



**MINUTES
TOWN COUNCIL
REGULAR MEETING**

June 1, 2026

7:00 PM - Council Chambers

<https://youtube.com/live/w89bTR57clM>

1. PUBLIC HEARINGS - 6:50 PM - Neighborhood Assistance Act

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

Absent: None

Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Steve Bielenda; Town Attorney, Cindy Cieslak; and Town Clerk, Sheila Bailey.

The Chair called the Public Hearing to order at 6:50pm.

The following Notice of Public Hearing was published in the Hartford Courant on May 21, 2026.

NOTICE IS HEREBY GIVEN that the Town of Enfield shall hold a PUBLIC HEARING in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 1, 2026, at 6:50pm to allow interested citizens an opportunity to express their opinion regarding the 2026 Neighborhood Assistance Act proposals.

Dated this 19th day of May 2026

Sheila M. Bailey, Town Clerk

Chair Cekala announced the ground rules.

Karen LaPlante, 166 North Maple Street

Ms. LaPlante is a member of the Board of Directors of the Hazardville Institute Conservancy Society, which has applied for the tax credit program. Ms. LaPlante explained that the Neighborhood Assistance Act is a tax credit program designed to provide funding for municipal and non-profit organizations by providing a corporate business tax credit for businesses who make cash contributions to the entities which apply for the program. Corporations may make contributions to eligible programs and in turn receive a corporate tax credit of equal dollars. The program provides a way for non-profits to receive funds directly from local corporations for specific projects. Hazardville Institute has applied for an energy conservation project which qualifies for 100% credit. There are other programs which only qualify for a 60% credit. The form for businesses to apply for the tax credit will be available online on September 15, 2026, and must be submitted before

October 1, 2026.

Gretchen Pfiefer-Hall, 4 Somers Road

Ms. Pfiefer-Hall is also a member of the Board of Directors of the Hazardville Institute Conservancy Society and spoke in favor of the application. Ms. Pfiefer-Hall stated that this program has been a successful fundraiser for the Institute in the past and thanked the Council for putting it on the agenda. She stated that they have a dedicated team that reaches out to businesses to secure donations and thanked them for their hard work.

The public hearing closed at 6:59pm.

2. PRAYER - Bob Cressotti

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

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

Absent: None

Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Steve Bielenda; Town Attorney, Cindy Cieslak; and Town Clerk, Sheila Bailey.

5. FIRE EVACUATION ANNOUNCEMENT

6. MINUTES OF PRECEDING MEETINGS

- Special Meeting - May 11, 2026

MOTION #7522 by: Cynthia Mangini seconded: Robert Cressotti to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7522** adopted unanimously.

- Special Meeting - May 18, 2026

MOTION #7523 by: Cynthia Mangini seconded: Linda Allegro to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7523** adopted. Yes: Linda Allegro, Cynthia Mangini, Maya Matthews, Marie Pyznar, John Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni No: None Abstain: Gina Cekala, Robert Cressotti, Carol Hall.

- Regular Meeting - May 18, 2026

MOTION #7524 by: Cynthia Mangini, seconded: Marie Pyznar to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7524** adopted. Yes: Linda

Allegro, Gina Cekala, Cynthia Mangini, Maya Matthews, Marie Pyznar, John Santanella, Aaron Thomas, Lori Unghire, Zach Zannoni No: None Abstain: Robert Cressotti, Carol Hall.

7. SPECIAL GUESTS

- America 250 Essay Contest Winners

On behalf of the America250 Committee, Chair Cindy Kinney, Vice Chair Emily Clifford and Committee Member Shannon Eslinger presented the winners of the America250 Essay Contest. Ms. Kinney thanked everyone for their submissions and stated that the committee enjoyed reading all the essays. The third-place winner was Samantha Glenn; the second-place winner was Anna Witowski, and the first-place winner was McKenna Salvador. Each winner received a T-shirt and had their picture taken. Mayor Cekala congratulated all the winners. Councilor Matthews, member of the July 4th Committee, invited the winners to read their essays during the 4th of July Celebration.

8. PUBLIC COMMUNICATION AND PETITIONS

George Young, 8 Holly Lane

Mr. Young said that the 2025 year-end financial audit statement was still not available and asked for a reason for the delay. He questioned how they were able to make budgets if they did not have the financial reports to review first. He hoped that this would be addressed later in the meeting.

Mr. Young said it appeared as though there were proposed changes to how public communications would work in the future. His interpretation of the proposition was that the first time a resident spoke it would be to address agenda items, and the second part would be open to all topics. He believed that the change would also increase the speaking time to ten minutes total. He was unsure if the agenda came out late or if he was just unable to access it online. There was a resolution made to hold a Water Pollution Control Authority public hearing on June 25th. The Council always says that they are interested in hearing about what the public has to say, but now he is not so sure. He wanted to see a comparison from when they first instituted charging the WPCA a fee for the services of the Town Manager, Town Attorney, IT and others. He believed that the fee is now around \$750,000. He requested a report showing how they arrived at their original figures of \$390,000 and \$75,000, and what they would be today before the June 25th meeting. He felt certain they paid the Town Manager and other staff members more now than they did ten years ago. He believed there were more expenses that needed to be passed on to the WPCA. When they don't charge enough, then the expense gets tacked onto the taxes of Enfield property owners. He said that residents are always complaining about a quarter or half mill increase but believed that it could be decreased by billing what needs to be billed. He would like to see the WPCA separate from the Council.

9. COUNCILOR COMMUNICATIONS AND PETITIONS

Mayor Cekala wished everyone a Happy Pride Month and stated that they had a beautiful Pride Flag dedication ceremony in front of Town Hall prior to the meeting. Ms. Cekala said that although the Memorial Day parade was canceled last Sunday, they still held the memorial ceremony at Enfield High School. She said it was a beautiful ceremony and thanked the organizers who put it together. She congratulated the Enfield High Class of 2026. She believed the Town Manager would be addressing the mowing later in the meeting.

Councilor Mangini said that the Warming Center will celebrate their tenth anniversary and asked supporters to come out and celebrate on June 11th at 6:30pm. The Friends of the Library will hold their book sale June 5th through 7th at the Annex. The hours are Friday 5-8pm, Saturday 9am-3pm, and Sunday 10am-2pm. The St. Bernard Carnival had great weather for their celebration and had a great attendance. Mount Carmel had their 100-year celebration kick-off on Saturday. They had the Italian dancers from Springfield, and the flag carriers from Florence, Italy.

She understood that the Summer Street construction project was underway, but with the Mount Carmel Feast approaching in August, she hoped to have an update on the completion date. She said that Hazard Avenue is a nightmare with all the exposed manholes, and cars are weaving to avoid them. She wanted it addressed.

Councilor Cressotti said that the sponsorship banners are up at Powder Hollow fields on the outfield fences. He thanked all the donors for their support in deferring the cost of the dugouts. The groundbreaking ceremony for Angela Gardens is going to be held June 3rd at 1297 Enfield Street. Community Builders and the Felician Sisters will be in attendance. He had the pleasure of attending the Walk for Youth Mental Health event put on by Social Services. Our Lady of Mount Carmel celebrated their 100-year anniversary and hosted many events, including flag carriers, Italian dancers and singer Vittorio DiCarlo. Anyone interested in attending the black-tie event in October can reach out to the Mount Carmel Society. On June 4th, the Enfield Stars will participate in a Special Olympics' event at Southern Connecticut State University. The Torch Run will come to Enfield in August. The Enfield Police, State Police, and area fire departments will be attending, as will the Olympians. It will start in Enfield and end in New Haven, just in time for opening night on Friday. He was proud to be involved with the festivities earlier that evening for Pride Month.

Councilor Unghire said the Adult Graduation will be held on June 4th at 6pm. The Concert Series will begin on Tuesday, June 9th, at 7pm in the Band Shell. The Senior Center will have their Great Room dedication for Kay Tallarita on June 12th at 3pm.

Councilor Zannoni asked for an update on the Parkman School roof because he believed there was consensus to move forward with the water study. Mr. Zannoni told Mr. Young that he would be happy to have a conversation with him about the Water Pollution Control Authority. He said that it is not necessarily his area of expertise, but he would be willing to have a conversation about the separation of the WPCA and the Town Council.

Councilor Hall congratulated Enfield High Boys Lacrosse for winning their championship game. She also congratulated the upcoming June 11th graduates. She asked for an update on the playground equipment at the library. She thanked the Veterans Council for the Memorial Day remembrance and said it was a great event and had wonderful performances by Enfield High Band and Choir. She expected to have an update on the roads project that was being completed later in the meeting. She emphasized the terrible condition of Powder Hollow Road. The potholes had previously been filled with gravel fill because the hot pavement facilities were not open yet. She wasn't sure how they would be able to patch all the holes and said that the road really needs to be completely redone.

Councilor Pyznar gave a shout-out to the Veterans Council for organizing the wonderful Memorial Day ceremony at Enfield High. She also recognized Mike Cotnoir from the Enfield Rotary for all his work with the veteran banners around town. She said they are transforming the town and she enjoys seeing them. She congratulated both the Enfield High and Adult Education graduates and wished them all the best of luck. The Enfield Girls Softball will be playing this Wednesday, and she wished them luck.

Councilor Matthews thanked Joanna Fornwalt and the Social Services team for organizing last month's mental health walk. She said it was a great time, and it was nice to see the community police officers walking with the community kids. Enfield Social Services will hold their Foundations Workshop on Wednesday, June 3rd, where the focus will be financial resiliency. The popular Family Build Night will be held on Thursday, June 4th and offered to youth in grades 3 through 12 who are interested in building with Lego. Juneteenth will be celebrated at a town-wide event being held on Saturday, June 20th at 2pm. It is a free family fun day held at Thompson Hall on Alden Avenue. There will be music, dance, drumming, spoken word, scholarship awards, face painting and much more. The theme is "Honoring Our Roots and Strengthening Our Community and Building Our Future", and everyone is welcome. She also congratulated all of next week's graduates, especially her son Caleb, and his two best friends, Carter and Brendan.

Councilor Allegro reflected on all the wonderful events over the last month and said that last week she had the opportunity to attend the Buzz Robotics Open House. Participating

students gave a tour of the area of the Annex where they meet. She was able to watch a demonstration of their latest robot. She said that the First Readers Program honored Enfield's youngest students who have reached fluent reading status. Over the next few weeks, Enfield schools will host numerous award ceremonies recognizing the various achievements of our students. On June 4th, Enfield Adult Education will hold their graduation at Enfield High. Enfield High's Class of 2026 will graduate on June 11th, entering the world of adulthood. She wanted to thank all the students of all ages for their many accomplishments and wished them all the best.

Deputy Mayor Santanella said he understood they would be discussing the lawn mowing later, but he wanted to know whether they were coordinating the mowing to accommodate field day activities and similar outdoor activities. He received an inquiry regarding a downed light pole near Caronna's Market, as well as concerns about the crosswalk. He hoped to get an update. He also received comments about Summer Avenue and not just about the construction, but the narrowing of the road. He believed the reason was because the previous sidewalks were not ADA compliant and needed to be widened, which in turn narrowed the roadway. Neighbors are now concerned about two-way traffic, and the flow of traffic when a car is parked on the road. He said that Old Depot Hill Road has been having pothole issues similar to Powder Hollow Road and hoped that they could be addressed. He congratulated all the Class of 2026 graduates. He looked forward to their ceremony and hoped for better weather this year.

Mayor Cekala said that the EHS Girls Softball are CCC Champions, and they defeated reigning champions Southington on Sunday night. She congratulated them on their conference win, and said that State's start tonight, but because they were ranked third, they will be deferred until Wednesday.

10. TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Coppler said that he unfortunately did not have the roads update, but he would for the next meeting. Councilor Hall clarified that it would include a list of the roads they were addressing this year and asked if he could add what they would be preparing for next year's Roads Referendum. They would look to see what could be done with the resources that they have in the coming year. He said that as it relates to Summer Street, he would have answers to their concerns for the next meeting. The town has MS4 stormwater requirements that they need to follow regarding the roads and paving, so going forward, all the roads will be shrunk in some way to meet those requirements.

Mr. Coppler said that the crosswalk at Caronna's does not meet current curb cut requirements for ADA compliance. It would require more than just painting new lines, and they have been considering alternate avenues. One idea was to move it closer to the corner,

but the crosswalk would end at the bottom of a drive apron for the adjoining owner. It would make it difficult to move the crosswalk into a safe landing spot. Currently, they are working on streetscape design for that area which would address those concerns down the road. It would also address the downed light pole. Another issue is that they directly buried the electrical lines for all those lights and didn't use conduits. Since 2008, they have experienced numerous electrical issues with the lights in that area. The solution to the problem is quite expensive, and they are hoping to fold it into the streetscape project.

The main order for the equipment parts for Rotary Park at the Middle Road Library was placed on May 19th. It is expected to take a few weeks for the parts to come in, but they will be installed once they arrive. The hope is to have it completed in June before too much playground time is lost. The plan is to still complete the moisture test for the Parkman roof, but they are looking for money in the budget to get it completed. He hoped as they got closer to the end of the year they would be able to obtain that money. They are also looking to determine if there is money in the Roof Referendum for it.

Mr. Coppler said that due to having a wetter May than usual, the grass grew quicker than in the past. He said they were also starting to implement new roadside mowing safety measures, including training and equipment. There were a lot of factors that affected the normal mowing schedule of the DPW. They fell behind and had difficulty catching up. It was not intentional, and other areas of town required attention and manpower, like the back lawn and the new banners around town. The staff was able to catch up over the last week and mow more areas around town. He said that as it relates to upcoming events in town, he has been asked by parents and teachers about the school grounds. It has been reiterated to the DPW that they must check with the schools to determine what events may be going on at a given time. He noted that as it gets warmer and the grass slows, they will be able to catch up on other duties.

Assistant Town Manager Bielenda said that on June 9th the Summer Concert Series will begin, starting at 7pm in the bandshell. A Touch of Jazz presents "Jazz, Swing, and the American Songbook" will perform, and it is part of Enfield's America250 events. Retired teacher Vin Cassotta will be in attendance and is expected to draw a crowd. He encouraged residents to come out and attend, saying there would be food trucks as well.

Mr. Coppler said that the FY2025 financial statements are expected to be finished within the next thirty days. Mr. Coppler also said that he was there when they appropriated the \$390,000 for the WPCA. It was done based upon a study. He said that it would not be a quick review, because discussions like rate setting need to be had. Whenever things are rushed, other things get missed. When things get missed, they run into issues, and they

would like to avoid that. Over the course of the next year, they will do an update. Discussions will be had during the next WPCA meeting, but he stated it was important not to rush and to come up with a solid plan. Deputy Mayor Santanella said that he didn't believe he or other members of the Council were well versed enough in the workings of WPCA. He said that Enfield is one of the few communities that allows the Council to serve in that capacity. He asked if there was a way to restructure the committee while allowing the Council to continue to make the tax decisions. He felt it was important that the WPCA had members who understand the way the facility operates. Mr. Coppler said it was possible to task him with looking into restructuring. When the WPCA was first created, the town was funding the sewer through an ad valorem tax. State statute dictates that if a WPCA is created, they are able to determine funding. They visited this ten or fifteen years ago and the WPCA either had all the authority or none of it. They can revisit it to see if the statute has changed. Councilor Santanella suggested revisiting it at the next Leadership meeting.

11. TOWN ATTORNEY REPORT

Town Attorney Cieslak welcomed new Assistant Town Attorney Melissa Abramsky to the Town of Enfield.

12. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

A. Consent Agenda

MOTION #7526 by: Cynthia Mangini, seconded: John Santanella to accept the consent agenda Items #1 - #7. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7526** adopted unanimously. Copies of the full texts of the resolutions are as follows:

1. **Resolution for Town Manager to sign and submit a grant application and, if awarded, enter into an agreement with the Centers for Disease Control and Prevention (CDC), National Center for Injury Prevention for the Control Comprehensive Addiction and Recovery Act (CARA) Local Drug Crises Grant.**

THEREFORE BE IT RESOLVED, that the Town Manager, Matthew W. Coppler, or his designee, is directed to execute and file such application with the US Center for Disease Control and Prevention (CDC), to provide any required additional information, to execute documents as may be required, to execute an agreement with the US CDC 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.

**2. Resolution to Transfer Funds for the Family Resource Center LEGO Grant:
\$41,105.72**

BE IT RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

FROM: LEGO Grant

Salaries	22046147 - 511000	\$10,782.85
Medical Insurance	22046147 - 521000	\$30,322.87

TO: LEGO Grant

Construction Services	22046147 - 545000	\$41,105.72
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I hereby certify that the above-stated funds are available as of May 22, 2026, by John A. Wilcox, Director of Finance.

3. Resolution to Transfer Funds for the Early Start Local Governance Partner Agreement: \$300

BE IT RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

BE IT FURTHER RESOLVED, that any funds remaining from the grant as of June 30, 2026, shall be transferred to the FY 27 budget for expenditure in accordance with the grant requirements.

FROM: EARLY START LGP GRANT

Early Start LGP Revenue	22046172 - 460172	\$300
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TO: EARLY START LGP GRANT

Salaries	22046172 - 511000	\$300
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I hereby certify that the above-stated funds are available as of May 22, 2026, by John A. Wilcox, Director of Finance.

4.

**Resolution to Transfer Funds donated to Child Youth and Family Services:
\$1,500**

BE IT RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

BE IT FURTHER RESOLVED, that any funds remaining from the grant as of June 30, 2026, shall be transferred to the FY 27 budget for expenditure in accordance with the donation requirements.

FROM: Child, Youth and Family Revenue

Misc.	22040417-417050	\$1500.00
Contributions/Donations		

TO: Child, Youth and Family

Other Supplies/Materials	22040417-561900	\$1500.00
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I hereby certify that the above-stated funds are available as of May 29, 2026, by John A. Wilcox, Director of Finance.

5. Resolution Authorizing the Mayor To Sign a Letter Supporting the Connecticut Department of Transportation's Hartford Line Sealed Corridor Project

BE IT RESOLVED, that the Mayor, Gina Cekala, is authorized to sign the letter on behalf of the Town of Enfield, supporting the Hartford Line Sealed Corridor Project.

6. Enfield Culture and Arts Commission - The Term of Office of Chrisopher Gann (U) Expires 6/1/2026. Reappointment Would be Until 6/1/2028.

Christopher Gann (U) was reappointed to the Enfield Culture and Arts Commission.

7. North Central District Health Department Board of Directors Enfield Representatives - The Term of Office of James Hoyne (D) Expires 6/30/2026. Reappointment Would be Until 6/30/2029.

James Hoyne (D) was reappointed to the North Central District Health Department Board of Directors Enfield Representatives.

B. Appointment(s)–Town Council Appointed

1. Ethics Commission - The Term of Office of Michael Brouillette (R) Expired 10/31/2025. Replacement Would be Until 10/31/2027.

NOMINATION #7527 by: John Santanella

MOTION by: John Santanella, seconded: Robert Cressotti to close nominations. Upon a

SHOW OF HANDS vote, the Chair declared the MOTION adopted unanimously.

By a **SHOW OF HANDS** vote, the Chair declared **NOMINATION #7527** adopted unanimously. The Chair declared the appointment made.

C. Resolution to Waive the TIF Policy

RESOLUTION #7528 by: Robert Cressotti, seconded: Cynthia Mangini.

BE IT RESOLVED, that the Town Council hereby waives the requirements of the Town of Enfield Tax Increment Financing Policy, page 4, General Provisions, subsection "Terms" for Credit Enhancement Agreements to permit The Shops at Elm Street Square, LLC to receive a Credit Enhancement Agreement for a maximum of twenty (20) years. Further, this waiver is due to the unique nature of the request for DOT required off-site, public improvements for the project.

Town Manager Coppler said that last year the applicant had requested the credit enhancement. At the time of his request, the Council decided not to extend the credit from ten years to twenty. They did, however, approve the ten-year credit enhancement. They had requested \$2.4M for the cost of the ancillary road project which the state was requiring. The applicant then approached the new Council with a tax abatement request. Their reasoning was to use the first ten years for the credit enhancement and in the proceeding ten years they would do a tax abatement. Before proceeding, they wanted to review it from a financial standpoint and decide which would be a better option for the town. After reviewing the financial analysis, the twenty-year credit enhancement would provide the town with roughly \$700,000 more than if they did the credit enhancement followed by the tax abatement. Mr. Coppler stated that they spoke with the applicant, and he did not have an issue with proceeding with the twenty-year credit enhancement. The TIF Committee was going to have a meeting but did not have the quorum necessary to vote at the last meeting. They put the credit enhancement recommendation forward to Council. He stated that if that was an option the Council wanted, it could be discussed at the next TIF meeting.

Mayor Cekala clarified that the waiver was not on the building itself, but the TIF money would be used to complete the roadway, which is a state road that they have indicated they will not make improvements to. Mr. Coppler noted that when they went to the State Road Authority, they said that in order to complete the project they would need to sign off and give the required permits, but the road would need to be reconstructed in a way that would make significant improvements to that area of Elm Street. If you currently drive that road heading west and are in the wrong lane during certain parts of the day, it is nearly impossible to get through the intersection. The reconfiguration would create a dedicated left turn lane in both directions, which would cause a widening of the roadway. It is an improvement to the area that would impact not just the developer but everyone. He added that the state

could require developers to add traffic lights as they deem necessary, and this would be no exception. The cost for completion at the last request was \$2.4M but now may be upwards of \$2.5M. If they had proceeded with the credit enhancement and tax abatement, it would have generated around \$2.4M for the developer to use towards that. The credit enhancement alone is a little less at around \$2.3M, which they would receive over the next twenty years.

Councilor Pyznar is a member of the TIF Committee, and she agreed that they lacked a quorum at their last meeting. She stated that the resolution says that the TIF Advisory Committee reviewed and recommended the waiver, which she said did not happen. She did not feel comfortable voting on it because there were only two committee members and three staff members at the last TIF meeting. She would like to see this resolution tabled so that the entire committee could review it and ensure that it was the avenue they wanted to take.

MOTION TO TABLE by: Marie Pyznar, seconded: Carol Hall. Upon a **SHOW OF HANDS** vote, the Chair declared the **MOTION** failed. Yes: Carol Hall, Marie Pyznar, Lori Unghire No: Linda Allegro, Gina Cekala, Robert Cressotti, Cynthia Mangini, Maya Matthews, John Santanella, Aaron Thomas, Zach Zannoni Abstain: None.

Mayor Cekala said that she previously emailed the Council members and recommended they reach out if they have any questions. She said that once they had the opportunity to speak with their caucus and decided they wanted to table, they should have reached out ahead of time. She said it would have prevented having them do a ten-minute presentation.

Councilor Zannoni explained that this was the first time he had heard there were communication issues, and he failed to receive an email. Mr. Coppler said that he was given a heads-up that there was a request. Councilor Pyznar stated that she gave it to her leadership, who forwarded it to the rest. Mr. Zannoni said that he would have appreciated being included in the communication because he would have been happy to have had that conversation. He said that ultimately, committees can make recommendations, but the decision comes from the Council. Mr. Coppler clarified that if they were to send something out to everyone, it would be considered a meeting, which is not allowed.

Mr. Zannoni said that he tends to be in favor of incentivizing businesses to make improvements, especially if those businesses are public serving. He said that the area that the developer is looking into is in rough shape and something needs to be done. He understands that the State of Connecticut does not wish to make improvements, and he believed that this would be the only way the area would get improved and go back on the

Grand List. If they were to move forward, they need to remember that it is not solely based on giving a credit enhancement or tax abatement, but for the improvement of the infrastructure on that property. He had previous reservations but tried to be mindful when potentially considering forgoing future taxpayer dollars. The currently underdeveloped property would go back on to the Grand List and then make revisions to the infrastructure that the State will never make improvements to. He believed it was better than letting the area remain vacant. Taxes continue to rise, and developing underdeveloped properties in town would help mitigate that. He would be in support of this resolution and the following one.

Deputy Mayor Santanella clarified that this was in regard to the intersection at Palomba Drive and Elm Street by Town Fair Tire. Mr. Santanella stated that the area in particular is the one spot where they did not widen the road, and it has impacted travel on that road. The State of Connecticut has already stated that they will not make improvements to that intersection. They have said that if a developer wants to develop that lot, they would be responsible for improving the intersection at their expense. He specified that the money would not go to the development, but strictly to improve the roadway. He didn't disagree with Councilor Pyznar about needing a quorum at the most recent TIF Committee meeting. He stated that this discussion has happened at many TIF meetings, and the recommendation had been brought before the Council previously as a recommendation to give the project the "green light" to move forward with TIF funds. This discussion is not new to the Council, and he believed that they would just get back to the same point they are at now. He said most of the Council members are aware of this situation, and if that had not been the case, then he would have been in support of the TIF Committee reviewing it again. He thought it was great that the Town Manager and Finance Director had an opportunity to meet and review the financials of the proposition while putting the town in a better financial position. He would be inclined to support the resolution.

Councilor Mangini was in full support of the project. Ms. Mangini believed that they had enough information between their packet and what was discussed earlier by town staff to make a decision to support the resolution.

Councilor Hall believed that Mayor Cekala owed Councilor Pyznar an apology for her comments earlier. She said that the Town Manager was informed that her caucus had concerns because there was no quorum at the last meeting. She explained that Councilor Pyznar was within her rights to bring it up at this meeting. She appreciated that TIF funds are used to enhance the business community and generate more tax revenue. She believed they needed a "good neighbor" clause in the TIF policy. She appreciated that they were able to give the funds to businesses but believed the businesses should respect town

policies regarding blight and maintain their properties. She would vote no for several reasons. The other reason being that the town has committees who are expected to do the work, but if there were no quorum and things weren't completed, then it needs to go back to the committee for a vote. She would be happy to remove some of the committee processes if that's what the Council wants to do, but any current processes need to be followed. She stated that this resolution would change the policy for one applicant, and she did not agree with that.

Councilor Cressotti supported both resolutions. Mr. Cressotti said that this project has been discussed multiple times over the years. He stated that the applicant has been in constant contact with the TIF Committee. In May 2025, the TIF Committee approved the twenty-year credit enhancement for this project, but it was scaled down to ten years. Twenty years would be better for the town financially, but the applicant was willing to accept the twenty-year credit enhancement terms. The applicant would also be using quite a bit of his own funds to help construct an area of Elm Street that needs work. He said he could understand if this project was a new consideration, but they had been aware of it for at least six to eight years. He thanked the Town Manager and Finance Director for doing their due diligence to determine which option would be the most financially beneficial for the town. CT DOT would not be doing any work on this road. The improvements would also benefit the revamping of the former Enfield Mall when that program kicks off.

Councilor Pyznar asked what would happen if the property was transferred during the next twenty years. Would the credit enhancement be carried over to the new owners? She said she posed that question in her earlier email and did not see it addressed. Mr. Coppler stated that he sent the response earlier to Councilor Hall and explained that within the agreement it states that it can be assigned to the new owner. He explained that if it gets assigned in a transfer, then the town could not unreasonably withhold it. However, there may be reasons that the town would withhold it and that would nullify the agreement. The credit enhancement agreement would follow the property, and not necessarily the property owner. There are situations where it may need to be assigned, like second mortgages which would need the names on them guaranteeing repayment. He explained that the money would be paid to the town in installments over the next twenty years, which would go into an account. Once a year, the town would disperse it to where it was supposed to go.

Deputy Mayor Santanella asked if they were able to establish a project start date when drafting the agreement which would make it time sensitive. He was concerned that they would have a deal ready where they would believe that Elm Street would be redone, only for the project not to begin fifteen years from now. He just wanted to ensure that there were conditions in place to protect themselves. Mr. Coppler believed that it was included in the

agreement.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7528** adopted. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Cynthia Mangini, Maya Matthews, John Santanella, Aaron Thomas, Zach Zannoni No: Carol Hall, Marie Pyznar, Lori Unghire Abstain: None.

D. Resolution to Amend a Credit Enhancement Agreement

RESOLUTION #7529 by: Cynthia Mangini, seconded: Robert Cressotti.

BE IT RESOLVED, the Enfield Town Council hereby authorizes an amendment to the current Credit Enhancement Agreement with The Shops at Elm Street Square, LLC, starting in 2028, to end after a period not to exceed 20 years, as authorized through a waiver of the Tax Increment Financing Policy General Provisions and after final review by the Town Attorney.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7529** adopted. Yes: Linda Allegro, Gina Cekala, Robert Cressotti, Cynthia Mangini, Maya Matthews, John Santanella, Aaron Thomas, Zach Zannoni No: Carol Hall, Marie Pyznar, Lori Unghire Abstain: None.

E. Resolution Authorizing the Submission of Proposals to the State of Connecticut for the 2026 Neighborhood Assistance Act

RESOLUTION #7530 by: Cynthia Mangini, seconded: Robert Cressotti.

BE IT RESOLVED, the Enfield Town Manager or their designee is hereby authorized to submit the two proposals for the Hazardville Institute Conservancy Society, Inc and Societa Maria SS Del Monte Carmelo Building Association to the State of Connecticut Department of Revenue Services under the provision of the "Neighborhood Assistance Act", and to approve any donations received as a result of this submission.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7530** adopted unanimously.

F. Resolution to Submit an Application to National Park Service's Semiquincentennial Grant Program

RESOLUTION #7531 by: Cynthia Mangini, seconded: Robert Cressotti.

BE IT RESOLVED, that the Town Council of Enfield does hereby authorize Matthew W. Coppler, or his designee, to submit a grant application to the National Park Service's Semiquincentennial Grant Program for an amount not to exceed \$400,000 for work at the Old Town Hall and to sign any associated paperwork as may be necessary for submission and acceptance of said grant.

Mr. Coppler thought that this application had also been submitted a number of years back. Director of Economic and Community Development Aaron Marcavitch approached the Town Manager about their interest in resubmitting an application for the grant as it became available. They are looking to do some exterior renovations with some on the interior. The main focus would be addressing ADA concerns and preservation. He said it would be great to get those goals accomplished while utilizing outside funding. There would be no budget impact.

Councilor Unghire had the opportunity to tour the facility twice over the last year and has seen the cleanup efforts. She supported the resolution and hoped that it would work out.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7531** adopted unanimously.

G. Resolution Revising the Property Maintenance Ordinance

RESOLUTION #7532 by: Cynthia Mangini, seconded: Aaron Thomas.

BE IT RESOLVED, the Enfield Town Council approves the proposed amended Property Maintenance Ordinance, Chapter 14 Article IV Sections 14-171 through 14-210.

Deputy Mayor Santanella said that a Public Hearing was held on this ordinance. The Blight Committee has been working diligently on the revision, which was reviewed by the Town Attorney's office. He said that it was a significant revision, and there were modifications to the language used in the previous ordinance. They used that to create a new policy which would make it easy for future councils to enforce blight.

Councilor Hall said that during one meeting it was discussed that they would like to eliminate the word "driveway", and it still appeared in the resolution. Mr. Santanella stated that it would be a friendly amendment. Ms. Hall said that the committee believed it would be a huge overreach to monitor cracks in resident driveways and instead shifted the focus to parking lots in disrepair. Mr. Santanella said that he would be in support of the amendment and encouraged the other councilors to support it.

Councilor Zannoni asked if 3d would still address the overgrowth of vegetation in driveways if the length exceeded 12 inches. Councilor Hall believed it would be covered under the grass provisions section.

AMENDMENT #1 by: Carol Hall, seconded: John Santanella to amend Page 87, Section 3a to remove the word "driveway." Upon a **SHOW OF HANDS** vote, the Chair declared **AMENDMENT #1** adopted unanimously.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7532** adopted unanimously as amended.

H. Resolution Setting a Public Hearing Regarding the Proposed Revisions to the Enfield Town Charter

RESOLUTION #7533 by: Cynthia Mangini, seconded: Aaron Thomas.

BE IT RESOLVED, the Enfield Town Council does hereby schedule a public hearing regarding the proposed revisions to the Enfield Town Charter to be held on June 15, 2026, at 6:30 pm in the Town Hall Council Chambers, 820 Enfield Street, Enfield, CT, in order to receive public comment.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7533** adopted unanimously.

I. Resolution Adopting the Policy and Procedure for Enfield Town Council Meetings

RESOLUTION #7534 by: Cynthia Mangini, seconded: Maya Matthews.

BE IT RESOLVED, that the Enfield Town Council does hereby adopt Policy and Procedure for Enfield Town Council Meetings, dated June 1, 2026.

Mayor Cekala explained that every new term the Policy and Procedure document gets reviewed by the new Council. Any proposed revisions are then presented to the Council for adoption. For this term, members included Councilors Matthews, Cressotti and Pyznar.

Councilor Matthews said that they have been working on the committee for months with town staff. Within the document there were typos, as well as policies and procedures they did not do, which they looked to omit. They looked for ways to be more efficient and reviewed the procedures of other towns for ideas. They did not want to change too much but tried to move forward in a more efficient manner. One of the changes was to Public Communications. Item 7 currently has two sections where individuals have the opportunity to speak for five minutes and then three minutes during the second round. Going forward, they are proposing Item 7 to include parts A and B. Item 7A would be "Public Comments on Agenda Items Only", and then during 7B it could be on any topic the speaker desires. The timing on both sections would be five minutes each. They had discussed removing the second Public Communications in Item 16 but decided to keep it since residents may desire to continue speaking for another three minutes.

Councilor Cressotti said they would make a friendly amendment to Item 7 - Public Communications and Petitions. The committee made some omissions but also made changes to the appointments section. They would need an affirmative vote of not less than 6 Council members, except for appointments expressively governed by the Charter. Any

appointments submitted by the Mayor or Council will be referred to the next regular Council meeting for consideration, and no action will be taken at that time. He also addressed ordinances, stating that once an ordinance has had a public hearing, it would be considered by the Council at the next meeting. The ordinance would be read and then open for debate until a motion for final passage is made. The motion for final passage is not debatable and would take precedence over all other motions except final adjournment. If the motion were to be approved, then the debate ends and the Council immediately moves to a Roll Call vote. If not, the ordinance remains open for discussion until the time at which final passage is adopted.

Councilor Pyznar stated that she was fine with the changes and appreciated the length of public speaking time increasing to five minutes. Personally, she did not feel as though any changes needed to be made to the Public Communications section. She wanted to ensure that individuals still had the opportunity to speak about whatever topics they wanted outside of agenda items.

Councilor Matthews said that under Item 20 they made clarifications to the section, and explained that no ordinance or resolution other than an Emergency Ordinance or time-sensitive ordinance or resolution which requires action by the Town Council would be considered, unless something has been filed with the Town Manager on or before 5pm of the seventh day before the meeting where the matter is to be discussed. This action was due to an event that happened earlier in the term that they hoped to avoid going forward. It was to ensure the Council was prepared, transparent and forthcoming at future meetings.

Councilor Unghire noted that Item 23B will not allow speakers to yield their time to another speaker, as was allowed in the past.

Councilor Zannoni said that he supported this resolution. He believed it had been decades since they made increases to public speaking time, and that is something they should be proud of for transparency purposes. He said it was important to shift the focus to the business items on the agenda. The same procedures are followed at the Capitol, and speakers at hearings cannot just talk about any topic they want. He believed this would allow the Council to be as effective as possible and focus on the goals they wanted to achieve.

Councilor Cressotti said that under Item 23, the Council would also not act on any item requiring a public hearing at the same meeting as a public hearing, except for an emergency ordinance or unusually time-sensitive ordinance or resolution as determined by the Town Manager. He said it was important to emphasize that the Town Manager was the only one

who could make that determination.

Deputy Mayor Santanella said that in the past the Council has needed to add things to the meetings which, according to Robert's Rules, require eight people to do that. He questioned how Item 20 follows Robert's Rules of requiring eight votes to add something to the agenda. He was concerned about the possible contradiction of the two. Town Clerk Bailey stated that while that is correct, the Policy and Procedures of Enfield would supersede Robert's Rules.

AMENDMENT #1 by: Robert Cressotti, seconded: Cynthia Mangini to amend Page 1 - Order of Business #7 to add #7A and #7B. 7A will be for items on the agenda and 7B for any item under the purview of the Town Council. Upon a **SHOW OF HANDS** vote, the Chair declared **AMENDMENT #1** adopted unanimously.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7534** adopted unanimously as amended.

15. ITEMS FOR DISCUSSION

- Charter Revision Commission's Draft Report filed in the Office of the Town Clerk on May 22, 2026 for Town Council Review

The Town Council acknowledged receipt of the Charter Revision Commission's Draft Report.

16. ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING

None.

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

George Young, 8 Holly Lane

Mr. Young said that in response to 7A and 7B, he presumed that the new requirement would be to have two separate sign-up sheets and asked if it was required to sign them both. He wished for clarification on the new procedure.

18. COUNCILOR COMMUNICATIONS

None.

19. 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 8:50pm.

Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

Lindsay Petrucci, Assistant Town Clerk
Secretary of the Council



TOWN OF ENFIELD

June 1, 2026

The Honorable Sean Duffy
Secretary of Transportation
United States Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

RE: **Hartford Line Sealed Corridor Project**
Fiscal Year (FY) 2025-2026 Railroad Crossing Elimination (Crossing Safety) Program

Dear Secretary Duffy:

The Town of Enfield is pleased to support the Connecticut Department of Transportation's (CTDOT) application under the Federal Railroad Administration's Fiscal Year (FY) 2025-2026 Railroad Crossing Elimination (Crossing Safety) Program for the **Hartford Line Sealed Corridor Project** on the Hartford Line from New Haven, Connecticut to Springfield, Massachusetts.

CTDOT is requesting \$6.16 million in Crossing Safety Program funding to perform safety and security improvements at thirty-five (35) at-grade highway-rail crossings on the Connecticut section of the Amtrak-owned Hartford Line. Funds will support planning, environmental permitting, and final design, enabling the Project to proceed to construction and achieve the goal of a Sealed Line Corridor Program on the Hartford Line.

Under this Project, crossings will be evaluated to determine optimal improvements that will further develop rail safety and communications along the Hartford Line. The Project will eliminate blocked crossings and the risk of potential incidents and delays. Most importantly, the Project will improve safety for pedestrians and motor vehicles passing through the corridor.

CTDOT will implement a comprehensive package of corridor sealing upgrades to physically prevent unauthorized access and improve warning system performance, thereby reducing the likelihood of collisions. Corridor-wide enhancements include installing four-quadrant gate systems to prevent motorists from driving around lowered gate arms; constructing non-traversable median islands to block lane-changing maneuvers that circumvent gates; strategically closing select crossings; upgrading pavement markings; and improving lighting.

The successful completion of the **Hartford Line Sealed Corridor Project** will promote the State of Connecticut's vision for rail transportation while greatly improving the safety and efficiency of the Hartford Line. The Project is also vital to the regional economy as it will provide increased job opportunities.

Appended to the minutes of the June 1, 2026
Regular Town Council Meeting. See Reso #7529 Pagw 15

Town of Enfield

The Shops and Enfield Square - 147 Elm Street

Projected TIF Calculation Followed by Abatement (75%)

FY 2028 to 2037 and FY 2038 to 2047

Assumptions:

- Mill rates will increase by 2% per year except in revaluation years. In revaluation years, the mill rate will decrease 3% due to a corresponding increase in the grand list.

- Project will start with the Grand List of October 1, 2026 (FY28) and will be 50% completed as of that time. It will be fully complete by the next grand list date October 1, 2027.

Shaded years are revaluation years

	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
Current Assessed Value	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,240,000	\$ 8,240,000	\$ 8,240,000	\$ 8,240,000	\$ 8,240,000	\$ 8,487,200	
Original Assessed Value (2018 Grand List)	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	
Increased Assessed Value	\$ 6,230,250	\$ 6,230,250	\$ 6,230,250	\$ 6,230,250	\$ 6,470,250	\$ 6,470,250	\$ 6,470,250	\$ 6,470,250	\$ 6,470,250	\$ 6,717,450	
Projected Mill Rate	\$ 31.46	\$ 32.09	\$ 32.73	\$ 33.38	\$ 32.38	\$ 33.03	\$ 33.69	\$ 34.36	\$ 35.05	\$ 34.00	
Tax on Increased Assessed Value	\$ 196,004	\$ 199,929	\$ 203,916	\$ 207,966	\$ 209,507	\$ 213,712	\$ 217,983	\$ 222,318	\$ 226,782	\$ 228,393	
Amount for General Fund (Goes to Town)											
Tax on Original Assessed Value (\$1,769,750)	\$ 55,676	\$ 56,791	\$ 57,924	\$ 59,074	\$ 57,305	\$ 58,455	\$ 59,623	\$ 60,809	\$ 62,030	\$ 60,172	
50% of Tax on Increased Assessed Value	\$ 98,002	\$ 99,964	\$ 101,958	\$ 103,983	\$ 104,753	\$ 106,856	\$ 108,991	\$ 111,159	\$ 113,391	\$ 114,197	
Total for General Fund	\$ 153,678	\$ 156,756	\$ 159,882	\$ 163,057	\$ 162,058	\$ 165,311	\$ 168,614	\$ 171,968	\$ 175,421	\$ 174,368	\$ 1,651,113
Project Share - 50% of Tax on Increased Assessed Value	\$ 98,002	\$ 99,964	\$ 101,958	\$ 103,983	\$ 104,753	\$ 106,856	\$ 108,991	\$ 111,159	\$ 113,391	\$ 114,197	\$ 1,063,255
	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	
Current Assessed Value (75% Abatement)	\$ 2,121,800	\$ 2,121,800	\$ 2,121,800	\$ 2,121,800	\$ 2,185,454	\$ 2,185,454	\$ 8,741,816	\$ 8,741,816	\$ 8,741,816	\$ 9,004,070	
Original Assessed Value (2018 Grand List)	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	\$ 1,769,750	
Increased Assessed Value	\$ 352,050	\$ 352,050	\$ 352,050	\$ 352,050	\$ 415,704	\$ 415,704	\$ 6,972,066	\$ 6,972,066	\$ 6,972,066	\$ 7,234,320	
Projected Mill Rate	\$ 34.68	\$ 35.37	\$ 36.08	\$ 36.80	\$ 35.70	\$ 36.41	\$ 37.14	\$ 37.88	\$ 38.64	\$ 37.48	
Tax on Increased Assessed Value	\$ 12,209	\$ 12,452	\$ 12,702	\$ 12,955	\$ 14,841	\$ 15,136	\$ 258,943	\$ 264,102	\$ 269,401	\$ 271,142	
Amount for General Fund (Goes to Town)											
Tax on Original Assessed Value (\$1,769,750)	\$ 61,375	\$ 62,596	\$ 63,853	\$ 65,127	\$ 63,180	\$ 64,437	\$ 65,729	\$ 67,038	\$ 68,383	\$ 66,330	
50% of Tax on Increased Assessed Value	\$ 6,105	\$ 6,226	\$ 6,351	\$ 6,478	\$ 7,420	\$ 7,568	\$ 129,471	\$ 132,051	\$ 134,700	\$ 135,571	
Total for General Fund	\$ 67,479	\$ 68,822	\$ 70,204	\$ 71,605	\$ 70,600	\$ 72,004	\$ 195,200	\$ 199,089	\$ 203,083	\$ 201,901	\$ 1,219,988
Project Share - 50% of Tax on Increased Assessed Value	\$ 6,105	\$ 6,226	\$ 6,351	\$ 6,478	\$ 7,420	\$ 7,568	\$ 129,471	\$ 132,051	\$ 134,700	\$ 135,571	
Total W/O Abatement											
Amount to General Fund	\$ 177,856	\$ 181,394	\$ 185,035	\$ 188,728	\$ 187,631	\$ 191,363	\$ 195,200	\$ 199,089	\$ 203,083	\$ 201,901	
Amount to TIF Fund	\$ 116,481	\$ 118,798	\$ 121,183	\$ 123,601	\$ 124,451	\$ 126,926	\$ 129,471	\$ 132,051	\$ 134,700	\$ 135,571	
Total Projected Taxes	\$ 294,336	\$ 300,192	\$ 306,218	\$ 312,329	\$ 312,083	\$ 318,290	\$ 324,671	\$ 331,140	\$ 337,784	\$ 337,473	
Savings to Developer	\$ 220,752	\$ 225,144	\$ 229,664	\$ 234,247	\$ 234,062	\$ 238,717	\$ -	\$ -	\$ -	\$ -	\$ 1,382,586
									Total to Town		\$ 2,871,101
									Total To Developer		\$ 2,445,841

Assumptions:

- Mill rates will increase by 2% per year except in revaluation years. In revaluation years, the mill rate will decrease 3% due to a corresponding increase in the grand list.
- Project will start with the Grand List of October 1, 2026 (FY28) and will be 50% completed as of that time. It will be fully completed by the next grand list date October 1, 2027.

Shaded years are revaluation years

23



TOWN OF ENFIELD

On behalf of the Town of Enfield, I respectfully request your favorable consideration of the CTDOT's grant application for the **Hartford Sealed Line Corridor Project** for funding through FRA's FY 2025-2026 Crossing Safety Program.

Sincerely,

Gina Cekala, Mayor

PART IV - CODE OF ORDINANCES
Chapter 14 - BUILDINGS AND BUILDING REGULATIONS
ARTICLE IV. PROPERTY MAINTENANCE

ARTICLE IV. PROPERTY MAINTENANCE

Sec. 14-171. Purpose and declaration of policy.

- (a) This article is enacted pursuant to C.G.S. §§ 7-148(c)(7), 7-148aa, and 7-152c as amended and is considered a blight ordinance.
- (b) This article prohibits any person in control of real property located in the Town of Enfield from allowing, creating, maintaining or causing to be created or maintained blighted premises. This article also establishes penalties for violations.
- (c) This article is enacted due to a number of real properties which are in blighted condition, and that the continued existence of such properties in a blighted condition contributes to the decline of neighborhoods, adversely affects the economic well-being of the Town of Enfield, and is in opposition to the health, safety, and welfare of the residents. Furthermore, many of these properties can be rehabilitated, reconstructed, reused, or demolished so as to provide decent, safe, and sanitary housing and commercial facilities, eliminate, remedy, and prevent the adverse conditions herein described, maintain and preserve the integrity of the Town neighborhoods, preserve and protect property values, and control visual blight.

Sec. 14-172. Definitions.

For the purpose of this article the following terms shall have the meanings set forth herein unless the context clearly indicates a different meaning.

Adjacent property means the land or lot sharing a common boundary with the alleged blighted premises. This does not include any buildings, structures, or other improvements on or attached to the adjacent lot.

Blight means ~~premises containing any one of the following conditions visible from a public way~~ any or all of the following:

- (1) ~~It has been~~ A property condition that poses a serious or immediate threat to the health, safety or general welfare of the community as determined by a town ~~b~~Building ~~o~~Official, ~~d~~Director of ~~h~~Health, ~~f~~Fire ~~m~~Marshal, ~~t~~Town ~~e~~Engineer, ~~z~~Zoning ~~e~~Enforcement ~~o~~Officer or other appropriate official, as designated by the ~~t~~Town ~~m~~Manager, acting within the scope of their authority, ~~that a condition exists that poses a serious or immediate threat to the health, safety or general welfare of the community.~~
- (2) A structure that has one (or more) of the following conditions that are visible from a public way or from ground level of an adjacent property without obstruction:
 - (a) Missing or broken doors, screens, or windows; or ~~boarded~~ doors or windows ~~that are boarded~~ for a period of more than 90 days. Should ~~a~~ boarded windows or doors be necessary for any additional period up to 180 days, a valid building permit is required.
 - (b) Collapsing, substantially damaged or dilapidated exterior features which may include, but are not limited to, walls, roofs, floors, foundations, stairs, ramps, porches, handrails, railings, fences, hatchways, chimneys, metal smokestacks, attics, overhang extensions, awnings, stairways, canopies, signs, marquees, or vents any of which are in a state of decay including but not limited to containing mold, moss, chipping paint, holes, fractures, breaks, loose materials, or other rotting materials.
 - (c) ~~Any~~ A roof ~~that is~~ missing exterior materials exposing plywood or sheathing.

- ~~(d) Persistent garbage, refuse or trash.~~
- (ed) A tarp on a roof in excess of 90 days; or any deteriorated or unsecured tarp on a roof for any length of time.
- (e) Graffiti or vandalism.
- (3) ~~Premises~~ A premises that ~~have~~ has one (or more) of the following conditions that are visible from a public way or from ground level of an adjacent property without obstruction:
- (a) ~~Parking~~ A parking lot or driveway in a state of disrepair or abandonment, evidenced by cracks, potholes, fractured asphalt and cement, overgrowth of vegetation within the surfaces, pavement or macadam, or medians and buffers.
 - (b) Shrubs, hedges, and/or plants that have been left in a neglected manner and are covering, blocking, or growing over/into means of egress, driveways, sidewalks, streets, or any other public way.
 - (c) Dead, decayed, diseased, or damaged tree(s) constituting a hazard or danger to adjacent premises or the occupants thereof or to public property or persons lawfully therein.
 - (d) ~~Grass~~ Areas of grass, weeds or similar growths reaching a height greater than 12 inches. The owner of any undeveloped premises may not allow any grass, weeds, or similar growths thereon greater than 12 inches in height to remain within 25 feet of a street line or any adjoining property line of any premises with a building or dwelling located thereon whether said building or dwelling is occupied or not. Maintained gardens, including flowers and vegetables, are excluded from this subsection.
 - ~~(e) Graffiti or vandalism.~~
 - (fe) ~~The storage of an inoperable~~ Inoperable or unsightly motor vehicles ~~or an unsightly motor vehicle~~, boats, or trailers.
 - (gf) Motor vehicles or boats that are not parked in a legal parking space, driveway, or behind the front line(s) of any dwelling on the premises, which is the portion of the dwelling that is closest to the street.
 - ~~(hg) The storage of junk occupying at least a cumulative area of 100 square feet. A cumulative area of at least 100 square feet containing junk.~~
 - (jh) Unsightly or dilapidated above ground or in-ground swimming pools, spas, or hot tubs posing a potential environmental, health, or safety hazard.
 - (i) Persistent garbage, refuse or trash.
 - (j) Areas of accumulated brush, tree limbs, logs, or branches. Exception: This subsection shall not apply to firewood that is neatly maintained and not posing a health or safety hazard.

Building means any structure having a roof and intended for shelter, housing, or enclosure of person, animals or materials. Any other structure eight feet or more in height shall be considered a building, including a solid fence or wall, but excluding a public utility pole or flagpole.

Citation Hearing Officer means any individual appointed pursuant to C.G.S. § 7-152c to hear contested cases.

Decayed means weakened, corroded, rusted, or decomposed to a point of ineffectiveness.

Dilapidated means in a state of disrepair or ruin as a result of age or neglect.

Driveway means a private way or road for cars, leading from a street or road to a garage, house, etc.

Graffiti means the writing, drawing or spraying of words, slogans, symbols, initials on the wall of any public or private building or structure ~~without the consent of the property owner.~~

Inoperable motor vehicle means a motor vehicle that is incapable of performing the function for which it was designed by virtue of missing parts or broken or severely damaged components.

Junk means a worn out, cast off, or discarded article or material which is ready for destruction or has been collected or stored for salvage or conversion to some use and/or material including but not limited to household appliances, parts of motor vehicles, furniture, equipment, building materials, and refuse.

Motor vehicle means a vehicle as defined by C.G.S. § 14-1, as may be amended from time to time, including, but not limited, to an automobile, truck, van, motor vehicle trailer, camper trailer, boat trailer, house trailer, mobile home, motorcycle, and/or any other motorized wheeled vehicle designated or used for highway purpose.

Person means any individual, corporation, or other legal entity capable of occupying, owning or possessing real property.

Premises means any real property including, among other things, any dwellings, buildings, or other structures located thereon.

Property Maintenance Inspector means any individual appointed by the Town Manager for purposes of enforcing this article.

Public Nuisance means any premises containing any of the conditions enumerated in section 14-172.

Public Way means any passageway, including but not limited to any sidewalk, alley, road, highway, boulevard, turnpike or part thereof, open as of right to the public.

Real property means land and anything attached to it, constructed on it, or growing on it.

Structure means anything constructed or erected which requires location on the ground or attached to something having location on the ground, including signs and billboards, but not including fences or walls used as fences, provided such fence or wall is less than eight feet in height.

Unightly motor vehicle means a motor vehicle which is substantially damaged, vandalized, dismantled, and/or partially dismantled.

Town means Town of Enfield.

Sec. 14-173. Blighted premises prohibited.

- (a) No person owning real property shall cause or allow blighted premises to be created, nor shall any such person allow the continued existence of blighted premises. Blighted premises are prohibited. Such creation or maintenance of blighted premises shall be considered a public nuisance and shall be prohibited and shall subject such person to enforcement and penalties pursuant to this ordinance.
- (b) Any building, structure, premises or any part of a structure that is a separate unit, in which exists any one or any combination of the conditions defined as blight in section 14-172 shall be deemed to be blighted.

Sec. 14-174. Exemptions.

- (a) The following properties shall be exempt from the application of Section 14-172 (3c) and (3d):
 - (1) Agricultural lands pursuant to C.G.S. § 22-3(b).
 - (2) Land dedicated as public open space.
 - (3) Land preserved in its natural state through conservation easements or conservation restrictions.
 - (4) Areas designated as buffers by land use agencies.
 - (5) Upland review areas, wetlands and watercourses.

- (6) Lots with slopes in excess of 15 degrees or escarpments left to grow wild provided they are keeping with the established setting and natural character of the neighborhood.
- (7) Motor vehicle recycler's yards licensed pursuant to C.G.S. § 14-67i that are not in violation of any zoning regulations of the Town of Enfield.
- (b) One inoperable or unsightly motor vehicle shall be allowed on any premises, provided the motor vehicle shall be rendered safe. The motor vehicle's exterior shall be fully intact and shall be locked or otherwise secured. The motor vehicle shall be free of jagged, sharp, or protruding metal or glass parts. The motor vehicle shall be covered and secured by a motor vehicle cover designed for such use. Tarps or other plastic covers are not acceptable.
- (c) Farms are exempt from the application of section 14-172(3f).

Sec. 14-175. Designated enforcement officer.

The Property Maintenance Inspector(s) is charged with the enforcement of this article and is hereby authorized to take such enforcement actions as specified herein.

Sec. 14-176. Violation complaints.

~~Complaints of alleged violations shall be submitted in writing, including electronic mail or citizen request procedure available at www.enfield-ct.gov, and shall be signed by the individual making the complaint, including electronic signature.~~ Complaints concerning Property Management and Blight matters that are the subject of this Article IV shall be made pursuant to the Town's Property Maintenance/Blight Complaint Policy, which may be found at www.enfield-ct.gov.

Sec. 14-177. Notice of violation.

- (a) The Town, through its Property Maintenance Inspector, shall serve written notice to the person responsible for the blighted premises. The notice may be hand-delivered or mailed by certified mail, return receipt requested to the last known address of the owner, or such notice may be served by any other method authorized or required in Connecticut. A copy of the notice shall also be sent to the lien holder(s) of the property per C.G.S. § 7-148gg. Notices shall:
 - (1) Be in writing.
 - (2) Set forth the violations of this chapter that are causing the premises to be considered a blighted premises.
 - (3) Specify a final date for the correction of any violation.
 - (4) Contain an outline of remedial action, which if taken, will affect compliance with the provisions of this chapter pursuant to the current violation and any appeals process.
 - (5) State that the penalties and enforcement provisions of this chapter will become effective on the final date set for the correction of any violation.
 - (6) State that the Town, its employees, its designated agents and/or its contractors may enter the premises to remediate exterior blighted conditions and that the costs of such remediation shall constitute a lien on the premises.
- (b) Such notice shall state that the violation(s) shall be corrected within 30 calendar days. If the owner fails within that time to correct the violation(s) or provide a written plan of correction that may include a bona fide purchase and sale agreement which addresses the blighted condition that is acceptable to the Property Maintenance Inspector, the Property Maintenance Inspector may issue an enforcement citation as specified herein. Notwithstanding the foregoing, any violation which pertains only to grass, weeds, or similar growths

reaching a height greater than 12 inches, or the accumulation of persistent garbage, refuse or trash shall be corrected within ten days.

- (c) If the owner or other person responsible for the blighted premises cannot be ascertained or does not accept delivery of the written notice, the notice shall be published once in a newspaper having a substantial circulation in the Town. The notice shall include the name of the last known owner of the real property upon which violation has been found and the address of the real property.
- (d) Notwithstanding the foregoing, the Town Manager or his/her designee may elect to first provide informal verbal notice to the person responsible in an attempt to resolve the matter prior to formal written notice being sent.
- (e) If the property owner disagrees with a Notice of Violation issued pursuant to section 14-172(3)(c) of this Ordinance, it is the owner's responsibility to provide the Property Maintenance Inspector with a letter from a licensed arborist, on the arborist's letterhead, stating that the tree(s) in question are not dead, decayed, diseased, or damaged. The letter must be received by the Property Maintenance Officer within the corrective time period set forth in the Notice of Violation.

Sec. 14-178. Enforcement citation.

- (a) If any violation remains unabated after 30 days, the Property Maintenance Inspector is hereby authorized to issue a citation to the violator in accordance with this article. The citation will require immediate payment to the Town.
- (b) If any violation which pertains only to grass, weeds, or similar growths reaching a height greater than 12 inches, or the accumulation of persistent garbage, refuse or trash remains unabated after ten days, the Property Maintenance Inspector is hereby authorized to issue a citation to the violator in accordance with this article. The citation will require immediate payment.
- (c) Failure to remedy the violation shall subject the violator to criminal penalties as permitted by statute, including referral to the State's Attorney's Office for criminal prosecution.

Sec. 14-179. Penalty for violation.

- (a) Violations of the provisions of this ordinance shall be punishable by a fine of no less than \$100.00 each day the violation continues after the date of the citation. Each day of each violation shall constitute a separate offense subject to the established \$100.00 fine.
- (b) If a hearing is requested pursuant to section 14-180 herein and the citation hearing officer finds liability, fines assessed shall accrue from the date of the issuance of the citation.

Sec. 14-180. Citation procedure.

Any person issued a citation pursuant to this article shall be entitled to a hearing to contest the citation pursuant to the provisions of C.G.S. § 7-152c. The request for a hearing shall be made to the Town Manager. If any person so cited chooses not to timely request a hearing, he shall be deemed to have admitted liability. The Town Manager shall appoint a citation hearing officer. The citation hearing officer shall not be a police officer, any other Town employee or any person who has the authority to issue citations.

Sec. 14-181. Appeal of penalty assessment to Superior Court; Blight Review Committee.

- (a) A person against whom a judgment has been entered is entitled to judicial review in accordance with the provisions of C.G.S. § 7-152c; or
- (b) After the appeal period pursuant to C.G.S. § 7-152c has passed, any person having been issued a citation may seek relief from enforcement citation fines from the Blight Review Committee by contacting the Town Manager's office.

Sec. 14-182. Recording of lien.

- (a) Any unpaid fine imposed for blight violations shall constitute a lien upon the real estate in accordance with C.G.S. § 7-148aa. Each lien shall be continued, recorded and released as provided for in C.G.S. § 7-148aa.
- (b) Any unpaid imposed fine for a blight or public nuisance violation, other than housing, shall be enforced in accordance with the Connecticut General Statutes, including the filing of a judgment lien when appropriate.
- (c) Any unpaid costs associated with bringing the premises into compliance per Section 14-179 herein shall constitute a lien upon the real estate in accordance with C.G.S. § 49-73b. Each lien shall be continued, recorded and released as provided for in C.G.S. § 49-73b.

Sec. 14-183. Foreclosure of liens for blight violations.

- (a) ~~The Town reserves the right to proceed with the foreclosure of property maintenance liens reach an amount of \$20,000 in unpaid imposed fines for blight violation(s) has been reached or 180 days, whichever comes first.~~ The Town reserves the right to proceed with foreclosure due to property maintenance lien fines for blight violations remaining unpaid in an amount of \$20,000 or for a period of 180 days, whichever occurs first.
- (b) The Town Manager or their designee may issue written notices as specified below upon the owner at his last known address by hand-delivery, first class mail, certified mail, return receipt requested, or any other method authorized, required, or permitted in Connecticut. At its discretion, the Town may also serve notices upon any other person(s) responsible for the blighted premises. A copy of the notice may also be sent to the holder(s) of any recorded liens encumbering the blighted premises pursuant to C.G.S. § 7-148gg. The following notices may be served prior to the commencement of any foreclosure with the purpose of encouraging voluntary compliance without the need for legal action:
 - (1) A First Warning Notice of Foreclosure Action may be issued by the Town to the owner once the unpaid imposed fines have reached \$10,000.
 - (2) A 2nd Warning Notice of Foreclosure Action may be issued by the Town to the owner once the unpaid imposed fines have reached \$15,000.
 - (3) A Letter of Foreclosure Action may be issued by the Town to the owner once the unpaid imposed fines have reached \$20,000.

Sec. 14-184. Municipal performance.

- (a) The Town may take such steps as are necessary to abate blight in violation of Section 14-172 (3) (b) and/or (3) (d) of this article per Conn. Gen. Stat. §7-148(c)(7)(H)(xv) and after all appeal periods have expired.
- (b) In addition to any civil or criminal penalties as permitted by statute, the Property Maintenance Inspector is authorized to institute any and all legal proceedings before the superior court to compel compliance with this article.
- (c) In the event that the Property Maintenance Inspector prevails in any legal proceedings provided for herein, the violator shall be liable for all costs of bringing the property into compliance and shall further be liable for

all legal costs incurred by the town in bringing the property into compliance, including its reasonable attorney's fees.

Sec. 14-185. Pending special permit, site plan or property sale exception.

- (a) Any blighted premises for which a building permit, special use permit, or site plan application is required in order to remediate the blighted premises shall be exempt from the provisions of this ordinance for a period of 30 days in order for the property owner or his designee to apply for any required building permit, special use permit or site plan approval, and shall be further exempt therefrom during the pendency of the review of such application by the municipal agency having jurisdiction.
- (b) Any blighted premises which has been sold to a bona fide purchaser shall be exempt from the provisions of this ordinance for a period of 30 days from the date of sale for any remediation work not requiring a building permit, special use permit, or site plan approval.
- (c) Any blighted premises which has been sold to a bona fide purchaser and which requires a building permit, special use permit or site plan approval for required remediation work, shall be subject to the provisions of subsection (a), above, commencing on the date of sale.

Sec. 14-186. Minimum standards.

- (a) The provisions in this article shall not be construed to prevent the enforcement of other statutes, codes, ordinances or regulations which prescribe standards other than are provided for in this article.
- (b) In any cases where a provision of this article is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance, regulation or other code of the town or state, the provision which establishes the higher standard for the promotion and protection of the health and safety, and property values of the residents shall prevail.
- (c) This article shall not affect violations of any other ordinance, code or regulation existing prior to the effective date of this code, and any such violations may be governed and continue to be punishable under the provisions of those ordinances, codes or regulations in effect at the time the violation was committed.

Sec. 14-187. Responsibility for compliance.

All persons subject to this article shall be jointly and severally obligated to comply with the provisions of this article. Whenever the person, as herein defined, is a corporation or other legal entity, the officers thereof shall be jointly and severally responsible with that corporation or other legal entity.

Sec. 14-188. Applicability.

Every privately owned property in the Town, including but not limited to, residential, nonresidential or mixed occupancy buildings and the land on which they are (or were) situated, used or intended to be used for dwelling, commercial, business or industrial occupancy, shall comply with the provisions of this article. Such compliance is required whether or not such buildings have been constructed, altered or repaired before or after the enactment of this article. This article shall also apply to mobile home parks.

Secs. 14-189—14-210. Reserved.



Property Maintenance/Blight Complaint Form

If you would like to submit a complaint regarding a property maintenance or blight concern in the Town of Enfield, please provide the following information pursuant to the Property Maintenance Complaint Policy and Town Code Chapter 14 Article IV Section 14-171 – 14-210. Once completed, please return via email, mail or hand delivery to the following:

Property Maintenance
Office of Economic & Community Development
Town of Enfield
820 Enfield Street
Enfield, CT 06082
Email: propertymaintenance@enfield.org
Phone: 860-253-6504

Date	
Property Address Street address of property in question	
Description of Complaint/Violation(s)* Please provide as much detail as possible	
Your Name**	
Your Address Optional	
Your Contact Information Optional – Provide email or phone number for updates	

*If you have pictures of the issue or violation, please include a copy with your submission.

**Anonymous complaints are accepted but may receive lower priority in reviewing and addressing the issue.

Incomplete complaints will not be investigated.

Economic & Community Development | Property Maintenance
860-253-6504 | propertymaintenance@enfield.org



Property Maintenance/Blight Complaint Policy

The Property Maintenance Ordinance, Chapter 14 Article IV Section 14-171 - 14-210 of the Enfield Town Code, addresses matters concerning properties that are blighted or have property maintenance concerns as described in the Ordinance.

Complaints regarding blight or property maintenance violations should be submitted:

- By **emailing, mailing** or **hand-delivering** a complete Property Maintenance/Blight Complaint Form (page two of this document) to the address below. Copies of this form can be found on the Town website <https://www.enfield-ct.gov/1373/Property-Maintenance-Blight> or in the Office of Economic & Community Development;
- Through **SeeClickFix**, an online system that tracks complaints. You can access SeeClickFix on the Town website www.enfield-ct.gov by selecting Report a Concern, or by using the following QR code; or
- By **telephone** to the Property Maintenance Inspector at 860-253-6504.



- Anonymous complaints are accepted but may receive a lower priority in reviewing and addressing the issue.
- Complaints, including voicemails left for the Property Maintenance Inspector, must include the following information:
 - Address of the property that is the subject of the complaint
 - Full and detailed description of complaint/violation(s).
- Incomplete complaints will not be investigated. Incomplete complaints made through SeeClickFix will be closed if required information is not added within seven calendar days of the initial complaint.
- If residents would like updates on their complaints, they must include their contact information in their submission.
- All complaints received are reviewed by a Property Maintenance Inspector and confirmed by an inspection of the property.
- Town staff can submit a complaint.
- The Property Maintenance Inspector may initiate an inspection without the need for a complaint.
- Under the Connecticut Freedom of Information Act, the complaint will remain on file in the Office of Economic & Community Development and will be available for inspection by the public.
- Contact information for the Property Maintenance Inspector is as follows:

Property Maintenance
Office of Economic & Community Development
Town of Enfield
820 Enfield Street
Enfield, CT 06082
Email: propertymaintenance@enfield.org
Phone: 860-253-6504

Effective _____, 2026

2026 PROPOSED
POLICY AND PROCEDURE
FOR
ENFIELD TOWN COUNCIL
MEETINGS

~~January 22, 2024~~ June 1, 2026

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Town Council Policy and Procedures

1. **Regular Meetings:**

The Council shall meet in the regular session on the first and third Mondays of each month, excepting the month of November, at 7:00 p.m. at the Town Hall Council Chambers, or at any other place as the Council may designate at its preceding meeting. In the month of November, the Council shall meet on the Monday immediately following Election Day and the third Monday of the month. When Monday is a holiday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The day, time, and place of the meeting may be changed by a majority vote.

2. **Order of Business - Regular Meetings:**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by majority vote, shall suspend the rules and change the order. Executive Session shall be scheduled or added to the agenda as needed.

1. Prayer*
2. Pledge of Allegiance
3. Roll Call**
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
6. Special Guests
7. Public Communications & Petitions***
8. Councilor Communications & Petitions
9. Town Manager Report & Communications
10. Town Attorney Report
11. Report of Special Committees of the Council
12. Unfinished Business
13. New Business
14. Items for Discussion
15. Any Other Business Proper to Come Before Said Meeting
16. Public Communications****
17. Councilor Communications
18. Adjournment

*(a) The Order of Roll Call, and voting on all voice votes, for all Regular Meetings shall begin with a different Council member at every meeting. The order shall be alphabetical, and if a Council member is absent, the order for that meeting will begin with the next person in alphabetical order. The Council member whose name begins the roll call for a Regular Meeting will also be the Council member who is responsible for the prayer, and voting order shall not apply to special Meetings of the Town Council.

** (b) After the general election the order for Roll call and voting will begin with the beginning of the alphabet.

*** (c) Please Decorum and Order 12(d).

**** (d) Applies only if prior to 11:00 p.m.

3. **Agenda and Minutes:**

All reports, communications, ordinances, or other matters to be submitted to the Council shall, at least six days prior to each Council meeting, be delivered to the Town Manager, whereupon the Town Manager shall arrange a list of such matters according to the order of business, and furnish each member of the Council with a copy of the same at least three days prior to the Council Meeting. Simultaneously, a copy of the agenda will be posted on the ~~first floor~~first-floor bulletin board of the Town Hall and on the Town's Official Website.

A Consent Agenda will be added to all Regular Meetings, which will be a separate listing of items for passage that are routine in nature and have already been discussed by the Council majority and minority leaders and require no further discussion or debate. ~~These items will be on a separate list at Items for Discussion, Item 12a. — Consent Agenda~~

The Consent Agenda will be under New Business. Any member of the Town Council may cause any item listed under the Consent Agenda section to be removed and considered as other New Business, by request.

Council will permit Town staff, with the consent of the Town Manager, to deliver reports and provide information regarding items on the meeting agenda during the Town Manager Report and Communications section of the agenda.

Minutes will be prepared in accordance with Robert's Rules of Order

- Board name, date, location, time and type of meeting
- Name of Presiding Officer and list of attendees
- All main motions including votes and type of votes cast
- Any Points of Order
- Time of Adjournment
- Name and signature of the clerk of the meeting

4. **Special Meetings:**

Special Meetings may be called by the Mayor, the Town Manager, or requested by any two (2) members of the Council if, in the opinion of those members of the Council, the subject matter demands immediate attention and cannot be deferred to the next regular meeting. The notice shall be served personally upon each member of the Council, Town Clerk, and Town Attorney, or left at their respective places of residence at least twenty-four hours before a Special Meeting and emailed to their Official Town of Enfield Email address. At a Special Meeting, only matters included in the notice may be voted upon and enacted by the Council. The business of all Special Meetings shall be transacted in the following order unless the Council, by a majority vote, shall suspend the rules and change the order:

1. Roll Call
2. Agenda Items Requiring Executive Session
3. ~~Executive Session~~Agenda Items
4. Adjournment

Public Communication and Petitions may be added to the Special meeting Agenda when it is deemed necessary by Town Council, prior to the posting of the meeting.

The Town Council may, at its discretion, hold presentations at 6:30 PM during the Special Meeting. Any PowerPoint or similar presentation shall be provided electronically to the Councilors prior to the

meeting. ~~A paper copy will also be made available to Councilors.~~ Any such presentations will be televised and posted on the Official Town Webpage.

5. **Executive Sessions:**

An Executive Session is a meeting of the Council at which the public is excluded for one or more of the following purposes: (1) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a Town officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims and litigation; (3) matters concerning security, strategy or the deployment of security personnel, or devices effecting public security; (4) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Town Council when publicity regarding such matters would cause a likelihood of increased price until such time as all the property has been acquired and all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (e) of Section 1-18a of the Connecticut General Statutes.

The Council may hold an Executive Session upon the following schedule:

<u>PRESENT</u>	<u>VOTES REQUIRED</u>
11	8
10	7
9	6
8	6
7	6
6	6

At an Executive Session, attendance shall be limited to members of the Council and persons invited by the Council to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion and, provided further, that the minutes of such Executive Session shall disclose all persons who are in attendance and the matters considered.

COUNCIL PROCEDURE

6. **Privilege of the Floor:**

- (a) Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council on business and affairs of the Town and the Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any questions of legal procedure.
- (b) Except at a Public Hearing, or as otherwise provided in these rules, no person other than a member of the Council shall address the Council except by the majority vote of the Council.
- (c) Public Communications and Petitions shall be limited to one (1) hour unless extended by a majority vote of the Council. This limit applies to both Public Communications sessions of the agenda.

Town Council Policy and Procedures

7. **Motions:**

- (a) When a motion is under debate, no further motion shall be received except (1) to adjourn; (2) to recess; (3) to table; (4) for the previous question; (5) to limit or extend debate; (6) to postpone to time certain; (7) to refer to committee; (8) to amend; (9) to postpone indefinitely; which motions shall have precedence in the order indicated.
- (b) The Presiding Officer shall have the right to make a motion, may declare any motion duly seconded, except motions made by the Presiding Officer, and may speak from the chair upon any debatable pending question.

8. **Robert's Rules of Order:**

Robert's Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise specified in these rules.

9. **Committees:**

- (a) Standing Committee: The only Standing Committee of the Council shall be the Committee of the Whole. The Mayor shall be the Presiding Officer of the Committee of the Whole, and the rules of proceedings in the Council shall be observed in the Committee of the Whole as far as the same may be applicable.
- (b) Committee of the Whole Meetings: When the Council shall meet as the Committee of the Whole, it shall not be required to meet immediately during the session of the Council but may defer its meeting and fix such time and place as the Committee may determine, and may adjourn its meeting from time to time, and may make its report at any subsequent session of the Council.
- (c) Special Sub-Committees for a particular purpose may be appointed by the Presiding Officer subject to confirmation of the Council.
- (d) Standing Sub-Committees to facilitate the work of the Council shall be reviewed periodically, and shall include, but are not limited to the following:
 - Policy & Procedures for Town Council Meetings
 - General Government & Finance
 - Leisure
 - Public Safety
 - Public Works
 - Social Services

OFFICERS AND EMPLOYEES

10. **Presiding Officer:**

- (a) The Presiding Officer shall be designated as Mayor and shall represent the Town as titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings, and upon such occasions as his/her presence in such capacity may be required. (Town Charter, Chapter III, Section 2.) The Mayor or the Deputy Mayor shall take the chair at the hour appointed for the Council to meet, and the roll shall then be called by the Mayor or Deputy Mayor or Clerk, who shall enter in the minutes of the meeting the names of the members present.

Town Council Policy and Procedures

- (b) Deputy Mayor: The Council shall choose one of its members as Deputy Mayor, who shall serve as Mayor during the absence or disability of the Mayor and in case of vacancy in the office of the Mayor, pending the selection of a successor.
- (c) Presiding Officer: In case of the absence of the Mayor and Deputy Mayor, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of the Council, a Presiding Officer of the meeting to act until the Mayor or Deputy Mayor appears. (Town Charter, Chapter III, Section 2)

11. **Council Privileges:**

The Presiding Officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilman by reason of his/her acting as the Presiding Officer. (Town Charter, Chapter III, Section 2)

12. **Decorum and Order:**

The Presiding Officer shall preserve decorum and decide all questions of order, subject to appeal to Council.

- (a) During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Presiding Officer or the rules of the Council. Every Councilor desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall be confined to the question under debate and shall avoid all personalities and improper language. Every Councilor desiring to question the administrative staff shall address the question to the Manager, through the Presiding Officer, who shall be entitled either to answer the inquiries himself/herself or to designate some member of the staff for that purpose. A Councilor once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the speaker yields to questions from another member.
- (b) All members of the Council shall accord the utmost courtesy to each member, to the Town employees, and to the public members appearing before the Council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- (c) Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Town Council. While the Presiding Officer shall have the authority to preserve decorum in meetings, as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town Employees under his/her direction and control.
- (d) Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any Enfield resident and/or Enfield taxpayer desiring to address the Council shall be recognized by the Presiding Officer, shall state his/her name and address in audible tone for the record, and shall limit his/her remarks to five (5) minutes. After each person who desires has had one chance to speak, those desiring to speak a second time will be permitted to do so and shall limit his/her remarks to ~~three~~ five (3) (5) minutes. During Public Communications Item 7 on the Agenda,

Town Council Policy and Procedures

Enfield residents and/or Enfield taxpayers addressing the Council shall limit their remarks to two rounds (~~8-ten~~ minutes). The first round of public comments shall be limited to those items listed on the meeting agenda. Remarks made during the second round of public comments may be made concerning any item under the purview of the Town Council. During Public Communication Item 16 on the Agenda, Enfield residents and/or Enfield taxpayers addressing the Council will only be limited to the one hour and time constraint as described in Agenda section of Policy and Procedures (Section 2). All remarks and questions shall be addressed to the Council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employees. No person shall enter into any discussion either directly or through a member of the Council without permission of the Presiding Officer.

- (e) Special Guests of the Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Special Guests shall limit their presentation to no more than fifteen (15) minutes.

Any PowerPoint or similar presentation shall be provided electronically to the Councilors prior to the meeting. ~~A paper copy will also be made available to Councilors.~~ Any presentation requiring more than 15 minutes will be presented at a Special Meeting at 6:30, will be televised, and will be posted on the Official Town Webpage.

13. **Town Manager:**

- (a) The Town Manager shall attend all meetings of the Council, including all executive sessions, unless excused by the Presiding Officer. The Town Manager shall perform his/her duties and appointments in accordance with the Charter (Town Charter, Chapter IV, Section 3 & 4). The Town Manager may present recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town. The Town Manager shall have a seat, but no vote, in the meetings of the governing body.
- (b) Councilor meetings with the Town Manager shall be by appointment.

14. **Town Attorney:**

The Town Attorney or his or her designee shall attend all meetings of the Council, including all executive sessions, unless excused by the Presiding Officer. The Town Attorney may make recommendations to the Council and shall take part in discussions on all matters concerning their legality. (Town Charter, Chapter V, Section 1).

15. **Town Clerk:**

The Town Clerk shall be Clerk of the Council and shall keep minutes of the meetings and perform such other and further duties in the meetings as may be ordered by the Mayor, Council, or Town Manager.

Not later than three (3) days prior to the next regular meeting, the Clerk shall furnish each Councilor, the Town Manager and Town Attorney, with a copy of the minutes of the preceding meeting. (Town Charter, Chapter III, Section 3, and Town Charter, Chapter V, Section 6.)

16. **Appointments by Council or Mayor:**

All appointments made by the Council shall ~~be by require~~ an affirmative vote of not less than six (6) members of the Council, as specified in the Town Charter. ~~Except for appointments expressly governed by the Charter, any appointment submitted by the Mayor or a Council member shall be referred to the next regular meeting for consideration, and no action shall be taken at the meeting in which the appointment is first presented. Whenever the Mayor or any member of the Council shall, at any meeting, submit an appointment exclusive of appointments provided for in the Charter, to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.~~

All submitted applications shall be shared with all Councilors. A completed application shall be required of any person seeking consideration for any appointment, ~~and applications that are being advanced shall be included in the agenda packet distributed to all Councilors and are being moved forward shall be included in the agenda packet to all councilors.~~

Unless otherwise specifically defined in the Town Charter, the enabling resolution, or the state statute which creates a vacancy, all applicants for appointment shall meet the qualifications of an elector of the Town of Enfield, as defined by Article 6 of Constitution of the State of Connecticut, as amended.

ORDINANCES AND RESOLUTIONS

17. **Preparation and Introduction:**

The Town Attorney shall, on request of the Town Manager, Council or any member thereof, prepare any ordinance or resolution. All ordinances and resolutions shall be introduced to the Council in printed or written form.

In the absence of the consent of any member of the Council to introduce an ordinance or resolution upon the request of the Town Manager, the Town Clerk shall cause the ordinance to be introduced with the designation "By Request." Any member of the Council may instruct the Town Clerk to endorse said designation "By Request" on any ordinance or resolution which is being introduced to the Council in his name.

18. **Review:**

- (a) Before any ordinance shall be acted upon, it shall be reviewed by and such corrections as may be necessary made therein by the Town Attorney to insure accuracy, clarity, conciseness, and consistency of text and phraseology, as well as its constitutionality and consistency with existing ordinances or statutes, and the copy of the ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made. (Town Charter, Chapter V, Section 1)
- (b) Any ordinance, except those containing an emergency clause, relating to the duties, powers and functions of any administrative department or office, or effecting, in any substantial manner, the administration of the Town Government shall, on first reading, be referred by the Presiding Officer to the Town Manager, for his/her report and recommendations, unless such ordinance shall have been previously approved by the Town Manager. Further action of such ordinance shall be deferred until the next meeting of the Council.

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- (c) A mandatory review period of ten (10) calendar days exists for all labor contracts presented to the Town Council for ratification. The review period begins once the proposed labor contract has been filed with the Town Clerk. At the recommendation of the Town Manager and an affirmative vote of not less than eight (8) members, the Town Council may waive the requirement of a mandatory review period.

19. **Written Form:**

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in written form.

20. **Time:**

No ordinances or resolution, other than an emergency ordinance or an unusually time-sensitive ordinance or resolution as determined by the Town Manager, requiring action by the Council shall be considered unless such has been filed with the Town Manager on or before 5:00 p.m. of the seventh day before the meeting at which the matter is to be introduced; provided, however, that this rule shall not prevent any member of the Council from introducing at any meeting a matter of new business which does not call for action by the Council at that meeting.

21. **Copies:**

It shall be the duty of the Town Manager, immediately upon the introduction of any ordinance, to prepare copies of such proposed ordinance, one copy of which shall be retained in the Office of the Town Clerk for public inspection, and one copy posted on the Town Bulletin Board and the Town's Official Website. The Town Manager shall also promptly furnish each member of the Council, the Town Clerk and the Town Attorney with a copy of such ordinances.

22. **Filing:**

The copy of the proposed ordinance or repeal of a vote be retained in the Town Clerk's office shall have endorsed thereon the name or names of the member or committee introducing such document, or have attached thereto the elector's petition as required under the Town Charter, Chapter II, Section 7, and at the end thereof, under the caption "Statement of Purpose," shall contain a brief statement of its purpose, which statement shall not be a part of the ordinance. Where such document is introduced by electors' petition, such copy shall be further endorsed by the Town Clerk certifying that the requirements of the Town Charter, Chapter III, Section 7, have been satisfied. The Statement of Purpose and such endorsements shall be included on all copies of the document to be prepared by the Town Manager prior to the final action taken on such document. (Town Charter, Chapter III, Sections 6 and 7.)

23. **Public Hearing:**

- (a) At least one (1) public hearing, prior notice of which shall be given, not more than fifteen (15) days nor less than five (5) days, by publication, in a newspaper having a circulation in said town, Official Town Website and by posting a notice and the full text of the ordinance in public places, including, but not limited to, Town Hall and the Central Library, shall be held by the Council before any ordinances shall be passed. (Town Charter, Chapter III, Section 6,)

(a)(b) During public hearings, a sign-up sheet shall be provided. Speakers will be called in the order of the sign-up sheet. The Chair may permit a presentation by Administration prior to

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calling on the public. Only Enfield residents or Enfield taxpayers may address the Council. Speakers shall limit their comments to items on the notice of the public hearing. All speakers will limit their remarks to three minutes except that persons providing the Council with a group's authorized position on an issue may speak for up to five minutes. Speakers may not yield their time to others. The Council may, by majority vote, allow speakers who have already spoken an additional three minutes to speak. The Council will not act on any item requiring a public hearing at the same meeting as the public hearing except for an emergency ordinance or an unusually time-sensitive ordinance or resolution as determined by the Town Manager

24. **Passage:**

(a) Once an ordinance has had a public hearing, it shall be considered by the Council at its next meeting. The ordinance shall be read and opened for debate and amendment until a motion for final passage is made. A motion for final passage is not debatable and takes precedence over all other motions except adjournment. If the motion is approved, debate ends and the Council immediately proceeds to a roll-call vote on final passage; if not, the ordinance remains open for discussion until such time as a motion for final passage is adopted.

~~(a) Any ordinance which shall have had its public hearing shall be taken up by the Council at its next session, shall be read, and thereupon, shall be open for debate and amendment. On the close of debate, the Presiding Officer shall entertain a motion to place such ordinance on final passage. Any member, at any time when there is no motion before the Council, may move to put the proposed ordinance on final passage. The motion for final passage shall not be debatable and shall take precedence over all other motions except one for adjournment. Upon being seconded, the Presiding Officer shall immediately put the motion to the Council. If such motion is adopted, no further debate or amendment shall be allowed, and the Presiding Officer shall immediately call the roll for its final passage. If such motion is not adopted, the ordinance shall still be open for debate and amendment until such time as a motion for final passage is adopted.~~

(b) Every ordinance, after passage, shall be given a serial number and be recorded by the Town Clerk in a book to be kept for that purpose which shall be properly indexed. Within ten (10) days after final passage, all ordinances shall be published once in their entirety in a newspaper having circulation within the Town. Every ordinance, unless it shall specify a later date, shall become effective on the fifteenth (15) day following its final passage. (Town Charter, Chapter III, Section 6,)

~~(c) Any resolution may be passed at the meeting at which it is introduced.~~

~~(d)~~(c) Prior to entering any motion with respect to legislation pending before the Town Council, the Presiding Officer shall provide one of the following:

- Reading of the legislation by title only, providing that a verbal summary of the legislation be provided to Council by an appropriate member of staff prior to the Council's debate and consideration of such legislation; or
- A complete and full reading of the legislation by the Presiding Officer occurs prior to the Council's debate and consideration of such legislation.

Nothing herein shall preclude the complete and full reading of any legislation pending before Council by motion, second, and majority vote of the Council for such legislation to be read in its entirety.

25. **Emergency Ordinance:**

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted by not less than six (6) affirmative votes in the Council. An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after such publication and no public hearing or notice of public hearing shall be required for any public emergency measure. (Town Charter, Chapter III, Section 6.)

26. **Emergency Procedure:** Only when a Natural or Unnatural Disaster prevents the assemblage of 6 Town Councilors to conduct business. The Town Manager and the Town Councilors that can assemble will act for the Council and conduct business only for emergency matters that cannot wait for the next meeting. (Town Attorney Opinion – Attachment A).

27. **Meeting Attendance:**

(a.) In-Person: It is anticipated that all Councilors shall attend Council Meetings in person.

(b.) Remote Participation: When a councilor cannot appear in person, they will be able to participate remotely, he or she shall participate in the entire meeting.

(c.) Remote participation in Council meetings shall be governed by applicable state law.

28. **Amendments:**

Any amendment to these rules shall be *submitted* in writing at any meeting of the Town Council and may be adopted by the affirmative vote of not less than six (6) members at a subsequent meeting of the Council. No amendment may be made to these rules which will conflict with the provisions of the Town Charter.

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LIST OF COUNCIL MEETINGS:
ADOPTION AND AMENDMENT OF POLICY AND PROCEDURE

<u>Date of Meeting</u>	<u>Adopted/Amended</u>	<u>Motion(s)/Resolution</u>
September 27, 1965	Adopted	Motion N
October 9, 1967	Amended	Motion 216
March 10, 1969	Amended	Motions 571 & 572
January 12, 1970	Amended	Motions 763, 764, 765 & 766
January 12, 1970	Adopted	Motion 768
December 13, 1971	Adopted	Motion 1355
December 10, 1973	Adopted	Motion 1899
December 8, 1975	Adopted	Motion 2575
May 17, 1976	Amended	Motion 2745
November 14, 1977	Adopted	Resolution 3175
November 13, 1979	Adopted	Resolution 3922
November 9, 1981	Adopted	Resolution 4691
February 1, 1982	Amended	Resolution 4832
November 15, 1982	Amended	Resolution 5104
November 14, 1983	Adopted	Resolution 5509
March 19, 1984	Amended	Resolution 5652
April 16, 1984	Amended	Resolution 5692
June 17, 1985	Amended	Resolution 6254
November 12, 1985	Adopted	Resolution 6450
March 17, 1986	Amended	Resolution 6685
November 9, 1987	Adopted	Resolution 7619
November 13, 1989	Adopted	Resolution 8824
February 5, 1990	Amended	Resolution 9094A
November 18, 1991	Adopted	Resolution 0238
November 8, 1993	Adopted	Resolution 1257
November 13, 1995	Adopted	Resolution 2244
November 10, 1997	Adopted	Resolution 3234
August 7, 2000	Amended	Resolution 4776
November 15, 2001	Amended	Resolution 5535
November 15, 2001	Adopted	Resolution 5536
December 1, 2003	Amended	Resolution 6849
September 20, 2004	Amended	Resolution 7396
April 3, 2006	Amended	Resolution 8730
January 7, 2008	Amended	Resolution 9613
March 3, 2008	Amended	Resolution 9712
December 21, 2009	Amended	Resolution 705
January 17, 2012	Amended	Resolution 1657
April 21, 2014	Amended	Resolution 2669
January 2, 2018	Amended	Resolution 4466
June 1, 2020	Amended	Resolution 5453
April 18, 2022	Amended	Resolution 6204
April 18, 2022	Adopted	Resolution 6203
January 22, 2024	Adopted	Resolution 6851



TOWN ATTORNEY'S OFFICE

TO: Lee C. Erdmann, Acting Town Manager
FROM: Christopher W. Bromson, Town Attorney
DATE: April 4, 2016
SUBJECT: Town Council—Emergency Powers

FACTS

The FACTS that have been provided to me are that a Councilor's review of the Town Council's Policy and Procedures has prompted the following question.

ISSUE

What is the emergency procedure when six Council members cannot be assembled¹?

SHORT ANSWER

There isn't one.

LAW AND DISCUSSION

Connecticut is a Home Rule state and the Charter is the organic law of the Town. See generally, Conn. Gen. Stat. §7-193; Caulfield v. Noble, 178 Conn. 81, 86 (1979). Enfield's Town Charter, revised in 2014, provides for the following emergency measure: Chapter VI, section 5, under the Finance section, addresses emergency appropriations for the Town. Specifically, emergency appropriations:

not exceeding one (1) percent of the current budget in any one fiscal year may be made upon the recommendation of the manager and *by a vote of not less than six (6) members of the council for the purpose of meeting a public emergency threatening the lives, health or property of the citizens*, provide a public hearing...

Chapter III, section 4 related to the Council provides in pertinent part: "Six (6) members shall constitute a quorum, but no ordinance, *resolution, or vote*,

¹/Although this Office does not ordinarily answer hypothetical questions, this issue is one in which the Council may choose to take or consider whether preventative action is warranted.

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except the vote to adjourn or to fix the time and place of the next meeting, shall be adopted *by less than six (6) affirmative votes*. (Emphasis added.) Chapter III, section 5 further addresses the Council's Powers and Duties and makes no specific provision for emergency powers.

The Council's Policy and Procedure for Council Meetings provides in pertinent part:

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted *by not less than six (6) affirmative votes in [sic] the Council*.

Note that the framers of the Charter, and the Bylaws, made it clear that six affirmative Council votes are necessary for any substantive decisions/actions. In my 26 years of association with the Town of Enfield, I recall no occasion when six members could not be assembled. Given modern technology, it would seem that currently, even in emergency cases, enough members of the Council would be able to meet via "Skype" or similar electronic communication. Failing that, there may be no ability to assemble six Councilors.

Item 8 under COUNCIL PROCEDURE directs that Robert's Rules of Order be the authority in all matters of parliamentary procedure not otherwise specified in these Rules. If the Council had to act with less than six members on account of an emergency, Robert's provides direction that when action is taken that may not comply with the proper legal process, ratification after the fact would have to take place. Robert's Rules of Order, Chapter 5, section 10, p. 121. (1990 edition.) In other words, as many Council members as could be assembled, by whatever means, would vote and then at some point when a full or majority Council could assemble, the action could then be ratified; or not.

If the Council finds unacceptable the conclusion that there is no specific provision for an emergency procedure when six Council members cannot be assembled, it is suggested that it consider another Charter revision.

c: Mayor Scott Kaupin
Deputy Mayor William Lee
Members, Town Council

K: Town Council/Councilors/Szewczak, TC Emergency Powers, 4-4-16