

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, MAY 3, 2021**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, May 3, 2021. The meeting was called to order at 7:00 p.m.

PRAYER – The prayer was given by Councilor Szewczak.

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 Human Resources, Steve Bielenda; Director of Social Service, Cynthia Guerreri; Chief of Police, Alaric Fox

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5765 by Councilor Muller, seconded by Councilor Szewczak to accept the minutes of the April 19, 2021 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5765** adopted. 11-0-0.

MOTION #5766 by Councilor Riley, seconded by Councilor Mangini to accept the minutes of the April 19, 2021 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5766** adopted. 11-0-0.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS AND PETITIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Szewczak stated Representative Carol Hall will be holding a community conversation on the rails to trails issue on Monday, May 24th at Enfield High School at 6:30 p.m. She stated her belief this is a significant issue, and they need to hear from the people of Enfield as to what they want and how they can achieve what people would like in Enfield.

Councilor Riley stated this is Teacher Appreciation Week, and she extended her appreciation to teachers.

Councilor Riley stated on Monday, May 24th First Readers will have their ceremony, which will be drive-through at Asnuntuck. She noted for pedestrian safety they ask that only one car full of people with their First Reader comes. She stated they have had a lot of responses already. She noted for those who cannot attend, they should still do an RSVP, and a package will be dropped off at those homes.

Councilor Muller stated tickets are on sale for the ERFC "Toast of the Town" on Friday, June 4th at 6:30 at Twin Hills Country Club in Longmeadow, Mass. He noted tickets are on sale at www.ERFCinc.org

Councilor Muller stated there was a Rotary Race this past weekend, and everyone had a great time at the Annex with over 200 racers.

MOTION #5767 by Councilor Szewczak, seconded by Councilor Muller to suspend the rules to address under Miscellaneous this evening Items 14 A1, A2, B1, B2, B3, E, F, G, H, I, J and K.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5767** adopted 11-0-0.

Councilor Cressotti stated this week the Enfield Together Coalition met, and Karen Prescott with Enfield Youth Services had a PSA project with the Enfield High School Physical Education and Health Teachers, and approximately 200 submissions for the PSA contest were focused on vaping prevention and ways vaping adversely effects one's individual health. He commended Karen Prescott for a job well done. He noted the April focus for the Enfield Together Coalition is on alcohol. He noted I.D. scanners were distributed to 13 package stores, and there is a survey and outreach program, and they will be getting results to see how the I.D. scanners are working at the package stores to help with underage drinking in town.

Councilor Cressotti stated May 6th is the National Day of Prayer, and at noon on the Town Green, people can come out and support this event. He noted Tracy Jarvis, the Pastor from New Day Church, will be holding this program.

He stated on June 5th the Police Explorers will be having a pig roast from 12:00 to 8:00 at the Moose Large on South Road. Tickets are \$20.

Councilor Unghire stated the Commissioner on Aging Senior Minor Home Repair Program is starting to open up, and today they started taking appointments. She noted they will probably start doing visitations starting June 1st.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Bromson stated they have forwarded to the Deputy Commissioner of DOT, Garrett Eucalitto, all the inquiries, comments, and questions regarding the freight line. He noted Mr. Eucalitto agreed to attend the first Town Council meeting in June.

He stated the Colonel of DEEP will be attending the May 17th Town Council meeting to provide an update on DEEP's preparations for the Scantic River Park in the upcoming season.

Mr. Bromson stated the Enfield Farmers Market has its grand reopening on June 6th from 10:00 a.m. to 2:00 p.m. He noted they have many vendors who are all returning, and there will be live entertainment. He pointed out because of the popularity of this event, they have started this almost six weeks earlier.

He stated the Town Hall did reopen today and appointments are not necessary.

Mr. Bromson stated he heard from Congressman Joe Courtney today, who informed him that he and the Commissioner of DOT submitted a \$4 million dollar request from the Federal government for the Enfield platform project and the raising of the Main Street bridge to accommodate necessary traffic. He stated this is not 100% guaranteed, but this shows the commitment of Congressman Joe Courtney. He noted a letter was included in this request from Deputy Commissioner Garrett Eucalitto indicating how important this project is and that the rest of the train station for Enfield will be included in this year's fiscal budget under the Transportation Improvement Program.

Councilor Unghire questioned where the Farmers Market will be held, and is it rain or shine. Mr. Bromson stated it will be on the Town Green and it is rain or shine. He noted they will gage the interest to see whether they go indoors at the Enfield Square in the fall season.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Tallberg provided an update on the Governor's orders that are Covid related. He noted between March 12, 2020 and April 30, 2021, Governor Lamont issued more than 100 Executive Orders. He noted on the night of the last Town Council meeting, April 19th, Governor Lamont issued an Executive Order in which he noted that at this point, many of those orders, representing more than 60% of those that were then currently in effect, would be allowed to expire, and that happened, and the remaining Executive Orders were extended until May 20th. He stated his belief that shows they have really turned a corner. He noted they are closely watching legislation that may take over some of that turf that was governed by the Executive Orders, and in particular there is a 49-page bill entitled, "An Act Concerning Access to Local Government and the Modernization of Local Government Operations", and that would govern how these remote and hybrid type meetings have been taking place and make that law. He stated that was reported favorably out of

committee, but it is not yet finalized or signed off by the Governor. He indicated he will keep the Council updated.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Hemmeler stated the Enfield Arts Commission has been approved for some mini grants, which are all fun activities for kids.

She stated the veterans are still busy preparing for the Memorial Day Parade.

Councilor Hemmeler stated her hope everyone can attend the National Day of Prayer event on the Town Green this Thursday.

Councilor Riley stated she is on the Planning and Conservation and Development team, and they did meet a few times and those meetings have been very productive.

OLD BUSINESS

There were no Old Business items to be addressed.

ITEMS FOR DISCUSSION

All items have been moved to Miscellaneous.

MISCELLANEOUS

Present for Item 14 A2 was Chief of Police, Alaric Fox. (A request for a transfer of funds for the Police Department - \$3,750)

Chief Fox stated this item allows full funding for the use of a service that they refer to as the Blue Line Trailer. He noted this is a highly interactive video tool where officers use their firearms in real time to interact in different scenarios to improve upon their decision and judgement within firearm encounters. He noted in an effort at fiscal prudence, this had only been funded within the Police Department at 50%, recognizing that was his patrol contingent. He noted in discussions with the Town Manager, they thought it prudent to allow the Council to consider whether that is something that should be funded more robustly in the current era.

Chairman Ludwick noted Council members can see this tool because it is eye-opening and worthwhile.

MOTION #5768 by Councilor Muller, seconded by Councilor Mangini to accept the Consent Agenda.

- Resolution authorizing the Town Manager to sign the School Readiness Grant Application & Agreement to be submitted to the Connecticut Office of Early Childhood
- Request for Transfer of Funds for Police Department \$3,750

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5768** adopted 11-0-0.

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #5769 by Councilor Mangini to reappoint Kenneth Edgar (D) to the Prison Town Liaison Committee for a term which expires 2/28/23.

MOTION #5770 by Councilor Szewczak, seconded by Councilor Sferrazza to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5770** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kenneth Edgar reappointed to the Prison Town Liaison Committee by an 11-0-0 vote.

NOMINATION #5771 by Councilor Szewczak to reappoint Nanci Harvey (U) to the Prison Town Liaison Committee for a term which expires 2/28/23.

MOTION #5772 by Councilor Szewczak, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5772** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Nanci Harvey reappointed to the Prison Town Liaison Committee by an 11-0-0 vote.

NOMINATION #5773 by Councilor Mangini to reappoint Giorgianna Tippo (D) to the Library Board of Trustees for a term which expires 12/31/2023.

MOTION #5774 by Councilor Riley, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5774** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Giorgianna Tippo reappointed to the Library Board of Trustees by an 11-0-0 vote.

All other appointments remained tabled.

RESOLUTION #5775 by Councilor Muller, seconded by Councilor Mangini.

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

TO: Town Attorney
Legal 10130000-533200 \$60,000

FROM: General Fund
Contingency 10800092-584000 \$60,000

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

/s/ John Wilcox, Director of Finance

Mr. Bromson stated this is a transfer to cover outside legal expenses for litigation that has been previously discussed with the Council. He noted it is for legal services that are not covered by the Town's insurance at this juncture.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5775** adopted 11-0-0.

RESOLUTION #5776 by Councilor Muller, seconded by Councilor Riley.

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 Srvcs \$18,598.03

FROM: Capital and Non-Recurring Fund
31008198-545000
Senior Center Renovation-Construction Srvcs \$18,598.03

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

/s/ John Wilcox, Director of Finance

Mr. Bromson stated this is part of a previously approved Town building consolidation plan, and it is on schedule and on budget. He explained the Tax Office moved to the Enfield Express building and the vacated space will be made into a state-of-the-art media center, which will benefit all Town departments as well as outside boards and commissions.

Ms. Purciello stated the move to the senior center came in under budget, and that money will be used to upgrade the conference room in the downstairs of the Town Hall. She explained the work that would be done in the conference room.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5776** adopted 11-0-0.

RESOLUTION #5777 by Councilor Muller, seconded by Councilor Szewczak.

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.

Mr. Bromson stated Public Works has over 60 projects underway and in the pipeline. He noted they really would have qualified for an additional employee under the auspices of a project manager. He noted they are hoping this intern will help them with a lot of the projects they have undertaken, so they were able to come in with no increase in the budget. He stated they are being very careful and fiscally responsible, and they will re-look at this next year. He acknowledged all the hard work by the Public Works Department.

Mr. Bielenda stated Public Works is inundated with a lot of projects, and they can use this help. He stated this intern position will help reduce the bottleneck of Public Works projects.

Chairman Ludwick stated his hope they can continue to bring in interns, which is beneficial to the Town and to the intern.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5777** adopted 11-0-0.

RESOLUTION #5778 by Councilor Muller, seconded by Councilor Szewczak.

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.

Mr. Bielenda stated this job description needs revision because there is recent state law that defined how they can use the word, "social worker". He noted once that was done, they were limited in attracting qualified candidates who were pursuing this position. He stated this came to fruition recently when Cynthia Guerreri, the Director of Social Services, was doing interviews, and she had some very qualified candidates, who they could not pursue, because of the limitations of the job description. He commended Ms. Guerreri for revising the job description so it is amenable to get the best fit for their needs without violating state law.

Ms. Guerreri stated this is to be sure they are in line with legislation that requires a clinical social worker to be identified as such, and that is a great credential to have, but at the same time, they wanted to make sure that they did not limit their pool of candidates to only that credential.

Chairman Ludwick requested a brief description of the job this individual would be doing. Ms. Guerreri explained this is a long-standing social worker position that has existed within the Social Services Department for many years, but the job description needed updating.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5778** adopted 11-0-0.

RESOLUTION #5779 by Councilor Muller, seconded by Councilor Szewczak.

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.

Mr. Bielenda stated the Town Council had a preview of this when they adopted this position in the recent Town of Enfield budget. He stated his belief this position will pay itself off by having someone who is dedicated to constantly monitoring and maintaining the plethora of grants that are coming into the Social Service Department.

Ms. Guerreri agreed with Mr. Bielenda and stated this is a much-needed position that will more than pay for itself in grant acquisitions.

Mr. Bromson noted this position will be helpful in the pursuit of grants by other departments.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5779** adopted 11-0-0.

RESOLUTION #5780 by Councilor Mangini, seconded by Councilor Muller.

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©(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.

Councilor Mangini explained this concept parallels the Buddy Benches. She noted the Rotary Club has received a grant sufficient to purchase the lumber and materials, and they are fortunate that the Boy Scouts will build these bridges. She stated this bridge symbolizes an anti-bullying campaign. She expressed her appreciation to the Town Council for their support of this concept.

Councilor Riley stated she is happy to see this, and she believes the Boy Scouts will do a quality job.

Councilor Muller stated his belief this is a great idea, and he supports it.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5780** adopted 11-0-0.

RESOLUTION #5781 by Councilor Muller, seconded by Councilor Szewczak.

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.

Mr. Bromson stated the Council recently renewed OHP's lease at High Street, and they are still actively engaged in fundraising and looking forward to utilizing that location. He noted during the interim, the Town allowed OHP to use two rooms at no charge at the Annex to store production items and build some stage items. He noted they would like to continue that for six months. He noted the Town does charge OHP for the use of the Annex for their productions.

Ms. Purciello stated they just use these rooms for storage, i.e., costumes or anything needed for their productions, and the extension is only for six months.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5781** adopted 11-0-0.

PUBLIC COMMUNICATIONS

Caroline Cogtella, 5 Main Street

Stated on April 5th she did an FOI request to the Town Manager requesting the policies insuring the Town for the building at 33 North River Street. She stated she did receive a policy indicating schedule location and the CIRMA declaration of coverage, which indicates property

indicating schedule location and the CIRMA declaration of coverage, which indicates property coverage for scheduled locations and several liability risk exposures. She noted this policy was incomplete and did not indicate the terms, exclusions, and conditions for each line of coverage supposedly insured. She stated both policies did not have the building schedule. She noted based on what she received, she questioned at the Town meeting of April 19, 2021 if the building was insured and why the cost of debris removal for \$360,000 was on the Town Council's agenda. She stated Mr. Bromson indicated the building was not insured and that Mr. Wilcox had an email related to the debris removal that she could receive the next day. She stated she did not receive the email the next day, and since she did not receive it for four workdays, she did an FOI to Mr. Wilcox on Monday, April 26th. She stated on April 28th, she received an email from the Town Attorney stating that this information is denied based on Connecticut General Statute Section 1-210b4. She noted that section talks about records pertaining to strategy and negotiations with respect to pending claims and pending litigation to which the public agency is a party until such litigation or claim has been finally adjudicated and otherwise settled.

Ms. Cogtella stated all she is asking for is that when this claim is settled, she gets a notice from someone on the Town Council to tell her what is being received. She stated her belief these policies are no different than a homeowner's policy. She acknowledged it is a little more technical.

COUNCILOR COMMUNICATIONS

There were no comments from the Council.

ADJOURNMENT

MOTION #5782 by Councilor Mangini, seconded by Councilor Szewczak.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5782** adopted 11-0-0 and the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to the minutes of the
May 3, 2021 Regular Town Council
Meeting. See Page 4

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

Appended to the Minutes of the
May 3, 2021 Regular Town Council
Meeting. See Page 4

**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.

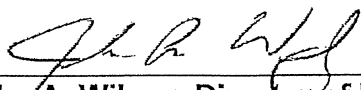
TO: Police Services

Other Purchased Services	10200500-559000	\$3,750
--------------------------	-----------------	---------

FROM: Unallocated Charges

Contingency	10800092-584000	\$3,750
-------------	-----------------	---------

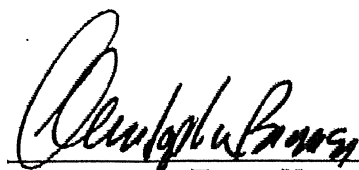
CERTIFICATION: I hereby certify that the above-stated funds are available as of
April 23, 2021.



John A. Wilcox, Director of Finance

4/23/21

Date:

APPROVED BY: 

Christopher Bromson, Town Manager

4/28/21

Date:

Appended to the minutes of the
May 3, 2021 Regular Town Council
Meeting See Page 7

TOWN OF ENFIELD

TITLE: Project Engineer Internship

WAGES: \$18-22 Hr.¹

DEPARTMENT: Public Works

DATE: May 3, 2021

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.

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

- 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.
- 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.

Appended to the minutes of the
May 3, 2021 Regular Town Council
Meeting. See Page 7

**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. Adopted May 3, 2021

Appended to the minutes of the
May 3, 2021 Regular Town Council
Meeting. See Page 8

**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: May 3, 2021