



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, May 3, 2021
7:00 PM - Council Chambers
<https://youtu.be/88C7KRqqjoo>**

1. PRAYER – Donna Szewczak
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL.
4. FIRE EVACUATION ANNOUNCEMENT.
5. MINUTES OF PRECEDING MEETINGS.
 - Special Meeting – April 19, 2021
 - Regular Meeting – April 19, 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.
10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.
11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.
12. OLD BUSINESS.
 - A. **Discussion/Resolution:** MOU with Fire Districts for Collection and Distribution of Taxes. (Tabled 11/16/2020)
13. NEW BUSINESS.
 - A. Consent Agenda – Action.
 - B. Appointment(s)–Town Council Appointed.
 - C. Appointment(s) – Town Manager Appointed/Council Approved.
 - D. Appointment(s) - P & Z Commission Appointed- Council Approved.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

1. ****Discussion/Resolution:** Resolution authorizing the Town Manager to sign the School Readiness Grant Application & Agreement to be submitted to the Connecticut Office of Early Childhood.
2. ****Discussion/Resolution:** Request for Transfer of Funds for Police Department \$3,750.

B. Appointment(s) – Town Council Appointed.

1. *****Prison Town Liaison Committee** – The Term of Office of Kenneth Edgar (D) Expired 02/28/2021. Replacement or Reappointment Would be Until 02/28/2023.
2. *****Prison Town Liaison Committee** – The Term of Office of Nanci Harvey (U) Expired 02/28/2021. Replacement or Reappointment Would be Until 02/28/2023.
3. *****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)

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

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

- E. **Discussion/Resolution:** Request for Transfer of Funds to the Town Attorney Legal Account \$60,000.
- F. **Discussion/Resolution:** Request for Transfer of Funds to CIP Town Hall Video Conference Room \$18,598.03.
- G. **Discussion/Resolution:** Resolution Adopting a Job Description for a Project Engineer Intern at the Department of Public Works.
- H. **Discussion/Resolution:** Resolution Adopting the Adult and Community Social Services Worker Job Description.
- I. **Discussion/Resolution:** Resolution Adopting the New Grants and Performance Manager Job Description.
- J. **Discussion/Resolution:** Resolution Accepting Donation from Educational Resources for Children.
- K. **Discussion/Resolution:** Resolution Extending License Agreement for Annex Room Usage.

15. MISCELLANEOUS.

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

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

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

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, APRIL 19, 2021**

A Special Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, April 19, 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; Director of Finance, John Wilcox; Chief Technology Officer, Paul Russell

MOTION #5748 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 #5748** 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 Technology Officer, Paul Russell

Chairman Ludwick reconvened the Special Meeting at 6:02 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations and Pending Litigation with no action or votes being taken.

SHIPMAN & GOODWIN

Present for this item was Attorney Matthew Ritter from Shipman & Goodwin

Mr. Bromson stated Attorney Ritter is present because the Town is contemplating two or three questions for roads, roofs and perhaps a referendum.

Attorney Ritter stated the guiding statute is 9-369B, and that statute comes into play a lot when it comes to municipalities and referendums. He stated there is a big distinction between what is done on the Board of Education side and the Town side and what is done in the personal lives of Board and Council members. He noted this statute restricts the ability of the Town to utilize Town

resources to advocate for or against a referendum question when the referendum is legally pending. He explained before it is legally pending, the Town could spend Town resources advocating for or against, however, the minute it becomes legally pending, any advocating one way or another must be through a person's private means, i.e., private email. He noted if a flyer is generated before the referendum question is legally pending, that flyer cannot be distributed after the referendum is legally pending, and that includes even a photocopy of that flyer. He further clarified that Council members can advocate for the referendum, but they cannot use Town resources to do so after the referendum is legally pending. He stated the most common violation is people using their email or the Town's website.

Attorney Ritter stated explanatory texts are sometimes mailed out to households, and that explanatory text is specifically carved out in the statute to make sure it is not advocating. He explained the difference between advocating and not advocating.

He noted when a referendum is pending, a Town Council member is allowed to respond to an email from a constituent explaining why they are in favor because that is not an unsolicited email to several people. He stated they are allowed to do a press conference or an editorial comment in a newspaper advocating for a project.

Councilor Cekala questioned if she could advocate for or against the referendum as a member of the Joint Facilities Committee after the referendum is pending. Attorney Ritter responded no, this applies to any Town board.

Councilor Szewczak stated previously a PAC was formed by members of the Board of Education and Town Council, and she questioned if that is allowed as long as they meet in a private building and spend their own money. Attorney Ritter stated he cannot advise anyone about what a PAC can or cannot do. He noted the key word is that this is done in a person's private life and town resources are not being used. He stated such a PAC would need to get advice from a different lawyer and not a town lawyer.

Chairman Ludwick stated his understanding that if the Council gets unsolicited questions from the public, they can respond to those questions in a Town or Board email. Attorney Ritter indicated that's correct, however, a one-on-one email exchange cannot be forwarded on or posted everywhere. He noted a citizen, who is not a member of the Town Council, would be allowed to share an exchange.

Chairman Ludwick questioned whether the same rules apply to a Town Council member, who voted against something, but it still made it to referendum. Attorney Ritter stated the statute does say "approval or disapproval".

Councilor Cekala stated her understanding they cannot copy everybody on a reply. She cited the example of someone on Facebook asking a Council member about their position, and that going on a forum to a thousand people, is a Council member allowed to respond, and Attorney Ritter stated as long as it is a Council member's private account, they can respond to anyone they wish.

STATE REPRESENTATIVES CAROL HALL AND TOM ARNONE AND SENATOR JOHN KISSEL

Rep. Hall spoke about the Rails to Trail Program effort along the freight line on the eastern part of Enfield. She noted they are specifically looking at the piece that goes from East Windsor up to the Massachusetts state line in East Longmeadow. She noted East Windsor is extremely excited about this idea, and they drafted a letter of support from their Board of Selectmen. She stated they had two meetings with DOT over the past year, and they felt there was a good amount of support. She noted this is a very bi-partisan effort, and they're hopeful Enfield will sign on to a letter of support and resolution for this rails to trail effort.

Rep. Hall shared some history regarding this track, which has been leased from the State of Connecticut for the past 25 years from one person. She noted this lessee wanted another 20-year lease on this track, and the good news is that they received a letter from DOT recently stating they only gave the lessee the lease for a year because they actually were looking to engage town officials to discuss a possible bike path and the freight line itself. She noted the good news is that DOT is ready to listen to what the municipalities would like to see along that line.

Senator Kissel stated he walked this rail line almost two years ago with Scott Kaupin and others, and essentially the East Longmeadow portion is already a rails to trail. He noted at that time the accumulation of the ties stacked near the line appeared to have been there for many years. He stated he did not want to criticize the lessee, but it didn't seem like a lot of activity was going on recently.

He stated he spoke with Frank Troiano yesterday, and Mr. Troiano laid a lot of groundwork for a proposal he has. He noted the advantage with Mr. Troiano is that he's an Enfield resident. He stated he co-signed the letter to DEP with Rep. Hall. He noted DOT stated a mixed-use has been authorized by the DOT for both limited use of the commercial rail line for commercial purposes as well as joining a portion for rails to trails, as long as safety is maintained. He asked the Council to consider that there is potentiality for compromise.

Senator Kissel commended the Town Council for continuing to move Enfield in a very positive direction. He thanked the Council for its selfless efforts on behalf of the Town of Enfield during a difficult time.

Mr. Bromson stated this is the most responsive legislative group in the State. He noted this has been a very collaborative effort. He went on to note the Town would have to identify financing for a trail, whether the freight line is abandoned, or whether it is done at the same time. He thanked Representatives Arnone, Hall and Senator Kissel for their efforts.

Rep. Arnone stated he is a great supporter of bike trails, and he knows Enfield needs more biking trails. He stated he walked the rail and took pictures, which show the rail as a mess. He noted he heard about the biofuel, and the chance there's a viable client for this rail line. He explained biofuel is corn oil, and it comes from the Midwest in tankers, and they blend it with home heating oil, and this is part of a wider plan to reduce the country's dependency on fossil fuels. He noted that contract will probably be one of the first in the State of Connecticut. He stated in the first

DOT meeting, they were offered to negotiate both, and that is where he stands today. He noted he will do everything he can to get some kind of negotiation going. He stated he reached out to DOT and asked them if they could start negotiating a trail next to the train line if there's a viable client on that train line. He stated he then did some research and noted the industrial park on the north end of Enfield has quite a bit of acreage. He pointed out Winn-Stanley is sitting on 302 acres of prime industrial property at the end of the rail line, and he would like to talk to this business. He pointed out in many places in the state there are bike trails along rail lines, and they can live in harmony with each other.

Councilor Sferrazza questioned to what extent has Laurie Whitten reached out to any of the businesses and have any of them expressed interest in a project such as this. Ms. Whitten stated she did speak to representatives from Winn-Stanley enterprises, and they are very interested in the freight line. She noted she has not reached out to any other businesses at this time.

Councilor Sferrazza stated he did a little research today, and he learned there's biofuel and biodiesel. He noted biodiesel is not what is being proposed here, but rather it is biofuel, and biofuel is predominantly farming crops such as corn, soybean and sugarcane. He stated his belief that the State and the U.S. Energy Department say that it is non-toxic and not a hazardous material. He noted as the person who encourages businesses to Enfield, and if there are 300 acres, and there is a company proposing to put up a site in Enfield, to what extent does rail service availability increase the value and the prospect for encouraging future business growth in Enfield. Ms. Whitten stated the freight line would be very important to a business, whether that involves biofuels or any other product. Councilor Sferrazza stated his impression it could be the breaking point between coming to Enfield or going to another town, and he believes everyone agrees Enfield wants more businesses in town to build the grand list.

Councilor Sferrazza stated one of the problems in town is that they've always had the tractor trailer trucks coming up North Road to all the distribution centers, and a single freight train can carry the load of several hundred trucks. He noted every year freight railroads move more than 122 million truck loads from roads. He stated if there's a potential to cut back on tractor trailer trucks because it is more economical for the freight train, that would be an advantage.

Councilor Szewczak stated her understanding the passenger line is a subsidized line. She questioned what kind of subsidies the freight trains would have should that line be established. She stated her belief a two or three car train isn't going to be making any money. She stated her belief all the businesses in that area have removed their rail spurs, so that would all have to be re-established. She questioned whether Ms. Whitten has done any research on the economic impact that the rails to trails have had in other areas because that is an economic boost as well as a train. She stated the town needs diverse development, and they don't necessarily always have to have new development. She noted once the trains come in, trucks need to take the material someplace else because businesses won't all be on the rail.

Councilor Mangini questioned at what point will they be soliciting businesses, and will they be going out to bid for these businesses, or will there be more than one opportunity for a freight-type business.

Mr. Bromson stated this is very premature, and he believes this is why the lease is for a year because DOT wants to have meetings with the town and other stakeholders, and they will consider the economic benefits, advantages and disadvantages and any impact to the region in regard to the freight line. He noted these are primarily decisions that the DOT would make. He stated the town has no legal standing to influence this decision. He noted as they heard earlier from Attorney Ritter, Council members have the right to express their opinion in their personal capacity. He stated this is early in the process, and they are gathering information. He noted the federal government is the final arbiter. He stated they will gather information, become informed, and they will keep the Council up to date.

Councilor Bosco stated he hopes something gets done, whether it is a train or rails to trail because it can't just be abandoned for another 20 years because at this time it is a terrible eyesore and dangerous. He stated his belief if it is going to take Town funds to produce a rails to trails, he'd rather put the money into the Scantic River Park and start acquiring properties along the Scantic River and produce that beautiful greenway that was supposed to be built since 1980.

Councilor Unghire stated she fully supports the trail, but she questioned if there is a rule of thumb regarding the proximity of a trail next to a freight line. Senator Kissel stated his belief the DOT, in conjunction with federal authorities, would have a minimum distance that would enhance and protect the safety of anyone using a rails to trail system. He agreed that at this time, this is just a fact-finding portion.

Mr. Bromson stated they've invited the Deputy Commissioner of DOT, who will be attending the first meeting in June, and he will be able to answer questions.

Councilor Unghire questioned where East Windsor stands in this, and Rep. Hall stated the First Selectman and the Board believe this is a perfect economic development piece of the pie for small businesses because the potential rails to trail path would end in East Windsor in a heavily populated shopping and eatery area.

Rep. Arnone stated he's a little taken back by East Windsor because East Windsor has the train service to their industrial park. He noted that train service takes about 125 trains to that area and takes about 17,000 tractor trailers off the road, and that is how much freight comes into that area. He noted he has issue with East Windsor willing to shut the door on Enfield, and he would protest East Windsor shutting off the freight line for Enfield.

Councilor Riley requested the Council be kept well informed, so they can provide information to residents abutting those tracks.

Chairman Ludwick questioned if there's a bidding process to lease this rail line. Rep. Hall responded no, the person they are leasing the one-year lease to is the same person that has had it for the last 25 years.

Chairman Ludwick stated economic development comes in many fashions and forms, and quality of life is a huge economic development indicator in any town. He agreed with Councilor Szewczak that it comes to a point where there is over-development, and there are some cities in Connecticut

where it can be seen what happens with over-development and what it does to a neighborhood. He stated his belief quality of life is a huge economic development issue, and he is always hearing from residents questioning why Enfield can't do the same as East Longmeadow. He stated he has some very detailed questions that he will be asking about the lease itself, and he has some very big concerns on how that lease is construed, especially if it is taxpayer money that is being used to fix that rail. He noted it can be as clear-cut as rail versus a trail, but there is also a business aspect to this, meaning the deal itself, and he believes that needs to be made public.

Rep. Hall stated she ran an informal survey on Facebook and e-blogged and received a lot of feedback from the survey. She noted it was a simple question and 75% of the people that responded absolutely support the rails to trail idea. She pointed out the people answering the survey were a lot of people from the 59th District. She noted she would like to hear from the residents that live in the district where this line runs through their backyard.

As concerns the industrial zoning along the freight line, Rep. Hall stated it is important to note that this industrial zone has been there for the last 25 years that this lessee has owned the freight line lease, and he has produced nobody in the Town of Enfield in the last 25 years that is interested. She went on to note that she did get an actual letter of request from people looking for \$10 million dollars from the Bonding Commission to use on that freight line.

As concerns money for the rails to trail, Rep. Hall stated she spoke to Congressman Courtney about money that might be coming out from Congress for shovel-ready projects, and he said he is aware that there is money for the rails to trail projects. She stated she is very excited about the opportunity that Enfield has. She went on to note in the 1990's when she was on the Town Council, the Council asked the DOT about the rails to trail program along this freight line, and at that time, they had just signed this lease and they told the Council they would have to wait 25 years to see what happens. She stated after 25 years Enfield now has a fantastic opportunity to improve that whole area of town with a quality-of-life issue. She referred to the Enfield Plan of Conservation and Development and stated one of the number one things within that Plan is passive recreation, and this idea follows the Enfield Plan of Conservation and Development.

Rep. Hall stated she does not believe it is East Windsor's intent to block anything in Enfield, but she believes it is their intent to collaborate with Enfield to do a joint rails to trail that would run right up to the Massachusetts line. She noted East Windsor was very happy with the thought of joining the rails to trail and having a 13 plus mile bike path that would run into the State of Massachusetts. She stated this has been a 25-year wait for this opportunity, and she does not want to see Enfield lose this opportunity. She thanked everyone who has reached out in support of this idea.

Rep. Arnone stated he is very excited to hear the Council is so supportive of hiking and biking trails. He noted Enfield lacks such trails. He stated his belief it's time for the Town to start moving forward on these trails. He noted such trails won't be fully paid by the State, and the Town will have to chip in some taxpayer dollars to achieve these trails. He stated he is 100% behind a trail alongside the rail.

Senator Kissel stated he believes in total transparency, and as soon as he learns anything more, he will make sure the Town Manager gets that information, so he can distribute it to the Town Council. He noted he looks forward to helping to set up meetings, so they can gather information. He commended Town staff and the Town Council for all their hard work.

Chairman Ludwick stated the Commissioner will be at the June 7th Town Council meeting. He invited any resident who has questions to forward them to the Town Manager or Town Council by May 15th. He noted Council members can submit their questions to the Town Manager.

MOTION #5749 by Councilor Muller, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5749** adopted 11-0-0, and the meeting stood adjourned at 7:12 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 19, 2021**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, April 19, 2021. The meeting was called to order at 7:17 p.m.

PRAYER – The prayer was given by Councilor Sferrazza.

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; Director of Finance, John Wilcox; Director of Public Works, Donald Nunes; Chief Technology Officer, Paul Russell

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5750 by Councilor Muller, seconded by Councilor Mangini to accept the minutes of the April 5, 2021 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5750** adopted.
11-0-0.

MOTION #5751 by Councilor Mangini, seconded by Councilor Muller to accept the minutes of the April 5, 2021 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5751** adopted.
11-0-0.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS AND PETITIONS

Caroline Cogtella, 5 Main Street

Stated during the fire at 33 North River Street on March 24, 2021, a massive plume of dust and ash drifted across the Thompsonville area dropping ash and particulate matter across homes,

cars, trees, and streets in this mostly low-income, diverse neighborhood. She noted after a few days, signs were placed at this site stating it was contaminated with asbestos and PCB's. She stated they are in the middle of a respiratory epidemic with Covid 19 and yet no communication regarding this fact was provided to the residents of the area. She noted the post demolition and remediation efforts are ongoing still with no communication. She stated multiple agencies were at the fire site to evaluate the conditions. She noted she requested reports from these agencies and the Town of Enfield, and to date have received nothing that indicates the air quality or any other issues because of the fire. She stated the population within the immediate area should have been informed, especially with children and people with breathing problems and those that are sensitive to dust. She stated she's particularly questioning the transfer of funds in the amount of \$360,000 this evening relating to the removal of debris. She noted if this building was insured, debris should have been covered. She asked if it was covered and if not, why not. She did commend the construction company on the work being done at this site.

Ms. Cogtella stated her understanding that the Brownfield Grant signed in September 2013 for \$350,000 was to be used to remediate this building. She questioned if that was the case.

She stated her belief it is a travesty that this happened. She noted in October and November she reported that there was a breach in that building, and she does not know if any maintenance was done. She stated her belief someone dropped the ball, which created a health and financial cost.

Ms. Cogtella stated the streetlights in front of the Mary Lou Strom clinic and Strand Theater have not been working for months. She feels lighting in this area is important because a lot of people hang around this area, particularly with the soup kitchen in that area.

She stated she is glad they didn't continue with the idea of paddleboats on the pond, and she did not think they would be covered by insurance.

Robert Tkacz, Enfield, CT

Stated the town needs to move on to new technology regarding roofs. He pointed out metal roofs last 100 years compared to regular roofs which last 10 to 20 years.

Mr. Tkacz stated his belief the town did not care about the people in Thompsonville as concerns the fire on North River Street.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Hemmeler announced a few upcoming events:

- The National Day of Prayer is Thursday, May 6 at noon on the Town Green.
- The Memorial Day Parade is scheduled for Sunday, May 30th at 1:00 p.m. and it starts at Enfield Street School
- Enfield Instrumental Music Association is having a golf tournament on Sunday, May 2nd. Tickets are \$75.00 per person. Interested persons can call 860-508-1629. This benefits middle and high school music programs.

Councilor Sferrazza agreed with Chairman Ludwick about quality-of-life issues and passive recreation benefiting economic development. He stated this budget includes some passive recreation, i.e., splash parks, Higgins Park, upgrades to Enfield High and Powder Hollow, new softball field at Brainard Park, an increase in community gardens and two new basketball courts.

Councilor Mangini stated the Enfield Rotary is having their Cinco K Mayo road race on May 1st, and money raised will be used towards scholarships and other related town functions.

Councilor Cressotti stated today was the first day that all the students attended classes. He commended school staff and administration.

He stated on April 27th at 6:30 the Enfield High School varsity baseball team will be playing Tolland at Dunkin Donuts Park. He noted it is \$5.00 to park a car, and all sales at the event will be cashless at the concessions and gift shops. He stated they will be maintaining social distancing and the wearing of masks.

Councilor Cressotti stated he's happy to see all the economic growth and improvements that will be put forth in this budget. He commended the Town Manager and his staff as well as all the departments and staff for a job well done in this year's budget.

Councilor Szewczak stated she has been at the vaccine clinic, and everyone should know scheduling should be done through the Trinity Health Network, which is www.trinityhealthofne.org

MOTION #5752 by Councilor Szewczak, seconded by Councilor Muller to suspend the rules to address under Miscellaneous Items 14A1, E, F, G, H, and I.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5752** adopted 11-0-0.

Councilor Szewczak stated she was reading some old records about 33 North River Street, and she was under the impression that building was fully remediated and there wasn't any asbestos, and she thought that building was a little too old for PCB's.

Chairman Ludwick referred to TIF and stated his understanding they can only have about 10%. He questioned the possibility of Development Services looking at a TIF district for the northern end of Route 5 and Scitico. Mr. Bromson indicated that can be done.

Chairman Ludwick stated the Council received an email that they're making some changes to the guards at the Osborn Prison. He noted one of Enfield's requirements is that DOC at least let Enfield know about these things. He questioned whether anyone let the Enfield Police Department or the Prison Liaison Committee know about these changes.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Bromson stated the President's picture has been hung at the request of Councilor Mangini. He noted the Council will be having their photograph taken at the next meeting.

Mr. Bromson stated his belief Enfield is blessed that they have such great representation by their State Representatives and State Senator. He noted they attended this evening's meeting to discuss an issue regarding a defunct freight line in Enfield that may be reactivated. He stated there is great concern about that by neighbors, and there is also concern about the potential of being able to use that rail area for trails, either in lieu of the freight line or at least adjacent to it. He noted the Deputy Commissioner of the State DOT will be at a future meeting to answer questions. He stated DOT will renew the lease for another year with the person who had it and then consider economic advantages and disadvantages to going further at that time.

He stated on May 17th, the DEEP will be at a meeting to discuss the Scantic Park.

Mr. Bromson stated Attorney Ritter from Shipman & Goodwin was present earlier this evening to discuss do's and don'ts relating to referendums and how they can advocate for them and how they can expend town funds in advocacy of the upcoming referendums.

Mr. Bromson stated there will be a transfer later on the agenda concerning 33 North River Street. He noted all information that he received about the fire starting that morning, he forwarded to Council. He stated they have been aware what the reports were with DEEP and what the initial analysis was with the companies that have been out there regarding what was in the left-over debris. He noted Ms. Cogtella has asked for an FOI, but the Town must wait for the formal reports before they can give them to anybody, but they will of course share them. He stated Mr. Nunes and Mr. Wilcox will be on the agenda later in the meeting to provide further information. He noted while nothing has changed in the scope or what is contained in the rubble, designations under DEEP and EPA require certain disposals and that affects the price. He noted that transfer is on the agenda this evening. He stated to insure these old buildings is prohibitive, and the Director of Finance had stated this topic was fully discussed with the Town Council and Town Manager, and he explained it's not possible to insure that building at any kind of reasonable expense. He stated they do have coverage for the removal of the environmental clean-up. He noted he said this to the press, and it was repeated in the press and they gave them all the costs of removal and the name of the contractor, and they kept the public fully informed about everything that's occurred, and nothing has been hidden. He stated the truth of the matter is it was an unfortunate and tragic fire. He noted there were no break-ins, no damage, no vandalism, there were no people living there, and there were no homeless encampments. He noted at one time, someone damaged some plywood, and DPW replaced it the same day and went through the building and inspected it. He stated almost on a weekly or monthly basis, they've been showing this building to prospective developers and providing complete tours and nothing untoward was occurring. He stated if DEEP or the EPA, who were on scene, had instructed the Town to go door-to-door, they would have done so. He stated they put the life and safety of Enfield residents first in this town. He noted when they hear from Mr. Wilcox and Mr. Nunes later in the meeting, they will understand that everything has been done appropriately and all communication that they could undertake has been done.

Councilor Sferrazza stated he was recently driving by the Scantic River Park, and the park was packed, and the cars were parked all along the bend where they are not supposed to be. He noted this is a State of Connecticut park, and it really bothers him that Enfield has to commit their police officers to take care of a State property because the State doesn't have the personnel for it. He noted he's glad there is to be a meeting on this park. Mr. Bromson stated this is a very small park and it is beautiful, and it attracts people from all over. He noted the State doesn't have the resources to properly address the concerns in that park.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Attorney Tallberg stated he has no formal report this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Muller shared the following update regarding John F. Kennedy Middle School:

- Auditorium – ceiling is framed out; wood ceiling and wood panels to be on site next week.
- White Wing – demolition and abatement continues; overhead MEP rough in has begun.
- Kitchen area – walk-in coolers have been installed; kitchen hood scheduled to be on site this week.
- Blue Wing – AV tech equipment mock-up completed in one classroom; rest of equipment will be installed once the mock-up is approved.
- Gymnasium – demolition/abatement has begun, and the existing gym continues to be ongoing as well

Councilor Unghire stated the Commission on Aging met this month. She noted a lot of seniors are asking about the Senior Minor Repair Program. She stated that program is suspended at this time, but they hope to activate that program as soon as they can.

Councilor Unghire stated a lot of seniors still don't know about the Senior Living Public Access TV, and this would be a great resource for them. She noted Martha McCloud will interview different people throughout the month. She stated last month Ms. McCloud interviewed Officer Mark Rochette and the topic was Senior Safety. She noted this month they will discuss awareness for senior and how to watch out for scams, and next month she will interview Lucien LeFevre and Tony Torres from the American Legion, and they will discuss veterans. She noted this programming is repeated and offered at different times during the month, and for more information, people can call the Senior Center at 860-763-7425.

She stated the Friends of the Senior Center have ordered a new water fountain, and they are looking into installing some bocce courts at the Senior Center.

OLD BUSINESS

All Old Business items remained tabled.

NEW BUSINESS

All New Business remained on the agenda.

ITEMS FOR DISCUSSION

All items have been moved to Miscellaneous.

MISCELLANEOUS

MOTION #5753 by Councilor Muller, seconded by Councilor Mangini to accept the Consent Agenda.

Request to adopt proposed modifications to the Midtown Enfield Tax Increment Financing Master Plan.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5753** adopted 11-0-0

- Copy appended -

RESOLUTION #5754 by Councilor Muller, seconded by Councilor Cressotti.

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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5754** adopted 11-0-0.

RESOLUTION #5755 by Councilor Mangini, seconded by Councilor Muller.

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.

Councilor Cekala stated the Town is lucky to be able to do a lot of these CIP projects in this next year's budget. She noted Mr. Bromson did a phenomenal job. She stated her belief they need to understand that not only did the federal government help Enfield, but so did the State. She went on to state she loves the idea of Higgins Park, but she hates the idea of taking away the field and she does not approve of it, but this is a good budget, so she will not let that stay in the way. She did appreciate the addition of a new field since one is being taken one away, but she still very much dislikes it.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5755** adopted 11-0-0.

RESOLUTION #5756 by Councilor Muller, seconded by Councilor Cekala.

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.

Chairman Ludwick stated if there is actually more money that the State allocates to the ECS Grant, that money will be transferred to the Board of Education as was done for the last three budgets.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5756** adopted 11-0-0.

RESOLUTION #5757 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that a tax rate of 34.23 mills be set on the Real Estate and Business Personal Property Grand 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.

Councilor Mangini commended the Town Manager and Town staff for their work on this budget. She noted she has served on the Town Council over 20 years, and she never experienced such a

smooth budget. She noted she attributes that to the Town staff, and she thanked everyone for their work on this budget.

Mr. Bromson expressed his and the Town staff's appreciation to the Town Council because this could not have occurred without the cooperation and guidance that this Council provides throughout the entire year.

Councilor Szewczak expressed appreciation for all the hard work done, which resulted in a growth in the grand list.

Chairman Ludwick commended John Wilcox, the Director of Finance, and his staff for their hard work on this budget.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5757** adopted 11-0-0.

RESOLUTION #5758 by Councilor Muller, seconded by Councilor Szewczak.

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-RECURING FUND

FROM:

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

TO:

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

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

/s/ John Wilcox, Director of Finance

Ms. Purciello presented a plan for the playscape. She noted one area is for ages 2 to 5, and the bigger playground is for ages 5 to 12. She pointed out the different amenities of this playscape.

Councilor Cekala questioned exactly where this playscape will be located, and Mr. Nunes used an illustration to show the location of the playscape. Councilor Cekala questioned whether they will have the new softball field by the fall season. Mr. Bromson stated they must go out to bid, and Mr. Nunes indicated construction would be next year. Mr. Bromson stated Mark Gahr stated he reached out to all the different teams to let them know where they'll be playing. Councilor Cekala stated that is the only softball field with lights, so if they are not going to have a softball field with lights by the end of August, then softball has nowhere to play. Mr. Bromson stated there will be fields made available, and he noted that Councilor Sferrazza indicated Mt. Carmel's field could be made available, and it has lighting. He noted there will be impacts and interruptions, but that's the Council's decision.

Councilor Cekala stated she supports having a playground, but for two years she has been so clear that if the Town removes the only field for girls' softball and the women's softball league, they don't have a place to play. She noted for two years, she was told a place would be found, but now she's being told that for an entire fall that they will not have a place to play. Mr. Nunes stated the summer league will be playing on Monday nights at Brainard Park under the lights. Mr. Bromson stated there is no way they will be without a place to play, and if they must provide night lights for a field, they can rent them. He stated he is not the last word on this because this is the Town Council's decision,

Councilor Cekala request the Higgins softball field lights be moved to Eli Whitney, and Mr. Bromson stated they have a back-up plan for the fall and have looked at portable lights.

Councilor Szewczak referred to the Whitney field and questioned whether it might be better to make a commitment to put lights on that field. Mr. Nunes stated brand new lighting for a softball diamond is \$195,000, which includes installation. Chairman Ludwick questioned whether that is permanent or portable, and Mr. Nunes responded permanent with a 25-year warranty. Chairman Ludwick stated he would be supportive of portable lighting until they look for a permanent solution.

Councilor Bosco stated his belief they should see if they could buy some used lighting instead of renting lighting because they could then use it for other purposes.

Chairman Ludwick questioned when they can price this out, and Mr. Nunes stated rental from United Lighting is \$2,500 per month per unit. Councilor Bosco stated instead of months of rental expense, they could purchase a used light tower, and the Town could use that light tower for other purposes in the future should they need it. He requested this be looked into.

Mr. Bromson stated they can meet with Councilor Cekala to see what works, and they can bring this up at the second meeting in May.

Councilor Cekala stated Mr. Bromson should have called her first rather than hearing this tonight. She noted if he spoke to Councilor Sferrazza about what could happen in the fall, he should have called her and let her know.

Mr. Bromson stated when he was told that they had the summer worked out and they reached out to the softball league and they knew, he assumed Councilor Cekala knew. He noted at times he can't talk to each and every Council member on each and every issue every day. He explained the only reason he reached out to Councilor Sferrazza was because he wanted a back-up plan because it might be a better alternative.

Councilor Sferrazza stated he received a call from Mr. Bromson today and not prior to this. He noted the public uses that field now, and there is no fee and no money being made. He stated this was just meant to be helpful.

Mr. Bromson stated he meant no offense, but he wanted to have a back-up.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5758** adopted 11-0-0.

RESOLUTION #5759 by Councilor Muller, seconded by Councilor Riley.

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-
General Fund Transfers In

TO:

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

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

/s/ John Wilcox, Director of Finance

Chairman Ludwick stated his belief this is the most exciting thing they've done in 25 years for the children of this town. He noted many previous Town Council members have asked for a splash pad in the past.

Mr. Bromson stated this is within the budget, and it isn't a separate expenditure.

Chairman Ludwick stated they are doing this tonight, so they can have it ready for the children this summer.

Councilor Riley thanked everyone who made this possible.

Councilor Szewczak questioned if this recirculating water, and Mr. Bromson stated the cost for the recycling was more exorbitant. He noted if everyone enjoys this, they can look at this again if they choose to do more.

Councilor Szewczak thanked everyone for helping make this happen.

Councilor Muller stated his belief this is very good news for the residents of Enfield. He noted the closest splash pad is in Hampden, Massachusetts, and it will be great to have it right here in town.

Councilor Bosco stated he's glad this is happening.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5759** adopted 11-0-0.

RESOLUTION #5760 by Councilor Muller, seconded by Councilor Mangini.

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-
General Fund Transfers In

TO:

31008153-545000 \$180,000
Architectural & Engineering -
Construction Services

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

/s/ John Wilcox, Director of Finance

Mr. Bromson stated Mr. Nunes will provide an update. He noted Mr. Wilcox can confirm that the Town's insurer has said they do have coverage for the removal of debris. He stated they are hopeful and confident that this expense will be reimbursed to the General Fund. He referred to Ms. Cogtella's earlier comments and noted he will keep her updated. He invited her to call him if she thinks there's any miscommunication or she would like more information, and they will make

an extra effort. He acknowledged being that close to that site must have been scary, and they will continue to do their best to remediate and clear this area in a safe manner. He stated his hope it will be a better area for it.

Mr. Nunes stated after the fire, it was determined the best method for disposal was to characterize the rubble as asbestos/PCB waste versus asbestos only because of the complexity of the regulations. He noted this recommendation was based on the best available information. He spoke about the air monitoring that has been set up during the removal process and noted so far there has been no exceedances on any thresholds of any kinds, so the air is within all their ranges which are identified through the Department of Public Health.

Mr. Wilcox stated when any monies come back from insurance reimbursement, those monies will go back into the Fund Balance.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5760** adopted 11-0-0.

RESOLUTION #5761 by Councilor Szewczak, seconded by Councilor Riley.

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 the 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.

Mr. Wilcox stated Blum Shapiro did a good job for the Town of Enfield in the past, and they've merged with this new firm, and they agreed to meet their original proposal terms, so it is believed it is acceptable to approve them for next year.

Councilor Szewczak stated her understanding this is a three-year bid. She questioned if this is the third year, and Mr. Wilcox responded yes.

Councilor Szewczak questioned if the Town can go out to bid and choose them again. Mr. Wilcox stated hopefully they can use them again. He noted if they are the only bidder, State law requires the Town to have an audit every year, so he believes State law would overrule the Town Charter in that case, but he would have to check with the Town Attorney's office just to confirm that.

Mr. Bromson indicated they can look into that.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5761** adopted 11-0-0.

PUBLIC COMMUNICATIONS

Caroline Cogtella, 5 Main Street

Stated she could not find 33 North River Street in the Town's insurance policy. She stated her understanding the Town must do the remediation, but she does not see the coverage in the policy. She noted she doesn't want this Council to think that there is coverage.

Mr. Bromson stated there is coverage, and they have a letter from the insurer that he can share with her. He noted it does not have to be enumerated in the policy. He stated Mr. Wilcox will share the email from the Town's carrier that the Town has coverage.

Ms. Cogtella stated within four or five days after the fire, the Town should have told people there was asbestos and PCB's.

Marie Pyznar, 25 Roy Street

Stated she looked over the budget. She complimented Town staff and the Town Council for a budget with no tax increase. She expressed appreciation for the upgrades the Town will be able to do, and she feels it is phenomenal. She stated her hope the residents of Enfield appreciate everyone's hard work and dedication after a very difficult year. She agreed with Councilor Cekala and stated it's heartbreaking that they had to take the field out, and she wished they could have worked around that field, but she understands they can't have everything. She understands accommodations will be made.

Walter Kruzel, 21 Charnley Road – Enfield Board of Education Chairman

Thanked the Council for the passage of the budget. He expressed appreciation for the cooperation between the Board and Town.

Mr. Kruzel stated from 1973 to 1980, 33 North River Street was like a childhood home for him because his father had a business on the first floor, and he spent 60-hour workdays in that building. He noted he would be dropped there after school and ride his bike around town. He stated he knew that building in and out, and he spent most of the day of the fire at that location. He noted they did have monitors all over monitoring the air. He stated he doesn't recall seeing asbestos in that building. He stated his belief if there was an issue, they would have been knocking on doors and getting people out of the area. He stated his belief they did a great job.

Robert Tkacz, Enfield, CT

Stated for a town to prosper and grow, they need people. He pointed out the State has lost 30,000 people since 2013 as well as 114,000 children. He noted there's no growth in school enrollment, and Enfield has an older population. He stated Enfield's population peaked in the mid 70's with over 50,000 residents, but it has been declining since then.

Mr. Tkacz stated incarceration rates have been extremely high, and they've been putting people in jail for ten years for having marijuana. He noted the State thinks they're going to make a lot of

money from marijuana. He stated Ronald Reagan started the expression that it is a gateway drug in the 1980's when they had a war on drugs, but the country is losing the war on drugs. He stated there is a group of people who want to take away guns from the police. He stated wrong decisions are being made everywhere and the trial in Indianapolis is going to be a big statement. He noted if he is found guilty, the police must change their ways. He stated every town is having problems. He noted there's corruption with the State Police in Massachusetts, and there's corruption in the Springfield Police Department and the Boston Police Department. He noted the union controls everything and covers everything up, and this must stop. He stated they must clean up their act before China operates the United States.

Mr. Tkacz stated Enfield has the highest mill rate for a town of this size in Connecticut, and they wonder why their house values aren't what they should be and why the population is declining. He stated people think a splash park is going to change everything, but children in Enfield are disappearing.

COUNCILOR COMMUNICATIONS

Councilor Szewczak stated the sewer usage fees will stay the same. She noted that was the most complained about thing.

ADJOURNMENT

MOTION #5762 by Councilor Sferrazza, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5762** adopted 11-0-0, and the meeting stood adjourned at 8:49 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Town Council

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
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

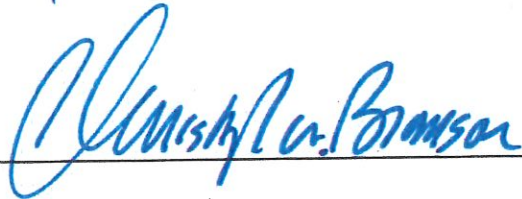
TO:

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

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

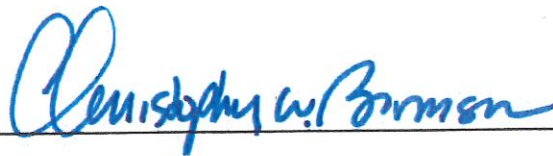
TO:

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

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

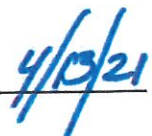

John A. Wilcox, Director of Finance

APPROVED BY: _____



Town Manager

Date: _____



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: 



TOWN OF ENFIELD

May 3, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to sign the School Readiness Grant Application & Agreement to be submitted to the Connecticut Office of Early Childhood

Highlights:

- The Office of Early Childhood has released the Request for Proposal for the Fiscal Year 2022 for the School Readiness Grant and the Quality Enhancement grant for funding from July 1, 2021-June30, 2022.
- These grants provide 28 preschool slots for a total of \$249,872 and \$3,881 in Quality Enhancement funds to provide professional development and trainings to enhance the quality of early childhood education programs.
- The grants include \$12,494 in funding to be used for the purpose of coordination, program evaluation and administration which will be used to fund a portion of the School Readiness liaison's (FRC Coordinator) salary.
- KITE (Key Initiatives to Early Education) serves as Enfield's School Readiness Council and will perform the work of the Council as outlined in the School Readiness Statutes including releasing and reviewing the annual RFP to the community for provision of early care and education.
- School Readiness providers must be able to comply with legislative mandates established by the Office of Early Childhood. The Enfield Child Development Center is Enfield's School Readiness Provider.
- The School Readiness Grant requires signatures by both the Town Manager and the Superintendent of Schools.

Budget Impact:

There is no budget impact.

Recommendation:

The Town Council adopts the attached Resolution.

Respectfully Submitted,

Cynthia Guerrieri
Director of Social Services

Attachment:

Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution authorizing the Town Manager to sign the School Readiness Grant
Application & Agreement to be submitted to the Connecticut Office of Early Childhood**

- WHEREAS, The Office of Early Childhood has released the Request for Proposal for July 1, 2021-June 30, 2022 for the School Readiness Grant and the Quality Enhancement grant which requires signatures by the Town Manager and Superintendent of Schools
- WHEREAS, Enfield is eligible to receive funding in the amount of \$249,872 for School Readiness slots, \$3,881 for Quality Enhancement funding, and \$12,494 for Administrative funds
- RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grants application subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the State Department of Education and to affix the Corporate Seal.

Submitted: April 23, 2021

Submitted by: Cynthia Guerreri, Director of Social Services



TOWN OF ENFIELD

April 26, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds Police Department \$3,750.

Councilors:

Highlights:

- The Enfield Police Department has regularly made use of the "Blue Line Trailer," a vendor provider service, to enhance the ability of department personnel to make dynamic, split-second, interactive, "shoot-don't shoot" deadly force decisions.
- The current budget allocation for this training allows the department to train approximately one-half of the department during the present calendar year.
- In recognition of the importance and value of this training the attached resolution will allow the training of all department personnel in this regard during the present calendar year.

Budget Impact:

There will be no budget impact.

Recommendation:

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

Respectfully Submitted,

Chief Alaric J. Fox
Enfield Police Department

Attachments:

1. Resolution

**ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS**

RESOLUTION NO. _____

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

TO: Police Services

Other Purchased Services	10200500-559000	\$3,750
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FROM: Unallocated Charges

Contingency	10800092-584000	\$3,750
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CERTIFICATION: I hereby certify that the above-stated funds are available as of April 23,2021.



John A. Wilcox, Director of Finance

4/23/21

Date:

APPROVED BY: 

Christopher Bromson, Town Manager

4/28/21

Date:

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, April 27, 2021 9:52 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

External Email: Use Caution when opening attachments or clicking links.

Application for Vacancy on Boards, Agencies & Commissions

Date	4/27/2021
First and Last Name	KENNETH EDGAR
Address	16 SPRUCELAND RD
City	ENFIELD
State	CT
Zip	06082
Phone Number	8607630445
Second Phone:	8605082023
Email	KNSRACE@YAHOO.COM
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Prison Town Liaison Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Live in the vicinity of the prison. I keep up with changes or concerns at the prison.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

Yes

If so, please state name of board, commission or agency and time server:

Enfield Revitalization Commission, Enfield Veteran memorial committee, Enfield Prison Town, Commission

If this is a reappointment, please list the number of meetings attended during the last 12 months:

3

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, April 26, 2021 4:22 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

External Email: Use Caution when opening attachments or clicking links.

Application for Vacancy on Boards, Agencies & Commissions

Date	4/26/2021
First and Last Name	Nanci Harvey
Address	18 Lake Drive
City	Enfield
State	Ct
Zip	06082
Phone Number	8609834435
Second Phone:	8609834435
Email	Nannyhope@aol.com
Occupation	Sales
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Prison Town Liaison Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I live on Crescent Lake and we share the lake with Carl Robinson prison. I have also been on the board for the past year.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

Yes

If so, please state name of board, commission or agency and time served:

Prison Liaison Committee

If this is a reappointment, please list the number of meetings attended during the last 12 months:

I attended all meetings.

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, April 26, 2021 3:02 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

External Email: Use Caution when opening attachments or clicking links.

Application for Vacancy on Boards, Agencies & Commissions

Date	4/26/2021
First and Last Name	Georgianna Tippo
Address	10 Carriage Drive
City	Enfield
State	CT
Zip	06082-5659
Phone Number	8607497422
Second Phone:	None
Email	supfiggy@cox.net
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democratic
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Library Board of Trustees
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Town resident and patron of the Library for over 46 years. Trustee since December 2017. Board member of the Friends of the Enfield Library too.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

Yes

If so, please state name of board, commission or agency and time served:

Currently on the Library Board.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

Four quarterly meetings

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

Email not displaying correctly? [View it in your browser.](#)



TOWN OF ENFIELD

April 26, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds to the Town Attorney Legal Account \$60,000

Councilors:

Highlights:

- The Town Attorney Legal Account needs additional funding due to the following on-going litigation:
 - *Sarah Hernandez v. Board of Education, et al.*
 - *Town of Enfield v. CT Water, et al.*
- The Town Attorney is requesting a \$60,000 transfer to the Legal Account to fund on-going litigation for the remainder of the current fiscal year.

Budget Impact

The approval of the proposed resolution will have no impact on the Town's budget.

Recommendation:

That the Town Council adopts the attached resolution.

Respectfully Submitted,

James N. Tallberg
Town Attorney

Attachments

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO: Town Attorney

Legal	10130000-533200	\$60,000.00
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FROM: General Fund

Contingency	10800092-584000	\$60,000.00
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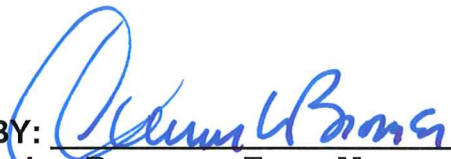
CERTIFICATION: I hereby certify that the above-stated funds are available as of April 26, 2021.



John Wilcox, Director of Finance

4/26/21

Date:



APPROVED BY: Christopher Bromson, Town Manager

4/28/21

Date:



TOWN OF ENFIELD

April 21, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Request for Transfer of Funds to CIP Town Hall Video Conference Room
\$18,598.03**

Councilors:

Highlights:

- The Enfield Town Council appropriated funds to relocate Town transportation services to the Enfield Senior Center. This work has been completed by the Building and Grounds division of the Department of Public Works. This work was done with Public Works personnel, which resulted in significant savings, and a surplus in appropriated funds of \$18,593.03.
- Public Works is currently in the process of another project, the construction of a video conference facility at the Enfield Town Hall. Public Works would like to expend the previously referenced funds for upgrades in equipment at the Town Hall Video Conference Room.

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.

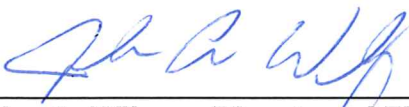
TO: CAPITAL AND NON-RECURRING FUND

31008201-545000 Town Hall Video Conf-Construction Svcs \$ 18,598.03

FROM: CAPITAL AND NON-RECURRING FUND

31008198-545000 Senior Center Renovation-Construction Svcs \$ 18,598.03

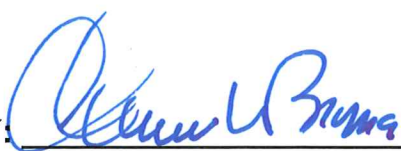
CERTIFICATION: I hereby certify that the above-stated funds are available as of April 26, 2021.



John A. Wilcox, Director of Finance

4/26/21

Date:

APPROVED BY: 

Christopher Bromson, Town Manager

4/26/21

Date:



TOWN OF ENFIELD

April 22, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Adopting a Job Description for a Project Engineer Intern at the Department of Public Works

Councilors:

Highlights:

- The Town of Enfield Department of Public Works is in the midst of an ambitious schedule of capital and infrastructure improvement projects, including building repairs, reconstruction and reconfiguration, and improvements and additions to public amenities. Additional temporary staff is needed to support these projects.
- As summer approaches and the academic year concludes many talented engineering students and recent graduates will be available to provide this support in return for practical experience and modest financial remuneration.
- The Department of Public Work requests that the Council adopt the attached resolution, which would create a Project Engineer Internship at the DPW and adopt the attached job description.

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

RESOLUTION NO. _____

Resolution Adopting the Project Engineer Intern Job Description

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the job description for Project Engineer Intern at the Department of Public Works.

Date Submitted: April 22, 2021

Submitted By: Donald Nunes, Director of Public Works

TOWN OF ENFIELD

TITLE: Project Engineer Internship

WAGES: \$18-22 Hr.¹

DEPARTMENT: Public Works

DATE: PENDING

GENERAL STATEMENT OF DUTIES: The Department of Public Works (DPW) is seeking a qualified student to work the summer and potentially part time during fall/spring semester. The Project Engineer internship position will support DPW's capital projects. This person under the direction of the Director/Deputy Director of DPW will ensure project deliverables are achieved and established. Capital projects include a wide range of civil, MEP, and architectural improvements across the Town. Understanding the construction industry while interfacing with Town staff, agencies, sub-contractors, and the public are key steps from initial planning to project completion. The Project Engineer Intern will develop an understanding of the responsibilities of DPW within public infrastructure and specialty subcontractors. Gain exposure to construction methods and terminology both in the field and in the office. Participate in the team approach to estimating, bidding, and construction of a project. Achieve proficiency in understanding and interpreting plans, specifications, contracts, schedules, and other construction documents and schedules. Demonstrate the ability to read, assemble and prepare detailed technical documents common to the construction industry.

SUPERVISION RECEIVED: Works under the direction of the Director/Deputy Director of Public Works or his/her designee.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: *The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:*

- Regular and punctual attendance.
- Manage project design documents.
- Manage RFP Process: Write, Receive, Hyper-Link, Post, Distribute.
- Manage submittal process.
- Assist in invoice related activities.
- Assists in coordinating deliveries, inventories, shortages and fabrication discrepancies of concrete, formwork, reinforcing steel, misc. embeds, etc.
- Works with project team to optimize, troubleshoot, and resolve safety, quality, cost, and schedule of project.
- Assists in coordination of material purchases, deliveries, tracking and forecasting, ensuring maximum utilization of manpower and material.
- Proactively participate in basic layout and field engineering activities.
- Perform supporting projects and activities while completing all other duties as assigned or requested for the general support of the project and company.
- Assists with the timely processing of reports and information expected by the customer.
- Completes required reports and paperwork in a timely manner.
- Assists with assessing risks or any deviations from the established project plan.
- Assists with monitoring and controlling the overall project cost. Assists with addressing deviations from the plan and submitting change orders, as required for out-of-scope work.
- Assists with any QA/QC expectations and safety requirements.
- Assists with developing and maintaining a positive and collaborative relationship with engineering/architect team assigned to the project and assists with the proper flow of communication and/or documents between parties.
- Strives to learn each day by accepting coaching and mentoring to ensure a positive team atmosphere as needed for each step of the project.
- Seeks help from the Director/Deputy Director when the situation requires.
- Maintains a clean, neat and safe work area.

¹ These rates may change based on the temporary seasonal wage scale as adopted by the Town Council.

- Wears all assigned PPE and always observes Town safety guidelines.
- All other duties as assigned.

OTHER JOB FUNCTIONS: Communicates project activities to other Town departments, agencies, elected officials, and residents through traditional and social media, and Town website. Maintains database of project status and costs. Approves payments to engineers and contractors. Performs special studies and projects as assigned; performs related work as required.

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

Work is performed mostly in an office setting. Some outdoor work is required. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet and, in the field, moderate to loud.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Knowledge and ability to use computer software including but not limited to MS Suite, CAD, PDF, and others. Knowledge of the principles and practices of engineering disciplines as applied to construction projects; considerable ability in oral and written communication; ability to participate in the design team approach to estimating, bidding, and construction of a project; ability to review plans and specifications for conformance with engineering professional standards; ability to perform the full range of engineering calculations as applied to municipal project design; ability to supervise the work of others; interact and understand the relationships between various parties of a construction contract including owners, architects, project managers, subcontractors, and suppliers. Demonstrate the ability to read, assemble and prepare detailed technical documents common to the construction industry.

EXPERIENCE AND TRAINING: Currently pursuing a Bachelor's Degree from a recognized college or university in Engineering and/or Construction Management or closely related field. Previous experience is helpful; ability to learn and use new software programs required.

Must have a valid driver's license.

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



TOWN OF ENFIELD

April 22, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Adopting the Adult and Community Social Services Worker Job Description

Councilors:

Highlights:

- The Town Manager proposes to vacate one of the social worker job descriptions and create an "Adult and Community Social Services Worker" job description.
- The purpose is to create a new job description to reflect the needs of the Department of Social Services and the community based on current events and best practices.
- The responsibilities in this new job description will provide on-site social work support to other town departments such as the Police Department and EMS Department.
- In addition, this new job description allows the Town to attract a broader pool of applicants with "lived" experience.
- This new job description is cost neutral to the Town of Enfield.
- The Union has reviewed this new job description with the Director of Social Services and Director of Human Resources and accepts the same.

Budget Impact:

There is no budget impact.

Recommendation:

It is recommended that the Town Council adopt the attached resolutions.

Respectfully Submitted,

Steven Bielenda
Director of Human Resolutions

Attachments:

1. Resolution
2. Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Adopting the Adult and Community Social Services Worker Job
Description**

Resolved, that in accordance with Chapter VII Section II of the Town Charter the
Enfield Town Council does hereby adopt the revised job description for Adult
and Community Social Services Worker.

Date Submitted: April 22, 2021
Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION**

**ENFIELD DEPARTMENT OF SOCIAL SERVICES
Adult & Community Services Division**

TITLE: Adult & Community Social Services Worker

GENERAL STATEMENT OF DUTIES: The Adult and Community Social Services Worker utilizes a trauma-informed approach to client-centered assistance, case management and crisis intervention services designed to address barriers to stability in the areas of housing, financial literacy, health and mental health wellness. Works in coordination with the Social Service Divisions of Early Childhood, Family Resource Centers, and Youth & Family Services, as well as inter-departmentally with the Police and Emergency Medical Services. Significant interaction with community providers in a variety of sectors.

SUPERVISION RECEIVED: Works under the general direction of the assigned Supervisor.

SUPERVISION EXERCISED: May supervise interns or volunteers.

ESSENTIAL JOB FUNCTIONS: Conducts comprehensive assessments, assists with goal setting, provides resources and referrals, and short-term non-clinical counseling, and case management as indicated. Provides crisis/risk evaluations both in office and in community and takes appropriate actions to keep client and others safe. Provides social services support to other Town Departments such as police and emergency medical services and works collaboratively with the community providers in various sectors. Collects data and information on progress toward goal achievement. Provides input on trending barriers to high quality of life conditions for adults and families and information on evidence-based strategies to improve those conditions. Assists with grant writing and reporting. Serves on community collaboratives as assigned.

OTHER JOB FUNCTIONS: May provide consultation and leadership to various community groups and social services, or their agencies; perform other duties as required.

PHYSICAL/MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must possess and consistently demonstrate

proficient interpersonal skills. Must have ability to interpret, implement, evaluate, organize, consult, and focus. Must employ sound decision-making skills.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Work is routinely performed in an office, home, or community. The employee is occasionally exposed to communicable diseases. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. Must be able to perform tasks requiring independent knowledge. Must be able to concentrate on fine detail with constant interruptions, attend to task for 45-60 minutes at a time and remember multiple assignments given over long period of time. The noise level in the work environment is usually quiet in the office and moderate in the field.

MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university in Social Work, Criminal Justice/Criminology, Substance Abuse or related fields with 3-5 years' experience working with adults and families. Professional Licensure in the degreed field is preferred.

The Master's may be substituted by a Bachelor's in the aforementioned fields, with 8 years' experience working with adults and families. Applicants with lived experiences of the population served is preferred. Must possess a valid driver's license.

ADDITIONAL QUALIFICATIONS: Must have a working knowledge of Trauma-Informed work, Adverse Childhood Experiences (ACES), and Motivational Interviewing (MI) with an expertise in Case Management Standards. Familiarity with Collective Impact is helpful. Proven ability to work independently as well as collaboratively across varying races, ethnicities, and cultures. Considerable ability in oral and written communications. Considerable ability to establish and maintain effective working relationship with co-workers, other service providers, and the general public. Must have strong computer skills with proficiency in Microsoft Office, with exposure to data collection systems such as Apricot 360 preferred.

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



TOWN OF ENFIELD

April 22, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Adopting the New Grants and Performance Manager Job Description

Councilors:

Highlights:

- The Town Manager proposes to adopt the new "Grants and Performance Manager" job description.
- The purpose of this new job description is to enhance efficiencies in the Department of Social Services since 60% of its budget revenue comes grants, fees and donations.
- Currently there are 19 separate grants and 9 unique funders, each one with a different set of deliverables and metrics to manage, track and analyze; some operate on a State Fiscal Year (SFY), others on a Federal Fiscal Year (FFY)
- The Grants & Performance Manager will be responsible for creating efficiencies by developing and maintaining a Performance Management/Quality Improvement (PMQI) system built on best-practices with consistent and predictable results using a Lean/6 Sigma approach, as both grantor and grantee
- There is no dedicated position that oversees all of these grants, which allows for inefficiencies and errors that can occur when there are too many touchpoints in data collection and entry and there no uniform set of guidelines for grant applications, acquisition, performance management, or reporting across the Divisions, and no uniform quality assurance practices for continuous improvements to service delivery
- This new job description will take effect on July 1, 2021 and is cost neutral to the Town of Enfield since it planned and adopted in the FY 2021-2022 budget.
- This is a non-union position and has been reviewed by the Director of Social Services and Director of Human Resources.

Budget Impact:

There is no budget impact.

Recommendation:

It is recommended that the Town Council adopt the attached resolutions.

Respectfully Submitted,

Steven Bielenda
Director of Human Resolutions

Attachments:

1. Resolution
2. Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Adopting the New Grants and Performance Manager Job Description

Resolved, that in accordance with Chapter VII Section II of the Town Charter the
Enfield Town Council does hereby adopt the new job description for Grants
and Performance Manager.

Date Submitted: April 22, 2021
Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION
SOCIAL SERVICES DEPARTMENT**

GRANTS & PERFORMANCE MANAGER

GENERAL STATEMENT OF DUTIES: Responsible for design and implementation of a comprehensive, Department-wide grant and performance management quality improvement (PMQI) system that uses a Lean approach to deliver high-quality services and to identify opportunities for improvement, change and innovation. Includes grant research and writing, data collection and analysis, program evaluation, and reporting that is useful to front-line staff, management, administration, and other stakeholders. Serves as the Administrator of the electronic PMQI system to create and maximize efficiencies across the Department. Trains staff on all related frameworks and tools.

SUPERVISION RECEIVED: reports directly to the Director of Social Services

SUPERVISION EXERCISED: May supervise other personnel as necessary and may substitute for Division Heads when assigned.

ESSENTIAL JOB FUNCTIONS: Has primary responsibility to design and implement the Department grants and performance management system to ensure for continuous quality improvement, contract compliance, and fidelity of data collection and reporting.

- Oversees the continual improvement of programs and services using PMQI systems and practices including automation of manual coding and recordkeeping. Develops, writes, maintains all applicable policies and procedures.
- Designs, implements, and monitors processes and procedures to ensure for accurate and efficient data collection, reporting, and improvements.
- Designs and monitors workflow processes to support staff in delivering and sustaining high-quality programs and services.
- Designs and maintains all tools and templates related to the grant and PMQI processes; manages the generation of reports and statistics.
- Manages processes related to data entry to ensure adequate internal controls and oversees quality control of data to ensure fidelity for accurate and efficient reporting.
- Designs, administers, and maintains dashboards, forms, templates, reports, and data structure. Responds to grant data requests and inquiries from internal and external audiences, including preparation of data analysis and generation of reports.
- Tracks progress to provide regular feedback to management to ensure timely completion of project deliverables for all grants.
- Researches, writes, and/or assist in writing for a variety of funding opportunities that pertain to all the Department Divisions.

OTHER JOB FUNCTIONS: Performs related work as required.

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computer and other office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine details with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Able to remember task/assignment given to self and others over long periods of time.

The noise level in the work environment is usually quiet but it can sometimes be loud.

MINIMUM QUALIFICATIONS

Bachelor's degree in data/performance management, public administration or related field; Master's Preferred.

- Five (5) years in data and performance improvement with a relational database system; exposure to grants administration in social services is highly desirable.
- Solid understanding of Lean and Six Sigma approaches
- Proven experience in grant research and writing
- Experience in systems design for improved service delivery and outcomes
- Ability and experience working collaboratively with and managing projects that include external organizations and entities.
- Strong logic, analytical and problem-solving abilities with solid understanding of complex data management.
- Solid planning and organizational skills with high attention to detail, accuracy, and protocol.
- Ability to oversee and prioritize multiple projects and effectively manage workflow to meet deadlines.
- Excellent writing ability that is clear and concise and transferable to multiple audiences.
- Excellent communication skills including solid presentation and facilitation skills, with the ability to interact with and a diverse population.
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require.
- Ability to take initiative and develop solutions quickly and effectively.
- Ability to work independently and collaboratively in a team environment.
- Advanced knowledge in Microsoft Office Suite.
- Familiarity with Adobe Acrobat, Crystal Reports or similar systems

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: PENDING

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Accepting a Donation of Six Friendship Bridges from
Educational Resources for Children, Inc.**

WHEREAS, Educational Resources for Children, Inc. (ERfC) wishes to donate six (6) Friendship Bridges to the Town of Enfield; and

WHEREAS, the Rotary Club of Enfield has partnered with ERfC to oversee the design and building of the Friendship Bridges; and

WHEREAS, the concept of "Friendship Bridge" has been incorporated and presented at all elementary schools in Town; and

WHEREAS, Boy Scout Troop 818 has built these bridges in their effort to volunteer; and

WHEREAS, the Friendship Bridges will be placed at the following locations:

- Edgar Parkman Elementary School
- Eli Whitney Elementary School
- Enfield Street Elementary School
- Hazardville Memorial Elementary School
- Henry Barnard Elementary School
- Prudence Crandall Elementary School

WHEREAS, Connecticut General Statutes §7-148(c)(3)(A) permits the Town to accept gifts of personal property for municipal purposes.

NOW THEREFORE BE IT RESOLVED, that the Town Council accepts the donation of six (6) Friendship Bridges from Educational Resources for Children, Inc.

Date Prepared: April 26, 2021
Prepared by: Town Manager's Office

The Building Bridges of Friendship Project

ERfC will utilize the research based curriculum, *Building Bridges of Friendship* curriculum designed by Scholastic. The curriculum will begin in the fall 2020-2021 school year and include representatives from each ERfC Before & After School Center Advisory Teams. The teams include the school principal, counselors, teachers, parents, students, community partners, and ERfC staff.

Lessons will include:

- A good friendship is strong and reliable
- Bridging the friendship gap
- Building bridge models
- Creating friendship bulletin boards in the schools
- Balancing friendships to support each other
- Graphing common interests
- Developing a job chart together
- Launching a community service project
- Ceremony culminating with the friendship bridge walk





TOWN OF ENFIELD

May 3, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Extending License Agreement for Annex Room Usage

Councilors:

Highlights:

- The Opera House Players (OHP) have requested to extend their existing license agreement for use of Room D222 and D220 in the Enfield Annex. The new license agreement will expire December 31, 2021.
- The previous license agreement was effective as of April 4, 2019 and is set to expire June 1, 2021.
- OHP uses the rooms to store materials for their productions.
- There is no fee charged for usage of these rooms.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached Resolutions.

Respectfully Submitted,

Kasia Purciello
Assistant Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Extending License Agreement for Annex Room Usage

WHEREAS, The License Agreement between the Town of Enfield and The Opera House Players, Inc. (OHP) for Rooms D222 and D220 in the Enfield Annex (124 North Maple Street) will expire on June 1, 2021; and

WHEREAS, OHP has requested that the term of the License Agreement be extended for an additional period expiring December 31, 2021.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the attached Amendment to the License Agreement.

Date Prepared: April 22, 2021
Prepared by: Kasia Purciello, Assistant Town Manager