



**MINUTES
TOWN COUNCIL
REGULAR MEETING**

January 5, 2026

7:00 PM - Town Hall - Council Chambers

<https://youtube.com/live/Mbh4CNcZHWA>

1. PRAYER - Carol Hall

Councilor Hall read an inspirational poem entitled So Live Your Life by Chief Tecumseh.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Present: Linda Allegro, Gina Cekala, Robert Cressotti, Carol Hall, Maya Matthews, Marie Pyznar, John Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni

Absent: Cynthia Mangini

Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Steve Bielenda; Interim Town Attorney, Tom Tyler; Director of Economic and Community Development, Aaron Marcavitch; and Town Clerk, Sheila Bailey.

4. FIRE EVACUATION ANNOUNCEMENT

The fire evacuation was announced.

5. MINUTES OF PRECEDING MEETINGS

- Special Meeting - December 15, 2025

MOTION #7370 by: Marie Pyznar seconded: Robert Cressotti to accept the minutes. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7370** adopted. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Carol Hall, Maya Matthews, Marie Pyznar, John Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni No: None Abstain: None.

- Regular Meeting - December 15, 2025

MOTION #7371 by: Robert Cressotti seconded: Aaron Thomas to accept the minutes. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7371** adopted. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Carol Hall, Maya Matthews, Marie Pyznar, John Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni No: None Abstain: None.

6. SPECIAL GUESTS

- Enfield Salutes Our Veterans Banner Presentation - Michael Cotnoir

Director of Economic and Community Development Aaron Marcavitch, alongside Michael Cotnoir of the Enfield Rotary, gave a presentation on "Enfield Salutes Our Veterans." This

project is in conjunction with the America250 Committee. Mr. Cotnoir, a lifelong resident, had seen the idea of banners from other area towns like Easthampton, MA, and believed it would be a great idea for Enfield. The goal would be to creatively memorialize Enfield veterans by hanging tribute banners around town. The front would include their picture, years of service, military branch, as well as any medals or accolades they attained while serving, while the backside includes a personal thank you from the Enfield Rotary Club.

The banners are produced by a veteran-owned company in Florida. The company has an easy to navigate website, making it easy for the town, residents, and its partners to promote and order. It was his hope that the banners would last one to three years, and after that time they would be returned to the individual that purchased them. He provided a sample banner he had made in honor of his father for the Council to review.

Mr. Marcavitch stated that the Rotary Club would be in charge of collecting the money and ordering the banners. The only involvement by the town would be if they were interested in purchasing the brackets for the banners which could be used for other signage and could be purchased with TIF money, and for the installation and hanging of the banners on light posts by DPW staff.

Mayor Cekala said that Enfield honors veterans every day and thought this was a wonderful idea. She also liked the idea of using TIF money for the brackets. Councilor Matthews, who also serves on the America250 Committee, thought the banners were a great idea. She believed that there would be a lot of interest and questioned how they would determine who would be among the first thirty banners to get ordered. She also suggested widening payment options to include Venmo, PayPal, and CashApp to accommodate more businesses and individuals. Mr. Cotnoir clarified that thirty is the minimum to order, but they could increase that if there was more interest.

Councilor Pyznar said that during a trip to Pennsylvania she saw similar banners hanging in the town she was in. The only difference was that they were double-sided. She also believed that many people would want to take part, and she thought Hazardville would be another great place to hang the banners. She was concerned that the interest would exceed how many poles they had. Mr. Marcavitch said they spoke with DPW director Donald Nunes about pole locations across Enfield and determined that there were over one hundred poles that could be used.

Councilor Hall was glad that Enfield would be honoring veterans with the banners since the town is so veteran-oriented. She was pleased to hear that organizations would not be making money off the backs of veterans, since it was the concern of an area business

owner. She hoped that the banners would remain consistent and not shrink to fit shorter poles. She also hoped that they would look to honor Enfield veterans first, before honoring those from other towns. She believed the support would be overwhelming. Councilor Unghire loved the idea and thanked the Rotary for taking the project on. She is very proud that Enfield will be following suit. It was explained that the light poles in Hazardville are smaller, so the banners are roughly half the size of the ones being presented. All the existing brackets would need to be replaced in order to accommodate the new banners and any other banners the town purchases in the future.

Councilor Zannoni had concerns about the durability of the banners, saying the high school had similar ones in the past that would get tattered pretty easily. Mr. Cotnoir responded that the company assured him that it wouldn't happen, but he would follow up.

Councilor Cressotti congratulated Mr. Cotnoir on his retirement and thanked him for taking on this project. Mr. Cressotti is in support of the project but noted that the brackets need to be replaced whether it was with TIF funds or otherwise. He believed the project came at the perfect time, and he looked forward to honoring Enfield's veterans in a new way. ***A copy of the presentation is appended to these minutes.***

7. PUBLIC COMMUNICATION AND PETITIONS

None.

8. COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Allegro said that the Enfield for Education group had their first collection and distribution of mittens and gloves over the holiday season. Thanks to Enfield businesses, residents, and organizations, they collected 725 pairs which were distributed before the holidays at all the Enfield public schools. She is hopeful that they can add hats and scarves for collection next year.

Councilor Pyznar explained that last Friday night she and other councilors were in attendance for the Explorers Family Night. It was one of her favorite events, and that evening she learned that Lt. Pedemonte would be retiring. He has been the Explorer's lead for the last fourteen years and has passed the reigns to Sgt. Wyllie. She said that people don't understand how much the Enfield Explorers and Auxiliary give back to the community. The groups have donated 2,400 service hours to Enfield. She said she would be sending councilors an invitation to attend the Veteran's event in Council Chambers on January 16th from 3pm to 7pm. Veterans from any war, conflict, and even peacetime were invited to attend. The following week would serve as a rain date if needed.

Councilor Cressotti also thanked Lt. Pedemonte for his service to the Explorers program. He said that the Explorers spend a lot of time volunteering, all while maintaining their

grades. He congratulated them on their promotions and recognitions. He also congratulated Sgt. Wyllie on his promotion. He said that as a member of the PK5 Pre-Referendum Committee, during their December 17th meeting they held a Community Conversation. The objective was to discuss their current progress and potential options and direction. They were able to take questions from residents. He explained that Tecton has worked hard and has been transparent, as well as the committee as a whole. He was disappointed, however, with Ms. Turner, who is the chair and member of numerous town boards and commissions. He believed she was disrespectful and needed to provide a formal apology for her behavior. He said their next meeting is January 7th and stated they would be moving forward with this project. He explained that everything needs to be completed within a short amount of time to allow them to apply for grants.

Deputy Mayor Santanella reminded residents that the Christmas tree pickup would be on Friday, January 9th. Anyone looking to have their tree picked up needs to ensure the tree is at curbside by 6am. Mr. Santanella said that the Blight Committee would be meeting on Thursday at 4pm in the Scitico Room to discuss revisions to the blight ordinance, and the public is invited to attend. They will also hold a Public Hearing in the first week of February. He has been contacted by residents about a new rule with the post office regarding postmarked mail. In the past, mail received by the post office would be stamped for receipt with the same date, and failure to do so could cause mail or payments to be late. He spoke with the Enfield Postmaster, who stated that it was business as usual, and any mail received in a mailbox before the final collection would be postmarked for the day it was received. Anyone needing to ensure that a piece of mail is postmarked for the day needed should go in person to the post office. On January 16th at 8:45am, General Government and Finance will be meeting to discuss out-of-state license plates and how to mitigate the issue of residents not registering their cars in Enfield and paying their car taxes.

Councilor Zannoni was also in attendance at the PreK-5 Pre-Referendum Committee meeting asking questions he believed were important to ask. Mr. Zannoni was concerned about the windows and said as an educator it's important that they have egress in the classroom. He was able to tour the four new elementary schools in South Windsor, where all the windows were open and accessible. He also reached out to South Windsor Superintendent Dr. Kate Carter to discuss how they came to their decisions for the windows. The windows of JFK Middle School and Enfield High School do not open, and he remembers multiple times that the HVAC system failed when he went to EHS, creating an uncomfortable environment. He encouraged residents to take their concerns to the commission.

9. TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Coppler said that earlier in the day his office sent out emails to the previous Council members inviting them to the Council meeting on January 20th so their service could be honored. Mr. Coppler said that as of December, Nathan Hale no longer belongs to the Town of Enfield, and the new owners have already begun work on the project. He said that the RFPs for the Annex are due on Wednesday, January 7th, and will report back to the Council about what has been received. They will then discuss what direction they would like to move in. They are also currently looking to schedule Town Attorney interviews for the 14th. Two of the three firms would be available for that day.

Councilor Hall said that during the Community Conversation at the Annex, the developer of Nathan Hale asked if the town would be interested in taking and relocating the playscape on the property to that of another spot in town that needs one. She asked if the town would be taking advantage of the offer. Mr. Coppler explained that the DPW did not think the structure would be movable but would revisit the idea. He would be in contact with the new owner to discuss the usage of the backboards and scoreboards as well.

10. TOWN ATTORNEY REPORT

Town Attorney Tyler said that individuals don't need a postmarked stamp for proof of mailing. He suggested they photocopy the contents of the mailing, ensure it's addressed correctly, it has proper postage, and a return address. Before depositing it in a mailbox, put the initials, date and time on the front of the mail. He said the assumption under the law for undeliverable mail is that it would be returned to the sender.

11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Zannoni said that Joint Facilities would be meeting on Thursday, January 8th to continue a discussion on the roofs. John Dague of Enfield Schools was asked to join to ensure that they were in line with current intentions for school modernization plans. There were also questions regarding the status of the Annex, RFPs, and facility usage. He said that there was a Facilities Master Plan which has not been updated since 2018, and those talking points would be discussed.

12. UNFINISHED BUSINESS

None.

13. NEW BUSINESS

A. Consent Agenda

MOTION #7372 by: John Santanella, seconded: Robert Cressotti to accept consent agenda Items #1 & 2.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7372** adopted. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Carol Hall, Maya Matthews, Marie Pyznar, John

Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni No: None Abstain: None. ***The full text of the approved consent agenda items are as follows.***

1. **Zoning Board of Appeals** - The Term of Office of Richard Stroiney (U) Expires 1/1/2026. Reappointment Would be Until 1/1/2030.

2. Resolution Accepting Community Investment Fund 2030 Funding

WHEREAS, pursuant to C.G.S. Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Enfield receive from the State an award of \$10,000,000 in order to partner and undertake the Enfield Marketplace project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE ENFIELD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S. Section 32-285a.

2. That the receipt of State financial assistance by the Town of Enfield in an amount not to exceed \$10,000,000 is hereby accepted and that Town Manager, Matthew W. Coppler, or his designee, is directed to execute and file such agreements with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Enfield.

B. Appointment(s)–Town Council Appointed - NONE

C. Resolution to Establish a Charter Revision Commission

RESOLUTION #7373 by: John Santanella, seconded: Robert Cressotti.

WHEREAS, the Town Charter of the Town of Enfield was last visited in 2025; and

WHEREAS, the Charter should be reviewed periodically to ensure that it continues to meet the current needs of the people of Enfield.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby establish a Charter Revision Commission composed of not fewer than five, nor more than

fifteen electors, not more than one-third of whom may hold any public office in the municipality, and not more than a bare majority of whom shall be members of any one political party, to review and recommend changes or modifications in the present Charter it deems appropriate, in accordance with Connecticut General Statutes 7-188 et seq.

Deputy Mayor Santanella explained that the reason they are revisiting the Charter Revision Commission was because the last proposal did not pass. Mr. Santanella said that a lot of good work was done during the last discussions, and it was their hope that a new commission would utilize that work to successfully update the Charter. For example, the Minority Leader position is one of courtesy, and not a permanent position, which is what they believe it should be. He knows that once the commission is established, they can do what they want but hoped that prior discussions and ideas would be considered.

Town Manager Coppler said that because of the tight timeframe to get this on the ballot for November, the next milestone would be to appoint the commission which he would push for the next meeting. If it did not happen for the January 20th meeting, then it would be for the February 4th meeting. Getting the administrative side completed fast would enable them to work on the Charter faster. Applications for the Commission will open as soon as tomorrow, and relevant social media posts will be created to gain interest.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7373** adopted. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Carol Hall, Maya Matthews, Marie Pyznar, John Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni No: None Abstain: None. ***A copy of the proposed schedule is appended to these minutes.***

14. ITEMS FOR DISCUSSION

None.

15. ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING

MOTION by: John Santanella, seconded: Robert Cressotti to suspend the rules and add a resolution to terminate the Memorandum of Understanding (MOU) between the Enfield Town Council and the Enfield BOE regarding the submission of payments and costs incurred during FY23 and FY24 to the agenda. The MOU was established for excess expenses totaling \$1.7M, and the audit determined that the expenses incurred were unavoidable. They proposed terminating the MOU effective 2026.

Mayor Cekala clarified that discussion would be about adding this item to the agenda, and not about the resolution itself, since it has not been established.

Councilor Zannoni believed that unless an emergency necessitates adding an item to the agenda, and the Council could not take action at a later date, then he does not support

adding it to the agenda. He was of the belief that any time an item is brought before the Council with a fiscal note, it should be properly brought before the public for discussion. He respectfully declined to support the motion.

Councilor Hall was in agreement with Councilor Zannoni. She said that the public is unable to see the fiscal impact that the resolution would have on residents. She believed that unless it was an emergency that required immediate action without public input, then it should be properly presented for public review and discussion.

Upon a **ROLL CALL** vote, the Chair declared the **MOTION** to add to the agenda failed. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Maya Matthews, John Santanella, Aaron Thomas No: Carol Hall, Marie Pyznar, Lori Unghire, Zach Zannoni Abstain: None.

Deputy Mayor Santanella said that Superintendent Moccio was asked to identify needed costs, expenses, and programs that would immediately impact the second half of the school year. Mr. Moccio was able to identify a program, and by doing so, the proposed resolution was created.

MOTION by: John Santanella, seconded: Aaron Thomas to suspend the rules and add a resolution to the agenda to increase the BOE appropriation by \$285,000 to fund an additional music position and needed school equipment. Seconded by Councilor Thomas.

Councilor Pyznar echoed the reasoning from earlier, stating that the resolution included a large fiscal number which would impact residents. Ms. Pyznar failed to find the urgency in the resolution, and it comes right before budget discussions. She believed that it belonged on the budget, and that the public should be able to review it.

Councilor Matthews believed that the resolution should be added since they had asked the Superintendent to determine what was needed by the district for the school year. Ms. Matthews said that students would be missing out on this opportunity during the second half of the year if they don't take advantage, and they have lost out on so much already. She appreciated that Mr. Moccio had taken the needs of parents, students, and residents into consideration. She didn't believe it was an exorbitant amount of money, nor that the Council had to get too involved in the BOE's recommendations. She would be in favor of adding the item to the agenda since she is in favor of Enfield's students.

Councilor Hall called a point of order and reminded Councilors that they were only discussing adding an item to the agenda and not the reasoning behind it.

Councilor Cressotti said he is in support of education as a whole, and is also in support of the resolution, whether it was tonight or presented at another time.

Upon a **ROLL CALL** vote, the Chair declared the **MOTION** to add to the agenda failed. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Maya Matthews, John Santanella, Aaron Thomas No: Carol Hall, Marie Pyznar, Lori Unghire, Zach Zannoni Abstain: None.

16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

None.

17. COUNCILOR COMMUNICATIONS

Deputy Mayor Santanella said that for the next meeting they will look to forgive the \$1.7M MOU between the Town of Enfield and Enfield BOE, since he didn't believe it made sense to give them the money and then have them pay it back. He felt as though the events leading up to the MOU were unnecessary and proven by the results of the audit.

The second thing they were looking to do was a \$285,000 expenditure which would include the reintroduction of the 5th grade music program. He said that when they vote on it, they will have at least six members in support. He explained that Enfield residents have spoken about how they feel about education in town and the importance it holds for them, so he didn't believe it required a lot of discussion.

Councilor Unghire did not agree with the process of proposing an idea that a councilor deems good for the community, and to have it passed without any discussion or review. She said there are a lot of needs across the whole town, and as one of the first meetings of the year, she didn't want this to set a precedent for how meetings should go moving forward. She stated that they all believe education is important.

Councilor Hall objected to the process and stated it may have garnered more support from both sides if it had followed the correct protocol. Ms. Hall said it was important that the public was able to review and see what was being presented and ask questions as needed. She didn't want it being presented as a solid decision, since it needed to be voted on. She would like to have the Superintendent available for the next meeting so that they can ask him questions, and he can provide clarification. To her knowledge, the board has not had the opportunity to discuss the second resolution which would be needed before bringing it before the Council.

Councilor Matthews said that nothing that happened this evening was against standard process. As a member of the Policy and Procedures Subcommittee, she recommended that she and the other councilors on the committee take a closer look at the system. She did not

believe anything was done wrong procedure-wise or done underhandedly.

Councilor Zannoni said that he was one of two educators on the dais, and he supports education but also supports the process as an institutionalist. He said that anything that involves taxpayer dollars should be made available to the public for review. He didn't think that anything was done wrong procedurally. He would be in support of the two resolutions at the next meeting, but said that a lot of people are struggling right now and that is why he called into question the allocation of \$75,000 towards furniture expenses, since that amount is larger than a lot of people's wages. As part of an eleven-member Council, he was going to make sure that his individual voice was heard.

Councilor Cressotti stated that everything was done correctly this evening, even though it didn't pass. He will vote in favor of the two resolutions at the next meeting, and he made it clear that he supports education and always has.

18. ADJOURNMENT

MOTION by: Aaron Thomas, seconded: Maya Matthews to adjourn.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared the **MOTION** adopted unanimously, and the meeting stood adjourned at 8:10pm.

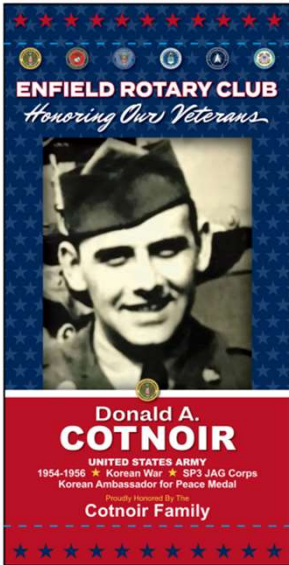
Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

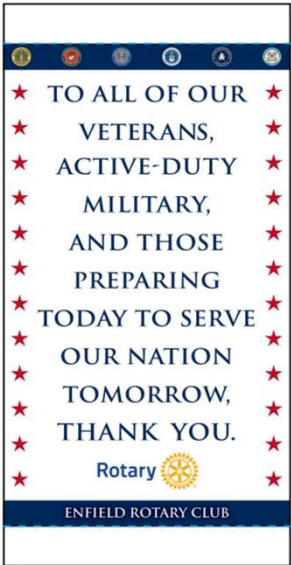
Lindsay Petrucci, Assistant Town Clerk
Secretary of the Council

ENFIELD ROTARY SALUTES OUR VETERANS

Front



Back



Proudly offer a creative, visual way to cherish our Enfield veterans with a military tribute banner hanging in town

Partner with:

- ❖ The Town of Enfield, CT
- ❖ Enfield America 250
- ❖ Enfield Veterans Council
- ❖ Enfield DAV
- ❖ American Legion Tanguay-Magill Post 80, John Maciolek American Legion Post 154
- ❖ All other necessary organizations

SPECIFICATIONS:

Size: 24" X 48" Finished Size

Finishing: 3.5" Pockets (2.5" opening, 1" seam w/grommets)

Material: 18 oz. UltraFlex Vinyl

Presented by:
Mike Cotnoir, Enfield Rotary
michaelcotnoir@cox.net
 860-841-2655

1

ENFIELD ROTARY SALUTES OUR VETERANS

Proposal:

- Opportunity for public to create/purchase military tribute banners for Enfield Veterans (past and present).
- Banners to be hung on the town-green campus area light posts (and possibly nearby streets, and Hazardville later, if required)
- Rotary will have the vendor create a dedicated website for public ordering of banners. Rotary will handle all payment collection/distribution
- Vendor will provide free, printed and digital promotional material
- A determination on how many seasonal periods (5/15-11/15) the banner can hang will be made
- The Town of Enfield can support the program with periodic logistical support:
 - Town could purchase the necessary brackets to hang the banners on the light posts (via TIF funds?). Town will re-use them for other needs too.
 - DPW or related department(s) can manage the installation/removal of the banners
 - Banners can be affixed to existing light posts, with necessary permissions if needed
 - Banners can be installed from 5/1 – 11/15 annually. Rotary/Town will determine the timing
 - Banners/brackets will be removed by town from approximately 11/15 - 5/1, and stored in a secure location for the next year

2

ENFIELD ROTARY SALUTES OUR VETERANS

Banner purchase & process:

- Gold Star Policy: **Free** Banners for Vets that are KIA from 1955 to present, suicide due to the inner struggles of war, and those who have entered/will be entering the military during the sponsorship year
- A banner can be purchased by anyone for a fee of approximately \$150 - \$175 (tbd). This includes the 2-sided banner and 2 brackets
- Veteran information provided may be subject to Military DD 214 verification.
- 30-banner minimum order (**wave**) required before production. **1st wave orders due by 2/28 to secure reduced pricing.** Other waves can follow.
- High Resolution Digital photo file will need to be provided by the submitter. Minimum of 300 dpi for a standard 3x5 photo. Smaller photos should be scanned at a higher resolution.
- Online ordering and payment via check – payable to “Rotary Club of Enfield Charitable Fund”
 - Rotary will own the responsibility to review and finalize all orders with the submitter for vendor production.
 - Rotary will be the sole interface with the banner vendor.
- A PDF proof of the banner will be created and must be approved before printing begins. 1 week to produce & ship

Banner Donations:

- All residual ‘net proceeds’ from banner purchases – will be donated to The Enfield Veterans Council (or identified organization), after 11/15

Charter Revision Timeline (Tentative)

Dates aligned with Council's meeting schedule; subject to change if additional hearings are required.

1. **Jan 5, 2026 – Initiate Proposal**
Council votes (2/3 majority) or petition by 10% of electorate. (CGS §7-187a, 7-188b)
2. **By Feb 4, 2026 (Suggest Jan 20) – Appoint Commission**
5–15 members; majority same party; ≤1/3 hold other public office. (CGS §7-190a)
3. **Feb & May 2026 – Public Hearings**
 - 1st: Before substantive work
 - 2nd: After draft revisions prepared. (CGS §7-191a)
4. **June 1, 2026 – Submit Draft Report**
Commission delivers proposed revisions to clerk. (CGS §7-190b, 7-191b)
5. **By July 16, 2026 (Suggest June 15) – Council Public Hearing**
Within 45 days of receiving draft. (CGS §7-191b)
6. **By June 30, 2026 (Suggest June 29) – Council Recommendations**
Within 15 days of hearing; if none, draft becomes Final Report. (CGS §7-191b)
7. **By July 29, 2026 – Commission Acts on Changes**
30 days to accept/reject Council recommendations. (CGS §7-191c)
8. **July/Aug 2026 (Suggest July 13 or Aug 3) – Council Final Action**
Within 15 days, approve/reject revisions; commission terminates. (CGS §7-191d, 7-190c)
9. **By Sept 4, 2026 – Publish Revisions**
At least once in local newspaper. (CGS §7-191d)
10. **By Sept 3, 2026 (Suggest Aug 17) – Decide Election**
Regular or special election; set question(s). (CGS §7-191e)
11. **Nov–Dec 2026 – File with State**
 - Notify Secretary of State within 15 days of election (by Nov 18).
 - File 3 certified copies within 30 days of approval (by Dec 3). (CGS §7-191h)