



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, May 17, 2021
7:00 PM - Council Chambers
<https://youtu.be/rAUeSv3460s>**

- 1. PRAYER – Lori Unghire**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - Special Meeting – May 3, 2021
 - Regular Meeting – May 3, 2021
- 6. SPECIAL GUESTS.**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILOR COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - Project and Activities Report
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
- 12. OLD BUSINESS.**
 - A. 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:** Request for Transfer of Funds from the Historic Preservation Grant \$7,500.
2. **Discussion/Resolution:** Resolution to Authorize the Carry-forward of Unspent Funds from the Historic Documents Preservation Grant.
3. **Discussion/Resolution:** Resolution Changing Rate of Pay.

B. Appointment(s) – Town Council Appointed.

1. ****Enfield Cultural Arts Commission-** The Term of Office of Samantha Nolan (D) Expires 05/31/2021. Reappointment or Replacement Would be Until 05/31/2023.
2. ****Enfield Culture and Arts Committee –** The Term of Office of Donna Hamre (U) Expires 05/31/2021. Reappointment or Replacement Would be Until 05/31/2023.
3. ****Enfield Culture and Arts Committee –** The Term of Office of Emily McIntosh (D) Expires 05/31/2021. Reappointment or Replacement Would be Until 05/31/2023.
4. ****Library Board of Trustees –** The Term of Office of Yvonne Wollenburg (U) Expires 12/31/2020. Reappointment or Replacement Would be Until 12/31/2023.
5. **Planning and Zoning Commission - Alternate–** A Vacancy Exists due to the Resignation of Dane Thorogood (R). Replacement Would be Until 12/31/2023.

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

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

- E. ****Discussion/Resolution:** Request for Transfer of Funds for Public Works Department to Purchase a Vehicle for EMS \$57,345.
- F. ****Discussion/Resolution:** Request to Reverse FY 22 Budget Appropriations for Edgar Parkman School Splashpad. \$100,000.
- G. ****Discussion/Resolution:** Request to Reverse FY 22 Budget Appropriations for Higgins park Playscape. \$200,000.
- H. ****Discussion/Resolution:** Request for Transfer of Funds for Police Department \$50,725.
- I. ****Discussion/Resolution:** Request to Designate LOCIP Grant Funds for the FY22 Budget.
- J. ****Discussion/Resolution:** Request to Transfer Funds for LOCIP Revenue \$320,000.

- K. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign Easements, Declaration of Covenants, and Declaration of Preservation Restrictions.
 - L. **Discussion/Resolution:** Resolution Entering into a Letter of Intent with Connecticut Greenbank.
 - M. **Discussion/Resolution:** Resolution Referring the Proposed Improvements of Land Located at 165 Weymouth Road, Known as Edgar H. Parkman School to the Planning and Zoning Commission.
 - N. **Discussion/Resolution:** Resolution Referring the Proposed Redevelopment of Land Located at 820 Enfield Street to the Planning and Zoning Commission.
- 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, MAY 3, 2021**

A Special 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 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

MOTION #5763 by Councilor Mangini seconded by Councilor Muller to go into Executive Session to discuss Security and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5763** 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 of Police, Alaric Fox

Chairman Ludwick reconvened the Special Meeting at 6:30 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations and Pending Litigation with no action or votes being taken.

SPECIAL GUESTS

Fourth of July Town Celebration Committee

Present for this item were Scott Kaupin, Chairman and Michael Emmons, Vice Chairman of the Fourth of July Town Celebration Committee.

Mr. Kaupin stated the first celebration took place in 1985 on the Town Green, and the partnership between the Celebration Committee and the Town of Enfield has been in existence for 37 years. He noted the purpose of this celebration is to provide the residents of Enfield and the surrounding communities the opportunity to attend this celebration at no cost. He stated the Town of Enfield has been the title sponsor by providing Public Works, Police, EMS and fire services. He noted the

committee, as the organizer, is responsible for all fundraising, planning, operations and basically the running of the event. He pointed out Covid 19 has impacted all community-based events, such as this event. He noted as a free to attend event, the committee relies on the generous support of its sponsors, and that amounts to a little over \$400,000 in both cash and in-kind service sponsorships. He pointed out they also need large crowds to attend, to purchase food and beverages, to participate in the road race, for vendors to come in and sell their wares, and when all of that is added up, it amounts to another \$130,000. He stated this Fourth of July Town Celebration is well over a half-million-dollar event to run.

Mr. Kaupin stated in early February, the committee decided they could not hold an in-person celebration for the 2021 calendar year. He noted because of on-going changes to restrictions regarding large capacity public events, they did not feel that it was socially responsible, nor financially possible, to hold this event. He stated they did feel very strongly that the Enfield community needs and deserves something big, beautiful, and bright. He pointed out in 2019 this celebration was recognized by Readers Digest as having the best fireworks in Connecticut. He noted the committee is working with their fireworks vendor, Zambelli Fireworks, to celebrate our country's independence, but also all faithful healthcare workers, first responders and frontline workers, who have served everyone throughout a very trying time in this country's history.

He stated an even bigger, better, and brighter fireworks display will be launched from the Higgins ballfield at the Enfield Town Green on Saturday, July 3 at 9:30 p.m. He explained to make this all happen, the committee decided they needed to make sure they stayed financially neutral so that they had the reserves to come back next year and be able to plan the event that everyone is used to.

Mr. Kaupin stated they launched an aggressive fundraising campaign, and he listed the many sponsors who have contributed. He noted this is truly the community coming together to support the event.

He stated the firework display will be 25% bigger than the usual firework display. He noted if anyone wishes to donate, they can send checks to the Fourth of July Town Celebration Committee at PO Box 3203 in Enfield or go online to their website where there is a donate page at www.enfieldcelebration.org

Mr. Kaupin stated the committee will continue to work with the Town, and they have a meeting at the end of June at which time they will plan out the Public Works, Police, Fire and EMS aspects to be sure they deliver a safe firework display for everyone to enjoy.

Mr. Emmons stated they are happy to be able to do something this year.

Councilor Mangini thanked the committee for all their hard work.

Councilor Muller stated this is a great committee, and he hears people are excited about Enfield having fireworks.

Councilor Cressotti thanked the committee for doing this. He noted this gives people something to look forward to, and the theme behind healthcare workers and frontline workers is a good thing.

Councilor Unghire thanked the committee for safely cancelling last year's event and trying to move ahead with the fireworks. She stated she is astounded at the amount of work that goes into planning this. She commended the committee for all their hard work.

Chairman Ludwick stated the good news is that they will be having a Memorial Day Parade this year with fireworks in July. He questioned how they could make the firework display even bigger, and Mr. Kaupin stated there is a limitation of how big a display can be. He noted in the State of Connecticut, they must maintain a 300-foot zone around the launch site, and no people or occupied buildings can be within that 300-foot zone. He pointed out the display at 25% more basically takes up all that usable space. He noted any donations for fireworks that exceed this year's expenses will be put in a fireworks fund, so that they can continue to use that money and continue to budget a larger display for future celebrations.

ADJOURNMENT

MOTION #5764 by Councilor Szewczak, seconded by Councilor Muller to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5764** adopted 11-0-0, and the meeting stood adjourned at 6:49 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, 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.

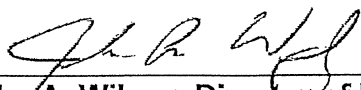
TO: Police Services

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

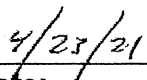
FROM: Unallocated Charges

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

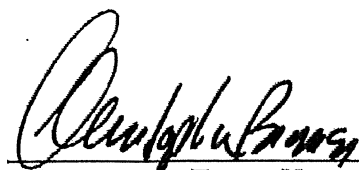
CERTIFICATION: I hereby certify that the above-stated funds are available as of
April 23, 2021.



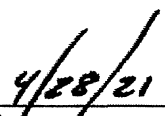
John A. Wilcox, Director of Finance



Date:

APPROVED BY: 

Christopher Bromson, Town Manager



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



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Christopher W. Bromson, Town Manager
DATE: May 17, 2021
RE: Projects & Activities Report
CC: Department Directors

TOWN MANAGER:

Town Hall has reopened to the public effective May 3rd and the Tax and Assessor's office has officially moved to the Enfield Express located at 800 Enfield Street. Masks continue to be required.

Budget FY 2022: During the 4/19/21 Town Council meeting, the Town Council adopted the Fiscal Year 2022 budget. The budget includes a 0% tax increase and no increase in the sewer quarterly charge during the next fiscal year (July 1, 2021 – June 30, 2022).

At the April 19th Town Council meeting, the Council voted to fund the construction of the Higgins Park playground (820 Enfield Street) and a Splash Pad at Parkman School. Both projects were proposed in the budget, however, were voted upon earlier to allow for construction this Summer.

TOWN CLERK:

The Town Clerk's office welcomed new employee Ellen Sidway on April 19, 2021. Ellen comes to us with years of customer service experience and is a valued addition to our team.

We have begun preparations for dog licensing season. Licenses will start being issued on June 1, 2021. Residents can license their dogs by one of following ways:

- Drop Box – Available all hours and located in the back-parking lot of town hall
- Drive-Thru – Enfield Express during the month of June only 9:00am – 5:00pm
- Mail – Include a self-addressed, stamped envelope for the return of paperwork and tags
- In Person – Residents must maintain social distancing and wear masks 9:00am – 5:00pm

All dogs must have a valid rabies certificate on file to be licensed. We return all paperwork.

Town Clerk Sheila Bailey attended a virtual three-day conference hosted by the Secretary of the State's office. Director of Elections, Ted Bromley, presented as well as representatives from the State Elections Enforcement Commission, Connecticut State Library, and the Department of Public Health.



TOWN OF ENFIELD

The Department of Public Health presented information regarding the FEMA Funeral Assistance Fund for residents impacted with funeral expenses incurred after January 20, 2020 due to the COVID-19 pandemic. Applicants could be eligible for up to \$9,000 per funeral with a maximum of \$35,500 per applicant. The death certificate must indicate the death was attributed to COVID-19. Additional information can be found at the following link:

[COVID-19 Funeral Assistance | FEMA.gov](#)

LIBRARY SERVICES:

Library

The Library is happy to welcome Kimberly Eads as our new Children's Librarian. Among her other duties, her focus will be on outreach to preschool aged children. We have also filled two Page vacancies with Ashton Hamre and Nicole Bacile.

We are moving our Rhyme Times away from virtual and focusing on holding them outdoors on the lawn.

The Enfield Culture and Arts Commission approved a mini-grant to have an art hanging system installed at the Pearl St. Library so that high school students can display their work. The Enfield Historical Society has also loaned a rug that was made at Bigelow Carpet which will be displayed in the adult area.

Head of Reference Services, Samantha Lee, presented a program to the Connecticut Library Association, *There's a Policy for that: Crafting Your Library Privacy Policy*.

Recreation

The Recreation Division is gearing up for a variety of in-person programming this summer! Registration is currently underway for the Camp Ton-O-Fun Summer Care program and the Dolphins Swim Team. Additional programs have just been added and registration for them will begin on Friday, May 14th at 8:00 AM. Offerings include field hockey, track and field, cross country, volleyball, multi-sport camps, babysitter training, chess club, adult yoga and more. Registration can be done online, in-person or by mail. Additional summer program information, including summer aquatics offerings, will be available in late May.

The division is also still accepting employment applications for summer temporary/seasonal positions. Apply online at www.enfield-ct.gov/hr.



TOWN OF ENFIELD

Senior Center

The Senior Center is excited to start hosting card and board games on May 19th when social distancing guidelines are relaxed.

The daytime Program Assistant vacancy has been filled. We are happy to welcome Matt Avezzie to the team.

POLICE:

Facility Build-Out and Regionalized Dispatch: On April 14, 2021 and April 28, 2021, department representatives met with command staff members from the Suffield and Windsor Locks Police Department, in further discussion and assessment of the ability to offer regionalized dispatch services hosted by the Enfield Police Department. These efforts continue and side-by-side comparisons of the departments' labor contracts are underway as the appropriate "next step" in this analysis.

On April 19, 2021, Chief Alaric J. Fox served as a guest speaker in a new program offered by the Enfield United Church of Christ. This program is designed to introduce residents to assorted community leaders and it consisted of a live, one-hour broadcast style interview of the chief on various topics of interest to the community at large.

The department's newest officer, Officer Kelsie Pace, began her service with the Enfield Police Department on Monday May 3, 2021. Officer Pace will complete an in-agency orientation period and she will be administered her formal oath of office on May 17, 2021. Officer Pace will attend the New Britain Police Department (satellite) Training Academy which begins on Friday May 21, 2021.

DEVELOPMENT SERVICES:

Staff continue to work with the John Daly, the new community gardens consultant, to reach out to new/potential gardeners to fill all the community garden beds. Kick-off for planting is scheduled over Memorial Day weekend.

DEVELOPMENT SERVICES – BUILDING SERVICES:

- 99 Printshop - reroof \$241,000
- 135 Hazard Avenue - new building \$316,000
- 1010 Enfield - \$600,000 in work at Alcorn
- 160 Hazard - \$277,000 electrical, plumbing and HVAC for a medical fit out.
- 117 Post Office - \$216,000 in HVAC
- 199 Weymouth - \$36,000 in HVAC
- 20 home PV permits
- Shaker Heights 1 new house \$175,000



TOWN OF ENFIELD

Work Summary

About \$54,460 in revenue for the month with 146 Building permits, 58 electrical permits, 67 HVAC permits, and 32 plumbing permits 19 Photovoltaic permits, 2 Fire suppression permits, for a total of 324 permits for the month. (About \$4.5 million in construction value).

About 113 inspections performed in approximately 20 working days.

HOUSING CODE CASELOAD – Jan-May 2021

As of the reference period noted above, the housing code enforcement caseload is (30) dwelling units with a total of (25) outstanding code violations. The number of housing code violations brought into compliance during that time was (10). At this time, the Office of Community Development Housing Rehabilitation Program consists of: 1. 41-43 Walnut Street 2. 16 New King Street 3. 150 Sherman Road Respectively submitted by Rich Metcalf, Housing Code Officer, Building Department, and (OCD) Project Manager.

DEVELOPMENT SERVICES - PLANNING

PENDING/APPROVED COMMISSION APPLICATIONS

113 North Maple Street – The Planning & Zoning Commission approved 600,000 square foot warehouse building to be built by Winstanley Enterprises at 113 North Maple Street in July 2020. The neighbors filed an appeal to the Connecticut Superior Court. The neighbors and Winstanley were able to come to an agreement, therefore allowing the project to move forward under certain conditions. Winstanley filed the final plans with the conditions of approval for review and signature and are looking to move forward with the project expeditiously once concluded in the courts on May 14, 2021.

Re-Development of the Former Blair Manor Facility – Meadow Manor, LLC has purchased the former Blair Manor Nursing Home and is looking to develop the existing building into 43 apartment units with an expanded parking lot and drainage system. Two applications have been filed. The first application is for a zone change from Residential-44 to a Special Development District. This will require a public hearing which has been set for the virtual May 13, 2021 Planning & Zoning Commission meeting. The second application is a Site Plan Review which does not have a public hearing requirement.

Regulation Update Regarding Limited Office Districts – The Limited Office Overlay District is a zone residential building along State highways and main roadways where homes are not likely to be used for residential purposes anymore. The zone allows for buildings of this character to be reused as small business or medical offices, financial institutions, or person services (salons, barber shops, etc.). A text amendment to the Enfield Zoning Regulations was recently approved allowing buildings greater than 5,000 square feet to be located on properties that are within the Limited Office Overlay District. The amendment also allows Child Day Care Facilities as a use within these districts and allows Child Day Care Facilities to operate with expanded hours of operation.



TOWN OF ENFIELD

The Learning Experience – The property at 11 Shaker Road was at some point rezoned as Limited Office. The Limited Office Overlay District is not usually a zone in and of itself, but rather an added layer of zoning over a Residential Zone. Changing the zone to Limited Office severely limits the use of this property, which is larger than a normal Residential-33 zone or Business Local zone property. An application for a new Child Day Care facility has been filed with the Planning & Zoning Commission and was heard at the May 13, 2021 meeting.

359 Hazard Avenue (Former Hazardville School) – The redevelopment of the former Hazardville Elementary School was approved to allow 10 new apartment units with office/retail and storage space in the basement. There are 20 parking spaces that exist on site which will remain for the proposed uses within the building. No expansion is proposed for the building or the parking lot. The owner of the building also submitted a plan to refresh the outside of the building without changing the historic character of it.

11 Enfield Street – The former Angie's Stateline Package Store has remained vacant for many years. A new smoke shop will now be located within the building.

54 Hazard Avenue – The Stop & Shop Plaza has two new tenants – a new smoke shop, and a new retail store called Game Xchange.

9 North Main Street – A new church is proposed to be in the same building as the Marylou Strom Community Health Center. This will be heard before the Planning & Zoning Commission on May 13, 2021.

118 Hazard Avenue – The All-American Assisted Living Facility that was approved in September 2020 has received approved the from Office of the State Traffic Authority. They have now filed their final plans to move forward with their project.

90 Elm Street – The Enfield Square Mall subdivided their property in 2019 and in 2020 resulting in 16 total properties. Of those properties, two small parcels were sectioned off along Elm Street for future development. One of those parcels is located between Outback Steakhouse and Friendly's. The Inland Wetlands & Watercourses Agency recently approved a proposed Popeye's restaurant with a drive-thru and associated parking for this parcel. The Planning & Zoning Commission will be hearing the application at their May 13, 2021 meeting.

Historic District Regulations Rewrite – The Historic District Commission is working with a consultant to rewrite the Historic District Regulations. The Commission and Planning Staff will be receiving a draft of the regulations for review at the May 26th meeting. Letters went out to residents within the Historic District notifying them about the project. Another round of letters will go out in early June. Public comment will take place at the June 23rd Historic District Commission meeting. The goal is to have the regulations adopted in July of 2021.



TOWN OF ENFIELD

DEVELOPMENT SERVICES – ECONOMIC & COMMUNITY DEVELOPMENT:

2019 Community Development Block Grant (\$250,000): The Enfield Housing Authority went out to bid for the electrical upgrades at Laurel Park on 4/9/21. A pre-bid walk thru took place on 4/23/21 and bids were publicly opened on 5/7/21. A total of 3 bids were received with the low bidder coming in at \$187K. Work is scheduled to be completed within 60 days of issuing the notice to proceed.

2021 CT DECD Municipal Brownfield Grant Application (up to \$222,000): The OCD is in the process of applying for 2 grants totaling \$222,000 to complete the environmental investigations at the Strand Theater and Levitz Property on North River Street before redevelopment can take place on these properties. The OCD issued an RFP on 5/7/21 to qualified engineering consultants who currently have a renewed contract for On-Call Environmental and Health & Safety Consulting & Engineering Services with the Town of Enfield. The consultant will provide the necessary hazardous building materials inspection, survey, sampling, analysis, reporting, site assessments, subsurface investigations, and remedial design services. A walk thru has been scheduled for 5/19/21. Proposals will be due on June 2nd.

EMS:

In April 2021, EMS responded to 652 calls for service; mutual aid was needed for 41 responses and mutual aid was provided to our neighboring communities 22 times.

The Department is participating in Mass Casualty response planning with the North Central EMS region. This will help ensure that a collaborative and unified system is in place to manage a large-scale incident requiring ambulances from throughout the region.

INFORMATION TECHNOLOGY:

Enfield Public Library Upgrades - The Enfield Public Library is upgrading its Smart Access Manager (SAM) system by Comprise. SAM provides library management functions related to public use computers including PC reservations and print management among other functions. The upgraded system will bring the Library to the current version of the software providing the most up-to-date functionality and security designed for today's technology environment.

SOCIAL SERVICES:

Adult & Community Services

- *Elderly Services* - The Elderly Services Care Coordinator (ESCC) virtually attended the *National Council on Aging 4th Annual Mental Health Awareness Day* conference. The conference included topics of interest such as: Pain management and depression in older adults, behavioral health interventions in older adults and how to combat ageism to promote older adults to successfully age in place. Notable panelists included the Center for Disease Control, the Office of Veteran Affairs, Medicare and the Administration for Community Living. The ESCC continues to receive referrals from local community providers, Emergency Medical Services and the Enfield Police Department that have



TOWN OF ENFIELD

resulted in a combination of office, home and conference calls to ensure case needs are met. CHOICES counseling has begun to pick up as individuals reach retirement age in the community. The ESCC is available to assist individual Medicare or Medicaid needs for clients ages 60 and older. Day-to-day the ESCC manages an ongoing caseload of clients as well as accepting new inquiries from residents.

- *Case Worker* - This is a busy time of year for assisting residents with determining eligibility for tax relief options. Processed 26 Homeowner Tax Exemptions (Circuit Breaker) with 10 additionally qualifying for Veteran's exemption. Additionally processed 48 Renters Rebate applications for the elderly and disabled renters. Those eligible for Medicare Savings Program were provided with the necessary applications and assistance in completing them as needed.
- *Food & Nutrition/Mark Twain* - Mark Twain Congregate residents participated in "Congregate Family Feud" done in collaboration with CRT. Channel 3's Scott Haney was the special "Celebrity" host. The competition was with South Windsor Senior Center. Four residents and the Food & Nutrition Program Manager participated, along with 8-10 additional residents in the audience. CRT was able to sponsor the event on with Grant monies they were awarded to promote socialization during/after the pandemic. Mark Twain won the battle! We continue to serve weekday meals in coordination with CRT, and we prepare home-cooked hot meals each weekend that are served to nearly 50 residents.

Enfield Child Development Center – The Center is currently serving 162 children and numbers are increasing as families are feeling more comfortable enrolling their children back into programs. We are also enrolling for our school age summer program. We are excited to report that children will be able to participate in field trips off-site, while maintaining safety protocols. We are also scheduling vendors and other on-site activities for the summer program. Two of our school age programs were able to attend a field trip at the local Riverside Reptile Education Center during April vacation. It was an enjoyable and educational experience. Preschool and infant/toddler staff continue to engage our families virtually by reading to the classrooms through the smart boards and other unique ways. The Center participated in the Week of the Young Child during April vacation with lots of fun and creative activities. The week of May 3rd was Staff appreciation week and the FEO (Family Educator Organization at Stowe) created daily tokens of appreciation for every staff member in the building.

Family Resource Centers - The FRC has restarted in-person, outdoor *Learning through Play* Groups for children ages birth-five and parents/caregivers at our Stowe and Barnard sites. Five (5) groups are held weekly and a total of 109 participants attended each week (approximately 25 participants per cohort consisting of 67 children and 42 adults total). To the enjoyment of parents and children, the Stowe FRC playground was resurfaced with poured rubber and received some new play equipment thanks to our funding from the LEGO Community Fund US. FRC has been holding the 8-week *Raising Readers Parent Book Club* series. 11 parents have participated in this virtual group which provides families with a new children's book each week and a discussion around helping encourage children's literacy development.

Through our *Family Child Care Networks* HUB grant from the Office of Early Childhood, the FRC has supported the 27 licensed family childcare providers in Enfield with professional



TOWN OF ENFIELD

development opportunities, supplies for their programs, and access to federal funding opportunities to financially support their businesses.

Youth & Family Services - The Youth Advisory Council has continued to meet weekly this year virtually. Of the six (6) graduating seniors, all are going on to college at the following institutions – Northeastern, Boston University, New York University, and UCONN. Two of the graduating seniors received scholarships due to their work and participation in the Youth Advisory Council. The two graduating seniors wrote: “I loved the opportunity to work with my peers and try to better our community. It has been a true blessing to continue meeting virtually throughout the pandemic, even if we are just checking in with each other!” and “The Youth Council is a great activity on my resume and was a major reason why I received several scholarships to attend college.” Two of the graduating seniors are co-salutatorians. Congratulations to all!

The Youth Advisory Council's work was amazing during a difficult year continuing and conducting radio show interviews, creating weekly substance misuse and mental health public service announcements on Instagram, implemented a leadership lawn sign campaign “Bright Futures Ahead”, and partnered with the isolated senior program to connect and support seniors. They also were featured as a pilot focus group for the State on student anxiety and mental health.

Youth & Family Services, Enfield Police Department, and the Enfield Together Coalition participated in the DEA National Drug Take Back Day on Saturday, April 24th. It was a busy day with 23 people driving by to drop off medications. 38.7 pounds of prescription medication was collected.

Youth & Family Services is pleased to welcome Gabrielle Cyr as the new Prevention Coordinator. She has her Master's in Social Work with a focus on Policy from the University of Connecticut. She brings a wealth of experience with state level prevention and has worked with DMHAS on the statewide suicide advisory board. She was most recently overseeing a Garrett Lee Smith Suicide Prevention Grant at CHR. She brings an abundance of energy, enthusiasm, and expertise to the Enfield Together Coalition and her work as the prevention coordinator.

PUBLIC WORKS:

Engineering

Alcorn School Basketball Court:

Alcorn School basketball court RFP award recommendation has been sent to Finance.

Lafayette Park Basketball Court Replacement:

Lafayette Park basketball court replacement RFP award recommendation has been sent to Finance.

Brainerd Park Softball Proposed Field:

Engineering staff made an award recommendation, on April 26, 2021, for an engineering consultant for the proposed softball field at Brainerd Park.



TOWN OF ENFIELD

Powder Hollow Baseball Field Improvements:

Engineering staff made award recommendation, on April 26, 2021, for an engineering consultant for the proposed improvements to the baseball field at Powder Hollow.

ROADS 2021 Thompsonville Southwest:

Sanitary Sewer and drainage work is complete on the north section of Spring Street and Cross Street. Boxout, sidewalks, curbing and pavement work on Spring and Cross will be happening concurrently with sanitary sewer and drainage work on Pease Street.

ROADS 2021 River Washington:

IWWA administrative approval granted for work on North River Street and South River Street. Contract manual is under review in Finance.

Crackseal 2021:

Work is prepared for the account funding on July 1, 2021 to give the State's Vendor-in-Place contractor a PO with an anticipated start of work in August.

Orlando Drive Culvert:

Acquiring State environmental permits and working to acquire the necessary easements. Contract manual is under review by Finance.

Freshwater Dam Improvements:

Acquiring State environmental permits and working to acquire the necessary easements. Contract manual is under review by Engineering.

Buildings and Grounds

Community Gardens:

Boxes are installed and filled with compost at the three sites Alcorn, Lafayette and Green Manor. Shed pads are installed ready for the delivery at all locations. Expected delivery is 3rd week of May.

Alcorn Renovations:

EPS/BOE conference room, computer lab and IT Storage have been relocated to the Annex.

Administration

33 North River Street:

Demolition activities are nearing completion as DPW and the contractor work with Amtrak to finish the clean-up. Amtrak is reviewing our application request to obtain track and rail access and once approved crews will again mobilize finalizing the project. To date, over 1500 tons of debris have been removed.

Facilities Consolidation:



TOWN OF ENFIELD

Town Hall Video Conference Center design option has been selected. DPW is working with the architects to draft construction drawings and furnishing details. The next steps will be submitting permit applications for the renovations with the Building Department.

The Alcorn renovations for Youth and Social Services are in progress. DPW, in conjunction with the Enfield Public Schools, have found suitable locations for the BOE conference room and Computer Lab at the Enfield Town Annex. Design and construction details are being developed. Equipment and furniture have been moved. Expected completion by August 1st.

Thomas Alcorn and Stowe Early Learning Center Boiler Replacement:

The RFP for the boiler replacement at both sites was awarded to West State Mechanical and approval for contract signing has been given. This project is expected to begin soon with an expected completion date of this October.

Budgets: Division managers have meet with DPW leadership to review discussing FY 21 operating accounts and ensure objects and targets are being meet.

Fleet

Beginning May 17th Fleet Services will be actioning surplus vehicles valued over \$6,000, through www.publicsurplus.com.

Highway

Highway removed the fencing and skateboard park equipment from the old Higgins School property. Highway removed asphalt and loomed and seeded the area for the new planter boxes behind Alcorn.

WPC

WPC Facility Upgrade Status:

Woodard and Curran are conducted an HVAC evaluation on May 6 to address several deficiencies in the system. A second Return Activated Sludge Pump has been pulled and sent to a machine shop to replace the mechanical seal, covered under warranty. Woodard and Curran conducted a walk through on Friday, May 7th regarding the PCB abatement and testing results. Nickerson responded to a failed electrical breaker located at MCC #1 and repaired it, covered under warranty. RH White has begun filling in the gaps left between the walls in the main stairwell, this will take approximately two to three weeks to complete.

WPC Status:

The transition to disinfecting the final effluent went extremely well. Disinfection season lasts until the end of September.

Since Aprils PAR report we have treated approximately 110 million gallons of wastewater with no permit violations.



TOWN OF ENFIELD

The large plant water leak has been repaired after several days of excavation. It was extremely difficult to locate because of several layers of various utilities that were located above the plant water main. As it turned out the leak was inaccessible due to the fact it was located under an old electrical duct bank and a new electrical duct bank. The repair was made by rerouting one side of the plant water main and capping the other side.

Grape Brook Status Update:

DPC engineering will be submitting the application for wetlands permitting later this week.

Collection System:

We have reviewed three different sewer camera systems to ensure that we purchase the correct system that will be best suited for the Town's needs. We have focused this month on a sewer hotspot list of known recurring sewer backups. As a result of our inspections, 17 manholes and 2,760 feet of sewer main jetting, we will be lining several sections of pipe at and around Alcorn school starting on May 14, 2021.



TOWN OF ENFIELD

April 28, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds from the Historic Documents Preservation Grant \$7,500

Resolution to Authorize the Carry-Forward of Unspent Funds from the Historic Documents Preservation Grant

Highlights:

- The Town of Enfield was awarded a grant in the amount of \$7,500 from the State of Connecticut.
- These funds will be used to scan and index Building Department plans for condominiums, apartments and major structures within town as well as Engineering Department subdivision, construction and site development plans.
- Due to the project timeline, all grant funds may not be utilized before the end of Fiscal Year 2021, so we are requesting any unspent funds be carried forward into the next fiscal year until all monies have been spent.

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,

Sheila M. Bailey
Town Clerk

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 Clerk

Technical Services	10160100-534000	\$7,500
--------------------	-----------------	---------

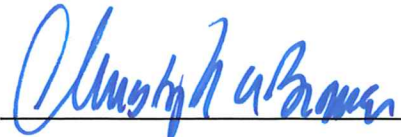
FROM: General Fund Revenue

Miscellaneous State Revenue	10040000-413699	\$7,500
-----------------------------	-----------------	---------

CERTIFICATION: I hereby certify that the above-stated funds are available as of



John Wilcox, Director of Finance

APPROVED BY:  _____ **Town Manager**

Date: 5/12/21

ENFIELD TOWN COUNCIL

REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

Resolution to Authorize the Carry Forward of Unspent Funds from the Historic Document Preservation Grant

RESOLVED, that the Finance Director is authorized to carry forward unspent funds from the Fiscal Year 2020/2021 Historic Documents Preservation Grant expenditure accounts in Org Code 10160100 into the next fiscal year until all monies are spent.

Prepared by: Sheila M. Bailey, Town Clerk
Date Prepared: April 28, 2021

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter V, Section 14 of the Town Charter, the rate of pay for the following position will be increased to the following:

Zoning Enforcement Officer

\$62,500 effective May 17, 2021

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, April 30, 2021 6:01 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	4/30/2021
First and Last Name	Samantha Nolan
Address	9 Fair St
City	Enfield
State	CT
Zip	06082
Phone Number	8604026619
Second Phone:	8604026619
Email	grandsamcreations@gmail.com
Occupation	Small business owner
Occupation Phone Number	Field not completed.
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Field not completed.

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:

ECAC

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

5

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: Tuesday, May 11, 2021 6:23 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	5/11/2021
First and Last Name	Donna Hamre
Address	52 New King St
City	Enfield
State	CT
Zip	06082
Phone Number	8609773281
Second Phone:	8606703219
Email	dhamre2005@sbcglobal.net
Occupation	Site Supervisor
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been the Board Secretary for several. I would like to continue to help to bring Culture and Arts programs to our community.

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 Culture and Arts Commision since 2014

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

10

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: Tuesday, May 11, 2021 4:25 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	5/11/2021
First and Last Name	Emily McIntosh
Address	11 Arbor rd
City	Enfield
State	Connecticut
Zip	06082
Phone Number	18605194427
Second Phone:	8605194427
Email	emily.c.mcintosh13@gmail.com
Occupation	Food Servic Director
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been the Chairman of ECAC for the past 5 years.

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:

ECAC- 6 years

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

10

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: Wednesday, May 12, 2021 11:13 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	5/12/2021
First and Last Name	Yvonne Wollenberg
Address	8 Hollywood Dr
City	Enfield
State	CT
Zip	06082
Phone Number	860-763-0139
Second Phone:	na
Email	ywollenberg@gmail.com
Occupation	retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Independent
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:	Long time library employee and user.

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 Culture and Arts Commission

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

All

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, May 3, 2021 11:22 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	5/3/2021
First and Last Name	NELSON CORREIA
Address	16 WALLOP SCHOOL ROAD
City	ENFIELD
State	CT
Zip	06082
Phone Number	860-748-9500
Second Phone:	860-749-3126
Email	nelsoncorreia1@cox.net
Occupation	RETIRED
Occupation Phone Number	Field not completed.
Party Affiliation	REPUBLICAN
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Planning & Zoning Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am familiar with the town of Enfield and have resided since 1996 .I have also built two house in town, and am still currently a resident . I would contribute with a fair outlook and respect to all issues that arise before myself and the committee.

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

No

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

Field not completed.

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

Field not completed.

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

No

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



TOWN OF ENFIELD

April 21, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Public Works Department to Purchase a Vehicle for EMS \$57,344.13

Councilors:

Highlights:

- The Town of Enfield Emergency Medical maintains two 2010 Ford Expedition SUVs for use as supervisor, or "fly" vehicles. These vehicles carry emergency equipment and are often dispatched with ambulances and experience high speeds immediately following cold starts, as well as other extreme conditions. Both vehicles were scheduled for replacement in 2018 under the Vehicle Replacement Plan.
- Unit 0923 (Vin #1FMJU1G51AEB47282) currently has 80,837 miles and is experiencing significant decay and deterioration in both rocker panels and the rear hatch. Immediate replacement is recommended.
- Fleet Services recommends replacement of unit 0923 with a new Ford Expedition, at a cost of \$57,344.13.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO: Vehicles

Light/Medium Vehicle Replacement	31008856-573200	\$ 57,345.00
----------------------------------	-----------------	--------------

FROM: Freshwater Pond

Other Equipment	31008502-573900	\$ 50,000.00
-----------------	-----------------	--------------

FROM: CIP Revenue 2015

Auction Proceeds	31042015-417027	\$ 7,345.00
------------------	-----------------	-------------

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 17, 2021.


John Wilcox, Director of Finance

APPROVED BY:  _____ Town Manager

Date: 



TOWN OF ENFIELD

May 11, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request to Reverse the FY22 Budget Appropriation for the Edgar Parkman School Splashpad - \$100,000

Councilors:

Highlights:

- The Town of Enfield has recognized that additional summer recreation opportunities are needed for children in the Town. The Town has proposed the construction of a splashpad at the Edgar H. Parkman School.
- The Town of Enfield appropriated \$200,000 in the FY22 budget for a splashpad at the Edgar H. Parkman School.
- The Town decided to appropriate the funds in FY21 so that the splashpad would be available for use in the summer of 2021.
- Because the funds were appropriated in FY21, the FY22 budget appropriation can be reversed.

Budget Impact:

This transfer will reduce the use of fund balance included in the FY22 budget.

Recommendation:

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

Respectfully Submitted,

John A. Wilcox
Director of Finance

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

GENERAL FUND

FROM:

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

TO:

10040000-499000 \$100,000
Gen Fund Rev – Appropriated Fund Balance

CAPITAL AND NON-RECURRING FUND

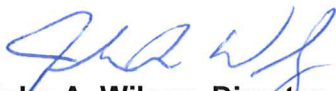
FROM:

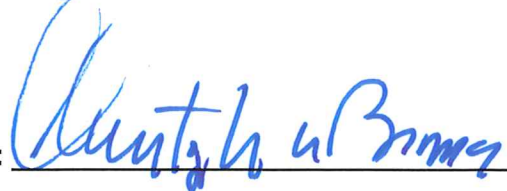
31008209-545000 \$100,000
Splashpad Parkman - Construction Srvcs

TO:

31042022-480001 \$100,000
CIP Fund Revenue FY2021-2022-Gen Fund
Transfers In

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 11, 2021.


John A. Wilcox, Director of Finance

APPROVED BY:  _____ **Town Manager**

Date: 5/12/21



TOWN OF ENFIELD

May 11, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Request to reverse the FY22 Budget Appropriation for the Higgins Park
Playscape - \$200,000**

Councilors:

Highlights:

- The Town of Enfield has recognized that additional summer recreation opportunities are needed for children in the Town. The Town has proposed the construction of a playscape at Higgins Park.
- The Town of Enfield appropriated \$200,000 in the FY22 budget for a playscape at Higgins Park.
- The Town decided to appropriate the funds in FY21 so that the playscape would be available for use in the summer of 2021.
- Because the funds were appropriated in FY21, the FY22 budget appropriation can be reversed.

Budget Impact:

This transfer will reduce the use of fund balance included in the FY22 budget.

Recommendation:

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

Respectfully Submitted,

John A. Wilcox
Director of Finance

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

GENERAL FUND

FROM:

TO:

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

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

CAPITAL AND NON-RECURRING FUND

FROM:

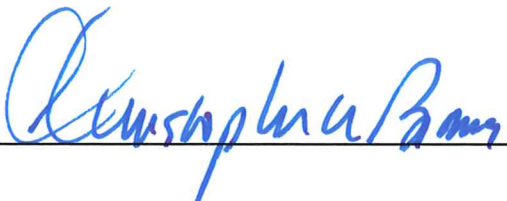
TO:

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

31042022-480001 \$200,000
CIP Fund Revenue FY2021-2022-Gen Fund
Transfers In

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 11, 2021.


John A. Wilcox, Director of Finance

APPROVED BY:  Town Manager

Date: 5/12/21



TOWN OF ENFIELD

May 12, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Enfield Police Department \$50,725

Councilors:

Highlights:

- The Town of Enfield has opened an Enfield Police Department substation at 800 Enfield Street.
- The Town of Enfield and the Enfield Police Department are desirous of providing a regular level of coverage for this facility in an effort to both improve public safety and promote an enhanced climate in the greater Thompsonville area.
- The sought transfer request will cause the initiation of set regular staffing and shifts assigned and worked out of the Enfield Police Department substation at 800 Enfield Street.

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

Overtime	10200500-514000	\$50,000
Medicare	10200500-522100	\$ 725

FROM: General Fund Revenue

Appropriated Fund Balance	10040000-499000	\$50,725
---------------------------	-----------------	----------

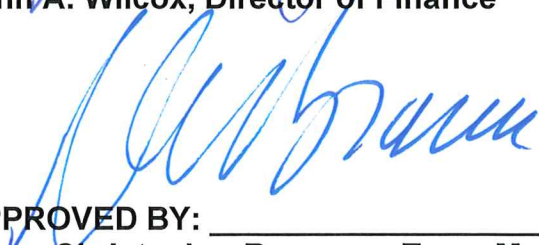
CERTIFICATION: I hereby certify that the above-stated funds are available as of May 12, 2021.



John A. Wilcox, Director of Finance

5/12/21

Date:



APPROVED BY: _____
Christopher Bromson, Town Manager

5/12/21

Date:



TOWN OF ENFIELD

May 12, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request to Designate LOCIP Funds for the FY22 Budget

Subject: Request to Transfer Funds for LOCIP Revenue \$320,000

Councilors:

Highlights:

- The Town needs to designate a project on which to use the FY22 State LOCIP grant as required by statute.
- The Town has decided to designate the Orlando Drive Culvert project for these funds.
- By designating the LOCIP revenue, the Town reduces the Transfer from the general fund required to fund the capital program.
- The Town will designate some of these reductions to fund the Celebrations and Special Events account and certain other agencies that were omitted from the budget.

Budget Impact:

This transfer will reduce the use of fund balance included in the FY22 Budget.

Recommendation:

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

Respectfully Submitted,

John A. Wilcox
Director of Finance

Attachments:

1. Resolutions (2)

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

RESOLVED, that the Town Council of the Town of Enfield does hereby appropriate LOCIP Grant Funds in the amount of \$320,000 for the following purpose in accordance with the 2021-2022 Annual Operating and Capital Budget:

Orlando Drive Culvert	\$320,000
-----------------------	-----------

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

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:

10800092-593010 \$320,000
General Fund - Unallocated-Transfers to
Capital

TO:

10700715-589000 \$ 39,000
Enfield Cemetery Assoc – Misc Expenditures

10700716-589000 \$ 17,800
Enfield Historical Society – Misc Expenditures

10700725-589000 \$ 3,900
Nat'l League of Cities – Misc Expenditures

10700780-589000 \$ 65,000
Celebrations & Special Events – Misc
Expenditures

10040000-499000 \$194,300
Gen Fund Rev – Appropriated Fund Balance

CAPITAL AND NON-RECURRING FUND

FROM:

31042022-413251 \$320,000
CIP Fund Revenue FY2021-2022-State of CT - LOCIP

TO:

31042022-480001 \$320,000
CIP Fund Revenue FY2021-2022-Gen Fund
Transfers In

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 11, 2021.


John A. Wilcox, Director of Finance

APPROVED BY:  _____ **Town Manager**

Date: 5/12/21



TOWN OF ENFIELD

May 6, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Sign the Easements, Declaration of Covenants, and Declaration of Preservation Restrictions

Councilors:

Highlights:

- The Hazardville Institute Conservancy Society, Inc. recently received a Historic Restoration Fund Grant (HRF) from the State Historic Preservation Office (SHPO) to assist in the rehabilitation of the Hazardville Institute.
- HRF Grant Recipients are required to provide the State with a Preservation Restriction of limited duration (15 years) on the property that is the beneficiary of funding from this program.
- Under the terms of the Preservation Restriction, the property owner agrees not to perform any work on the property other than routine maintenance without the permission of the SHPO; and to ensure reasonable opportunities for the public to view the property which has benefited from an infusion of state dollars; and not to change the use of the property without the prior consent of the SHPO.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council approves the attached resolution

Respectfully Submitted,

Nelson Tereso
Deputy Director of Economic & Community Development

Attachments:

1. Resolution (1)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Sign the
Easements, Declaration of Covenants, and Declaration of
Preservation Restrictions**

WHEREAS, the Hazardville Institute Conservancy Society, Inc. currently has a 99-year lease agreement for the Hazardville Institute with the Town of Enfield; and

WHEREAS, the Hazardville Institute Conservancy Society, Inc. recently received a Historic Restoration Fund Grant from the State of Connecticut's Department of Economic & Community Development to assist in the rehabilitation of the Hazardville Institute; and

WHEREAS, as a condition of the grant, the owner agrees that it will execute and file on the land records of Enfield an "Easements, Declaration of Covenants, and Declaration of Preservation Restrictions" for a term of 15 years.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the Easements, Declaration of Covenants, and Declaration of Preservation Restrictions.

Prepared by: Nelson Tereso, Deputy Director of Economic & Community Development
Date Prepared: May 6, 2021



TOWN OF ENFIELD

May 6, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Entering into a Letter of Intent with Connecticut Green Bank

Councilors:

Highlights:

- CT Green Bank has provided the town with a Letter of Intent for review and signature. The Letter of Intent is a non-binding agreement that acknowledges the Town is participating in the SolarMAP program and enables the Green Bank to continuing developing the proposed projects.
- The letter allows the Green Bank to submit proposed projects into the Eversource ZREC program to secure the state incentives needed for these projects. The ZREC program is a sized-based incentive program administered by the utilities.
 - Green Bank handles securing incentives as well as including them into the RFP for a construction partner this Fall, which will include other Connecticut towns that are also participating in the SolarMAP program.
 - In the Fall, after Green Bank runs the RFP for the construction partner, they will calculate the exact PPA rate for each project and meet with the Town with a final project proposal. Because the letter is non-binding, the town is not obligated to sign the PPAs that are proposed.
- Green Bank has conducted site visits to various Town-owned facilities and presented their findings to the Asst. Town Manager, Director of Finance, and Deputy Director of Public Works.
- The letter shows the intention of the Town to negotiate in good faith, over a period of 360 days, to reach an agreement.
- The letter of intent does not constitute a legal or binding agreement between the parties.
- The Town may terminate negotiations for any reason or no reason by notification in writing.

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 Entering into a Letter of Intent with Connecticut Green Bank

WHEREAS, Connecticut Green Bank, a Connecticut quasi-public state agency, has conducted site visits to various facilities in the Town of Enfield; and

WHEREAS, Green Bank has provided the Town with a letter of intent to negotiate in good faith, over a period of 360 days, to reach an agreement for solar photovoltaic systems on the clients premises; and

WHEREAS, this letter of intent does not constitute a legal or binding agreement between the parties; and

WHEREAS, the Town of Enfield may terminate negotiations for any reason or no reason by notifying the Green Bank in writing.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does authorize the Town Manager to sign the letter of intent with Connecticut Green Bank, pursuant to the review of the Town Attorney.

Prepared by: Kasia Purciello, Assistant Town Manager
Date Prepared: May 6, 2021



TOWN OF ENFIELD

April 27, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Referring the Proposed Improvements of Land Located at 165 Weymouth Road, known as Edgar H. Parkman School, to the Planning and Zoning Commission

Councilors:

Highlights:

- At the 4/19/21 Town Council meeting, Council voted on Resolution 5759 to fund the construction of a splash pad at Parkman School.
- The Town Council must refer this change to the Planning and Zoning Commission according to the requirements of Connecticut General Statute §8-24.

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 Referring the Proposed Improvement to
Land Located at 165 Weymouth Road, known as Edgar H. Parkman School, to the
Planning and Zoning Commission**

WHEREAS, the Town of Enfield owns the property located at 165 Weymouth Road, (Edgar H. Parkman School); and

WHEREAS, the Town Council has adopted Resolution No. 5759 funding the construction of a splash pad on the premises of Parkman School; and

WHEREAS, the Enfield Town Council must refer this proposed improvement to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24.

NOW THEREFORE BE IT RESOLVED, that the proposed improvement listed above is referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Prepared by: Town Managers Office
Date Prepared: April 27, 2021



TOWN OF ENFIELD

April 22, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Referring the Proposed Redevelopment of Land Located at 820 Enfield Street to the Planning and Zoning Commission

Councilors:

Highlights:

- In the FY 2022 Budget, the Town Council voted to construct a walking path, a new playground, and a new outdoor basketball court at Higgins Park.
- The Town Council must refer this change to the Planning and Zoning Commission according to the requirements of Connecticut General Statute §8-24.

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 Referring the Proposed Redevelopment of
Land Located at 820 Enfield Street to the Planning and Zoning Commission**

WHEREAS, the Town of Enfield (Town) owns the property located at 820 Enfield Street; and

WHEREAS, the Town intends to construct a new full size outdoor basketball court; and

WHEREAS, the Town intends to construct a new playground; and

WHEREAS, the Town intends to construct a new walking path around the perimeter of Higgins Park; and

WHEREAS, the Enfield Town Council must refer this proposed improvement to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24.

NOW THEREFORE BE IT RESOLVED, that the proposed improvement listed above is referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Prepared by: Town Managers Office
Date Prepared: April 27, 2021