This Meeting will have Limited Public Seating, Social Distancing and Masks are Required

AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING

Tuesday, January 19, 2021
7:00 PM - Council Chambers

https://youtu.be/XsgvWp4O2fM

1. **PRAYER – Kelly Hemmeler**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL.**

4. **FIRE EVACUATION ANNOUNCEMENT.**

5. **MINUTES OF PRECEDING MEETINGS.**
   - **Special Meeting – January 4, 2020**
   - **Regular Meeting – January 4, 2020**

6. **SPECIAL GUESTS.**

7. **PUBLIC COMMUNICATIONS AND PETITIONS. - Public will enter through Council Chamber doors in front of building.**

8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**

9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**

10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**

11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**

12. **OLD BUSINESS.**

    A. **Appointment(s) - Town Council Appointed.**

    1. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2022. (Tabled 09/15/2014)

    2. **Commission on Aging -** The Term of Office of Muriel Capocci (D), Expires 01/01/2021. Reappointment or Replacement Would be Until 01/01/2024. (Tabled 01/04/2021)

3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2022. (Tabled 04/16/2012)

4. **Ethics Commission – Alternate –** A Vacancy Exists Due to the Resignation of Jason Casey (R). Replacement Would be Until 10/31/2021. (Tabled 03/02/2020)

5. **Enfield Beautification Committee -** A Vacancy Exists due to the Resignation of Jacob Nadeau (D). Replacement Would be Until 12/01/2022. (Tabled 10/19/2020)

6. **Ethics Commission** - The Term of Office of Philip Kober (U), Expired 10/31/2020. Reappointment or Replacement Would be Until 05/31/2022. (Tabled 11/09/2020)

7. **Ethics Commission** - The Term of Office of Carl Swenson (R), Expired 10/31/2020. Reappointment or Replacement Would be Until 05/31/2022. (Tabled 11/09/2020)

8. **Hazardville Water Company Advisory Council Enfield Representative -**The Term of Office of Scott Kaupin (R) Expired 01/01/2018. Replacement Would be Until 01/01/2022. (Tabled 01/16/2018)

9. **Hazardville Water Company Advisory Council Enfield Representative -**The Term of Office of Andrew Urbanowicz (U) Expired 01/01/2018. Replacement Would be Until 01/01/2022. (Tabled 01/16/2018)

10. **Historic District Commission - Alternate -** A Vacancy Exists due to the Resignation of Jacob Nadeau (D). Replacement Would be Until 08/21/2021. (Tabled 10/19/2020)

11. **Inland Wetland Watercourse Agency – Alternate–** A Vacancy Exists due to the regular Appointment of Robert Hendrickson (R). Replacement Would be Until 06/30/2021. (Tabled 11/09/2020)

12. **Loan Review Committee (Alternate) -** The Term of Office of Anne Brislin (R), Expires 12/31/2016. Reappointment or Replacement Would be Until 12/31/2020. (Tabled 12/19/2016)

13. **Library Board of Trustees –** The Term of Office of Yvonne Wollenburg (U) Expires 12/31/2020. Reappointment or Replacement Would be Until 12/31/2023. (Tabled 01/04/2021)

14. **Library Board of Trustees –** The Term of Office of Giorgianna Tippo (D) Expires 12/31/2020. Reappointment or Replacement Would be Until 12/31/2023. (Tabled 01/04/2021)

15. **North Central Health Department Board of Directors Enfield Representative** - The Term of Office of Ken Nelson (R), Expired 06/30/2020. Reappointment of Replacement Would be Until 06/30/2023. (Tabled 11/09/2020)

16. **Planning and Zoning Commission** - **Alternate–** A Vacancy Exists due to the Resignation of Dane Thorogood (R). Replacement Would be Until 12/31/2023. (Tabled 10/19/2020)

17. **River Valley CT Central Regional Tourism District** –The Term of Office of William Hosley (R), Expired 06/30/2016. Reappointment or Replacement would be Until 06/30/2022. (Tabled 11/21/2016)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2024. (Tabled 11/25/2004)

2. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2021. (Tabled 10/16/2006)

3. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2023. (Tabled 2/04/2013)

4. **Building Code Appeals Board-** The Term of Office of Gary Sullivan, (R) Engineer Expired on 11/01/2014. Reappointment or Replacement Would be Until 11/01/2024. (Tabled 11/17/2014)

5. **Building Code Appeals Board** – The Term of Office of William Marr (D), Professional Engineer, Expired 11/01/2016. Reappointment of Replacement Would be Until 11/01/2021. (Tabled 11/21/2016)

6. **Fair Rent Commission (Landlord) –** The Term of Office of Sam Mcgill (D) Expired 06/30/2008. Replacement Would be Until 06/30/2022.

7. **Fair Rent Commission (Tenant) –** A Vacancy Exists Due to Member Kristina Schoen (U), No Longer a Resident. Replacement Would be Until 06/30/2021. (Tabled 06/19/2017)

8. **Fair Rent Commission -** The Term of Office of Elizabeth Gillen (R), Expires 06/30/2018. Reappointment or Replacement Would be Until 06/30/2022. (Tabled 06/1818)

9. **Fair Rent Commission -** The Term of Office of William Downs Sr. (U), Expires 06/30/2018. Reappointment or Replacement Would be Until 06/30/2022. (Tabled 06/1818)

10. **Fair Rent Commission -** The Term of Office of Marlene Cintron-Kakluskas (R), Expires 06/30/2018. Reappointment or Replacement Would be Until 06/30/2022. (Tabled 06/1818)

11. **Fair Rent Commission -** The Term of Office of Dorian Owens (U), Expires 06/30/2019. Reappointment or Replacement Would be Until 06/30/2021. (Tabled 06/17/2019)

12. Fair Rent Commission - The Term of Office of Dale Shambo (D), Expires 06/30/2019. Reappointment or Replacement Would be Until 06/30/2021. (Tabled 06/17/2019)

13. Housing Code Appeals Board (Alternate) - The Term of Office of Constance P. Harmon (R), Expired on 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)

14. Housing Code Appeals Board (Alternate) - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)

15. Housing Code Appeals Board - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Reappointment or Replacement Would be Until 05/01/2021. (Tabled 05/16/2016)

16. Housing Code Appeals Board- The Term of Office of Paul Censki, Fire Marshal Expired 05/01/2017. Reappointment or Replacement Would be Until 05/01/2022. (Tabled 05/15/2017)

C. Appointment(s) - P & Z Commission Appointed- Council Approved.

1. Capitol Region Council of Governments Regional Planning Commission Enfield Representatives – The Term of Office of Mary Scutt (D), Reappointment or Replacement Would be until 12/31/2021. (Tabled 01/04/2021)

2. Capitol Region Council of Governments Regional Planning Commission Enfield Representatives- Alternate – The Term of Office of Virgina Higley (D), Reappointment or Replacement Would be until 12/31/2021. (Tabled 01/04/2021)

D. Discussion/Resolution: MOU with Fire Districts for Collection and Distribution of Taxes. (Tabled 11/16/2020)

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved.

D. Appointment(s) - P & Z Commission Appointed- Council Approved.

E. Discussion/Resolution: Request for Transfer of Funds for Family Resource Center $29,832.

F. Discussion/Resolution: Resolution Authorizing the Town Manager to Sign a Real Estate Purchase Contract on Behalf of the Town of Enfield for the Sale of 92 Post Office Road.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) – Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved.

D. Appointment(s) – P & Z Commission Appointed- Council Approved.

E. **Discussion/Resolution: Request for Transfer of Funds for Police Department DUI Grant $$87,513.67

F. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Alcorn Remodel $639,670.

G. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Alcorn Parking Lot $150,867.

H. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Senior Center Renovation $20,500.

I. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Annex Refurbish $25,080.

J. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Annex B & G Remodel $46,760.

K. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation B & G Storage Building $308,000.

L. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Enfield Express $81,760.

M. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Town Hall Video Conference Room $43,035.

N. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Alden Ave Gymnasium $400,000.

O. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Lamagna Demolition $639,667.

P. **Discussion/Resolution: Request for Transfer of Funds for Town Building Consolidation Strand Theater Demolition $673,000.

Q. **Discussion/Resolution: Resolution Authorizing the Town Manager to Enter into a Purchase Agreement for the Acquisition of Properties located on Moody Road and Elm Street.

R. ****Discussion/Resolution:** Request for Transfer of Funds for the Acquisition of Properties located on Moddy Road and Elm Street $210,000.

S. ****Discussion/Resolution:** Resolution Amending the Branch Librarian Job Description.

T. ****Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign the REKOR Master Services and Purchasing Agreement.

15. MISCELLANEOUS.

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

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

*** REMOVE FROM AGENDA**
**** MOVE TO MISCELLANEOUS**
***** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT**

ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, JANUARY 4, 2021

A Special Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, January 4, 2021. The meeting was called to order at 5:45 p.m.

ROLL-CALL – Present were Councilors Bosco, Cekala, Cressotti, Hemmeler, Ludwick, Mangini, Muller, Riley, Sferrazza, Szewczak and Unghire. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Suzanne Olechnicki; Town Attorney, James Tallberg; Director of Public Works, Donald Nunes; Deputy Director of Public Works, Jeffrey Leonowicz; Director of Finance, John Wilcox

MOTION #5640 by Councilor Mangini seconded by Councilor Muller to go into Executive Session to discuss Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5640** adopted 11-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Ludwick at 5:46 p.m.

ROLL-CALL - Present were Councilors Bosco, Cekala, Cressotti, Hemmeler, Ludwick, Mangini, Muller, Riley, Sferrazza, Szewczak and Unghire. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Suzanne Olechnicki; Town Attorney, James Tallberg

Chairman Ludwick reconvened the Special Meeting at 6:13 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations with no action or votes being taken.

BUILDING CONSOLIDATOIN PRESENTATION

Mr. Bromson stated this evening there will be a presentation on how the Town can combine services at existing buildings and sell properties. He noted this is a global plan they've embarked on over the last couple years. He stated within the next couple weeks, the Town will be meeting with Eversource regarding the North River Street property, and hopefully the Town will attain that property. He went on to note there will also be a meeting soon with DOT regarding the train station. He stated he will have an update at either the next meeting or early February on these matters.

He stated the Town will be soon starting the budget process and they will concentrate this year on some CIP priorities that had to be deferred last year that he believes can be accomplished this year and yet be fiscally responsible. He stated his belief the Town will be in a position to propose a road and roof referendum project. He noted after this evening, Enfield taxpayers will see that the Town Council has been very prudent stewards of their money. He pointed out they've done smaller projects, and they will be discussing consolidation this evening, and they will address some long-range CIP problems in the budget. He stated his belief they will have the respect and confidence of taxpayers to continue the roads project, which will close the loop for 20 years, and of course, they'll have to start again. He noted on a concurrent path, they can do the other Town and School roofs that need to be done. He feels this will put the Town of Enfield on a very sound footing for managing its resources for the next couple decades.

BUILDING CONSOLIDATION PRESENTATION

Mr. Bromson provided an overview of the presentation, which will be on the Town's website.

Alcorn

It is proposed moving Social Services to Alcorn and selling 110 High Street. Also proposed is moving Youth Services to Alcorn as part of the Lamagna closure.

Senior Center

It is proposed to relocate the Transportation Office from High Street to the Senior Center.

The Enfield Annex

It is proposed moving the Recreation Department from the Lamagna Center to the Enfield Annex. Also, moving Building & Grounds to the Enfield Annex and closing and selling 52 Prospect Street.

The Enfield Express

With the future acquisition of the Enfield Express building, they can consolidate and move the Tax and Assessor's Office from Town Hall to the Enfield Express building, which will allow for the creation of a shared conference space and state-of-the-art video meeting center in Town Hall, which will be centrally located for everyone to use.

St. Adalbert's

Mr. Bromson stated Mr. Bellock previously made a presentation regarding the renovation of the St. Adalbert's gymnasium for tournaments and theater.

Strand Theater

Nelson Tereso, Deputy Director of Economic and Community Development, is in negotiation with the State to get money that would pay for the demolition of the Strand Theater, so they can merge that property with the Lamagna property, so that they can market it fairly soon.

Mr. Bromson stated he will provide in-depth details for the Council's review.

Mr. Bromson stated these proposals would result in money savings, is highly efficient and it does not require the Town going to referendum because the money savings and the amount to be spent are minimal compared to the savings. He noted all this can be done within one year.

Ms. Purciello stated the Lamagna Center was built in the 1970's and would need millions of dollars' worth of work done over the next ten years just to meet status quo. This location has only seven park spaces, which is completely inadequate for the activities currently going on there. Moving the departments located at that facility will allow them to close the Lamagna Center and market the property to allow for transit-oriented development. Under this plan, the Recreation Department will be moved the Enfield Annex. DPW staff will renovate the offices in the D Wing of the Enfield Annex to accommodate the staff of the Recreation Department. All recreation programming will be moved to the Annex, which is currently the site of the Tons of Fun Summer Camp. The Annex also has a gymnasium, pool, fields and tennis courts.

Mr. Leonowicz stated Recreation currently resides on mainly the lower level of the Lamagna Center. The lion's share of the Recreation programming is spread across Town facilities, i.e., gyms, pools, fields, etc. with the exception of the gym and a classroom at Lamagna. The Lamagna Center is mostly used for administrative functions for recreation. These administration functions are limited in staffing level and parking because of the physical size, the footprint of the parcel and the parking, therefore, trying to grow that site would be challenging. The proposal is to reutilize the D Wing at the Enfield Annex. This provides more room for future expansion of the department in terms of staffing and parking, and utilizing the old Fermi main office would be easy because it is already designed to host staff and visitors. Re-occupying this space requires a small investment as the core infrastructure already exists. It really doesn't need much more than just reactivation. Multiple year-round and seasonal programming does go on at the Enfield Annex, and a lot of it is hosted by the Recreation Department.

Mr. Nunes stated the renovation cost is going to be approximately $25,000. The five-year capital investment savings is $827,500 and by closing the Lamagna Center, they will also be saving $47,550 in operational costs for FY2022. This work will be primarily done by Building & Grounds staff, and they should be able to move the Recreation Department before March if they begin in February. The core exists, and only a little sprucing up and carpentry is needed.

Ms. Purciello stated Social Services and Youth Services is currently housed at the Lamagna Center, and this plan moves those departments to the Alcorn Building. Alcorn is currently the home of the Board of Education, including the Transitional Learning Center. There were discussions with the School Superintendent, Christopher Drezek, to ensure that the Transitional Learning programming and Board of Education operations will not be impacted by these moves. It is proposed marketing 110 High Street.

Ms. Purciello explained Youth Services is a component of Social Services, and this consolidation will be a benefit to these departments and will more effectively and efficiently address the needs of Enfield residents.

Ms. Purciello stated Enfield Television, which is currently located at the Alcorn Building, will be moved to the Enfield Annex.

She stated transportation is also a key component of Social Services, but unfortunately Alcorn is not large enough to accommodate the Transportation Office, therefore, under this plan they would relocate Transportation to the Senior Center. The Senior Center was originally built to accommodate staff and offices for Dial-A-Ride. This change allows all the transportation vehicles to reside in one place, rather than having them scattered across town and this will streamline the day-to-day operations for staff. This will not impact Senior Center programming in any way.

Ms. Purciello stated as part of the plan for the Alcorn Building, they are proposing several outdoor improvements, which the Council has already reviewed and approved. In November, the Council voted to expand the Community Garden Program, and they will be adding community garden plots at Alcorn. The Town Council also approved the construction of a new outdoor basketball court, which will be in place in the spring of 2021. The students involved in Youth Services and the Transitional Learning Center will have access to the gardens and the basketball court.

Ms. Purciello stated the Alcorn plan also envisions expanding the parking lot at Alcorn. Currently there are 78 parking spaces at Alcorn, and the plan envisions expanding the parking lot to 122 spaces.

Mr. Leonowicz stated moving Youth Services and Social Services to the lower level of Alcorn allows them to make use of the gym, the kitchen and the whole level. He noted these spaces already exist; therefore, they don't have to reinvent those types of large spaces. He stated the main entrance they'd be utilizing would be the northwest corner.

Mr. Nunes stated the cost of this renovation is estimated at about $395,000, and the five-year capital investment savings would be $827,500, and they'd also be saving about $47,500 in operational costs. The estimated tax revenue for this property is about $33,000 per year.

He stated the work on the Youth Services side would be handled primarily through Building & Grounds. He noted this involves taking mostly existing large office spaces and turning them into smaller private offices. The contractor portion of this project would be primarily for HVAC or data usage. It's expected to get this work done before August 1st.

Mr. Leonowicz spoke about 110 High Street and noted Social Services and Transportation are at this site. The challenge is the parcel size because horizontal expansion is not feasible unless they acquire more land. Service programming at this location is also limited due to the facility size. It's being proposed that Social Services be moved to the lower level of Alcorn, which would be on the same level as Youth Services, which also unites those departments. They would be utilizing the old cafeteria and band room where ETV currently resides. Another advantage of this move is that they are still downtown.

He stated the Transportation Department is using a small area at 110 High Street, and the parcel size is a big challenge and buses cannot congregate, which means drivers must pick up buses all across town. In this proposal, they're proposing moving Transportation to the Senior Center. The

Senior Center has a tremendous parking lot as compared to 110 High Street, so they can put everything in one area. There should not be any impact to the Senior Center or users of the Senior Center.

Mr. Nunes stated the renovation cost is about $415,000 to move Social Services to Alcorn and Transportation to the Senior Center. The five-year capital savings is $235,000. The Fiscal Year 2022 operational cost savings is $57,000 and the estimated tax revenue is $15,000 per year.
The estimated sales price is approximately $400,000 for that property.

He stated this part of the Alcorn renovation will require an architect, and it's estimated about four months to get through design and permitting, with two months for a public bid. It's expected to move Social Services to Alcorn before December 1st.

Mr. Nunes stated design and permitting for Transportation is minor and that work will be done in-house with a December completion date.

Ms. Purciello stated another plan is to close and sell 52 Prospect Street, which is the current Building & Grounds facility. This property is surrounded by residential housing, which is not ideal for a lot of equipment and early start times of the B&G operations. The Building & Grounds staff will be relocated to the Annex, which will be closer to the Public Works Complex. The Annex currently has the space needed to build an equipment shed for all the B&G equipment that currently they do not have space for.

Mr. Leonowicz stated the current location at 52 Prospect Street doesn't allow for expansion, especially when it comes to equipment and vehicles. Plow trucks, field equipment and snow removal equipment should be inside and protected from the elements. They are already occupying the Annex with their woodshop, HVAC and electrical. In this plan, it's proposed locating everyone at the Annex. There are 5,000 square feet in the old varsity locker room, which includes the old coach offices, showers, lockers, storage areas and an area, which could be renovated as a break room. This area provides for a larger footprint than at Prospect Street. It's also proposed including a 10,000 square foot equipment facility at the Annex.

Mr. Nunes stated the renovation cost is approximately $354,000, but the majority of it is going to be for that building, which will contain the equipment. The five-year capital investment savings is estimated at $385,000. The FY22 operational cost savings is $60,000, and the estimated tax revenue is $16,000 per year. If 52 Prospect Street is sold, the Town could realize a $420,000 sales price. This will require some use of an architect for design and permitting, along with time to go out to bid. The majority of the work will be for the contractor erecting the building, and there's some light work, which will be done by B&G inside the Annex. They will try to get this done by January, 2022.

Ms. Purciello stated the next proposed consolidation involves the Enfield Express. This facility has been a tremendous success. The plan is to move the Tax Office and Assessment Office to the Enfield Express. With all the staff in one location, Tax Assessors will be better able to act as a one-stop shop to serve the community. As concerns the vacated space at Town Hall, it's planned to construct a multi-media conference room. The Town Hall is a centralized location with ample parking. This space will be renovated with the help of ETV to insure its compatible with live streaming of meetings when needed.

Mr. Leonowicz stated currently the Tax Office and Assessor's Office are co-located between the lower level of Town Hall and the Enfield Express, and the current location for the Tax Office at Town Hall is easily congested, especially during the tax season. The Enfield Express is designed for high-volume transactions and it also offers a drive-up window. Having this contactless drive-through, especially during this pandemic, has been helpful.

Mr. Nunes stated there is the potential for expanding the parking between Town Hall and the Enfield Express. He referred to the property just to the west of the drive-through area which could accommodate 55 to 60 more parking spaces. The renovation cost for moving these offices to the Enfield Express is about $81,000. Construction would be done in-house using B&G staff, and they hope this could be done by May 1st.

Mr. Leonowicz referred to the vacated space at Town Hall and noted there's never enough meeting space in town. The proposed conference room will be located on the lower level, which is advantageous because it isolates all the foot traffic in one area, so people aren't moving throughout the whole building. There's plenty of parking at Town Hall, which is already centrally located.

Mr. Nunes stated the renovation cost is projected at about $43,000, and it will be done in concert with the Assessment and Revenue move to the Enfield Express. The goal is for a completion date in May.

Ms. Purciello stated the last piece of the consolidation plan has to do with the St. Adalbert's gymnasium, which abuts Town Hall property. There is currently an option to purchase this gymnasium, which expires at the end of the year. The gym is approximately 9,800 square feet and can be used for tournament-style basketball and other sports or activities in town. In addition, it has a beautiful theater, which can be used to promote arts in Enfield. Future goals include tying this in with Higgins Park and someday they hope to have a large community pool.

Mr. Leonowicz stated this is a very large gymnasium and stage located in a great location.

Mr. Nunes stated this renovation cost is projected at about $400,000. It's believed it will take about four months for permitting and design and another eight months for construction. They are looking at a completion date of 2022.

Mr. Wilcox provided a slide which summarized the costs for these projects.

Mr. Bromson stated the Council will be provided with a 40-page report detailing these projects. He commended all staff for bringing together all these projects, which are projected to be done in one year. He stated that is remarkable. He went on to note Enfield has been fiscally well-run, even with COVID, and he believes the town is in good shape. He stated his belief Enfield is in very solid fiscal shape to be able to embark on these projects which will save a lot of money.

Councilor Unghire questioned if all the department heads concurred with and support this move. Mr. Bromson responded yes, they've met with all the directors. He stated his belief they're very excited.

Councilor Sferrazza stated he does not believe he has ever seen a presentation as thought-out as this one. He expressed his appreciation for the speed with which this is going to get done, the cost savings, and making things better for everyone. He commended Mr. Bromson for all his hard work and noted he has done a lot more than the past three Town Managers.

Councilor Bosco stated these proposals make it sensible to keep the Enfield Annex. He stated this is great, and he's very excited and thankful to everyone involved. He stated a 10,000 square foot garage isn't that big, and he questioned whether it will be big enough. Chairman Ludwick indicated that question will be addressed at the next meeting.

Councilor Riley questioned if they would get more in-depth details on the last financial slide that was provided, and Mr. Bromson responded yes, there are very specific costs for every part of this proposal as concerns the revenue and expenditure side.

Councilor Mangini questioned whether they will be leasing the gym from St. Adalbert's. Mr. Bromson stated at the next meeting they can discuss either purchasing it, or if they wished to lease it long term. He noted personally, he likes to buy and own what they have, especially with such an asset.

Councilor Mangini agreed with Councilor Sferrazza in that Mr. Bromson has done more in his tenure than the past three or four Town Managers. She expressed her appreciation for Mr. Bromson thinking outside the box and his creativity.

Mr. Bromson stated he has the most incredible directors and staff of any town in the State of Connecticut. He noted they want to be here, they're enthusiastic, and they do a lot of work. He stated he sat here during all of those Town Managers, and the only reason he can get done what he did is because of the Enfield Town Council. He stated this Council shared his frustration because they wanted action, and the Council gave staff authority to accomplish things. He pointed out it takes all hands-on deck to do these things, and they have a perfect team in place right now, between the Council and this staff. He thanked the Town Council.

Councilor Cressotti commended staff for a great presentation, and he commended staff for their creativity in these projects. He referred to the D Wing at the Annex and questioned if everyone took into consideration that there's a state CNA program run at the Annex. Mr. Bromson stated staff investigated all these sites, so he's hopeful that was taken into account, and that will be further checked out and there will be an answer at the next meeting.

Chairman Ludwick expressed his appreciation for the detailed information being provided about these projects. He noted the Town listened about the needs of the community, i.e., a new basketball court behind Alcorn to replace the one that was removed. He stated staff did a great job.

ADJOURNMENT

MOTION #5641 by Councilor Muller, seconded by Councilor Cekala to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5641** adopted 11-0-0, and the meeting stood adjourned at 7:12 p.m.

Respectfully submitted,

Kenzy Lee
Acting Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JANUARY 4, 2021

A Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, January 4, 2021. The meeting was called to order at 7:16 p.m.

PRAYER – The prayer was given by Councilor Cressotti.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Bosco, Cekala, Cressotti, Hemmeler, Ludwick, Mangini, Muller, Riley, Sferrazza, Szewczak and Unghire. Also present were Assistant Town Manager, Kasia Purciello; Suzanne Olechnicki; Town Attorney, James Tallberg

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5642 by Councilor Mangini, seconded by Councilor Muller to accept the minutes of the December 21, 2020 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5642** adopted 10-0-1, with Councilor Cressotti abstaining.

MOTION #5643 by Councilor Riley, seconded by Councilor Muller to accept the minutes of the December 21, 2020 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5643** adopted 10-0-1, with Councilor Cressotti abstaining.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS & PETITIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Mangini wished everyone a healthy, safe, and prosperous new year. She requested if Patrice Sulik, the Director of the Health Department, could come to a future meeting to share where Enfield is with the COVID situation, and how the State is administering the vaccinations. She thanked Connecticut's Governor and Town staff for doing a superb job in keeping workers safe and helping them work with the rules and regulations.

Councilor Szewczak stated the railroad tracks that run through Abbe Road and Hazard Avenue showed no activity for a long time, but now there is activity in that area. She noted the road was bad before, and its horrendous right now. She stated it's really bad where Abbe meets Broadbrook Road.

MOTION #5644 by Councilor Szewczak, seconded by Councilor Muller to suspend the rules to address under Miscellaneous this evening Items 14 F, G, H, and I.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5644** adopted 11-0-0.

TOWN MANAGER REPORT AND COMMUNICATIONS

Mr. Bromson stated they will extend the invitation to Patrice Sulik, Director of North Central District Health Department. He noted she is extremely busy and overwhelmed at this juncture planning for vaccinations. He stated the Town has been in constant touch with her for updates and Town staff and the Mayor participate on a call with her every Thursday morning. He noted depending on her schedule, they will see if they can get Ms. Sulik to attend one of the upcoming meetings.

Mr. Bromson stated Suzanne Olechnicki retired on December 31st. He noted Suzanne started with the Town in 1977 as a part-time clerk typist, and she was appointed Town Clerk on April 25, 1988, and she's been with the Town over 40 years. He noted this is a testament to her commitment and dedication to her hometown where she lives and raised her family. He explained with Suzanne's assistance, they have interviewed for a new Town Clerk and made a job offer, but it's not going to occur until February. He noted they asked Suzanne to do the next two Council meetings in January, and true to her form and her kind spirit, she agreed to do it. He stated he has known Suzanne all the years he's been with the Town, and she is so highly respected and beloved, not only by all the directors and employees, but residents as well. He noted he gets many compliments about Suzanne and her staff. He stated she never raises her voice or loses her cool and helps people in stressful situations. He noted it's not realized across the board how many lives the Town Clerk affects, from recording documents, real estate closings, etc., and keeping all that going during COVID when people had to be accommodated to record things. He stated one of the most difficult, but high points of her career was doing the absentee ballots and the remote voting in the last presidential election, which was a huge undertaking. He pointed out she did is flawlessly and in good cheer. He stated no one deserves a healthy and long retirement more than Suzanne, so he would like to recognize her this evening. He noted on behalf of the Council and a grateful town, a print will be presented to Suzanne tomorrow, and hopefully she will hang it in her home here in

Enfield and look fondly on her years in Enfield as we think of her and remember her with great love and affection. Mr. Bromson thanked Suzanne for all her selfless efforts as Town Clerk, her patience, her kindness, and wished her God's blessing for a healthy, wonderful retirement.

Ms. Olechnicki stated she couldn't have had a better experience than the years she's worked for Enfield. She noted it's been wonderful knowing everyone and meeting every Council member. She stated it has proven to her how important the Town is to everyone over the years. She expressed her appreciation for the great people who work in administration. She noted she will miss everyone, but looks forward to being home as well.

Chairman Ludwick stated the print being given to Suzanne is their last water-color photo and it couldn't have been given to a more appropriate individual. He noted it's a beautiful photo, and Suzanne obviously earned it.

Mr. Bromson stated they concluded the indoor farmers' market last Sunday, and it was a remarkable success. He noted they started with the farmers' market last July with about 20 vendors, and by the end they had over 80 vendors. He noted they started at the Square for the indoor farmers' market. He thanked the mall owners for allowing and supporting this. He thanked Connie Provencher for her ingenuity and dedication and Connie's assistant, Danielle, and Kasia Purciello. He stated they will come back bigger, better, and stronger in the summer of 2021 on the Town Green and hopefully expand it a little further. He thanked everyone who came and supported it.

Councilor Unghire expressed appreciation for allowing the farmers' market to move indoors. She thanked the mall owners for letting this happen. She noted Connie Provencher worked very hard with everyone. She stated she exhibited there herself.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Attorney Tallberg reported they had two emergency status conferences with Judge Berger about the emergency request for a temporary injunction that he referenced at the last Council meeting concerning a property at 117 North Maple Street. He noted it looks like they are very close to having a resolution of at least the injunctive part of that case, so they will be back with the judge later this week and perhaps at some point in the near future he can brief the Council in Executive Session.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Muller stated he spoke to Patrice Sulik late today and noted there's a special program called, "Be Safe" that everyone is provided after they've been vaccinated. He noted it actively tracks people for a week in order to provide information to the manufacturer. He stated if anyone reports an adverse side effect to Patrice, she has a form that they're required to submit and fill out, and this would be for any vaccine that a person gets. He noted they've done approximately 110 vaccines so far. He stated as to how much of the vaccine is available and who is in the next group or groups to receive it, is decided at the State level. He noted the estimate for starting the next phase of eligible people is anywhere between January and May. He stated there are many partners engaged in the vaccination process, and Ms. Sulik's staff is ready to scale up or down and pivot relatively quickly to serve the community.

Chairman Ludwick stated Councilors Mangini and Muller are representatives to the North Central Health District, and questions can be submitted to them.

Councilor Szewczak stated Facilities had a presentation by Green Bank and the Clean Energy Subcommittee has been meeting. She noted they are going to bring three properties to Facilities with their blessings to have Green Bank look at them, and this is for solar, and there would be no cost to the Town and no work for Town staff. She stated they will look at vestibules and windows for the schools.

She stated West Hartford's middle school is saving a quarter million dollars as a result of their solar system.

Councilor Bosco stated DPW is having a meeting regarding trash, and anyone with questions can contact him.

OLD BUSINESS

All Old Business items remained tabled.

NEW BUSINESS

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #5645 by Councilor Mangini to reappoint Judy Kilty (D) to the Commission on Aging for a term which expires 1/1/24.

MOTION #5646 by Councilor Cekala, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5646** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Judy Kilty reappointed to the Commission on Aging by an 11-0-0 vote.

All other New Business items remained on the agenda.

ITEMS FOR DISCUSSION

Items F through I remained on the agenda.

MISCELLANEOUS

RESOLUTION #5647 by Councilor Muller, seconded by Councilor Mangini.

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

GENERAL FUND

FROM:		TO:	
General Fund Revenue-Appropriated Fund Balance		General Fund-Unallocated-Transfers to Capital	
10040000-499000	$235,550	10800092-593010	$235,550

GRANT FUNDED PROJECTS

FROM:		TO:	
Revenue Grant Funded Project-Barnard School roof		Grant-Eli Whitney-Sch Roof-Construction Services	
31104000-460988	$437,450	31108747-54500	$421,000
Revenue Grant Funded Projects-General Fund		Grant-Eli Whitney-Sch Roof-Architect Services	
31104000-488001	$235,550	31108747-533910	$180,000
		Grant-Eli Whitney-Sch Roof-Other Profess	
		31108747-533900	$ 72,000

CERTIFICATION:

I hereby certify that the above-stated funds are available as of December 28, 2020.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5647** adopted 11-0-0.

RESOLUTION #5648 by Councilor Szewczak, seconded by Councilor Mangini.

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

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

GENERAL FUND

FROM:		TO:	
General Fund Revenue – Appropriated Fund Balance Capital 10040000-499000	$235,550	General Fund-Unallocated-Transfers to 10800092-593010	$235,550

GRANT FUNDED PROJECTS

FROM:		TO:	
Revenue Grant Funded Projects – Hazardville Mem 31104000-460988	$437,450	Grant-Hazardville Mem-Sch Roof-Construction Serv 31108747-545000	$466,000
Revenue Grant Funded Projects-General Fund Transfers In 31104000-4880001	$235,550	Grant-Hazardville Mem-Sch-Architect Srvcs 31108747-533910	$148,000
		Grant-Hazardville Mem-Sch-Other Prof 31108747-533900	$59,000

CERTIFICATION:

I hereby certify that the above-stated funds are available as of December 28, 2020.

/s/ John Wilcox, Director of Finance

Councilor Szewczak stated that is the referendum limit, and it's hoped the Eli Whitney roof can be done in two phases.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5648** adopted 11-0-0.

RESOLUTION #5649 by Councilor Muller, seconded by Councilor Mangini.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, James N. Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action: HUNTINGTON CHASE DEVELOPMENT, LLC V. TOWN OF ENFIELD, Docket Number HHB-CV-20-6061046 S, the fair market value of the property known as 160 Hazard Avenue to be $4,850,000.

Attorney Tallberg stated this is a negotiated resolution through Council of a pending tax appeal, which was brought against the Town and filed in the Superior Court. He noted the resolution was negotiated by Assistant Town Attorney Mark Cerrato with the Town's Tax Assessor. He stated for the reasons discussed in Executive Session at the last meeting, they fully endorse and recommend approval of this resolution.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5649** adopted 11-0-0.

RESOLUTION #5650 by Councilor Muller, seconded by Councilor Riley.

WHEREAS, the impact of the pandemic has left some working families negatively impacted financially; and

WHEREAS, the Alpha Delta Kappa Teacher Sorority has identified this population as one to which they would like to make donations to assist with procurement for heating fuel and gas during the cold weather season this year; and

WHEREAS, any unspent donations are to be used in the cold weather season next year for impacted working families.

RESOLVED, that the Town Manager or his designee, is authorized to establish the revenue account 22046140-417050 for the Alpha Delta Kappa Teacher Sorority donations to be used to procure heating fuel and gas for eligible working families negatively impacted by the pandemic.

Ms. Purciello explained the donation will likely be between $300 to $1,500, will be administered by Social Services, and it will be on a first come/first serve basis.

Councilor Riley stated Alpha Delta Kappa is a great organization. She questioned whether the account that's being established will allow normal citizens to donate funds into that account. Chairman Ludwick stated he would like that verified.

Chairman Ludwick thanked the Alpha Delta Kappa Teacher Sorority for doing this. He questioned the possibility of expanding such a program. He noted there's a definite need in Enfield. Ms. Purciello indicated she will look into this.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5650** adopted 11-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

Councilor Mangini wished Suzanne Olechnicki a happy and healthy retirement. She noted it's been a pleasure knowing her all these years. She stated Suzanne has done a super job for Enfield, and she wished her God's blessings.

Councilor Muller congratulated Ms. Olechnicki on her retirement. He noted it's been an honor to know her, and he thanked her for all she's done to keep the Council going.

Councilor Szewczak wished Ms. Olechnicki a happy retirement.

Councilor Szewczak questioned when they will be having their next WPCA meeting. Mr. Bromson stated they will look into scheduling that meeting.

Councilor Hemmeler congratulated Ms. Olechnicki on her retirement and noted the Town Hall won't be the same without her.

Councilor Unghire stated it was a pleasure working with Ms. Olechnicki, and she will miss her. She wished her the best on her retirement.

Councilor Cressotti congratulated Ms. Olechnicki on her retirement. He stated he definitely appreciated all of her hard work throughout the years, as well as her dedication to the Town of Enfield. He wished her the best on her retirement.

Councilor Sferrazza wished Ms. Olechnicki success and good health. He noted in all the years he worked for the Town, she was always there for him and his department. He wished her God's blessings and good health.

Councilor Bosco stated Ms. Olechnicki has always been great, and she always treated everyone with respect. He stated she helped make the Town where it is.

Chairman Ludwick stated there's no doubt that Ms. Olechnicki could be one of the most respected individuals in this town.

Chairman Ludwick stated the agendas have been small lately because of all the work done from August to November. He noted no one has slowed down at all. He pointed out they had huge agendas since August and September, and the good news is they're a little ahead of the game, even with this pandemic. He expressed his appreciation to the Town Council and Town staff.

Mr. Bromson thanked Paul Russell, the Chief Technology Officer, and Alex Giner for their work in arranging these virtual meetings.

ADJOURNMENT

MOTION #5651 by Councilor Muller, seconded by Councilor Sferrazza to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5651** adopted 11-0-0, and the meeting stood adjourned at 7:55 p.m.

Respectfully submitted,

Kenzy Lee Acting Town Clerk Clerk of the Council	Jeannette Lamontagne Secretary to the Council

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 5

TOWN OF ENFIELD

December 28, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: **Request for Transfer of Funds to Replace a Portion of the Eli Whitney School Roof $235,550**

Councilors:

Highlights:

- The Enfield Facilities Committee has determined that it is necessary to replace the roof on the Eli Whitney School.
- This transfer will fund the project up to the referendum limit for FY21.
- Architectural Services are estimated at 10% of the total estimated project cost.
- Owners representative services are estimated at 4% of the total estimated project cost and are budgeted in the Other Professional Services account.
- This transfer assumes that the project will be approved and partially funded by the State of Connecticut.
- The school reimbursement percentage for FY21 per the Department of Administrative Services is 70% for the Town of Enfield. I used 65% in case of disallowed costs.
- Resolution No. 5636 passed on December 21, 2020 authorizing expenditures for the Eli Whitney School Roof Replacement Project.

Budget Impact:

This transfer will increase FY21 expenses by $235,550.

Recommendation:

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

John A. Wilcox
Finance Director

Attachments:

1. Resolution

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 5

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _________

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

GENERAL FUND

FROM:

10040000-499000 $235,550
General Fund Revenue – Appropriated Fund Balance

TO:

10800092-593010 $235,550
General Fund - Unallocated-Transfers to Capital

GRANT FUNDED PROJECTS

FROM:

31104000-460988 $437,450
Revenue Grant Funded Projects –Barnard School Roof

31104000-488001 $ 235,550
Revenue Grant Funded Projects – General Fund Transfers In

TO:

31108747-545000 $421,000
Grant-Eli Whitney-Sch Roof – Construction Services

31108747-533910 $180,000
Grant-Eli Whitney-Sch Roof-Architect Srvcs

31108747-533900 $ 72,000
Grant-Eli Whitney-Sch Roof-Other Profess

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 28, 2020.

John A. Wilcox, Director of Finance

APPROVED BY: ________________ **Town Manager** **Date:** 12-31-2020

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 6

TOWN OF ENFIELD

December 28, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: **Request for Transfer of Funds to Replace a Portion of the Hazardville Memorial School Roof $235,550**

Councilors:

Highlights:

- The Enfield Facilities Committee has determined that it is necessary to replace the roof on the Hazardville Memorial School.
- This transfer will fund the project up to the referendum limit for FY21.
- Architectural Services are estimated at 10% of the total estimated project cost.
- Owners representative services are estimated at 4% of the total estimated project cost and are budgeted in the Other Professional Services account.
- This transfer assumes that the project will be approved and partially funded by the State of Connecticut.
- The school reimbursement percentage for FY21 per the Department of Administrative Services is 70% for the Town of Enfield. I used 65% in case of disallowed costs.
- The resolution number 5632 passed on December 21, 2020 authorizing expenditures for the Hazardvillle Memorial School Roof Replacement Project

Budget Impact:

This transfer will increase FY21 expenses by $235,550.

Recommendation:

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

John A. Wilcox
Finance Director

Attachments:
1. Resolution

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 6

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _________

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

GENERAL FUND

FROM:	TO:
10040000-499000 $235,550 General Fund Revenue – Appropriated Fund Balance Capital	10800092-593010 $235,550 General Fund - Unallocated-Transfers to

GRANT FUNDED PROJECTS

FROM:	TO:
31104000-460987 $437,450 Revenue Grant Funded Projects –Hazardville Mem	31108746-545000 $466,000 Grant-Hazardville Mem-Sch Roof – Construction Services
31104000-488001 $ 235,550 Revenue Grant Funded Projects – General Fund Transfers In	31108746-533910 $148,000 Grant-Hazardville Mem-Sch-Architect Srvcs
	31108746-533900 $ 59,000 Grant-Hazardville Mem-Sch-Other Prof

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 28, 2020.

John A. Wilcox, Director of Finance

APPROVED BY: ________________ **Town Manager** **Date:** 12-31-2020

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 6

TOWN OF ENFIELD

December 22, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: **Resolution to Settle Pending Property Tax Appeal**
Huntington Chase Development, LLC v. Town of Enfield

Councilors:

Highlights:

- Huntington Chase Development, LLC is the owner of 160 Hazard Avenue.
- Upon completion of construction, the Assessor determined the fair market value of this property to be $5,542,370.
- Huntington Chase filed an appeal as to the Town's valuation of the property on the Grand List of 2019.
- After a conference call on November 18, 2020 and follow up calls that same day and on November 19, 2020 with Attorney Peter Reynolds and his appraiser it was proposed that the property's fair market value be reduced to $4,850,000.

Budget Impact:

The proposed settlement will apply to the Grand Lists of 2019 and 2020. The overpayment made on July 1, 2020 will be applied to the January 1, 2021 payment.

Recommendation:

It is recommended that the Town Council approve the attached resolution if it wishes to accept the proposed settlement.

Respectfully Submitted,

Mark J. Cerrato
Assistant Town Attorney

Attachments:

1. Resolution.

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 6

ENFIELD TOWN COUNCIL

RESOLUTION NO. ___

RESOLUTION TO SETTLE PENDING PROPERTY TAX APPEAL

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, James N. Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action:

HUNTINGTON CHASE DEVELOPMENT, LLC V. TOWN OF ENFIELD, Docket Number HHB-CV-20-6061046 S, the fair market value of the property known as 160 Hazard Avenue to be $4,850,000.

Prepared by: Office to the Town Attorney

Date Prepared: December 22, 2020

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 7

TOWN OF ENFIELD

January 4, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Social Services to Establish a Revenue Account and to Utilize Funds for the Procurement of Heating Fuel and Gas for Eligible Families

Councilors:

Highlights:

- The Department of Social Services has received a request from Alpha Delta Kappa Teacher Sorority to donate funds to the Town of Enfield for heating fuel and gas needs of eligible families associated with the negative impact of the pandemic.
- Donations accrued in this account will be used for procuring heating fuel and gas for families who are ineligible for state assistance, and who qualify as Asset Limited Income Constrained Employed (ALICE).
- If that cost is below the total level of funding in the account at the end of the heating season, the remainder of the funds will be used for the same purpose and for the ALICE families next heating season until the funds are exhausted.

Budget Impact:

There is no impact to the town budget.

Recommendation:

That the Town Council approve the attached resolution.

Respectfully Submitted,

Cindy Guerreri
Director of Social Services

Attachments:

1. Resolution

Appended to minutes of
January 4, 2021 Regular
Town Council Meeting
See Page 7

ENFIELD TOWN COUNCIL

RESOLUTION NO.__________

Resolution Authorizing Social Services to Establish a Revenue Account and to Utilize Funds for the Procurement of Heating Fuel and Gas for Eligible Families

WHEREAS, the impact of the pandemic has left some working families negatively impacted financially; and

WHEREAS, the Alpha Delta Kappa Teacher Sorority has identified this population as one to which they would like to make donations to assist with procurement for heating fuel and gas during the cold weather season this year; and

WHEREAS, any unspent donations are to be used in the cold weather season next year for impacted working families.

RESOLVED, that the Town Manager or his designee, is authorized to establish the revenue account 22046140 417050 for the Alpha Delta Kappa Teacher Sorority donations to be used to procure heating fuel and gas for eligible working families negatively impacted by the pandemic.

Submitted by: Cindy Guerreri, Director of Social Services
Date: December 28, 2020

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, January 5, 2021 5:48 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	1/5/2021
First and Last Name	Marlene Hoginski
Address	3 Roland st
City	Enfield
State	Ct
Zip	06082
Phone Number	8607492393
Second Phone:	8608746281
Email	Mhoginski@aol.com
Occupation	Retired
Occupation Phone Number	*Field not completed.*
Party Affiliation	R
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Wish to be removed as an Alternate member and reappointed as a regular or permanent member.
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?	
If so, please state name of board, commission or agency and time server:	COA
If this is a reappointment, please list the number of meetings attended during the last 12 months:	*Field not completed.*
If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?	No

Email not displaying correctly? View it in your browser.

TOWN OF ENFIELD

FROM: The Planning Department
TO: Town Manager
DATE: December 31, 2020

SUBJECT: Capitol Regional Council of Governments Regional Planning Commission (CRCOG)- Enfield Representatives

The Planning & Zoning Commission has appointed Frank Alaimo to the alternate member seat as CRCOG liaison and Virginia Higley as the regular member seat as CRCOG liaison at its December 10, 2020 regular meeting.

If you have any questions, please feel free to contact me at (860) 253-6368.

Sincerely,

Nicole Maruca
Zoning Enforcement Technician

Department of Development Services
Building/Community & Economic Development/Planning & Zoning
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6355
Fax (860) 253-6310

www.enfield-ct.gov

TOWN OF ENFIELD

December 11, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: **Resolution Authorizing the Town Manager to Sign a Real Estate Purchase Contract on Behalf of The Town of Enfield for the Sale of 92 Post Office Road**

Councilors:

Highlights:

- This property was put on the market by Century 21 AllPoints Realty on behalf of the Town.
- At its December 1, 2016 meeting, pursuant to Conn. Gen. Stat. §8-24, the Enfield Planning and Zoning Commission made a favorable recommendation to the Enfield Town Council regarding the proposed conveyance of the property.
- At its December 5, 2016 meeting, pursuant to Conn. Gen. Stat. §7-163e, the Enfield Town Council held a public hearing in the Enfield Town Hall Council Chambers to allow interested citizens an opportunity to express their opinions regarding the proposed sale of this property.
- The purchase will enable the development of this site and increase revenues for the Town.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached Resolution.

Respectfully Submitted,

Nelson Tereso
Deputy Director of Economic & Community Development

Attachments:

1. Resolution (1)

ENFIELD TOWN COUNCIL

RESOLUTION NO._______

Resolution Authorizing the Town Manager to Sign a Real Estate Purchase Contract on Behalf of the Town of Enfield for the Sale of 92 Post Office Road

WHEREAS, the Town of Enfield owns a building lot located at 92 Post Office Road; and

WHEREAS, pursuant to Conn. Gen. Stat. §8-24, the Planning and Zoning Commission, at its December 1, 2016 meeting, made a favorable recommendation regarding the proposed conveyance of the property; and

WHEREAS, pursuant to Conn. Gen. Stat. §7-163e, the Town Council held a public hearing on December 5, 2016 regarding the proposed sale of this property; and

WHEREAS, the Town listed the property for sale; and

NOW, THEREFORE, BE IT RESOLVED that Christopher W. Bromson, Town Manager, or his designee, is authorized to sign the Real Estate Purchase Contract, on behalf of the Town of Enfield, for the sale of 92 Post Office Road to Windbrook Homes LLC.

BE IT FURTHER RESOLVED, that Christopher W. Bromson, Town Manager, or his designee, is authorized to sign all documents, including the deed, on behalf of the Town of Enfield, pertaining to the sale of the property to Windbrook Homes LLC, subject to review and approval by the Town Attorney.

Date Prepared December 11, 2020
Prepared By: Office of Community Development

TOWN OF ENFIELD

January 1, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Public Safety $87,513.67

Councilors:

Highlights:

- Acceptance of the 2020-2021 DUI Enforcement Grant.
- 100% reimbursement of funds spent.

The current DUI Grant has been awarded to the Town of Enfield and the police department would like to provide DUI patrols immediately upon approval.

Budget Impact:

The grant is reimbursed to the Town at 100%, four times a grant period. The money will replenish the overtime accounts for the cost of the DUI patrol.

Recommendation:

It is recommended that the Town Council approve the transfer and award of the 2020-2021 DUI Enforcement Grant.

Respectfully Submitted,

Sgt Matthew J. Meier
Traffic Supervisor/Grant Administrator

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. ________

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

TO: DUI Enforcement Program

Overtime

25006049-514000 $ 85,714

Medicare

25006049-522100 $ 1,243

Workers Comp

25006049-526000 $ 343

Unemployment

25006049-525000 $ 214

FROM: DUI Enforcement Program

DUI Enforcement

25040000-460490 $87,514

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 11, 2021.

John A. Wilcox, Director of Finance ______________________

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

TOWN OF ENFIELD

January 13, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Transfer of Funds to Implement the Building Consolidation Plan

Councilors:

Highlights:

- This resolution is to transfer funding for the building consolidation plan presented to Town Council on 12/21/20 (attached).
- This series of transfers accomplishes the following:
    - Completes various indoor improvements at the Alcorn School in order to house the Department of Social Services and the Youth Services Division;
    - Repaves and adds parking spots at the Alcorn School to accommodate the new use of the building;
    - Minor renovations at the Senior Center to accommodate the Transportation Division;
    - Renovations at the Enfield Annex to facilitate the Department of Recreation offices and the Building and Grounds Division of the Department of Public Works;
    - Construction of a Butler Building at the Enfield Annex to house B&G equipment;
    - Improvements at the Enfield Express in order to relocate the Tax and Assessors Offices from the Town Hall;
    - Complete renovation of the former Tax and Assessor's offices at the Town Hall into a modern multi-use conference space for Town use;
    - Demolition of the Angelo Lamagna Activity Center;
    - Renovation of the St. Adalbert's gymnasium for Town use;
    - Demolition of the Angelo Lamagna Activity Center; and
    - Demolition of the Strand Theater.
- Due to these renovations, the Town will be able to vacate and sell the Angelo Lamagna Activity Center (17 & 19 North Main Street), the Building and Grounds Building (52 Prospect St), and the Social Services Office Building (110 High Street).
- This plan results in a 5-year capital investment avoidance of $2.3 million and annual operating cost avoidance of $212,000 per fiscal year.
- The work proposed in this plan will be completed by the Town's Department of Public Works, with some use of specialized contractors as needed.
- The consolidation plan can be implemented immediately. Each component of this plan will have different anticipated completion dates, with the earliest being March 2021 and the last in January 2022.

Budget Impact:

Depending on the position that Town Council takes on the following resolutions, there may or may not be a budget impact.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Kasia Purciello
Assistant Town Manager

Attachments:

1. Resolution
2. Building Consolidation Plan

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. ________

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$639,670	10800092-593010	$639,670
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$639,670	31008199-545000	$639,670
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Alcorn Remodel-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: Christopher W. Bromson **Town Manager** **Date:** 1/15/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		**TO:**	
10040000-499000	$150,867	10800092-593010	$150,867
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		**TO:**	
31042021-480001	$150,867	31008200-545000	$150,867
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Alcorn Parking Lot - Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. ________

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

GENERAL FUND

FROM:	TO:
10040000-499000 $20,500 General Fund Revenue – Appropriated Fund Balance	10800092-593010 $20,500 General Fund - Unallocated-Transfers to Capital

CAPITAL AND NON-RECURRING FUND

FROM:	TO:
31042021-480001 $20,500 CIP Fund Revenue FY2020-2021-Gen Fund Transfers In	31008198-545000 $20,500 Senior Center Renovation-Construction Srvcs

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/8/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		**TO:**	
10040000-499000	$25,080	10800092-593010	$25,080
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		**TO:**	
31042021-480001	$25,080	31008138-545000	$25,080
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Annex Refurbish-Construction Services	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		**TO:**	
10040000-499000	$46,760	10800092-593010	$46,760
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		**TO:**	
31042021-480001	$46,760	31008205-545000	$46,760
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Annex B&G Remodel-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$308,000	10800092-593010	$308,000
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$308,000	31008206-545000	$308,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		B&G Storage Building-Construction Srvcs	

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: _______________ **Town Manager** **Date:** 1/15/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$81,760	10800092-593010	$81,760
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$81,760	31008202-545000	$81,760
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Enfield Express-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$43,035	10800092-593010	$43,035
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$43,035	31008201-545000	$43,035
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Town Hall Video Conf-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _______

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$400,000	10800092-593010	$400,000
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$400,000	31008203-545000	$400,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Alden Ave Gym-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. ________

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$639,667	10800092-593010	$639,667
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$639,667	31008204-545000	$639,667
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Lamagna Demolition-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/13/21

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. ________

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

GENERAL FUND

FROM:		**TO:**	
10040000-499000	$673,000	10800092-593010	$673,000
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		**TO:**	
31042021-480001	$673,000	31008207-545000	$673,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Strand Demolition-Construction Srvcs	

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/14/21

ENFIELD TOWN COUNCIL

RESOLUTION NO. ________

Resolution Authorizing the Town Manager to Enter into a Purchase Agreement for the Acquisition of Properties

WHEREAS, the Enfield Town Council wishes to acquire the 1.07 acre parcel of land located at 8 Moody Road and identified as Lot 31 on Assessor's Map 75 and the 6.07 acre parcel of land located on Elm Street and identified as Lot 30 on Assessor's Map 75; and

WHEREAS, acquisition of these two properties would provide an opportunity for the Town to address future municipal needs; and

WHEREAS, pursuant to Conn. Gen. Stat. §8-24, the Town Council will refer this acquisition to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statutes §8-24; and

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager or his designee to enter into a purchase agreement and any other documents necessary for the purchase of the properties, identified as Lot 31 on Assessor's Map 75 and Lot 30 on Assessor's Map 75 For $210,000, subject to review and approval by the Town Attorney.

Prepared By: Town Manager's Office
Date Prepared: January 14, 2021

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. ________

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

GENERAL FUND

FROM:		TO:	
10040000-499000	$210,000	10800092-593010	$210,000
General Fund Revenue – Appropriated Fund Balance		General Fund - Unallocated-Transfers to Capital	

CAPITAL AND NON-RECURRING FUND

FROM:		TO:	
31042021-480001	$210,000	31008159-571000	$210,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In		Public Safety Complex-Construction Srvcs	

<u>CERTIFICATION:</u> I hereby certify that the above-stated funds are available as of January 12, 2021.

John A. Wilcox, Director of Finance

APPROVED BY: ______________________ **Town Manager** **Date:** 1/14/21

TOWN OF ENFIELD

January 18 ,2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Amending the "Branch Librarian" Job Description

Councilors:

Highlights:

- Currently, the "Branch Librarian" job description is outdated with respect to the responsibilities and technologies associated with the position.
- Accordingly, the Town proposes updating the responsibilities and technologies associated with the position.
- This is a union position and the union has agreed with the changes.

Budget Impact:

Because there is no proposed change to the current budgeted salary, this position will have a zero (0) impact to the Town's budget.

Recommendation:

It is recommended that the Town Council adopts the attached resolution.

Respectfully Submitted,

Steven Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. ________.

Resolution Approving the Amended Branch Librarian Job Description.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to amend the job description for the position of Branch Librarian.

Date Submitted: 1/18/2021

Submitted by: Steve Bielenda, Human Resources Director

TOWN OF ENFIELD
JOB DESCRIPTION

LIBRARY DEPARTMENT
BRANCH LIBRARIAN

GENERAL STATEMENT OF DUTIES: Under the direction of the Library Director is responsible for the diversified library work necessary for the smooth operation of the Branch Library. Responsible for providing outstanding customer service, the selection and cataloging of all Adult and Juvenile materials, as well as the assignment of Dewey Decimal identification, and creating MARC records ~~per Molli library system~~. Responsible for overseeing ~~entire~~ circulation activity~~, including the issuing, return~~ and record keeping procedures of the Branch Library. Assigns ~~job~~ tasks to ~~the~~ library pages. Assists patrons in selection and location of services and books. Does related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Director of Libraries who issues instructions regarding work assignments and who reviews work for conformance to instructions, department rules and procedures.

SUPERVISION EXERCISED: Issues instructions to ~~one~~ Library Pages and ~~one Custodian~~ Branch Library Assistant.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; administration of the Branch Library under the direction of the Library Director; provides readers' advisory, ~~electronic~~ ordering of ~~all Adult and Juvenile books and~~ branch library materials; classifies, catalogs, creates MARC records for books, periodicals and other library materials via Dewey Decimal system; selects Adult and Juvenile books and materials for Branch and determines within general parameters which materials should be discarded or replaced; maintains records of purchases~~; use of computer for all library cataloging and circulation functions;~~ instructs patrons in use of computers available to the public; teaches and promotes use of the library catalog ~~"CONNECT SYSTEM~~;" answers reference questions in person and by telephone; assigns ~~job~~ tasks to pages and branch library assistant; facilitates book discussion; performs all circulation functions.

OTHER JOB FUNCTIONS: Other duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to finger, handle, feel or operate objects, tools or controls; talk and hear. The employee is occasionally required to climb, balance, kneel, crouch, reach with hands and arms; stand, walk, grasp objects with fingers.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performs complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is generally quiet. May be ~~expected~~ exposed to dust, fluctuation in inside temperature and electromagnetic radiation from the computer screen.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Strong customer service and interpersonal skills; Knowledge of library reference and cataloging methods; knowledge of bibliographic sources of information; knowledge of the purchase of library books and materials; considerable ability to make decisions in working toward assigned objectives, at times adapting or modifying work methods and standards to meet controlling conditions; ability to keep routine records and make routine reports involving the presentation of facts, data, etc. Knowledge of electronic purchasing skills; knowledge to create ~~"Marc"~~ MARC records ~~per "Molli" library system~~; knowledge of ~~"CONNECT" system and its uses, and ability~~ ILS, current operating systems and applications.

PERSONAL ATTRIBUTES: Ability to ~~deal~~ work well with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

EXPERIENCE AND TRAINING: Requires Bachelor's Degree in Liberal Arts plus two (2) years related library experience. Master's Degree in Library Science preferred.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Adoption: Pending

TOWN OF ENFIELD

January 11, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Sign the REKOR Master Services and Purchasing Agreement

Councilors:

Highlights:

- The Enfield Police Department would like to change LPR vendors from Vigilant to REKOR Systems.
- Changing to REKOR system will allow existing LPR technology to all feed into one centralized user interface.
- The REKOR mobile system is able to move from vehicle to vehicle with no outside vendor involvement needed resulting in not only a cost savings but also more investigative diversity and flexibility.

Budget Impact:

This resolution will have no effect on the budget.

Recommendation:

In summary, the Enfield Police Department respectfully requests that the Enfield Town Council approve the attached Resolution.

Respectfully Submitted,

Alaric Fox
Chief of Police

Attachments:

1. Resolution (1)

ENFIELD TOWN COUNCIL

RESOLUTION NO.__________

Resolution Authorizing the Town Manager to Sign the REKOR Master Services and Purchasing Agreement

RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the Master Services and Purchasing Agreement with REKOR for the mobile LPR system.

Prepared by: Chief Alaric Fox

Date Prepared: January 11, 2021