



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, April 19, 2021
7:00 PM - Council Chambers**

<https://youtu.be/qnFLOT0C50c>

6:50 Public Hearing – Modify the Midtown Increment Financing Master Plan

1. **PRAYER – Carl Sferrazza**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – April 5, 2021**
 - **Regular Meeting – April 5, 2021**
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.**
 - **Project and Activities Report**
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. **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)
3. **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)
4. **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)
5. **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)
6. **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)
7. **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)
8. **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)
9. **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)
10. **Inland Wetland Watercourse –** A Vacancy Exists Due to the Resignation of Robert Chagnon (R). Replacement Would be Until 06/30/2023.(Tabled 03/01/2021)
11. **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)
12. **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)
13. **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)
14. **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)

15. 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)

16. 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. 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)

13. 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)

14. 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)

15. 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.

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.

1. Planning and Zoning Commission – Alternate - A Vacancy Exists Due to the Appointment of John Petronella (D) to a Regular Seat. Replacement Would be Until 12/21/2021.

2. Blight Review Committee -The Term of Office of Jonathan Porzuc (U) Expired 03/31/2021. Reappointment or Replacement Would be Until 03/31/2023.

3. Inland Wetlands and Watercourses Agency – Alternate - A Vacancy exists Due to the Resignation of Marcy Taliceo (D). Replacement Would be Until 06/30/2023.

4. North Central Health Department Board of Directors Enfield Representative – A Vacancy Exists due to the Resignation of Shannon Grant (D). Replacement Would be Until 06/30/2023.

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

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

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

1. Discussion/Resolution: Resolution to Adopt Proposed Amendments to the Town of Enfield Tax Increment Financing Midtown Master Plan.

B. Appointment(s) – Town Council Appointed.

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

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

E. Budget Adoption

- a. Introduction of Main Motion
- b. Adopt Resolution re: Capital Improvement Plan
- c. Adopt Resolution re: Education Block Grant
- d. Adopt Resolution re: Setting Tax Rate

F. **Discussion/Resolution: Request for Transfer of Funds for Higgins Park Playscape \$200,000.

G. **Discussion/Resolution: Request for Transfer of Funds for Edgar Parkman School Splash Pad \$100,000.

H. **Discussion/Resolution: Request for Transfer of Funds for 33 North River Street \$180,000.

H. **Discussion/Resolution: Resolution to Appoint Firm to Audit Fiscal Year 2020-2021.

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**

OFFICE OF THE TOWN MANAGER

Date: April 19, 2021

To: Michael Ludwick, Mayor

From: Christopher Bromson, Town Manager

Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the PROPOSED MODIFICATION OF THE MIDTOWN ENFIELD TAX INCREMENT FINANCING MASTER PLAN'S ORIGINAL ASSESSED VALUE.

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Tuesday, April 13, 2021.

TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, April 19, 2021 at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the PROPOSED MODIFICATION OF THE MIDTOWN ENFIELD TAX INCREMENT FINANCING MASTER PLAN'S ORIGINAL ASSESSED VALUE.

Copies of the Amendment are on file in the Town Clerk office, 820 Enfield Street, Enfield CT or at www.enfield-ct.gov. For more information please contact the Director of Development Services at 860-253-6507 or lwhitten@enfield.org.

Sheila M. Bailey, Enfield Town Clerk
April 8, 2021

3. Announce Ground Rules for Public Hearing:
 - a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
 - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
 - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc., time.
 - d. Please refrain from personalities.

PUBLIC NOTICES

LEGAL NOTICE
TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
4TH YEAR
September 3, 2021 - August 31, 2022

ACTION PLAN

The Town of East Hartford has developed an ACTION PLAN for the use of 4th Year (2021-2022) entitlement funding in the amount of \$185,233.

The following objectives will give maximum feasible priority to activities which benefit low and moderate income individuals and families and/or aid in the preservation or elimination of blight or blighted areas. Views on these objectives, in addition to this notice, will be presented at public hearings held on March 22, 2021 at 11:00 AM and 6:00 PM by teleconference. All comments and proposals received as a result of this process were considered in determining the following summarized version of the 4th Year Action Plan:

ADMINISTRATION Program Administration Oversight, management, monitoring and coordination of the Community Development Block Grant Program. Eligible activity under 24 CFR 570.205.	\$117,046
PUBLIC SERVICES CRT - East Hartford Family Shelter \$35,191 Funding to supplement the operating budget at the East Hartford Family Shelter for the homeless located at 381-383 Main Street. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$35,191
InterCommunity, Inc. Funding for staffing to deliver services to East Hartford residents recovering from mental health and/or substance abuse issues. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$5,000
Interfaith Ministries, Inc. Funding to supplement the operating budget of the Friendship Center's free meal program. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$10,000
Interval House, Inc. Funding for staffing for low to moderate income shelter and counseling services for low and moderate income East Hartford clients. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$5,000
Senior Support Services Funding for the delivery of services to East Hartford's elderly population. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$16,735
Youth Services Funding for the delivery of services to East Hartford's youth population. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$4,955
Volunteering Big Brothers, Big Sisters Funding to supplement operating costs for services to East Hartford's at risk youth that are low to moderate income. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$5,000
PROJECTS Housing Rehabilitation Funding for limited housing rehabilitation of one to four unit owner-occupied properties inhabited by low and moderate income families. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$50,000
Streetscape Funding for physical improvements in the Central Business District and along major arteries, in low to moderate income areas, including, but not limited to, bus shelters, trash receptacles, sidewalk replacement, and benches. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$68,235
Parks Improvements Funding for improvements to parks in low to moderate income areas. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$75,000
Commercial Rehabilitation Funding for limited facade improvements to commercial properties along major thoroughfares in low to moderate income areas, including, but not limited to, sign replacement, eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$75,000
Wickham Library Generator Funding for physical improvements to East Hartford's Wickham Library, including, but not limited to, purchase and installation of an emergency generator. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.201(a)(2)(i).	\$100,000
TOTAL	\$585,233

This Action Plan is available for public viewing on the Town's web site: <https://www.easthartford.org/grants-administration>. The Action Plan is scheduled to be used by the East Hartford Town Council at its May 18, 2021 meeting. If there are no substantive changes, this notice will serve as the Final Action Plan.

Additional information on the Action Plan and the Community Development Block Grant Program is available by calling the Grants Administration Office, (860) 291-7306 (TDD/TTY users call Relay Connecticut 1-800-841-9710 or 7-11, 740 Main Street, East Hartford, CT 06108, Monday through Friday, 8:30 AM - 4:30 PM. ALL COMMENTS WILL BE ACCEPTED THROUGH 4:30 PM ON MAY 13, 2021.

Diane McDougall
Assistant Grants Administrator

NOTICE TO CREDITORS

ESTATE OF PAUL R. BISSONNETTE (21-0079)
The Hon. Sean Michael Peppers, Judge of the Court of Probate, District of Gloucester - Western Probate Court, by decree dated March 16, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Alice M. LeVelle, Assistant Clerk
The fiduciary is:
Paul R. Bissonnette, Jr.
c/o ANDREW EARLE KEARNS, BACSETAL, KEARNS & ASSOCIATES, LLC, 1331 GLAS DEANE HWY, WETHERSFIELD, CT 06109
04/13/21 6926479

NOTICE TO CREDITORS

ESTATE OF JAMES K. RICHIE (21-0124)
The Hon. John J. McGrath, Jr., Judge of the Court of Probate, District of Windham - Eastern Probate Court, by decree dated April 6, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Heather R. Robinson, Chief Clerk
The fiduciary is:
Daphne Jessica Massick
Clarke & Cassella, LLC
23 Elm Street
Old Saybrook, CT 06475
4/13/21 6926420

LEGAL NOTICE

TOWN OF WILLINGTON

At the April 6, 2021 Planning and Zoning Commission meeting the following applications were approved with conditions: P2021-13: Modification of Special Permit to add illumination in signage at 11 Phelps Way Applicant: Greg Ostrow Owner: BTY Realty of Willington LLC

P2021-7: Special Permit Renewal Section 19 Excavation, Sand & Gravel at 171 Toland Turnpike Applicant: Diana Becker Owner: Lawrence Becker

P2021-8: Special Permit Renewal Section 19 Excavation, Sand & Gravel at 9 George Dr. Applicant: Diana Becker Owner: Esther Lawrence

P2021-9: Special Permit Renewal Section 19 Excavation, Sand & Gravel at 238 Ruby Rd Applicant: Diana Becker Owner: Ruby Associates General Partners

P2021-10: Text Amendment Section 7.07.02 Use and Policy of the Willington Zoning Regulations. Application: Willington Planning and Zoning Commission

Details can be found in the meeting minutes on the Town's website at www.willingtonct.org

Dated April 7, 2021
Willington PZC
4/13/2021 6925163



Property of the Week
FRIDAYS IN CTHOME
& Real Estate

Shirley Laurent

NOTICE TO CREDITORS

ESTATE OF Barbara F. Cook (21-0130)
The Hon. Barbara Goshier Kierman, Judge of the Court of Probate, District of Tolland - Tolland Probate Court, by decree dated April 8, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Paula Maycock-Lynn, Clerk
The fiduciary is:
James B. Lembo, 106 Haynes Hill Rd., Storrs, MA 01010
4/13/2021 6927034

NOTICE TO CREDITORS

ESTATE OF Edwin M. Cushing (21-0185)
The Hon. David A. Barnes, Judge of the Court of Probate, District of Tolland - Tolland Probate Court, by decree dated April 6, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Charles W. Voth, Assistant Clerk
The fiduciary is:
David E. Cushing
c/o Ted C. Ratner, Esq., 20 Green Willow Drive, Longmeadow, MA 01106
4/13/21 6926947

NOTICE TO CREDITORS

ESTATE OF HAZEL A. FRYE (21-0110)
The Hon. Sean Michael Peppers, Judge of the Court of Probate, District of Gloucester - Western Probate Court, by decree dated April 6, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Mary M. MacGregor, Chief Clerk
The fiduciary is:
Stanley W. Frye
c/o ALISON T. FORBES, KAHAN KIDENSON & CAPOSSA, LLC, 45 HUNTINGTON TURNPIKE, VERNON, CT 06066
4/13/21 6925168

NOTICE TO CREDITORS

ESTATE OF MARY C. GRIFFIN (21-0121)
The Hon. Sean Michael Peppers, Judge of the Court of Probate, District of Gloucester - Western Probate Court, by decree dated April 7, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Mary M. MacGregor, Chief Clerk
The fiduciary is:
Jeff Kurenski, 18 Grove Road, Watbarn, MA 02451
Sandra LaBun, 18 Grove Road, Watbarn, MA 02451
4/13/21 6927153

ENTITLED TOWN COUNCIL

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall Council Chambers, 830 Enfield Street, Enfield, Connecticut on Monday, April 19, 2021 at 6:00 PM to allow interested residents an opportunity to express their opinion regarding the PROPOSED INCORPORATION OF THE MIDDLETOWN ENFIELD TAX INCREMENT FINANCING MASTER PLAN'S ORIGIN. ASSSESSED VALUE. Copies of the Amendment are on file in the Town Clerk's office, 830 Enfield Street, Enfield, CT or at www.enfieldct.org. For more information please contact the Director of Development Services at 860-255-0501 or jill@enfieldct.org.
Shirley M. Bailey, Enfield Town Clerk
April 8, 2021
4/13/21 6927032

Housing Counsel

SUNDAYS IN
Home & Real Estate

Housing Counsel
SUNDAYS IN
Home & Real Estate

Hartford Courant

Homing In
SUNDAYS IN
Home & Real Estate

Hartford Courant

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

A Special 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 5:30 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; Town Clerk, Sheila Bailey; Town Attorney, James Tallberg; Director of Development Services, Laurie Whitten; Chief Information Officer, Paul Russell.

MOTION #5732 by Councilor Mangini seconded by Councilor Muller to go into Executive Session to discuss Real Estate Negotiations and Pending Litigation.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5732** adopted 11-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Ludwick at 5:31 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; Town Clerk, Sheila Bailey; Town Attorney, James Tallberg; Chief Information Officer, Paul Russell; Director of Public Works, Donald Nunes; Director of Finance, John Wilcox; Director of Economic & Community Development, Nelson Tereso.

Chairman Ludwick reconvened the Special Meeting at 5:55 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations and Pending Litigation with no action or votes being taken.

DEPARTMENT OF TRANSPORTATION-TRAIN PRESENTATION

Present from the State of Connecticut Department of Transportation were John Bernick, Assistant Rail Administrator; Julianne Chatman, Project Engineer and Bruce Olmstead, Chief Engineer

Mr. Bromson stated he and Senator Kissel, and Representatives Arnone and Hall visited DOT, and they broached the subject of changing the proposed station to a platform, which would be sufficient to address Enfield's needs by having a stop for the community. He noted DOT redesigned things with input from Enfield.

Mr. Olmstead stated the design being presented is a concept, and when the engineers work on this, they will have to make changes having to do with codes and how the railroad operates. He noted this evening they will present an idea of the general overall concept of how the station will work and perform as a single-sided platform. He noted the platform will be on the east side of the track, and it is proposed putting in a 200-foot long platform, which will be raised so that boarding passengers will be literally walking out at the same elevation as the platform. He pointed out the platform will have a canopy to keep people out of the weather. He noted this type of platform will have heating capacity to allow snow to melt. He went on to note there is a building, which allows people to congregate, be out of the weather and get tickets from an automated vending machine. He used illustrations to point out areas which accommodate bus traffic and parking. He noted there will be metered parking, but it would be a small charge of about \$2.00 per day. He pointed out there are three different locations for parking, and they are all very close to the station. He noted the combination of the three parking areas amounts to around 100 spaces. He stated there is another utility building, which holds utilities such as power, water or anything needed to run the station. He noted there will be a blue-light box, and if there are any problems, a button can be pressed, which immediately goes to either Amtrack police or the local police department. He continued explaining different amenities in the station area and provided illustrations throughout his presentation.

Mr. Olmstead referred to the railroad bridge over Main Street and noted this bridge has a very low clearance and they would replace that bridge superstructure when they build the platform to allow for a little more clearance. He noted the budget is limited, and they are not looking to widen the road.

He stated they are currently looking to start construction in October of 2022, and it is estimated it will take about a year to build.

Mr. Bernick stated they did speak last week with some representatives from Bigelow Commons, and they were very interested in right-of-way impacts. He noted as the design team brings forward the station design, that is when they start stakeholder outreach, identify impacts, and look at how to mitigate and minimize those impacts.

As concerns funding, Mr. Bernick stated there are a great many opportunities that may present themselves, i.e., federal funding and additional state bonding. He noted they certainly have the design funded, and they are feeling optimistic they can move smoothly into construction, but that is not a done deal. He encouraged the Town to continue being active in requests for funding.

Councilor Cekala questioned who will be responsible for the maintenance of the station, and Mr. Bernick stated this is a joint venture, and part of that joint venture includes station operations and maintenance. He noted as they add stations to the line, they will be added to that contract.

Councilor Cekala questioned whether that contract will cost the town money. Mr. Bernick responded no, they do not charge the town.

Councilor Cekala questioned whether bathrooms can be included, and Mr. Bernick stated they did not add bathrooms at any other stations. He noted the stations are designed to be boarding

platforms and not transfer stations. He stated from a DOT-wide perspective, that is consistent across the territory. He pointed out there are restrooms available on the train, and those are fully accessible restrooms.

Councilor Muller questioned whether the building would have a generator. Mr. Bernick stated when the power goes off, the emergency lights will stay on, and the blue light will stay on, but the rest of the station will go dark. He noted there will be a small generator to keep the lights on.

Councilor Muller stated he noticed solar on the roof design, and Mr. Bernick responded that is correct.

Councilor Sferrazza stated if a criminal act occurred on the platform, he questions whether that is the jurisdiction of Amtrack or the local police. Mr. Bernick stated the local police always have jurisdiction. He noted the platform will have security cameras, however, they are not monitored and are more for evidence gathering. He went on to note they have been hearing from local police questioning whether they can get a feed. He stated they can look into that option. He stated the blue lights can be programmed to ring wherever the town wishes. He added Amtrack monitors these 24X7, and they could bring in whatever local jurisdiction that needs to be there.

Councilor Sferrazza questioned who gets the revenue from the parking meters. Mr. Bernick stated since the State is picking up the cost of maintaining the station, the State will take the revenue from the parking meters.

Councilor Sferrazza questioned if a person wanted to take the train to New York City, they would take the south bound train into New Haven to Grand Central and transfer right into New York. Mr. Bernick responded that is correct.

Mr. Bromson stated they anticipate having a very robust police presence at the train station. He noted the town has enhanced and increased their command center for video and part of the budget will be expanding that. He stated they fully intend on asking and working with the State and Amtrack to have those cameras live feed to Enfield. He noted the Lamagna Center will be decommissioned and will probably be taken down around the time this station is completed. He stated they have a police substation at the Lamagna Center, and they are looking in that area to include a police substation to provide safety for commuters.

Councilor Cressotti stated he is glad the use of the utility building was fully explained because he found it misleading because when he first looked at it, he thought there were to be restrooms and people would be able to have access in and out. Mr. Bromson stated his belief it was not misleading because they said it was a utility building. He noted if anyone looked at the presentation or heard the narrative, there was never any promise of restrooms, and he is glad that was addressed more fully.

Councilor Cressotti requested clarification concerning the bridge clearance, and Mr. Bernick explained DOT has an "Oversize/Overweight Unit", and they are responsible for any vehicle that exceeds 13 feet, six inches. He noted any vehicle, besides a normal tractor trailer that delivers to everybody in a normal setting, would be able to pass under this bridge, and that is their attempt.

Councilor Hemmeler questioned if there will be train service going north, or is it just going south. Mr. Bernick responded the service goes both ways.

Councilor Riley questioned if the State would plow the parking lot and sand and salt sidewalks. Mr. Bernick stated they would maintain those portions considered station property.

Chairman Ludwick questioned how buses will navigate this area, and Mr. Olmstead stated the task of the designer is to accommodate a bus drop off.

Chairman Ludwick stated every time Enfield works with DOT on any project, they have been professional and great partners.

ADJOURNMENT

MOTION #5732B by Councilor Szewczak, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5732B** adopted 11-0-0, and the meeting stood adjourned at 6:47 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**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

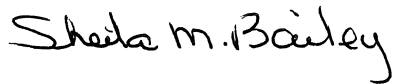
Chairman Ludwick stated there was an issue about getting vaccines to home-bound veterans, and he called Mr. LeFevre. He commended Mr. LeFevre for the work he does on his own time. He went on to express his appreciation to Mr. LeFevre and the Veterans Council for bringing back the parade.

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



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Christopher W. Bromson, Town Manager
DATE: April 16, 2021
RE: Projects & Activities Report (PAR)

The following is a summary of activities and their progress over the last three weeks.

TOWN MANAGER:

COVID-19: Town Hall and all Town Facilities will be opening to the public effective May 3rd. Masks will continue to be required and social distancing guidelines will be followed. The Town Manager continues to meet with representatives from surrounding communities, Enfield Public Schools, and the North Central District Health Department to stay up to date on the COVID-19 virus.

Budget Development: The Town Council will be voting on the FY 22 budget at the April 19th meeting. The proposed budget includes a 0% tax increase and no increase in the sewer quarterly charge during the next fiscal year. In our proposed Capital Improvement Plan (CIP), the Town has proposed projects that enhance the quality of life for our residents, including:

- Construction of Higgins Park 1/3-mile walking path, playscape and basketball court
- Splash pad at Parkman School
- Transfer Station Improvements
- Library Community Room Enhancement
- New field at Brainerd Park
- Upgrades and new field lighting at Powder Hollow Park
- 2 electric vehicles and charging station
- Additional 2 EMTs and remount of ambulance funded
- 10 police cruisers

LIBRARY SERVICES:

Staff News:

- Ann Carman, Children's Librarian, announced her retirement. Her last day was on April 9th.

Community Partnerships:

- The Enfield Women's Club will be installing a planter box on the Central Library grounds next month in celebration of their 50th anniversary. The Enfield Garden Club has offered to maintain it.
- Children's staff are currently working on plans for Summer Reading as well as a variety of outdoor programming options for the spring.

Recreation

- Registration is currently underway for the Camp Tons-O-Fun Summer Care program. Additional Summer 2021 program information is set to be released in early May. Offerings will be subject to COVID-19 regulations.
- The division is currently accepting employment applications for summer temporary/seasonal positions. Apply online at www.enfield-ct.gov/hr.

Senior Center

- The Enfield Senior Center has been awarded a grant from the Department of Aging and Disability Services under the Connecticut Senior Center Project: CARES Act Funding Opportunity. The grant will reimburse the Center for purchases made that are directly associated to the Centers' COVID-19 preparedness and response up to \$2,500. We are currently submitting the paperwork for reimbursement.

POLICE:

In March 2021, the Enfield Police Department submitted the name of Lieutenant Keith Parent for consideration of recognition in the International Association of Chiefs of Police (IACP) "40 Under 40" Rising Stars Award. This is an international competition, and we await notice as to this competitive selection process.

On March 24, 2021, Officer Mark Rochette participated in a public access television broadcast entitled "Senior Living" wherein he provided information to viewers as to Senior Citizen safety.

On March 31, 2021, Chief Alaric J. Fox testified before the Judiciary Committee of the Connecticut General Assembly on Raised Bill 1093, with specific emphasis in favor of proposals to reinstate law enforcement "consent searches," upon satisfaction of a reasonable suspicion threshold. This bill has been voted out of the judiciary committee and will proceed for further consideration.

DEVELOPMENT SERVICES:

Interviews were held for the new Assistant Planner. A wonderful candidate Georgienna Driver was selected and joined our team on April 12, 2021.

The POCD kickoff meeting was held on March 17, 2021. The next one will be April 21, with a public workshop scheduled for April 28, 2021.

The TIF Master plan was proposed to be updated with a new Original Assessed Value in response to the deflated assessment of the Enfield Square Mall. This will allow increased funds to be allocated to the TIF. The public hearing before the Town Council is scheduled for April 19, 2021.

The Community Gardens consultant of 8 years +/- (Laurie Rosner) has resigned from her post due to an increased professional workload. She prepared an onboarding document for staff and the new Community Gardens consultant who will be taking her place (John Daly). We had a very productive meeting to ensure that all bases were covered with the transition, and development of the new garden bed locations.

Building Services

- 39 Hazard Ave \$175,000 worth of work for the 3-tenant building
- 25 Hazard Ave \$125,000 in plumbing work
- 37 Bacon Road SPFD MEP work as part of their addition (\$750,000 CV)
- 160 Hazard Ave Last medical fit out (\$83,600 CV)

7 Elm Street Fit-out for Hartford Healthcare \$438,000 CV and \$109,000 in HVAC
10 Hazard \$230,000 in work for Burlington Coat and Chase Bank
1 House Foundation replacement \$181,000
Shaker Heights 2 new houses \$350,000

About \$92,000 in revenue for the month with 146 Building permits, 74 electrical permits, 65 HVAC permits, and 28 plumbing permits for a total of 313 permits for the month (About \$5.7 million in construction value). About 271 inspections performed in approximately 20 working days.

Planning and Zoning

PERMIT SOFTWARE – The new permit software has gone live with OpenGov as of April 1st!

Pending/Approved Commission Applications:

90 ELM STREET (ENFIELD SQUARE MALL) – A zone change for the outparcel at the Enfield Square Mall located between the Hannoush building and the Mobil gas station was recently denied. On a different note, Inland Wetlands & Watercourses Agency just approved plans for a Popeye's restaurant located between Friendly's and Outback Steakhouse. We are awaiting an application for the Planning & Zoning Commission. Also, Phantom Fireworks will return to the Enfield Square Mall for the summer leading up to Fourth of July.

95 ELM STREET (KOHL'S PLAZA) – A permanent outdoor dining patio was recently approved for Chicago Sam's located in front of the restaurant. The sidewalk will be bumped out into the drive aisle a little bit with proper protection from traffic, and to ensure that pedestrian access on the sidewalk is not impeded.

FARMER'S MARKETS – A new text amendment to the zoning regulations was recently approved to allow indoor and outdoor farmer's markets in Industrial zones with a Special Permit approval.

284 NORTH MAPLE STREET (BUONA VITA RESTAURANT) – A new outdoor dining patio was recently approved for Buona Vita. This will in front of the restaurant and will not impede the parking or sidewalk access for that plaza.

604 ENFIELD STREET (ENFIELD STREET PLAZA) – Namco Pools will be opening a storefront in the plaza and will be installing an overhead door on the front of the building to allow easy loading and unloading into the building. A condition of approval was that the applicants must work with town staff to ensure that the loading door is harmonious with the design of the rest of the building.

54 HAZARD AVENUE – A Ramen/Sushi restaurant was recently approved to be located in the former Smashburgers Restaurant location in the Stop & Shop Plaza.

95 HIGH STREET – A new grocery/convenience store was recently approved to be located at 95 High Street (Molina's Plaza).

Other Pending Projects: redevelopment of Blair Manor, daycare at 11 Shaker Road, a Farmer's Market at 53 Manning Road.

EMS:

In March 2021, EMS responded to 643 calls for service; mutual aid was need for 35 responses and mutual aid was provided to surrounding communities 11 times. EMS staff continues to

participate at the Vaccination Clinics held at the Senior Center, performing post administration evaluations.

INFORMATION TECHNOLOGY:

Customer Services: Performance is measured according to our Service Level Agreements (SLA) length of time a request remains open or unresolved. During the month of March, we received 605 Service Desk requests for assistance, and we closed 595 tickets. 226 requests were resolved remotely without a technician leaving their seat! Resolving requests remotely allows for quicker resolution, improved customer satisfaction, and a big boost in productivity.

Keeping our Information Safe: As an organization of Municipal, Education and Public Safety Employees, we are the largest attack target for internet scams. We are constantly testing and training on new scams that have been identified on the internet. Thanks to our alert staff's knowledge and diligence to detect and delete fraudulent activities, our Security Awareness rating is 3% for the month of March 2021. This number generated based upon the total number of phishing test failures divided by the number of phishing test emails delivered. The average rating for Government Agencies is 28.4%.

SOCIAL SERVICES:

Adult & Community Services

The Elderly Services Care Coordinator (ESCC) assisted 51 Enfield residents ages 60 and older with service needs including: access to basic needs food, medical equipment, town services, state benefits, Medicare CHOICES counseling, mental health referrals and assessments, in home services, both private duty and state funded, as well as Social Security benefits. The ESCC serviced not only the clients, but their families with a combination of phone support, in person office visits and home visits. Two cases were in response to elderly individuals in distress that became a coordinated effort between the ESCC, Emergency Medical Services and the Enfield Police Department as well as a local mental health agency. Responses were ongoing to ensure the case needs were met and exemplifies the effectiveness of a coordinated approach between multiple departments.

The ESCC assisted with the 2022 NCAAA grant application for Enfield CARES funding to continue to support the At Risk Registry, Care Coordination of services, the Senior Minor Home Repair Program and Case Work services such as Renters Rebate and the Circuit Breaker Program.

Enfield Child Development Center

The Enfield Child Development Center is currently serving 158 children. The Center resumed close to regular operating hours with the return of public school 4 days a week. The Center's hours are Mondays, Tuesdays, Thursdays, and Fridays from 6:30 AM - 5:15 PM and Wednesdays remain 8:00-4:00 until the summer as the school age children are present.

Family Resource Centers

The Grandparents Raising Grandchildren Support Group met virtually on March 29 with State Representative Tom Arnone in attendance to provide an update on statewide issues affecting grandparent caregivers. 6 grandparents attended the meeting. Several grandparents will be meeting to look at changing state legislation around how grandparents are recognized when they are in the role of guardians and how to make this more equitable.

The FRC has rolled out a new way for families to complete their Ages and Stages Developmental Screenings which were formerly completed via paper. The Sparkler app allows families to easily score their child's ASQ by downloading the app on their phone or device. The FRC has access to a dashboard to review results with families and the app provides other activity ideas and information on child development. This will increase efficiencies and reduce

the amount of paperwork needed to be copied as well as provide families with more information. The Office of Early Childhood is endorsing and funding the cost of Sparkler to early childhood programs in Connecticut. So far, 24 adults have downloaded the app and 38 children have been registered into this system. We will continue to spread the word as families return to our in-person groups in April.

The FRC held a 4-week virtual music program for children ages 2-5 with Music Therapist Renee Coro called "Families in Harmony" focusing on social and emotional development. 11 adults and 8 children attended.

Transportation

Enfield Dial-A-Ride

Served 972 clients for the month of March. Please see the new guidelines For Dial-A-Ride starting April 19:

1. Mondays and Fridays will be Doctor appointments only.
2. Any type of shopping will be with the 8 AM, 9 AM or 10 AM bus, no later. Return times will be 11:30 or 1:00. No late shopping appointments. You can call when ready and we will do our best to pick you up before the actual return times.
3. Please try and make doctor appointments no later than 2:00pm. As always, doctor appointments are priority!

Magic Carpet

Served 1,710 riders in the month of March. Our hours are:

- Blue Line: Monday –Friday 7 AM - 10 PM, Saturday 7AM - 5PM
- Yellow Line: Monday –Friday 7 AM – 7 PM

Youth & Family Services

Youth & Family Services continue to support the health & wellness of Enfield's youth and families. Highlights this month includes a final report from the Department of Mental Health and Addiction Services highlighting the suicide prevention grant accomplishments. The goal of the 2-year suicide prevention grant was to strengthen Enfield school systems and community's capacity and infrastructure in support of mental health promotion, suicide prevention, intervention, and postvention response with the use of evidence-based practices. Highlights include:

- 88 community and school personnel were trained in NAMI Postvention Response and Post-Traumatic Stress Management to respond to traumatic death in our community. This training was provided to the Crisis Response Team and all School Social Workers, Guidance Counselors, School Resource Officers, Emergency Management Services Administration, and EHS administration.
- 881 people were trained in QPR (Question, Persuade, and Refer). All 9th and 10th grade students, new EPS staff, and other community groups received training in QPR.
- All School Social Workers and Youth & Family Services Social Workers were trained in the Columbia Suicide Severity Rating Scale and 100% of individuals screened received mental health or related services. A total of 110 youth was screened for suicidal ideation and referred for services.

PUBLIC WORKS:

Engineering:

ROADS 2021 Referendum:

Engineering staff submitted a new 5-year \$25 mill road referendum program street list and a new 5-year \$30 mill road referendum program street list for DPW Subcommittee. Engineering responded to their request for the worst PCI 0-60 street list. Engineering staff is also working on updating the pavement inventory database, based on the work that has occurred since the 2018 consultant road condition survey.

Alcorn School Basketball Court:

Alcorn School basketball court RFP has been advertised, opening on April 27, 2021. Engineering received administrative PZC approval for the proposed site modification.

Lafayette Park Basketball Court Replacement:

Lafayette Park basketball court replacement RFP has been advertised, opening on April 29, 2021.

Brainerd Park Softball Proposed Field:

Engineering staff met with three design consultants on a design scope for the proposed softball field at Brainerd Park. Design scope and fee proposals are due COB April 21, 2021.

Powder Hollow Baseball Field Improvements:

Engineering staff met with three design consultants on a design scope for the proposed improvements to the baseball field at Powder Hollow. Design scope and fee proposals are due COB April 21, 2021.

Crackseal 2021:

Engineering staff has developed a crackseal program for this year, based on pavement inventory data and field inspection, and worked with the State's Vendor in Place contractor on scope of streets we can fit within the allotted funding.

Building and Grounds:

Building Consolidation:

Work has started at the Alcorn. Rooms are being cleared and demolition is beginning for the Youth Services relocation. The Enfield Express is due to be completed and Tax & Assessor fully moved in Monday, April 26, 2021.

Community Gardens:

Garden beds have been constructed and compost is ordered, site layout will be coming soon.

Admin:

Facilities Consolidation:

An architect has been chosen for the Town Hall video conference room design.

Honeywell M&V:

Work to conclude the 15-year contract for M&V from Honeywell's Guarantee has been successful. Last payment has been invoiced to conclude a 3-year M&V service. The final annual report is due 6-30-21. This will save approximately \$50,000 a year in expenses.

Highway:

Starting plow damage repairs to lawns, curbing, etc. and continue working on improvements to the Transfer Station cap.

WPC:

WPC facility Upgrade Status:

The upgrade project is continuing with punch list items. One of the four Return Activated Pumps (RAS) seals have been replaced, we are waiting for the contractor to schedule the remaining repairs, all covered under warranty. The drain line on the Bio-tower was replaced to prevent the recirculation pump from going air bound. The new drain line was installed at a higher elevation. It included heat tracing and insulation, all covered under warranty. Approximately twenty ball valves on the potassium permanganate feed system were replaced under warranty.

WPC Status:

We are in the process of cleaning the final clarifier's weirs and the two contact chambers in preparation for disinfection season that starts May 1st. A large plant water system leak was discovered near structure two, it is scheduled to be repaired 4/13/21. The new cake dumpsters arrived, and the old dumpsters are in the process of being decommissioned.

Grape Brook Status Update:

Recently we met with DPC engineering at Grape Brook lift station to review the designs in the field.

Collection System:

We are in the process of upgrading our sewer TV camera system before it becomes obsolete. We have actively inspected 37 manholes this past month. We will be resuming sewer cleaning in the next two weeks.

Fleet:

Fleet Services Division completed implementing a new inventory management system on March 25, 2021. Many years of obsolete parts were identified and auctioned or returned for credit, over 1,800-part numbers entered into the system with aisle and bin locations, quantities on hand and reorder points assigned.

FINANCE:

Tax Collection

Elderly and Totally Disabled Homeowner Program: Due to the pandemic related executive orders, taxpayers who were on the Elderly and Totally Disabled Homeowner program for Fiscal Year 2021 do not have to reapply for Fiscal Year 2022. They will automatically receive the same reduction that they received in Fiscal Year 2021. Residents who need to apply because they are new to the program have until May 15, 2021 to submit applications. Applications are available on the Town website under the Assessment and Revenue Collection Department. Please call Community Services at 860-253-6397 for an appointment.

Delinquent Tax Accounts: The Collectors office has mailed delinquent account notices to taxpayers. Over the next month, we will begin collection processes on these accounts depending on the type of property. For real property, we will file lien notices in the Town Clerk's Office. Motor vehicle accounts will be sent to Rossi Law, who will begin collection proceedings. Business personal property accounts will be referred to a State Marshall for collection.

Sewer Use Fees: Since March 2018, the Tax Division has referred 844 delinquent sewer accounts to state marshals for collection. As of April 10, 2021, we have collected \$1,365,671 in principle and interest on those accounts.

Board of Assessment Appeals: The Board of Assessment Appeals meets on Saturday April 17, 2021 to hear taxpayer appeals of their assessed values. The meeting is by appointment only. Taxpayers had until March 20th to file a written appeal to be heard by the Board of Assessment Appeals.

Revaluation: The revaluation process is continuing. Vision Government Solutions, Inc. is reviewing the data mailers that have been returned and has begun the field review process of properties sold since October 1, 2020. The field review process is for the comparison sales method of valuing properties. This will continue through October 2021.

Treasury

Budget Analysis: Please see the budget vs. actual revenue and expenditure analysis attached.

Date: April 13, 2021

To: Chris Bromson, Town Manager

From: John Wilcox, Finance Director

Subject: Project Activity Report for Finance

General Fund Revenue and Expenditure Analysis

We have reviewed the General Fund revenues and expenditures through the month of March for fiscal year 2021 and compared them with 2020. The comparisons are attached. Some highlights from comparisons are:

Revenues

- Tax collections (largest source of revenue) are exceeding collections from the prior year. Percentage collected in FY21 is 100.20% of budget versus 98.23% in FY20.
- Licenses and permits increased by \$62,000. This was due to the number of building permits and firearm permits issued in FY21 was high.
- Intergovernmental revenues increased by \$622,000 in FY21 year to date due to the state's payment of its first installment of the Town Aid Road Grant \$535,000. Also, a higher amount of Education Cost Sharing from the previous year \$190,000.
- Charges for services increased by \$312,000 due to increased conveyance taxes and other legal filings.
- Use of money and property decreased due a reduction in bond premium. Issued new bonds in August 2019 (FY20) for the Roads 2015 project. In August 2020 (FY21), we refunded existing bonds which generated less premium.

Expenditures by Function

- Public Safety expenditures increased by \$1,000,000 due to new technology equipment \$326,000 and increases in heart & hypertension, health insurance, employee separation and overtime.
- Public Works expenditures increased by \$600,000 in FY21. This was due to an increase in Administration \$122,000, increase in Building & Grounds \$165,000 and an increase in Refuse Collection \$221,000

- Planning and Development expenditures increased by \$198,000 in FY21. This was caused by increase costs in Planning \$62,000, Thompsonville Revitalization \$55,000 and Building \$53,000.
- Non-departmental expenditures increased due to increases in Transfer to Capital \$2,000,000.

Expenditures by Division

- Town Manager expenditures increased in the first quarter due to employee recognition and one extra pay period compared to 2020.
- Town Attorney expenditures decreased due to having fewer employees in FY21.
- Both the Registrar of Voters and Town Clerk saw increases due to the Presidential Election.
- The Assessors Division expenses increased due to the increase in health insurance costs.
- General Services increase was due to a new mail machine being purchased.
- Public Safety Communications expenditures increased due to one extra payroll, training and equipment repair.
- School Security decreased due to COVID 19 and remote learning.
- Police Services increased due to overtime \$124,000, Employee Separation \$121,000, Hypertension \$89,000, one extra payroll and related costs and Technical Equipment \$323,000.
- Public Works divisions all saw increases due to the extra payroll and related costs, except for custodial maintenance which showed a slight decrease.
- Developmental Services saw an increase due to the extra payroll and related costs.
- Planning had an increase of \$62,000 due to the plan of conservation and development \$23,000, the one extra payroll, and an increase in stipends for the Public Nuisance Officer.
- Thompsonville Revitalization increased by \$56,000 due to overtime, the farmers market increases and community gardens.
- Building Inspection increased by \$53,000 due to a new building official position added due to increased demand.
- Employee Benefit expenses increased due increases in health insurance costs.

- Unallocated charges increased primarily by a \$2,000,000 increase in the Transfer to Capital line item for various capital projects.
- Debt service expenditures increased due to the increase in bond issue costs, an increase in debt service for bonds \$1,000,000 and an increase in the amount of interest payments of \$186,000.

Town of Enfield
 General Fund Revenues vs Budget
 Fiscal Year 2021 vs 2020
 July to March

Description	2021 Revised Budget	2021 Actual	% of Budget	2020 Revised Budget	2020 Actual	% of Budget
Taxes	100,605,831	100,811,365	100.20%	99,672,824	97,910,828	98.23%
License and Permits	689,805	678,319	98.33%	643,200	615,882	95.75%
Intergovernmental	31,709,040	17,014,704	53.66%	31,716,540	16,392,288	51.68%
Charges for services	1,317,000	1,447,053	109.87%	1,358,000	1,135,101	83.59%
Fines and Forfeitures	12,000	9,518	79.32%	10,000	21,019	210.19%
Use of money and property	185,000	326,950	176.73%	185,000	4,037,466	2182.41%
Miscellaneous	529,028	451,458	85.34%	859,800	306,667	35.67%
Intragovernmental Transfers	640,517	-	0.00%	528,017	3,600	0.68%
Appropriated Fund Balance	7,617,198	-	0.00%	2,366,000	-	0.00%
Total	143,305,419	120,739,368	84.25%	137,339,381	120,422,851	87.68%
Current Year Tax Collections vs Current Year Budget	2021 Budget	Collections		2020 Budget	Collections	
Real Estate	81,096,365	80,685,083	99.49%	80,939,810	79,743,475	98.52%
Motor Vehicle	10,039,296	9,605,876	95.68%	9,874,883	9,322,757	94.41%
Personal Property	7,962,670	7,994,898	100.40%	7,550,631	7,489,498	99.19%
	99,098,331	98,285,857	99.18%	98,365,324	96,555,730	98.16%
Current Year Tax Collections vs Current Year Billings	2021 Taxes Billed	Collections		2020 Taxes Billed	Collections	
Real Estate	82,421,243	80,685,083	97.89%	81,732,459	79,743,475	97.57%
Motor Vehicle	9,229,490	9,605,876	104.08%	8,773,445	9,322,757	106.26%
Personal Property	8,193,945	7,994,898	97.57%	7,708,854	7,489,498	97.15%
	99,844,678	98,285,857	98.44%	98,214,758	96,555,730	98.31%

Town of Enfield
General Fund Expenditures vs Budget
Fiscal Year 2021 vs 2020
July to March

Function	Revised Budget 2021 09	Actual 2021 09	% Expended	Revised Budget 2020 09	Actual 2020 09	% Expended
General Government	3,544,120	2,559,848	72.2%	3,421,415	2,481,158	72.5%
Public Safety	13,556,272	10,323,427	76.2%	13,865,037	9,242,299	66.7%
Public Works	17,370,241	11,653,651	67.1%	16,925,741	11,053,436	65.3%
Library	-	-	0.0%	-	-	
Planning and Development	1,720,404	1,180,380	68.6%	1,658,599	981,909	59.2%
Intergovernmental and agency	418,764	338,016	80.7%	462,646	350,284	75.7%
Non-departmental	35,292,984	18,541,890	52.5%	29,962,294	14,800,974	49.4%
	71,902,786	44,597,211	62.0%	66,295,732	38,910,061	58.7%

Town of Enfield
General Fund Expenditures vs Budget
Fiscal Year 2020 vs 2021
July to March

ACCOUNT DESCRIPTION	2021			2020		
	REVISED BUDGET	YTD EXPENDED	% USED	REVISED BUDGET	YTD EXPENDED	% USED
10110000 COUNCIL	7,520	3,408.02	45.32%	\$ 6,610.00	\$ 3,655.12	55.30%
10120000 TOWN MANAGER	470,559	377,544.85	80.23%	\$ 440,491.00	\$ 324,227.97	73.61%
10130000 TOWN ATTORNEY	420,928	319,122.93	75.81%	\$ 396,187.00	\$ 375,191.91	94.70%
10140000 PROBATE COURT	42,385	17,573.07	41.46%	\$ 42,385.00	\$ 23,721.02	55.97%
10150000 REGISTRAR OF VOTERS	149,325	95,329.85	63.84%	\$ 138,315.00	\$ 72,885.46	52.70%
10160100 TOWN CLERK	491,517	362,486.20	73.75%	\$ 462,141.00	\$ 315,800.20	68.33%
10161600 RECORDS MANAGEMENT	82,606	61,249.63	74.15%	\$ 81,367.00	\$ 59,742.33	73.42%
10170000 HUMAN RESOURCES	405,511	292,599.69	72.16%	\$ 416,476.00	\$ 301,025.03	72.28%
10180100 FINANCE ADMINISTRATIO	294,759	226,314.56	76.78%	\$ 289,154.00	\$ 219,061.76	75.76%
10181000 TREASURY	374,852	266,640.11	71.13%	\$ 375,155.00	\$ 267,908.27	71.41%
10183000 ASSESSOR	587,964	408,165.09	69.42%	\$ 576,531.00	\$ 392,223.75	68.03%
10184000 GENERAL SERVICES	154,735	115,471.76	74.63%	\$ 144,846.00	\$ 104,421.76	72.09%
10190905 BOARD OF ASSESMENT AP	4,791	998.57	20.84%	\$ 4,752.00	\$ 1,246.53	26.23%
10190925 ETHICS COMMITTEE	50	0.00	0.00%	\$ 50.00	\$ -	0.00%
10190955 BEAUTIFICATION COMMIT	9,034	1,225.57	13.57%	\$ 9,034.00	\$ 2,084.42	23.07%
10190960 HISTORIC DISTRICT COM	3,938	1,259.28	31.98%	\$ 3,938.00	\$ 1,566.15	39.77%
10190961 PLANNING AND ZONING C	15,115	4,695.77	31.07%	\$ 13,115.00	\$ 7,289.61	55.58%
10190962 ZONING BOARD OF APPEA	5,326	1,459.62	27.41%	\$ 4,326.00	\$ 2,012.64	46.52%
10190963 INLAND WETLANDS AND W	8,791	2,844.31	32.35%	\$ 9,791.00	\$ 2,940.06	30.03%
10190964 AGRICULTURE/CONSERVAT	3,004	1,168.85	38.91%	\$ 3,004.00	\$ 1,417.62	47.19%
10190970 FAIR RENT COMMISSION	300	0.00	0.00%	\$ 300.00	\$ -	0.00%
10190990 CULTURAL ARTS COMMITT	9,000	0.00	0.00%	\$ 2,500.00	\$ 2,500.00	100.00%
10190991 PRISON LIAISON COMMIT	247	96.88	39.22%	\$ 247.00	\$ 96.88	39.22%
10190993 LOAN REVIEW COMMITTEE	200	0.00	0.00%	\$ 200.00	\$ -	0.00%
10190996 ECONOMIC DEVELOPMENT	1,163	193.77	16.66%	\$ -	\$ -	0.00%
10190997 COMMUNITY EMERGENCY R	500	0.00	0.00%	\$ 500.00	\$ 140.00	28.00%
General Government	\$ 3,544,119.77	\$ 2,559,848.38	72.23%	\$ 3,421,415.00	\$ 2,481,158.49	72.52%
10200250 PUBLIC SAFETY COMMUNI	1,511,026	1,071,377.57	70.90%	\$ 1,813,113.00	\$ 1,055,495.69	58.21%
10200270 SCHOOL SECURITY	253,625	104,015.42	41.01%	\$ 250,000.00	\$ 171,611.98	68.64%
10200500 POLICE SERVICES	11,787,734	9,143,266.06	77.57%	\$ 11,796,907.00	\$ 8,011,987.43	67.92%
10250000 EMERGENCY MANAGEMENT	3,887	4,767.51	122.65%	\$ 5,017.00	\$ 3,203.88	63.86%
Public Safety	\$ 13,556,271.98	\$ 10,323,426.56	76.15%	\$ 13,865,037.00	\$ 9,242,298.98	66.66%
10300100 PUBLICS WORKS ADMINIS	917,293	656,821.20	71.60%	\$ 921,241.00	\$ 534,006.79	57.97%
10300340 BUILDINGS AND GROUNDS	5,185,350	3,408,508.95	65.73%	\$ 4,987,398.00	\$ 3,242,606.72	65.02%
10300345 CUSTODIAL MAINTENANCE	4,603,825	3,116,097.99	67.68%	\$ 4,564,631.00	\$ 3,133,890.43	68.66%
10300370 HIGHWAY MAINTENANCE	1,859,849	1,122,195.47	60.34%	\$ 1,799,668.00	\$ 1,029,213.18	57.19%
10300380 EQUIPMENT MAINT & REP	1,245,610	906,265.00	72.76%	\$ 1,245,717.00	\$ 891,241.55	71.54%
10300390 REFUSE COLLECTION AND	3,558,314	2,443,762.17	68.68%	\$ 3,407,086.00	\$ 2,222,476.98	65.23%
Public Works	\$ 17,370,241.48	\$ 11,653,650.78	67.09%	\$ 16,925,741.00	\$ 11,053,435.65	65.31%
10600100 DEVELOP SERV ADMN/ECO	237,723	181,969.39	76.55%	\$ 232,336.00	\$ 141,859.20	61.06%
10606100 PLANNING	441,004	240,942.86	54.64%	\$ 448,586.00	\$ 178,664.00	39.83%
10606155 THOMPSONVILLE REVITAL	169,953	141,864.73	83.47%	\$ 170,905.00	\$ 86,213.11	50.45%
10606600 COMMUNITY DEVELOPMENT	230,162	157,932.53	68.62%	\$ 224,027.00	\$ 168,906.86	75.40%
10606800 BUILDING INSPECTION	567,428	415,340.94	73.20%	\$ 506,733.00	\$ 361,995.83	71.44%
10606900 CODE ENFORCEMENT	74,134	42,329.51	57.10%	\$ 76,012.00	\$ 44,269.81	58.24%
Planning & Development	\$ 1,720,404.00	\$ 1,180,379.96	68.61%	\$ 1,658,599.00	\$ 981,908.81	59.20%

ACCOUNT DESCRIPTION	2021			2020		
	REVISED BUDGET	YTD EXPENDED	% USED	REVISED BUDGET	YTD EXPENDED	% USED
10700710 CAPITAL REG COUNCIL G	32,484	31,465.00	96.86%	\$ 31,465.00	\$ 31,465.00	100.00%
10700712 METROHARTFORD ALLIANC	8,931	8,887.00	99.51%	\$ 8,887.00	\$ 8,887.00	100.00%
10700715 ENFIELD CEMETERY ASSO	39,000	39,000.00	100.00%	\$ 37,000.00	\$ 37,000.00	100.00%
10700716 ENFIELD HISTORICAL SO	17,800	17,800.00	100.00%	\$ 18,697.00	\$ 18,697.00	100.00%
10700720 CT CONFERENCE OF MUN	32,132	32,132.00	100.00%	\$ 32,132.00	\$ 32,132.00	100.00%
10700725 NATIONAL LEAGUE OF CI	3,813	3,813.00	100.00%	\$ 3,813.00	\$ 3,813.00	100.00%
10700730 ENFIELD VETERANS COUN	37,575	28,575.00	76.05%	\$ 41,500.00	\$ 41,500.00	100.00%
10700735 DISTRICT FIRE MARSHAL	1,000	0.00	0.00%	\$ 1,000.00	\$ -	0.00%
10700760 NORTH CENTRAL HEALTH	207,657	155,742.18	75.00%	\$ 208,212.00	\$ 104,105.98	50.00%
10700770 CLEAN ENERGY COMMITTE	\$ -	\$ -	0.00%	\$ 1,485.00	\$ -	0.00%
10700780 CELEBRATIONS AND SPEC	24,765	11,706.78	47.27%	\$ 65,098.00	\$ 64,039.18	98.37%
10700782 SAFE GRADUATION COMMI	1,000	0.00	0.00%	\$ 1,000.00	\$ -	0.00%
10700785 GRTR HARTFORD TRANSIT	7,145	7,145.00	100.00%	\$ 7,145.00	\$ 7,145.00	100.00%
10700796 HOUSING EDUC RESOURCE	3,712	0.00	0.00%	\$ 3,712.00	\$ -	0.00%
10700798 ATHLETIC HALL OF FAME	1,750	1,750.00	100.00%	\$ 1,500.00	\$ 1,500.00	100.00%
Intergovernmental and Agency	\$ 418,764.00	\$ 338,015.96	80.72%	\$ 462,646.00	\$ 350,284.16	75.71%
10800090 LIABILITY INSURANCE	904,286	0.00	0.00%	\$ 816,568.00	\$ 12,792.20	1.57%
10800091 EMPLOYEE BENEFITS	5,642,932	3,500,625.69	62.04%	\$ 5,112,817.00	\$ 3,240,314.04	63.38%
10800092 UNALLOCATED CHARGES	16,280,200	4,194,373.44	25.76%	\$ 12,390,881.00	\$ 1,481,276.97	11.95%
10800096 DEBT SERVICE	12,465,566	10,846,890.51	87.01%	\$ 11,642,028.00	\$ 10,066,591.24	86.47%
Non-departmental	\$ 35,292,984.48	\$ 18,541,889.64	52.54%	\$ 29,962,294.00	\$ 14,800,974.45	49.40%
Grand Total	\$ 71,902,785.71	\$ 44,597,211.28	62.02%	\$ 66,295,732.00	\$ 38,910,060.54	58.69%



TOWN OF ENFIELD

April 19, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to adopt proposed modifications to the Midtown Enfield Tax Increment Financing Master Plan relative to the Original Assessed Value of the TIF area and associated exhibits.

Highlights:

- The Enfield Town Council adopted the Midtown Enfield Tax Increment Financing Master Plan (TIF Master Plan) on June 3, 2019.
- The TIF Master Plan was adopted with an Original Assessed Value (OAV) of \$175,084,870.
- Subsequently, the OAV was reduced to \$165,299,190 due to a stipulated court order reflecting the devaluation of the Enfield Square Mall.
- If the OAV were to stay the same, the captured added value to the TIF fund would be \$0 for 2021, and \$170,255 for 2022.
- If the OAV is revised, the captured added value to the TIF fund would be \$53,852 for 2021, and \$337,737 for 2022.
- With the revised OAV, the TIF fund will realize an increase of \$221,334.
- The public hearing was held April 19, 2021 with no opposition.

Budget Impact:

There is no budget impact.

Recommendation:

The Director of Development Services recommends that the Town Council adopt the attached Resolution.

Respectfully Submitted,

Laurie Whitten
Director of Development Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Adopt Proposed Modifications to the Midtown Enfield Tax Increment Financing Master Plan Relative to the Original Assessed Value of the TIF Area and Associated Exhibits

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

WHEREAS, the TIF Master Plan was adopted with an Original Assessed Value (OAV) that was subsequently reduced due to stipulated court order; and

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

NOW THEREFORE BE IT RESOLVED, that the Town Council modifies the TIF Master Plan to reflect the adjusted OAV and all associated exhibits therein.

Date Prepared: April 12, 2021

Prepared by: Laurie P. Whitten, Director of Development Services

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

RESOLVED, that page 8, General Fund Revenue Summary and page 12, Summary of Expenditure by Function of the Town Budget, as submitted by the Town Manager and the estimates for the fiscal year commencing July 1, 2021 and ending June 30, 2022 including estimates of receipts and expenditures and recommendations of said Town of Enfield for:

Water Pollution Control (pgs. 72, 74-79);
Social Services Fund (pgs. 82-85, 87-106);
Department of Library Fund (pgs. 108, 110-119);
Insurance Fund (pgs. 122, 123-127);
Information Technology Fund (pgs. 130, 132-137);
Dog Fund (pgs. 140, 141-142);
Emergency Medical Services (pgs. 144, 146-149); and
Capital Improvement funds (pgs. 152-160)

be accepted and approved along with the amendments specified on the attached schedule by the Town Council of the Town of Enfield.

Date Prepared: April 12, 2021
Prepared by: Finance and Town Manager

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

RESOLVED, that the Town Council of the Town of Enfield hereby finds and determines that each capital project for the 2021-22 fiscal year indicated as a Series or as a specific capital expenditure in the Capital Improvement Annual Budget shall constitute a single appropriation of funds for said Series or expenditure.

Date Prepared: April 12, 2021
Prepared by: Finance and Town Manager

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

RESOLVED, that the Town Schools' Budget adopted by the Town Council in the amount of \$72,109,522 included the anticipated revenue of \$29,185,914 from the Education Block (Cost Sharing) Grant and Special Education Grant.

Date Prepared: April 12,2021
Prepared by: Finance and Town Manager

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

RESOLVED, that a tax rate of 34.23 mills be set on the Real Estate and Business Personal Property Grant List of October 1, 2020 for the Town of Enfield and shall be payable in two semi-annual installments - July 1, 2021 and January 1, 2022; and

BE IT FURTHER RESOLVED, that a tax rate of 34.23 mills be set on the Motor Vehicle Grand List of October 1, 2020 and shall be paid in full on July 1, 2021; and

BE IT FURTHER RESOLVED, however, that real estate and personal property taxes amounting to \$100.00 or less shall be paid in full on July 1, 2021; and

BE IT FURTHER RESOLVED, that any motor vehicle, real estate or business personal property taxes in the amount of \$5.00 or less, shall be waived, pursuant to Connecticut State Statute §12-144c.

Date Prepared: April 12, 2021
Prepared by: Finance and Town Manager



TOWN OF ENFIELD

April 13, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Higgins Park Playscape \$200,000.

Councilors:

Highlights:

- The Town of Enfield has recognized that additional recreation is needed in the Thompsonville area and has committed to the redevelopment of Higgins Park. An important part of this project is the installation of a state of the art playscape for younger children.
- The proposed playscape will provide safe, state of the art play opportunities for children from 2-12 years old. The facility will feature a pre-school section for children 2-5 years old and another section for primary school children aged 5-12 years. Adjacent seating will provide comfortable seating for adult caregivers so that they can monitor the children as they play.
- The play system is designed to be inclusive, so that children of varying physical ability can play and grow together. The playscape is also designed for a long duty life. The equipment is safe and durable and is modular so that worn or damaged components can be replaced easily.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached resolution.

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

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.

GENERAL FUND

FROM:

10040000-499000 \$200,000
General Fund Revenue – Appropriated Fund Balance

TO:

10800092-593010 \$200,000
General Fund - Unallocated-Transfers to
Capital

CAPITAL AND NON-RECURRING FUND

FROM:

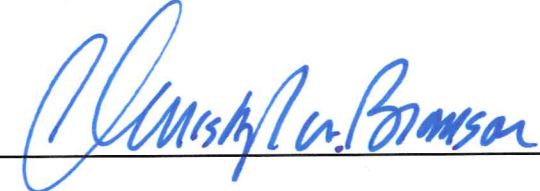
31042021-480001 \$200,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In

TO:

31008208-545000 \$200,000
Higgins Park Playscape - Construction Srvcs

CERTIFICATION: I hereby certify that the above-stated funds are available as of April 13, 2021.


John A. Wilcox, Director of Finance

APPROVED BY:  Town Manager

Date: 4/13/21



TOWN OF ENFIELD

April 13, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds Edgar Parkman School Splashpad \$100,000

Councilors:

Highlights:

- The Town of Enfield has recognized that additional summer recreation opportunities are needed for children in the Town. The Town has proposed the construction of a splashpad at the Edgar H. Parkman School.
- Splashpads are an economical and efficient way to provide a cooling water-based recreational opportunity during the summer months. Splashpads are safe, and do not require lifeguards or other active monitoring by Town personnel. The proposed system does not require a filtration system or the use of chemicals.
- The proposed playscape will incorporate a variety of structures and ground sprays to provide play opportunities for children of all ages and abilities. Structures will cycle on and off to limit water use and provide a varied play experience. The playscape will feature a resettable timer so that it will go dormant when not in use. Seating will be provided for adults so that they can watch their children as they play.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached resolution.

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

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.

GENERAL FUND

FROM:

10040000-499000 \$100,000
General Fund Revenue – Appropriated Fund Balance

TO:

10800092-593010 \$100,000
General Fund - Unallocated-Transfers to
Capital

CAPITAL AND NON-RECURRING FUND

FROM:

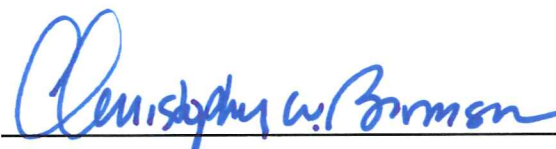
31042021-480001 \$100,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In

TO:

31008209-545000 \$100,000
Splashpad Parkman - Construction Srvcs

CERTIFICATION: I hereby certify that the above-stated funds are available as of April 13, 2021.


John A. Wilcox, Director of Finance

APPROVED BY:  Town Manager

Date: 4/13/21



April 16, 2021

TOWN OF ENFIELD

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for the Transfer of Funds for 33 North River Street \$180,000.

Councilors:

Highlights:

- On the morning of March 24, 2021, the former Casket Factory on 33 North River Street was destroyed in a catastrophic fire. On the afternoon of March 24, 2021 an emergency purchase order was issued while the fire was ongoing to AAIS for cleanup costs based upon preliminary estimates, and subject to testing for hazardous materials.
- Subsequent investigation conducted as outgassing subsided and the site became more available determined that the amount of material to be removed was greater than originally estimated. DPW consulted with our demolition contractor, waste disposal facility and environmental specialist as how to safely remove the debris. It was deemed that the rubble of the former mill be categorized as bulk PCB/asbestos waste versus asbestos only. This determination was made due to the complexity of the EPA disposal regulations of the previously identified PCBs, asbestos and lead, the time frame of removal/disposal and DPW's adherence to EPA and Connecticut Department of Public Health's approved alternative work practices. This federally regulated waste category roughly doubled the per load cost for disposal compounded by the increase of material and labor required.
- To date, the required air monitoring sampling stations from DPW's environmental engineering consultant has shown that the air quality is within permissible range with no exceedances based on our alternative work practices approved by the Connecticut Department of Public Health.
- Public Works respectfully requests additional funding totaling \$180,000 for the additional labor, disposal, air quality monitoring, and associated contingency cost.

Budget Impact:

There will be no impact on the Town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached resolution of authorization.

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

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.

GENERAL FUND

FROM:

10040000-499000 \$180,000
General Fund Revenue – Appropriated Fund Balance

TO:

10800092-593010 \$180,000
General Fund - Unallocated-Transfers to
Capital

CAPITAL AND NON-RECURRING FUND

FROM:

31042021-480001 \$180,000
CIP Fund Revenue FY2020-2021-Gen Fund Transfers In

TO:

31008153-545000 \$180,000
Arch & Engineering - Construction Svcs

CERTIFICATION: I hereby certify that the above-stated funds are available as of April 16, 2021.


John A. Wilcox, Director of Finance

APPROVED BY:  Town Manager

Date: 7/16/21



TOWN OF ENFIELD

April 8, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: **Resolution to appoint firm to audit fiscal year 2020-2021 Financial Statements**

Highlights:

- Chapter III, Section 11 of the Town Charter requires the Town Council to annually appoint independent accountants to audit the books and accounts of the Town
- The November 2014 charter revision limits the term of appointment for auditors to 3 years
- The Finance Department issued a request for proposals for audit services in April 2019
- Blum Shapiro & Company was the winning bidder and has performed the audit for FY19 and FY20
- In December of 2020, Blum Shapiro & Company was acquired by CliftonLarsonAllen LLP (CLA)
- CLA will be utilizing some of the same supervisory personnel for our audit that we have had for the past two years
- CLA has agreed to the terms of the request for proposal submission by Blum Shapiro

Recommendation:

Adoption of the attached resolution to designate CliftonLarsonAllen LLP to audit the books and accounts of the Town for the period ended June 30, 2021. Adoption of the resolution will be for the first year with this new vendor.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "John A. Wilcox", is written over a horizontal line.

John A. Wilcox
Director of Finance

Attachments:

1. Resolution

Town of Enfield
Finance Department
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6330
Fax (860) 253-6331
www.enfield-ct.gov

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

**RESOLUTION TO DESIGNATE AN INDEPENDENT AUDITOR TO AUDIT THE BOOKS AND ACCOUNTS OF
THE TOWN OF ENFIELD**

WHEREAS, Chapter III, section 11 of the Town Charter states the council shall annually designate an independent public accountant or firm to audit the books and accounts of the Town and

WHEREAS, The Director of Finance solicited and reviewed bids for such services and therefore recommends the appointment of the audit firm CliftonLarsonAllen LLP to audit the town's accounts for fiscal year ending June 30, 2021.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby designate the audit firm CliftonLarsonAllen LLP to audit the town's accounts for the fiscal year ending June 30, 2021, in accordance with the above recommendation.

Date Prepared: April 8, 2021

Prepared by: Finance Director's Office