organization Members," as proposed by Weston EMS and Fire, and further modified by the Town Attorney. First Selectman Spaulding seconds this. Motion carried unanimously.
  
4. **Public Hearing on the proposed Community Connectivity sidewalk project:** First Selectman Spaulding gave an overview of the status of Phase one of the sidewalk project. Selectwoman Nestor moved to open the public hearing on the proposed Community Connectivity sidewalk project. Selectman Grozinger seconded this. The motion carried unanimously. A discussion ensued with Gary Guimond of Richter & Cegan leading the meeting through a description of the proposed plans. At various points questions and comments were heard from The Board of Selectmen regarding the specifics of the proposed plans. It was explained that the next step is to go to the Conservation Committee and then to the P&Z Committee for an 8-24 decision.  
  
Mr. Luiz then opened the meeting up to the public with comments and questions from Arna De Keizer, Carol Baldwin, Jessie Schwartz, Margaret Wirtenberg, Andrea Chase, Kristana Esslinger, Lance Scott, Helen Jacobs, Amy Shapiro, Richard Grillo, and David (?) who expressed their overall support for the project. Safety of children crossing Route 57 was a major concern and was brought up a number of times. It was noted that the P&Z Commission and the Historic District Committee would hold their own public hearings on this matter. Selectman Grozinger moved to close the public hearing on the proposed Community Connectivity sidewalk project. Selectwoman Nestor seconded this. The motion carried unanimously.
  
5. **Discussion/decision to refer the Community Connectivity Sidewalk project to the Historic District Commission for approval and to the Planning and Zoning Commission per CGS Section 8-24:** Selectwoman Nestor moved to refer the Community Connectivity Sidewalk project to the Historic District Commission for approval and to the Planning and Zoning Commission per CGS Section 8-24. Selectman Grozinger seconded this. The motion carried unanimously.



6. **Interview of Sustainability Committee candidate Jessie Schwartz:** The Board of Selectmen interviewed Jessie Schwartz with the goal of appointing her to the Sustainability Committee in an upcoming meeting.
7. **Discussion/ decision about the size of and charge to the Economic Vitality Committee:** First Selectman Spaulding discussed expanding the committee to seven; he expressed concerns over a quorum issue. Selectwoman Nester suggested five members and two alternates. The Economic Vitality Committee would like to have more members, specifically somebody with legal real-estate background. Mr. Luiz asked that the Board of Selectmen officially set the count. First Selectman Spaulding set the number at 7. Selectman Grozinger moved to adopt the charge as presented as well as changing the membership size from three to seven. Selectwoman Nestor seconded. The motion carried unanimously.
8. **Discussion/decision concerning establishing policies and procedures for having limited private events at Lachat Town Farm:** A discussion was held on establishing policies on holding limited private events at Lachat Town Farm, with Ms. Zepernick and Ms. Dinwoodie addressing concerns raised by the Board of Selectmen on the type of event, selection and approvals process, neighbor notifications, and costs. Selectman Grozinger commented on the approvals process and legalities of excluding certain events based on the context of speech, the Town Attorney will be consulted on this. Selectwoman Nestor mentioned that it needs to be clearly communicated to Town residents that these events are a fund raising arm for the Farm and not a tax burden on the Town. Mr. Luiz said the next step is to refer the proposal to the Town Attorney for review. First Selectman Spaulding said this would go to a public hearing in January. Mr. Luiz said Lachat Town Farm must reach out to neighbors within 500 feet of the property line.
9. **Discussion about a STEAP Grant Award:** Mr. Luiz discussed what the STEAP Grant Award entails along with the proposed work intended. This includes converting a crawl space in the basement of Town Hall into a records storage room, thereby freeing up space for the Police Department. He mentioned the complexity and scope of the work saying that this will go to the Building Committee in their next meeting.
10. **Approval of Minutes: November 5, 2020, November 15, 2020, October 27, 2020, November 10, 2020:** Mr Luiz mentioned an error with dates - Nov 15 should be Oct 15. Selectwoman Nestor moved to approve the minutes. Selectman Grozinger seconded this. The motion carried unanimously.
11. **Approval of Tax Refunds:** Selectman Grozinger moved to approve tax refunds totaling \$14,584.96, as presented. Selectwoman Nestor seconded this. The motion carried unanimously.
12. **Adjournment:** Selectwoman Nestor moved to adjourn at 9.31pm. Selectman Grozinger seconded this. The motion carried unanimously.

Minutes submitted by:  
Sara Beer, Executive Assistant

**Item 10 – Discussion about Bridge Projects: Calvary Road; Michael’s Way; River Road/ Davis Hill Road: no motion.**

Item 11 - Executive Session for the purpose of contract negotiation strategy: **I move to enter into Executive Session for the purpose of contract negotiation strategy.**

Item 12 - Adjournment: **I move to adjourn.**