

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, APRIL 5, 2021**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, April 5, 2021. The meeting was called to order at 7:00 p.m.

PRAYER – The prayer was given by Councilor Riley.

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 Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Town Clerk, Sheila Bailey; Town Attorney, James Tallberg; Deputy Director of Recreation, Mary Keller; Director of Finance, John Wilcox; Director of Development Serviced, Laurie Whitten

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5733 by Councilor Muller, seconded by Councilor Riley to accept the minutes of the March 15, 2021 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5733** adopted 11-0-0.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS AND PETITIONS

Lucien LeFevre, 54 Kimberly Drive (Vice Chairman of the Enfield Veterans Council)

Stated the Enfield Veterans Council is planning a Memorial Day Parade on May 30th at 1:00 p.m. Parade participants will start at the Enfield Street School and proceed north on Enfield Street to the Enfield Town Green. The parade is to remember and honor the military who gave the ultimate sacrifice. At the Town Green there will be a wreath-laying ceremony to remind people that freedom comes with a price. Everyone is invited to come out and wave their American flags along the parade route. People are reminded to follow CDC guidelines by wearing masks and social distancing. Any organization wishing to participate in the parade can contact Lucien LeFevre at 860-463-7168 or Frank Pasini at 860-819-0320, or Tony Torres at 860-394-9973.

Matt Ochrymowicz 4 Hummingbird Lane

Stated he communicated with the Town Manager and Mayor regarding a sidewalk addition in his area. He noted there is currently a sidewalk that runs along Abbe Road for a couple hundred feet, connecting Hummingbird Lane all the way up to Bobolink Lane, which gives the residents in this area relatively safe pedestrian access. He noted the last stretch from Bobolink Lane to Town Farm Road contains no sidewalks. He stated his understanding there might be a roads referendum this fall, and he feels it would be a great addition to complete that pedestrian access and connect that last mile to the bike path, which runs along Town Farm Road.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Mangini questioned if they voted on the special meeting of March 15th. Ms. Bailey noted that meeting was cancelled.

Councilor Mangini stated the garden club is questioning when the porta potties will be placed at the rotary garden at the Senior Center.

Councilor Mangini stated there is not a picture of President Biden in the Council Chambers, and she requested this be addressed.

Councilor Mangini stated this Town Council has not had their photograph taken. She noted perhaps with the nice weather coming, the Council can have their picture taken on the Town Hall steps.

Councilor Unghire agreed with the extension of the sidewalk raised by Mr. Ochrymowicz. She stated her understanding the path on Town Farm Road will continue past Grassmere, and Chairman Ludwick responded that is correct.

Councilor Riley expressed appreciation for the Memorial Day Parade in May.

Chairman Ludwick agreed it is great news that there will be a Memorial Day Parade.

Chairman Ludwick referred to the sidewalk matter and noted as part of the road referendum, they are pricing out sidewalks from Town Farm Road to connect to Bobolink Lane. He noted this will be brought up in Public Hearings and will be subject to a vote by the Council. He went on to note there are some sidewalks in poor condition from Grant Road going east. He stated these things will be priced out, and people will be able to speak at a Public Hearing.

Chairman Ludwick stated a lot of residents use the walking trail in East Longmeadow. He stated his understanding there's consideration that trail may be extended to the Enfield border. He noted Representative Hall has been working with the DOT because the lease for the Enfield line is up, and there is the opportunity for Enfield to have its own rails to trails in a multi-state project. He stated they would like to invite Rep. Hall to the next meeting to provide an update. He requested the Town Manager or Town Attorney look into the matter of the Town at least being advised when work is being done, i.e., rail work being done around Westerly Drive.

Councilor Szewczak agreed many people inquire as to why the Town is not converting that rail line. She stated her understanding the Town is waiting for the lease to end. She noted she and Councilor Mangini have inquired about this, and Rep. Hall has started researching this and pushing for it. She stated she would like to see this done. She noted the trail could connect east and west.

MOTION #5734 by Councilor Szewczak, seconded by Councilor Unghire to suspend the rules to address under Miscellaneous this evening Items 14 A1, A2, E, F, G, H, I, J and K.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5734** adopted 11-0-0.

Councilor Bosco stated work is being done on the rail line, but he believes it is only being done because that person knows the lease is up, and that work is being done where there's high visibility because nothing is happening anywhere else on that rail. He agreed something else needs to be done with that rail. He pointed out about 10 or 12 years ago, the Town was talking about this area having contaminated railroad ties, and this person never cleaned them up.

TOWN MANAGER REPORT AND COMMUNICATIONS

Mr. Bromson stated Mr. Ochrymowicz sent a very courteous email regarding sidewalks, and that was sent to Mr. Nunes in Public Works for his review for the upcoming referendum. He noted the Mayor took the time to look at this area and walk it.

As concerns rails to trails, Mr. Bromson stated he has participated in two meetings thus far—one last year with DOT that Rep. Hall arranged, and they had another meeting last month. Mr. Bromson stated the Town is the last to know when rail work is being done in Enfield. He noted he can pass this onto the Town Attorney to see if he can make a polite inquiry. He stated he wants to know the Town's legal rights regarding the rails to trails, and the Town Attorney will have an updated report regarding that.

Mr. Bromson stated they have been slowly opening all libraries and the senior center. He noted thus far, Town Hall has been open by appointment only, but commencing Monday, May 3rd, Town Hall will be open as will all other Town facilities.

He stated the Farmers Market will be opening June 6th, and over 80 vendors wish to return.

Councilor Riley questioned when the Town Council would be able to decide if they wished to sign a letter concerning going in with East Windsor regarding the rails to trails. Mr. Bromson stated the Town Attorney will provide the legal stance, and it will then be deferred to the Town Council as to whether they wish to take some action at the next meeting.

BUDGET PRESENTATION

Mr. Bromson stated the directors and departments have worked very hard on this budget to keep it within confines and have a good result. He stated his belief they have done a very good job putting this budget together which addresses needs and some wants. He noted they have had great fiscal and conservative management of this Town's finances for 30 years, and as a result, they will reap some benefits of that, and they will be able to reinvest and plan and do some great things for Enfield. He noted this is also attributable to the grand list expanding.

Mr. Bromson stated last year's Fiscal Year 2020-2021 adopted budget was \$138,911,188, which was the total for the Town and Board of Education. The proposed Fiscal Year 2021-2022 budget is \$146,541,970, and this represents an increase of \$7,630,782, or 5.49%.

He noted the Town has contractual and mandatory responsibilities and increases. He stated health insurance this year had a 15% increase across the board, which amounts to over \$870,000. He noted contractual union increases and wages amount to \$860,000. Bond principal and interest, which is for the Roads 2015 and Enfield High School referendum, amounts to \$496,000 a year. This year new and recurring costs will be \$263,000 due to the Police Accountability Bill and its requirements that the Town will now have to conform to, and this is apart from the over million dollars that the Town spent on body cams and car cameras. He stated that is a total increase within the Town's basic operating budget of \$2,491,826. As concerns how this is funded, the Town was fortunate in that they have had a grand list increase in 2020 of \$2,702,175. He noted it looks like they have surplus of about \$300,000. He noted last year the Town held the line and the year before they cut positions. He stated this year is the time that they must invest, or they will start to see dire circumstances in two areas. He noted they have included a Grants and Performance Manager for Social Services and they included the reinstatement of two EMT positions. He noted this amounts to about \$250,000.

Mr. Bromson reviewed a chart showing state revenue from the Governor's 2022 budget proposal as follows:

PILOT State-Owned Real Property - \$655,840, which is level funded. This is what Enfield gets paid in lieu of taxes for state facilities (prisons)

PILOT Colleges and Hospitals - \$17,209 This is all other state property that is exempt in Enfield.

Local Capital Improvement (LOCIP) - \$326,332 This is used on capital infrastructure

Town Aide to Road Grant - \$535,284

Grants for Municipal Projects - \$256,875

Mashantucket Pequot and Mohegan Grants - \$1,224,751

Education Cost Sharing – Base Entitlement - \$29,551,526

Mr. Bromson stated the money Enfield will be getting from the State is \$32,567,817. He noted on paper that is 2.4% more than last year or projected to be \$778,692. He stated Enfield did not count

on any of the increase, but rather they level funded. He noted they do hope that revenue does come, but it was not included in budget projections.

Mr. Bromson spoke about the American Rescue Act Funding and noted the best projections at this time has the Town of Enfield estimated allocation at \$8,216,404. He noted towns have been assured that they cannot cut their taxes because if they do so, they will not get this funding. He noted towns cannot delay planned tax increases. He stated it can be used on sewer and water projects and COVID related projects. He noted the Town intends to apply for the following projects:

- Purchase of Enfield Express at \$666,000
- Pump Station Projects amounting to about \$2 million dollars

He then spoke about the Capital Improvement Program (CIP) projects, which would be funded through the \$2.7 million dollars coming from the increase in the grand list and \$4 million dollars from the unallocated fund. Those projects are as follows:

Higgins Park walking path - \$638,000
Higgins Park playground and basketball court - \$275,000
Transfer station improvements - \$610,000
Splash pad at Parkman School - \$100,000
Brainard Park Field - \$689,000
Powder Hollow improvements - \$689,000
Enfield High School Track and turf improvements - \$689,000
Adult Day Care demolition - \$67,000
Miscellaneous Architectural/Engineering - \$187,000
Library Community Room enhancements - \$40,000
Orlando Drive culvert - \$351,000
South River Street Bridge - \$137,000
Purchase of Alden Street gym - \$250,000
EPD – Dispatch system - \$689,000
EPD sidearm replacement and voice recorder system - \$46,000
EPD Joint Operations Center - \$120,000
Crack seal program - \$50,000
IT – Council Chamber audio enhancements - \$47,000
DPW Fuel Tank replacement – \$150,000
Electric vehicles and charging station - \$75,000
DPW heavy lift truck - \$150,000
Vetrac sidewalk machine - \$40,000
Eli Whitney roof - \$241,000
Hazardville Memorial roof - \$241,000
Ambulance remount – (leased - \$43,000)
10 police cruisers – (leased - \$230,000)

Mr. Bromson stated the Town's policy is that the minimum Fund Balance requirement is 9% of the operating budget, and with the current operating budget, they must have \$13,787,920 in the bank as a rainy-day fund. He pointed out after what is being spent on these CIP projects, the Town

will still have \$20.3 million dollars in the rainy-day fund, which is \$6.5 million dollars more than the minimum requirements, therefore, Enfield is still being very fiscally responsible.

Mr. Bromson stated there would be no tax increase even with the beneficial programs being outlined and proposed this evening.

He then spoke about the mill rate. He noted there is no increase in the mill rate, which will remain constant since 2020. He explained a mill rate is \$34.23 for every thousand dollars of taxable value. He noted they tax a home at 70% of its value to come up with the market value in the Town Assessor's Office, and they multiple that by the mill rate. He noted for an average Enfield home at \$200,000, the property taxes are approximately \$4,792 and with this proposed budget there would be no increase in that amount. Mr. Bromson stated there would be no diminution in services either.

Mr. Bromson displayed a chart illustrating the historical mill rate. He noted this shows about a one mill rate increase in 2019, and for the last three years, including 2022 it will remain steady at 34.23.

He explained where the money is coming from and noted property tax is the largest way that municipalities can raise money. He noted Enfield's property taxes raise \$82 million dollars a year. He listed other revenue as follows:

- Motor vehicle and other taxes - \$21,081,797
- Intergovernmental revenues - \$32,121,196
- Charges for services - \$1,410,000
- Investments, rental income and other - \$1,167,517
- Fines and forfeitures - \$14,000
- Licenses and permits - \$944,200

He noted through these sources, the Town raised \$139,262,613

Mr. Bromson explained where this money goes based on a \$200,000 household that pays \$4,792 in property taxes:

- \$2,358 – Enfield Public Schools
- \$559 – Public Works
- \$484 – Public Safety
- \$461 – Transfers (Recreation, Senior Center, CIP, etc.)
- \$428 – Debt Service
- \$173 – Pension & benefits
- \$121 – General Government
- \$86 – Social Services
- \$66 – Other (non-building utilities, streetlights, etc.)
- \$56 – Development Services (Economic Development, Planning, etc.)

He then reviewed the budget timeline:

- April 5, 2021 – Proposed budget submitted to Council
- April 10, 2021 – Director budget presentations
- April 14, 2021 – Public hearing on budget
- April 17, 2021 – Council deliberations on budget
- April 19, 2021 – Budget adopted (flexible date)
- July 1, 2021 – Budget becomes effective

Mr. Bromson then provided the following highlights:

- Higgins Park walking path, playscape and basketball court
- Splash pad at Parkman School
- New field at Brainard Park
- Upgrades and new field lighting at Powder Hollow Park
- 2 electric vehicles and charging stations
- Pension funded – 95%
- S&P rating: AA stable
- Strong fund balance
- Eversource credit for FY22 for WPC - \$500,000
- Additional 2 EMT's and remount of ambulance funded
- 10 police cruisers

He then provided designs and illustrations for some of the above projects.

Mr. Bromson stated the Roads 2022 project would address the last segment of 13 to 15 miles of roadway, and it is believed the cost will be between \$25 and \$30 million dollars, and this would go to referendum this November.

He noted the Whitney and Hazardville School roofs are currently under construction and are being funded in the budget. He stated it is hoped that when residents see the plan to do the roofs at the police department, other schools, and town facilities, they will support the referendum, and that cost is approximately \$13 million dollars.

Mr. Bromson stated it is anticipated putting in a smaller splash pad and swimming pool behind Town Hall as well as splash pads at other locations (Green Manor, Hazardville Memorial and Prudence Crandall) at a cost of \$4.2 to \$5.7 million dollars. This would include some additional parking area.

He stated CCM and Town government is saying this is the time to go to referendum on projects to take advantage of low interest rates, construction costs and to reinvest.

Mr. Bromson then spoke about Water Pollution Control and noted they are close to completion of that project, and they hope to have a ribbon cutting on June 18th. He stated this was a \$36 million dollar expenditure.

He listed cost drivers for WPC as follows:

2021

- Capital - \$1,110,000
- Interest - \$200,000
- Personnel - \$1,651,990
- Other operating - \$2,883,050

Total - \$5,845,040

Mr. Bromson listed the proposed WPC budget for 2022

- Capital - \$1,100,000
- Interest - \$800,000
- Personnel - \$1,846,674
- Other operating - \$2,809,635

Total - \$6,556,309

He stated this is an increase of \$711,269 or a 12.17% increase. He explained there is an increase in personnel because they abided by the Novak Report, which advised what should be done with Public Works and they implemented those recommendations with great savings. He noted the Novak Report recommended five new positions at WPC, and they put in one new operator and plumber.

Mr. Bromson stated the FY2021 actual adopted budget was \$39 per quarter for the base rate and \$3.60/\$5.39 respectively for the volumetric charges. He noted the proposed budget for this year is to keep it the same, which is a zero percent increase in WPC. He stated this is a new plant and hopefully it will be more efficient going forward.

He thanked all department directors for coming in with budgets that are basically at zero apart from the mandatory increases of insurance and collective bargaining wages. He thanked John Wilcox, Director of Finance, Assistant Town Manager, Kasia Purciello and Assistant Director of Finance, Gregg Simmons for their work on this budget.

Mr. Bromson stated he wants to do a town-wide brochure to share what is being done, so people will know about all the amenities in Enfield. He noted he would like to place that brochure in all the real estate offices, businesses, the Enfield Express, the library and the senior center. He noted they would like to upgrade the Town's website and bring back a part-time webmaster to refurbish the Town's website to make sure it is user friendly. He stated they will be looking at the Public Safety Regional Complex. He noted the Council appropriated the money to buy the adjacent seven acres and this is an exciting prospect, which will enhance law enforcement and EMS. He noted Enfield is already a leader in those areas, but this will make them a real leader and partner in all of Connecticut.

Councilor Sferrazza thanked Mr. Bromson and all department heads for their work on this budget. He noted this presentation addresses the needs of the town in terms of infrastructure, the transfer station, ambulances, etc., but the Town will be doing more for residents this year than ever before, i.e., Powder Hollow, Brainard field, walking trails, splash parks, etc. He noted Mr. Bromson's budget presentation was very transparent and clear.

Councilor Mangini questioned how the referendum for these different things will be presented. Mr. Bromson stated it is up to the Town Council whether they wish to have one, two or three separate referendums.

Councilor Hemmeler stated she loves this vision because it is packed full of things for families to get outdoors and do fun things. She stated she also likes the idea of the brochure.

Councilor Szewczak stated this budget is based on the current evaluation of everyone's homes, and revaluation of the homes will not kick in until the 2023 budget.

Chairman Ludwick commended Mr. Bromson for a great presentation. He reminded everyone this Council and prior Councils have a working agreement with the Board of Education in that the Board of Education has their own contingency fund where they can keep up to 2% of their budget if they choose to, therefore, they have that same ability to manage their money as the Town does. He stated two years ago, the Board of Education passed through between \$50,000 and \$60,000 and that money went directly to clean up the buildings in the summer. He noted they continue to work very well with their partners on the Board of Education.

Mr. Bromson commended the Town Council and Board of Education, and stated this is a true friendship and partnership, and this is all to the benefit of the residents. He noted this is what people want to see in town government because they want to see people work together. He stated his belief Enfield is a unique and remarkable town.

Chairman Ludwick stated once the new WPC plant is opened, there will be the opportunity to help their neighbors who may look to Enfield because of the capacity of that plant. He noted Enfield could realize some revenue from other towns to help them with their water pollution control. He stated because of that new capacity, Enfield can be a provider to other towns and collect tax dollars, so they do not have to ask local taxpayers to fund everything.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Outdoor Dining

Attorney Tallberg stated on March 30th the Senate unanimously approved House Senate Bill 6610, and the Governor signed it on March 31st. He stated this essentially extends the outdoor dining for another year until March 2022. He noted it removes the local minimum off-street parking requirements and relaxes the requirements in several other ways. He stated the Town Planning Office prepared a two-page application that simplifies the process, which calls for a basic site-plan sketch and a statement of purpose. He pointed out if a business already has this accessory use,

they can continue it. He noted Town staff reported 16 Enfield establishments in Enfield took advantage of this. He stated anyone with questions about this should go right to the Land Use Office and the ZEO will be happy to help.

Attorney Tallberg stated his office did research on the rails to trails. He noted they have copies of the old agreement between the State of Connecticut and a rail operator. He stated it does appear that those agreements expired, so it is interesting there is some activity out there. He noted the Town does not have legal standing to step in and prevent activity. He stated Connecticut General Statute, Section 13B-36 allows the State to enter into these agreements without the involvement of the local municipality. He noted there has been some talk about a re-establishment of a freight line, and they would not necessarily have to come to the town for that, and the town would not have a say in the legal sense. He stated that would not prevent the town from expressing its desire. He pointed out the First Selectman of East Windsor prepared a letter expressing that town's position that they strongly support converting the rail line to a rails to trails venue. He noted it would be the Council's prerogative to act on this and address it to whom it may concern as was done by East Windsor, or Enfield could be a little more aggressive and go to the people that the Council is working with at the DOT.

Councilor Sferrazza stated his understanding a resolution would not have the legal authority to compel anyone to do anything, and Attorney Tallberg responded that is correct.

Chairman Ludwick stated his belief the Council should consider a resolution. He noted there could be freight trains going through people's backyards, and he feels a comment should be made even if it falls on deaf ears. He stated his belief they should invite Rep. Hall to the next meeting to get more information. He pointed out the individual had 25 years to do something with that train rail, and he does not see a lot of progress being made. He feels this rails to trails is a must have for Enfield. He pointed out this is a bi-partisan, pro-environment, pro-family matter.

Councilor Mangini stated this is also a public safety matter for Hazard Avenue and North Road. She noted she likes the idea of a letter of support from the Council, but she believes they need to go further and push the Town's position that it is a safety concern.

Councilor Muller agreed they should have a resolution. He noted this rail goes right through his backyard. He noted he spoke to some residents on Westerly, and they do not support this as well.

Councilor Bosco stated he supports whatever the Town must do to make this right. He noted besides safety, there is the aesthetics in this situation. He questioned running freight trains through residential areas.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Muller provided an update from the JFK Building Committee. He noted the back fields, new walk areas, and pathways are being prepped. He stated there are good pictures on the JFK website. He noted ceiling grid is being installed in the cafeteria, and they have finished taping and are painting. He stated ceiling work is being done in the lobby and auditorium area, and they are doing framing and drywalling in certain sections. He noted this auditorium can hold 700 people

at one time, and the exterior of the auditorium is about 95% complete, and they will be installing the panel system shortly. He stated they sprayed soundproofing for the ceiling in the band room, and the ceiling grid is done, and the floor is done in the art room. He noted the millwork is ongoing.

Councilor Muller referred to the White Wing and noted the demo is about 95% complete, and new windows and windowsills will be going in. He noted the abatement of White Wing is 100% complete. He stated this project is on schedule and under budget.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

All Town Council appointments remained tabled.

APPOINTMENTS (TOWN MANAGER)

MOTION #5735 by Councilor Mangini, seconded by Councilor Cekala to remove Item #12 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5735** adopted 11-0-0.

MOTION #5736 by Councilor Mangini, seconded by Councilor Cekala to accept the Town Manager's recommendation to appoint Jeffrey Gentes (D) to the Fair Rent Commission for a term which expires 6/30/2021.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5736** adopted 11-0-0.

All other appointments remained tabled.

Item D. remained tabled.

NEW BUSINESS

There were no New Business items on the agenda.

ITEMS FOR DISCUSSION

Town Manager appointments remained on the agenda.

All other items were moved to Miscellaneous.

MISCELLANEOUS

Consent Agenda

MOTION #5737 by Councilor Mangini, seconded by Councilor Muller to accept the Consent Agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5737** adopted 11-0-0.

- Copy of resolutions appended -

RESOLUTION #5738 by Councilor Mangini, seconded by Councilor Muller.

WHEREAS, the Enfield Loaves & Fishes, Inc. is seeking financial assistance from the Town of Enfield to purchase and install an outdoor security system at their property located on 23 North Main Street; and

WHEREAS, the Town of Enfield intends to utilize Community Development Block Grant Program Income funding in an amount of \$5,000 to support Enfield Loaves & Fishes, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the Town Manager is authorized to sign the Agreement between the Town of Enfield and Enfield Loaves & Fishes, Inc., subject to the review and approval of the Town Attorney.

Mr. Bromson stated Mr. Tereso was able to find this funding.

Councilor Bosco questioned if these are outside cameras. Councilor Hemmeler stated she spoke to the Director at Loaves & Fishes, and yes these are outside cameras, and the police will have access.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5738** adopted 11-0-0.

RESOLUTION #5739 by Councilor Szewczak, seconded by Councilor Riley.

WHEREAS, the Enfield Town Council adopted the Town of Enfield Tax Increment Financing (TIF) Policy on June 3, 2019; and

WHEREAS, the TIF Policy provides for the designation of a 9 person TIF Advisory Committee; and

WHEREAS, the Town Council wishes to modify the TIF Policy as to the membership of the TIF Advisory Committee; and

WHEREAS, a public hearing was held on April 5, 2021 regarding the proposed modification of the TIF Policy.

NOW, THEREFORE, BE IT RESOLVED, that the TIF Policy's provision as to the TIF Advisory Committee's membership is modified as follows: The TIF Advisory Committee shall consist of five people appointed by the Town Council and shall consist of: two members of the Town Council and one member each from the Economic Development Commission, the Conservation Commission, and the Planning & Zoning Commission. The Director of Development Services, the Director of Finance, and the Supervisor of Assessment and Revenue Collection will act as staff liaisons to the TIF Advisory Committee.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5739** adopted 11-0-0.

RESOLUTION #5740 by Councilor Muller, seconded by Councilor Szewczak.

WHEREAS, the Enfield Town Council adopted the Midtown Enfield Tax Increment Financing Master Plan (Master Plan) on June 3, 2019; and

WHEREAS, the Master Plan's Original Assessed Value (OAV) as of June 3, 2019 was subsequently reduced due to stipulated court order; and

WHEREAS, the reduced OAV will afford more opportunity to collect money for the TIF from the captured added value; and

WHEREAS, the Master Plan requires a public hearing for any modifications thereto.

BE IT FURTHER RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, April 15, 2021 at 6:50 p.m. to allow interested residents an opportunity to express their opinion regarding the proposed modification of the Midtown Enfield Tax Increment Financing Master Plan's Original Assessed Value.

Mr. Bromson stated it was determined that Thompsonville and the Enfield Square are in the TIF District. He noted the Council set a value of what the grand list was when it was adopted. He noted at that time, the Square was valued at \$175 million dollars. He noted there was a tax appeal, and the evaluation went down to \$165 million dollars. He stated they want to now go back and change the TIF to say it is not \$175 million dollars because after the tax abatement it is \$165 million dollars. He explained that \$10 million dollars is important because when they set the base for the TIF, as the grand list grows and as times get better with the Square selling off property and the value of the individual parcels skyrocketing, so will their evaluations. He noted as concerns any increase in the grand list, 50% goes into the Town coffers to pay the budget for the whole town. He noted 50% goes into the TIF fund and that money is to be used within the TIF for enhancements or development.

Councilor Mangini questioned who appoints the members of the committee, and Mr. Bromson stated the Town Council makes those appointments.

AMENDMENT #1 by Councilor Mangini, seconded by Councilor Riley to change the date in the last paragraph of the resolution from April 15th to April 19, 2021.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0. Councilor Bosco absent at the vote.

Chairman Ludwick stated he would like to see trolleys for the Christmas season.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5740** adopted 11-0-0, as amended.

RESOLUTION #5741 by Councilor Muller, seconded by Councilor Mangini.

RESOLVED, that in accordance with Chapter V, Section 14 of the Town Charter the Enfield Town Council does hereby adopt the pay rates for Summers, Seasonal and Temporary Employees in the Recreation Division effective August 1, 2021, as set forth in the attached Schedule A.

Ms. Keller stated this is something that is done every year. She noted minimum wage goes up again August 1st. She noted this will account for wage compression and the Town's ability to attract and maintain qualified staff, and this is comparable to other municipalities.

Mr. Bromson stated Mary Keller is becoming the new Senior Center Manager, and she will be addressing the next item on the agenda. He said she will do great in this new position.

Councilor Riley questioned if this includes the lifeguard for the paddleboats. Mr. Bromson stated they may have to abandon the paddleboat idea due to safety and cost.

Councilor Cressotti congratulated Mary Keller on her new position. He thanked her for her years of service in the Recreation Department where she did a fantastic job, and he knows she will do very well at the Senior Center.

Chairman Ludwick stated his hope they will have the chess club back at some point.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5741** adopted 11-0-0.

RESOLUTION #5742 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that in accordance with Chapter VII, Section 2 of the Town Charter the Enfield Town Council does hereby adopt the new job description for the position of Senior Center Program Assistant.

Ms. Keller explained they are transitioning from a Facility Assistant to a Program Assistant which will give them more flexibility in doing more programming.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5742** adopted 11-0-0.

RESOLUTION #5743 by Councilor Muller, seconded by Councilor Mangini.

WHEREAS, the Town Council of the Town of Enfield values the opinions and comments of its constituents; and

WHEREAS, in accordance with Chapter VI, Section 4, of the Enfield Town Charter, any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year and for the purpose of being heard on issues of vital community importance and concern; and

WHEREAS, the Town Council shall conduct a virtual public hearing Wednesday, April 14, 2021, at 5:00 p.m. that will be available for viewing on YouTube; and

WHEREAS, due to the public health emergency, public comments will be by written testimony only and electors or taxpayers may submit written testimony stating their name and address to PHBudgetComments@enfield.org by 5:00 p.m. on Monday, April 12, 2021; and

WHEREAS, all public comment received from any Enfield electors or taxpayers will be posted to a link provided at the Town's website at least 24 hours prior to the public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the order of business of the 2021-2022 budget hearing be arranged as follows:

1. Mayor will recite the gross number of public comments received, memorializing the fact that they were received by email in accordance with procedures provided by Governor Lamont's Executive order 7B, issued March 14, 2020 and Executive Order 71, issued March 21, 2020.
2. Mayor will confirm receipt and review of those public comments by each Town Councilor as part of their budget deliberation.
3. After documenting receipt and review of public comment, the record for the public hearing will be closed and the Council's budget deliberations should proceed forthwith.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5743** adopted 11-0-0.

RESOLUTION #5744 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign the License Agreement by and between the Town of Enfield and the National Railroad Passenger Corporation, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield.

Attorney Tallberg stated the National Railroad Passenger Corporation is Amtrack, and this is the issue that was addressed in Executive Session and it relates to the license agreement at 90 Parsons Road, the Water Pollution Control Facility. He noted the licensing agreement was vetted by the Town's outside counsel, which is Shipman & Goodwin and negotiated for the last several years. He noted it is finally completed, and they are eager to have it executed so they can finish the last piece, which would be the installation of the berm, so they can have their ribbon cutting and have this project officially completed by June.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5744** adopted 11-0-0.

PUBLIC COMMUNICATIONS

Walter Kruzel, 21 Charnley Road

Stated 12 years ago, he sent a request to Mayor Kaupin to get the people from the railroad before the Council. He noted they lied to the Council because they said they were going to transport freight from the tracks by the river to their tracks, and they were going to rip up the new bike path in East Longmeadow and bring the freight up through Springfield. He noted they had a contract to bring French fries to MacDonald's. He noted he does not see any serious work being done on that track.

Lucien LeFevre, 54 Kimberly Drive (Vice Chairman of the Enfield Veterans Council)

Stated along with the parade, all the cemeteries in town will be flagged the week prior to the parade. He noted this is done in a timely manner with the help of the Boys and Girls Scouts. He pointed out they put out over 5,000 flags. He thanked the Boys and Girls Scouts for their help in doing this.

Mr. LeFevre stated the morning of the parade, Post 80 and Post 154 do a short ceremony in all those cemeteries prior to the parade.

COUNCILOR COMMUNICATIONS

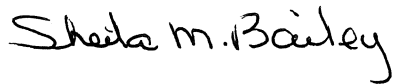
Chairman Ludwick stated there was an issue about getting vaccines to home-bound veterans, and he called Mr. LeFevre. He commended Mr. LeFevre for the work he does on his own time. He went on to express his appreciation to Mr. LeFevre and the Veterans Council for bringing back the parade.

ADJOURNMENT

MOTION #5745 by Councilor Unghire, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5745** adopted 11-0-0, and the meeting stood adjourned at 9:00 p.m.

Respectfully submitted,



Sheila M. Bailey
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to the Minutes of the
April 5, 2021 Regular Town
Council See Page 12
Consent Agenda A-1

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Submit an Application and to Enter
into an Agreement with the Connecticut State Library and New Vision Systems
Corporation for a Historic Documents Preservation Grant**

RESOLVED, that Christopher W. Bromson, Town Manager, is empowered to execute and deliver in the name of and on behalf of this municipality an application for a Targeted Grant for FY 2022 and a contract with the Connecticut State Library and New Vision Systems Corporation for a Historic Documents Preservation Grant subject to review and approval of the Town Attorney.

Prepared by: Sheila M. Bailey, Town Clerk
Date Prepared: March 24, 2021

Appended to the Minutes of the
April 5, 2021 Regular Town
Council See Page 12
Consent Agenda A-2

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Authorizing the Town Manager to Sign the METRO Traffic Services Agreement

WHEREAS, The Enfield Police Department has been a member of the METRO Traffic Services team since 2007.

WHEREAS, The METRO Traffic Services team renews its regional commitment from time to time when leadership changes occur in participating municipalities or when amendments are issued. This agreement has been presented for renewal, with no substantive changes.

WHEREAS, The Enfield Police Department values this regional team, and recommends that the Town enter into this agreement.

NOW THEREFORE BE IT RESOLVED, That the Enfield Town Council authorizes the Town Manager or his designee to sign the Agreement on behalf of the Town of Enfield, subject to the review and approval of the Town Attorney.

Date Submitted: April 1, 2021
Submitted by: Sgt. Matthew J. Meier

**AGREEMENT BETWEEN TOWN OF ENFIELD
AND
ENFIELD LOAVES AND FISHES
FOR
THOMPSONVILLE COMMERCIAL FAÇADE PROGRAM**

THIS AGREEMENT entered this day of April, 2021 by and between the Town of Enfield (herein called the "Grantee") and Enfield Loaves and Fishes of Enfield (herein called the "Applicant").

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the Grantee wishes to assist the Applicant in utilizing such funds for the rehabilitation of commercial properties;

NOW, THEREFORE, it is agreed between the parties hereto that:

I. SCOPE OF SERVICE

A. Activities

1. General Administration

The Applicant shall be responsible for administering the sub-grant in a responsible manner in accordance with the terms of this contract.

2. Project Delivery

The Applicant shall be responsible for obtaining 3 estimates for the proposed façade work or materials, work must be performed by a licensed contractor as required, invoices submitted for payment shall not exceed \$5,000.00 (five thousand dollars).

Applicant or his contractors must secure proper permits or approval for the proposed work, and renters or lease holder must provide written authorization from the property owner for the proposed work.

B. National Objectives

The Applicant certifies that the activities carried out with funds provided under this Agreement will meet one or more of the CDBG program's National Objectives - 1) benefit low/moderate income persons, 2) aid in the prevention or elimination of slums or blight, 3) most community development needs having a particular urgency - as defined in 24 CFR Part 570.208.

C. Levels of Accomplishment

In addition to the normal administrative services required as part of this Agreement, the Applicant agrees to provide the following levels of program services:

(The application for this project is located under Attachment #1.)

D. Staffing

Administrator of Application: **Enfield Office of Community Development**

E. Performance Monitoring

The Grantee will monitor the performance of the Applicant against goals and performance standards required herein. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Applicant within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed **\$5,000.00 (five thousand dollars)**. Draw-downs for the payment of eligible expenses shall be made against the line item budgets specified in Paragraph VII herein and in accordance with performance. Payment requisitions will be submitted, starting on April , 2021 and will include a detailed update on the project's progress and percentage of completion. All requests for payment must be received by the Town before April , 2021.

Payments may be contingent upon certification of the Applicant's financial management system in accordance with the standards specified in OMB Circular A110. Payments to be made upon completion of each activity and certification of work completed by the project manager.

III. NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

<u>Grantee</u>	<u>Applicant</u>
Nelson Tereso Deputy Director of Economic & Community Development Town of Enfield 820 Enfield Street Enfield, CT 06082 860-253-6391	Priscilla Brayson Executive Director Enfield Loaves and Fishes 23 North Main Street (PO Box 544) Enfield, CT 06082 860-741-0226

IV. SPECIAL CONDITIONS

A. Procurement

For projects which require the purchase of materials, the Applicant shall be required to observe the provisions of the Town of Enfield's procurement limits. The Sub-recipient shall provide copies of all bid and, or quote proposals to the Grantee where applicable.

B. Labor Standards

The Applicant agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 278a~278a-5; 40 USC 327 and 40 USC 278c) and all other

applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The Applicant shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

C. Certifications

The Applicant is required to certify that, 1) the Applicant's proposal is submitted in good faith and without collusion or fraud and, 2) the Applicant has filed all State and Federal tax returns and that those taxes have been paid in accordance with State and Federal laws.

V. GENERAL CONDITIONS

A. General Compliance

The Applicant agrees to comply with Part 570, the Department of Housing and Urban Development regulations concerning Community Development Block Grants (CDBG). Applicant also agrees to comply with all other applicable Federal, State and local laws, regulations, and policies governing the funds provided under this contract. The Applicant further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Applicant shall at all times remain an 'independent contractor' with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Applicant is an independent contractor.

C. Hold Harmless

The Applicant shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Applicant's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The Applicant shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this contract unless the person acting as the Applicant is a Town of Enfield employee, in which case, the Town will provide coverage for workers' compensation claims.

E. Insurance & Bonding

The Applicant shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud, and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Applicant shall comply with the bonding and insurance requirements of OMB Circular A-110.

F. Grantor Recognition

The Applicant shall ensure recognition of the role of the grantor agency in providing services through this contract. All activities, facilities and items utilized pursuant to this contract shall be prominently labeled as to funding source. In addition, the Applicant will include a reference to the support provided by the U.S. Department of HUD within all publications and advertisements. The Applicant will state that activities are made possible with funds made available under this contract.

G. Amendments

The Grantee or Applicant may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Applicant from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Applicant.

H. Suspension or Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service in Paragraph I.A above may only be undertaken with the prior approval of the Grantee. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Applicant under this Agreement shall, at the option of the Grantee, become the property of the Grantee, and the Applicant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Applicant materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Grantee may declare the Applicant ineligible for any further participation in the Grantee's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe the Applicant is in noncompliance with any applicable rules or regulations, the Grantee may withhold up to fifteen (15) percent of said contract funds until such time as the Applicant is found to be in compliance by the Grantee, or is otherwise adjudicated to be in compliance.

VI. TIME OF PERFORMANCE

Grant funds will be available upon the time of execution of this agreement. Services of the Sub-recipient shall start on August 12, 2015 and end on October 21, 2015. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Sub-recipient remains in control of CDBG funds or other assets, including program income. Requests for final payments must be submitted to the Town of Enfield Office of Community Development before October 31, 2015.

Failure to comply with this deadline may result in the loss of grant funding to your program.

VII. BUDGET

Line Item:	Amount:
Programmatic Administration	\$0
Activity Funding	\$5,000.00
Other Cost	\$0
TOTAL	\$5,000.00

Indirect Costs

If indirect costs are charged, the Applicant will develop an indirect cost allocation plan for determining the appropriate Applicant's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee. Payments for administration costs shall not exceed 0% of total sub-grant. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Applicant shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Any amendments to this budget must be approved in writing by the Grantee and the Applicant.

[Grantee]

Christopher W. Bromson
Town Manager
Town of Enfield

Date: _____

[Applicant]

Priscilla Brayson
Executive Director
Enfield Loaves and Fishes

Date: _____

This is to certify that the Office of Community Development of the Town of Enfield, Connecticut has an appropriation which is adequate to cover the cost of this Contract,

John Wilcox
Finance Director
Town of Enfield

Date: _____

ATTACHMENT # 1

THOMPSONVILLE COMMERCIAL FAÇADE APPLICATION

SCHEDULE A
Recreation Division
Temporary / Seasonal Salaries

POSITION				PREVIOUS RATE	CURRENT RATE	PROPOSED RATE
EFFECTIVE DATE				6/1/2019	9/1/2020	8/1/2021
CURRENT MINIMUM WAGE				10.10 - 11.00/HR	12.00/HR	13.00/HR
	INTERN			10.25 - 12.25	11.25 - 13.25	13.25 - 14.25
	GATEKEEPER			Minimum Wage	Minimum Wage	Minimum Wage
	LIFEGUARD			11.25	12.25 - 13.25	13.25 - 14.25
	WSI/SWIMMING INSTRUCTOR			11.75	12.75 - 13.75	13.75 - 14.75
	HEAD LIFEGUARD			12.50 - 14.50	13.50 - 14.50	14.50 - 15.50
	SWIM TEAM ASST. COACH			11.75	12.75 - 13.25	13.75 - 14.75
	SWIM TEAM COACH			11.50 - 15.50	13.50 - 16.50	14.50 - 16.50
	SWIM TEAM HEAD COACH			15.00 - 20.00	15.00 - 21.00	15.00 - 21.00
	AQUATICS DIRECTOR			13.00 - 20.00	14.00 - 21.00	15.00 - 21.00
	GYM SUPERVISOR			10.10 - 11.00	Minimum Wage	Minimum Wage
	OPEN GYM SUPERVISOR			10.50 - 12.50	11.50 - 12.50	13.50 - 14.50
	SPORTS LEAGUE COORDINATOR			10.50 - 13.50	11.50 - 14.50	13.75 - 14.75
	GYM PROGRAM ASSISTANT COORD.			10.50 - 13.50	11.50 - 14.50	13.50 - 14.50
	GYM PROGRAMS COORDINATOR			13.00 - 18.00	15.00 - 20.00	15.00 - 21.00
	INSTRUCTIONAL BASKETBALL DIRECTOR			12.50 - 15.50	13.50 - 16.50	14.50 - 17.50
	REFEREE 2			15.00 - 20.00/game	16.00 - 21.00	16.00 - 21.00
	REFEREE 1: NON-CERTIFIED			25.00 - 30.00/game	25.00 - 31.00	25.00 - 31.00
	REFEREE 1: CERTIFIED			27.50 - 35.00/game	27.50 - 36.00	27.50 - 36.00
	TRAVEL/ADULT LEAGUE REFEREE				40.00 - 50.00	40.00 - 55.00
	CAMP COUNSELOR			11.25 - 12.25	12.25 - 13.25	13.25 - 14.25
	HEAD CAMP COUNSELOR			12.50 - 13.50	13.50 - 14.50	14.50 - 15.50
	CAMP DIRECTOR			13.00 - 20.00	14.00 - 21.00	15.00 - 21.00
	RECREATION INSTRUCTOR 1			Minimum Wage	Minimum Wage	Minimum Wage
	RECREATION INSTRUCTOR 2			10.50	12.50	13.50
	RECREATION INSTRUCTOR 3			same	13.00	14.00
	RECREATION INSTRUCTOR 4			same	14.00	15.00
	RECREATION INSTRUCTOR 5			same	15.00	16.00
	RECREATION INSTRUCTOR 6			same	16.00	17.00
	RECREATION INSTRUCTOR 7			same	17.00	17.50
	RECREATION INSTRUCTOR 8			same	18.00	18.00
	RECREATION INSTRUCTOR 9			same	19.00	19.00
	RECREATION INSTRUCTOR 10			20.00 - 28.00	20.00 - 29.00	20.00 - 29.00
	RECREATION INSTRUCTOR 11			30.00 - 38.00	30.00 - 39.00	30.00 - 39.00
	RECREATION INSTRUCTOR 12			40.00 - 50.00	40.00 - 50.00	40.00 - 50.00
	RECREATION INSTRUCTOR 13					50.00 - 60.00

**TOWN OF ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF LIBRARIES
SENIOR CENTER**

SENIOR CENTER PROGRAM ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs a variety of duties and responsibilities in support of Senior Center activities; aids Senior Center staff with services and general operations; performs related work as assigned.

SUPERVISION RECEIVED: Works under the general direction of the Senior Center Manager and/or Program Coordinator. Work is subject to review for conformance to general department procedures and results obtained.

SUPERVISION EXERCISED: Assists in the supervision of the Senior Center volunteers.

ESSENTIAL JOB FUNCTIONS:

- Provides program support for multi-purpose Senior Center activities.
- Performs front desk duties including customer service, making copies, and using the cash register.
- Customer Service may include but is not limited to covering the front desk: answering the phone, providing information, transferring calls, taking messages, returning phone calls; computer work assistance: emails, compiling statistics, simple reports, and excel spreadsheets; registration assistance: accepting registrations and money, entering registrations in to registration software, providing receipts.
- Assists with promotional materials including flyers, social media, and email blasts.
- Provides physical set-up and clean-up of program supplies and equipment; opening and/or closing of senior center as needed.
- Program set-up may include audio-visual equipment including laptop, projector, microphones, DVD, CD with related remotes.
- Sets up daily coffee service; replenishes supplies as needed throughout the day.
- Manage physical donations: sort, inventory, and storage of medical equipment.
- Receives mail and deliveries at the front desk; assists in inventory and storage of supplies and equipment.
- Provide coverage to the Fitness Center as needed.
- Regular and punctual attendance.
- Other duties as assigned.

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; and to talk or hear. Specific vision abilities are required by this job including close vision and ability to focus.

The employee must frequently lift and or move up to 50 pounds.

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 job functions of the job.

Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time. Must be able to perform varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise independent judgment.

The noise level in the work environment varies from quiet to moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Ability to work independently and within a team environment in an office and community senior center setting; ability to establish good working relationships with senior citizens, the public and co-workers; ability to effectively communicate both orally and in writing; ability to answer the phone, handle inquiries and direct calls as necessary; ability to utilize a computer and software applications including Microsoft Office Suite and registration software; ability to multi-task and follow oral instructions; ability to maintain confidential information and use independent judgement within established guidelines of a senior center; ability to keep simple inventory records; ability to type simple reports.

EXPERIENCE AND TRAINING: High school diploma or GED equivalent. One year experience working with older adults in an employment setting. Must possess a valid driver's license. Must successfully complete Town of Enfield sponsored First Aid, CPR and other training as required by the Town.

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

Adopted: April 5, 2021