

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JUNE 21, 2021**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Monday, June 21, 2021. The meeting was called to order at 7:38 p.m.

PRAYER – The prayer was given by Councilor Cekala.

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 Public Works, Donald Nunes; Director of Human Resources, Steve Bielenda

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5830 by Councilor Muller, seconded by Councilor Mangini to accept the minutes of the June 7, 2021 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5830** adopted 10-0-1 with Councilor Cressotti abstaining.

MOTION #5831 by Councilor Mangini, seconded by Councilor Muller to accept the minutes of the June 7, 2021 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5831** adopted 10-0-1 with Councilor Cressotti abstaining.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS & PETITIONS

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

Thanked the Council for approving the SRO at John F. Kennedy Middle School. He expressed appreciation for the relationship between the Enfield Board of Education and Enfield Town Council.

Mr. Kruzel stated the Enfield High School graduation ceremony is scheduled for tomorrow evening at 7:00 p.m. at Enfield High School. He congratulated the Class of 2021 for their hard work and all they have been through these last 15 months.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Mangini congratulated the graduating seniors at Enfield High School.

She stated she has been receiving inquiries about a blight issue at 122 Windsor Street. She requested this be investigated.

Councilor Cressotti congratulated all the graduates of the Class of 2021. He noted it has been a hard year for all the students.

He thanked the Enfield Police Department and Connecticut Corrections Department for their support of the Connecticut Special Olympics Torchlight Run, which was held last Thursday. He noted seeing the Chief of Police, Alaric Fox, running up Route 5 with everyone was very special. He stated it was a great event and nice to see the streets lined with supportive people. He noted the Connecticut state games were held at Fairfield University, and the Enfield Stars did a fantastic job. He thanked all the volunteers. He noted the coaches want to express appreciation for the use of the Annex pool for the past six weeks, so they could do some training, and they all performed very well. He thanked everyone on behalf of the Enfield Stars and Allied Rehabilitation.

Councilor Cressotti stated the walking tours being led by Jim Malley are popular. He noted he provides tours around Hazardville, Thompsonville and Enfield Street. He stated he has also been giving presentations at the Senior Center, and they are well attended. He noted on July 7, July 19, and July 28th he will be doing walking tours in Thompsonville, Hazardville and Enfield Street.

Councilor Riley congratulated the graduating class of 2021. She noted students have dealt with some serious adversity and they pulled through.

She wished a Happy Father's Day to her husband and father and thanked them for their support.

Councilor Riley stated this past weekend was the Hazardous Waste event at the Jablonski complex. She noted she was there at around 11:45 a.m. and learned they could not take any more hazardous waste. She questioned whether they could have more frequent Hazardous Waste days and/or since they are re-doing the whole transfer station, and they have had success in town by consolidating things, can they make the transfer station similar to a one/stop/shop because she also has four propane tanks she needs to get rid of. She noted she learned those items can be taken to the

Weymouth Road firehouse, and she went there twice, and there is no signage, and she does not know where to bring them, or does she need to call the firehouse before dropping off the propane tanks. She stated she would like to see all these types of drop-offs happen at the transfer station.

Councilor Bosco agreed it may be necessary to have more than one Hazardous Waste Day. He suggested instead of having a Hazardous Waste Day, perhaps they could have a theme, i.e., a paint day or a pesticide day.

Councilor Hemmeler stated the Farmers Market happens every Sunday 10:00 to 1:00, and it is a fun event with lots of produce and arts and crafts.

She stated the Town will be having a parade July 3rd.

Councilor Muller congratulated the class of 2021.

MOTION #5832 by Councilor Muller, seconded by Councilor Riley to suspend the rules to address under Miscellaneous Items 14 A1-2, B1-2, E, F, G, H, I, J, K, L, M, N, O, P and Q.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5832** adopted 11-0-0.

Councilor Sferrazza stated tomorrow Governor Lamont is poised to sign the legalization of marijuana. He noted doctors take an oath to do no harm. He stated it makes sense for government to do no harm. He noted he hears Hartford politicians say this will create revenue. He stated no one says they want to do this because marijuana is good for people. He noted in 2013 in Colorado, 55 people died in traffic accidents and were tested positive for marijuana. He stated after marijuana became legal in Colorado, that figure went to 138 fatalities in one year due to marijuana, and hospital visits went from 575 per 100,000 residents in 2000 due to marijuana, and the latest statistics in Colorado shows hospital admissions relating to marijuana has gone from 575 to 3,517. He stated his belief there is a small provision whereby towns can opt out of allowing the retail sale of marijuana. He requested this be looked into, and he urged Enfield not allow the retail sale of marijuana in Enfield. He suggested Enfield do no harm.

Councilor Bosco informed everyone they finally have the trash ordinance finished. He noted Enfield businesses will be allowed to go to the dump. He urged everyone to read the ordinance. He noted there will be a different way of handling trash. He stated this is necessary due to the cost of getting rid of trash. He urged everyone to come to the public hearings.

Chairman Ludwick referred to the marijuana issue and noted there was a provision in one of the bills that if an officer pulled over a driver and smelled marijuana, it would not qualify as probably cause.

He congratulated all spring athletes, especially the boys' volleyball team that made it all the way to the state finals. He noted the girls' softball team also made it into the playoffs. He congratulated all the athletes across track and field and all the other sports.

Chairman Ludwick congratulated Adam Behling (Mr. B) for being Teacher of the Year.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Bromson stated the Town Council has the Projects and Activities Report before them, and this report is posted for the public as well.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Tallberg stated there are two opt out mechanisms in the law. He noted if 10% of the electors sign a petition, that can be on the ballot and the Town can opt out. He went on to note that there's a provision in Section 148 that states, "Any municipality may by amendment to such municipality's zoning regulations or by local ordinance prohibit the establishment of a cannabis establishment in town. He stated through the zoning procedure, the Town can opt out.

He stated if the town does not opt out, there are two financial issues to be considered. If the town were to permit the sale of recreational marijuana, quite often when they open a facility such as this, there is a big expense, and a big rollout, so the law allows that the municipality could recover the first up to \$50,000 in costs and they could tax the products up to 3% of the gross receipts, and the town would be limited in how it would use that money for seven different categories. The municipality would have to use that marijuana tax to fund things such as improvements to streetscapes, education programs for youth, and a variety of other categories. He noted this is something that the town will have to deal with, whether it is up to the citizenry to have a petition, or whether it goes through the land use process.

Attorney Tallberg stated the bill just came through, and it is part of a 295-page implementer and there are provisions that impact different laws throughout, so they gathered up the most relevant provisions for this overview. He noted they will do a deeper dive regarding the zoning regulations. He added if it were to be a permitted use, it would be by special permit.

He stated his office is working on a memorandum and opinion that they will provide to all decision makers and land use boards.

Attorney Tallberg stated he did hear something to the effect that the police would not be allowed to use the odor of marijuana for probable cause, and there are several other protections now built into the law, i.e., employers cannot terminate employees who are using marijuana with a few exceptions. He noted this is a game-changing piece of legislation that is going to impact people's lives in a myriad of ways.

Councilor Sferrazza stated there is no test for marijuana in Connecticut for the police. He questioned what the police are supposed to do. He stated he does not know how many people died from alcohol-related deaths just in Connecticut, and he believes they just doubled that number now. He stated he does not understand how they can pass a law to legalize marijuana. He noted as Chief of Police, he watched people for 40 years that ended up on the wrong path in life. He pointed out people don't just start using heroin because they started with something else.

Chairman Ludwick stated his understanding that the Town Council is the ordinance body, not Planning & Zoning.

Attorney Tallberg stated the law specifically says a municipality may by amendment to the zoning regulations or by local ordinance. He noted he can provide a formal written opinion on this.

Chairman Ludwick stated he keeps hearing how bad vaping is for youth now, and it was supposed to be the next great thing to get people off cigarettes. He questioned why no one learns the lesson that is happening right in front of them. He stated if they tax marijuana, the cost goes up and the people who can least afford it, go where they can get it cheap, and this causes crime. He noted if the police cannot pull someone over for probable cause, that is a terrible bill whether people believe in the legalization of marijuana or not. He stated he would like to know if Enfield can address this through an ordinance. Attorney Tallberg stated they will follow up in writing with a formal opinion.

Councilor Bosco stated if someone cannot smoke cigarettes on the Town Green, then a person should not smoke marijuana on the Town Green. He would like this looked into.

He questioned the possibility of working on an ordinance as soon as possible, so they are one step ahead of someone putting in an application.

Attorney Tallberg stated the legislation has not been signed yet. He noted the law says it will be effective July 1, 2021. He noted they will follow up on this immediately.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Riley provided a report from the Facilities Subcommittee and noted from April, 2020 to March, 2021, according to the Energy Performance Contract, they have \$865,116 in total cost avoidance, and it is estimated to be the same next year.

Councilor Riley referred to roofs and a material shortage and stated at this time there is a 16 to 20 month lead time for roofing materials. She noted the more roofs they can have ready to go, the less problems they will have.

Councilor Muller stated the JFK Building Committee meets this Thursday at 6:30 p.m. He questioned when the Committee might come in for a presentation. Mr. Bromson stated he spoke to the Chairman, who will get back to him with a date.

OLD BUSINESS

MOTION #5833 by Councilor Muller, seconded by Councilor Unghire to remove Item B. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5833** adopted 11-0-0.

MOTION #5833A by Councilor Muller, seconded by Councilor Unghire to remove this item from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5833A** adopted 11-0-0.

NEW BUSINESS

There were no items to be addressed under New Business.

ITEMS FOR DISCUSSION

All items have been moved to Miscellaneous.

MISCELLANEOUS

MOTION #5834 by Councilor Muller, seconded by Councilor Mangini to accept the Consent Agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5834** adopted 11-0-0.

- Copies of the resolutions appended -

NOMINATION #5835 by Councilor Muller to reappoint Robert Hendrickson (R) to the Inland Wetlands and Watercourse Agency for a term which expires 6/30/2025.

MOTION #5836 by Councilor Muller, seconded by Councilor Riley to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5836** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Robert Hendrickson reappointed to the Inland Wetlands and Watercourse Agency by an 11-0-0 vote.

NOMINATION #5837 by Councilor Muller to reappoint Marie Pyznar (R) to the Inland Wetlands and Watercourse Agency for a term which expires 6/30/2025.

MOTION #5838 by Councilor Muller, seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5838** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marie Pyznar reappointed to the Inland Wetlands and Watercourse Agency by an 11-0-0 vote.

RESOLUTION #5839 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: COVID-19 Fund – Family Resource Center

Salaries	24540470 511000	\$ 7,717
Stipend	24540470 516000	\$ 2,300
Social Security	24540470 522000	\$ 621
Medicare	24540470 522100	\$ 145
Parent Activities	24540470 532500	\$ 7,500
Other Professional Services	24540470 533900	\$50,487
Student Transportation	24540470 551000	\$26,840
Postage	24540470 553500	\$ 1,000
Travel	24540470 558000	\$ 500
Instructional Supplies	24540470 561100	\$17,030
Office Supplies	24540470 561200	\$ 1,000
Other Supplies/Materials	24540470 561900	\$ 5,000
Food	24540470 563000	\$ 5,000

FROM: COVID-19 Fund – Family Resource Center

FRC OEC Summer Funding Grant	24544470 413699	\$125,140
------------------------------	-----------------	-----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 21, 2021.

John Wilcox, Director of Finance

Ms. Purciello explained these are American Rescue Plan dollars that were awarded to the Connecticut Office of Early Childhood, and they have identified Family Resource Centers as the vehicle for these dollars. She noted this is for preschoolers, who have been adversely affected by the pandemic, which means they missed the pre-school experience. She noted a big focus of this is doing a partnership between the ECDC, Enfield Public Schools, KITE, and this will provide a three-week kindergarten pre-school readiness program for children in this community.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5839** adopted 11-0-0.

RESOLUTION #5840 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:	Development Services		
	Technological Services	10600100/533400	\$2,000
	Office Supplies	10600100/561200	\$1774
	Furniture & Fixtures	10600100/573300	\$8500
	Technology Equipment	10600100/573400	\$6000
FROM:	Building		
	Other Profess. Dev.	10606800/533900	\$1089
	Printing & Reprod.	10606800/555000	\$1000
	Community Development		
	Profess. Dev.	10606600/532200	\$1175
	Advertising	10606600/554000	\$1400
	Planning Department		
	Copying & Reprod.	10606100/555100	\$3732
	Historic District Commission		
	Advertising	10190960/554000	\$1810
	Inland Wetlands & Waterway		
	Advertising	10190963/554000	\$934
	P & Z Commission		
	Advertising	10190961/554000	\$5432
	Zoning Board of Appeals		
	Advertising	10190962/554000	\$1660
	Agriculture/Conserv. Comm.		
	Profess. Dev.	10190964/532200	\$474

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 21, 2021.

/s/ John Wilcox, Director of Finance

Ms. Purciello stated due to the pandemic, Development Services has a lot of paperwork, and they are exploring different filing solutions. She noted another big piece of this has to do with new planner view software, so they will be able to electronically review plans that amount to hundreds of pages.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5840** adopted 11-0-0.

RESOLUTION #5841 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:	RRM Operating Funds		
	Disposal Services	10300390-542100	\$57,500
FROM:	RRM Operating Funds		
	Salaries	10300390-511000	\$25,000
	Salaries-Temp/Seasonal	10300390-513000	\$ 2,800
	Shift	10300390-515100	\$17,900
	Social Security (FICA)	10300390-522000	\$ 9,800
	Medicare	10300390-522100	\$ 2,000

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

/s/ John Wilcox, Director of Finance

Mr. Bromson stated Covid had influence and impact in different ways because in some ways they saved and in other areas they had to spend more.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5841** adopted 11-0-0.

RESOLUTION #5842 by Councilor Mangini, seconded by Councilor Muller.

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

TO:	Social Services Boards and Commissions		
	Network Against Domestic Abuse	22049492-589000	\$ 4,061
	Amplify, Inc.	22049496-589000	\$ 2,135
	Educational Resources for Children	22049498-589000	\$ 150
	Community Health Center	22049507-589000	\$14,000
	Community Health Resources	22049508-589000	\$20,000
	Enfield People for People	22049509-589000	\$10,000
FROM:	Social Services Boards and Commissions		
	Enfield Food Shelf	22049501-589000	\$ 6,829
	Unallocated Boards	22049504-589000	\$38,567
	Enfield Home Front	22049506-589000	\$ 4,950

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 2, 2021.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5842** adopted 11-0-0.

RESOLUTION #5843 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby adopt the amended job description for the Senior Center Manager and Recreation Manager.

Mr. Bromson stated Mary Keller is doing a very fine job at the Senior Center.

Mr. Bielenda recognized the Professional Technical Union because there was some bargaining that they had to do.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5843** adopted 11-0-0.

Attorney Tallberg stated the Council has two resolutions with one authorizing the Town Manager to sign the purchase and sale agreement on the gymnasium at St. Adalbert's, and the related resolution is to settle the tax appeal. He noted they are essentially part of a global resolution. He stated the tax appeal is ready to go forward, but they still have some work to do on the purchase and sale agreement.

Chairman Ludwick stated Item J. will be moved to New Business for the next meeting.

RESOLUTION #5844 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, James N. Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action:

BELLSITE DEVELOPMENT LLC v. TOWN OF ENFIELD, Docket Number HHB-CV-20-6060339-S, the fair market value of the property known as 90 Alden Avenue to be \$1,140,903 for the Grand Lists of October 1, 2019 and October 1, 2020.

Attorney Tallberg stated this is the proposed settlement that is pending litigation that was discussed in Executive Session at the last Council meeting.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5844** adopted 11-0-0.

RESOLUTION #5845 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that the Enfield Town Council does hereby cancel the Regular Meetings of the Council scheduled for July 19, 2021 and August 16, 2021.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5845** adopted 11-0-0.

RESOLUTION #5846 by Councilor Muller, seconded by Councilor Riley.

WHEREAS, a public hearing was held on June 21, 2021 to allow interested citizens an opportunity to express their opinion regarding which programs shall be included on the Town of Enfield's application under the provisions of the "Neighborhood Assistance Act"; and

WHEREAS, three proposals were submitted by the Hazardville Institute Conservancy Society, Inc., the Opera House Players, Inc., and the Enfield Conservation Commission; and

WHEREAS, the following proposals are acceptable to the Enfield Town Council within the guidelines for proposed programs under the "Neighborhood Assistance Act".

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Town of Enfield's 2021 proposed program applications be submitted to the State of Connecticut Department of Revenue under the provision of the "Neighborhood Assistance Act" and shall consist of the proposals identified in the preceding paragraph.
2. The Enfield Town Manager is hereby authorized to submit these applications to the State Department of Revenue, and to approve any donations received as a result of this application.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5846** adopted 11-0-0.

RESOLUTION #5847 by Councilor Muller, seconded by Councilor Riley.

WHEREAS, certain roads within the Town of Enfield are in need of maintenance, repair or reconstruction; and

WHEREAS, the Enfield Town Council wishes to provide funding for this maintenance, repair or reconstruction; and

WHEREAS, the Enfield Town Council wishes to seek input on this project from the public,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a Public Hearing to be held on July 6, 2021 at 5:45 p.m. in the Enfield Town Hall Council

Chambers, 820 Enfield Street, Enfield, Connecticut in order to allow public comment on the proposed “Reconstruction and Repair of Various Town Roads and Roadside Elements”.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5847** adopted 11-0-0.

RESOLUTION #5848 by Councilor Muller, seconded by Councilor Mangini.

WHEREAS, the Town Council would like to provide enhanced recreational opportunities for town residents at Higgins Park and at other town locations; and

WHEREAS, the Enfield Town Council wishes to provide funding for these recreational enhancements; and

WHEREAS, the Town Council would like the public’s input on the project,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a Public Hearing to be held on July 6, 2021 at 6:15 p.m. in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut in order to allow public comment on the proposed “Recreation Enhancements to Higgins Park and Other Town Locations.”

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5848** adopted 11-0-0.

RESOLUTION #5849 by Councilor Muller, seconded by Councilor Cekala.

WHEREAS, the roofs on certain town and school buildings are 20 years old or more and need to be replaced; and

WHEREAS, the Enfield Town Council wishes to provide funding for the replacement of these roofs; and

WHEREAS, the Town Council would like the public’s input on the project,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing to be held on July 6, 2021 at 6:30 p.m. in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut in order to allow public comment on the proposed “Roof Replacement on Various Town and School Buildings.”

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5849** adopted 11-0-0.

RESOLUTION #5850 by Councilor Muller, seconded by Councilor Cekala.

WHEREAS, the Town has acquired property adjacent to the Enfield Public Safety Complex; and

WHEREAS, the Enfield Town Council wishes to construct an addition to the existing complex to house the Enfield Emergency Medical Services, upgrade the Enfield Police Department, and allow space for a regional state-of-the-art training center; and

WHEREAS, the Enfield Town Council wishes to provide funding for this addition; and

WHEREAS, the Town Council would like the public's input on the project,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a Public Hearing to be held on July 6, 2021 at 6:45 p.m. in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut in order to allow public comment on the proposed "Public Safety Complex Addition."

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5850** adopted 11-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

Councilor Cressotti stated there is a sign in front of Enfield Street School, which is at a 50-degree angle, and the sign reads Magic Carpet and a "Drug Free Zone". He requested this be fixed since it is an eyesore.

ADJOURNMENT

MOTION #5851 by Councilor Mangini, seconded by Councilor Unghire to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5851** adopted 11-0-0, and the meeting stood adjourned at 8:45 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**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: Code Enforcement

Postage	10606900-553500	\$ 2,000
---------	-----------------	----------

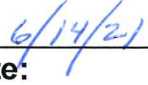
FROM: Inlands Wetlands and Watercourses

Advertising	10190963-554000	\$ 2,000
-------------	-----------------	----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of
June 21, 2021.



John Wilcox, Director of Finance



Date:

APPROVED BY: 

Christopher Bromson, Town Manager



Date:

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Sign an Application for and Enter
Into an Agreement with the LEGO Community Fund US for the Annual Family
Resource Center Grant**

WHEREAS, LEGO Community Fund US has invited the Family Resource Center to make application for annual funding in the amount of \$100,000 for period September 1,2021 through August 31,2022; and

WHEREAS, the FRC has received funding from LEGO since 2012 to enhance the Family Resource Center as a community hub for creative play and learning, expand high-quality playful learning opportunities and resources for young children, and engage and support parents as their child's first teacher.

NOW THEREFORE BE IT RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant application and agreement, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the LEGO Community FUND US and to affix the Corporate Seal.

Submitted: June 11, 2021
Submitted by: Cynthia Guerreri, Director of Social Services

TOWN OF ENFIELD
JOB DESCRIPTION

SENIOR CENTER
SENIOR CENTER MANAGER

GENERAL STATEMENT OF DUTIES: Responsible position which directs and oversees all programs and personnel at the Senior Center to provide services, activities, contractors, and referrals to the community's senior citizens. **Responsible administrative and operational position which directs and oversees all programs, services, personnel, and contractors in the Senior Center. The position is responsible for developing and managing the operating budget.**

SUPERVISION RECEIVED: Works under the supervision of the Deputy Director of Recreation Services or their designee. The Senior Center Manager exercises independent judgement and discretion with respect to carrying out daily job duties but is expected to consult with and receive direction from their supervisors in planning, developing and executing significant projects and in making strategic decisions related to operations. **Reports directly to the Director of Department of Libraries.**

SUPERVISION EXERCISED: Directs **Supervises all Senior Center** staff members, **instructors**, and volunteers of the Senior Citizens Center.

ESSENTIAL JOB FUNCTIONS: Oversees, plans, and coordinates programs; **prepares and** manages and assists in the preparation of the Senior Center budget, including the development of programs that will meet budgeted revenue projections; handles issues that arise with users of **the** Senior Center; schedules activities and staff; coordinates programming with representative from Division of Libraries and Division of Recreation; participates in the hiring and evaluation of instructors; recruits, trains and supervises volunteers; **responsible for recruiting, hiring, training, orientation, scheduling, supervising and evaluating Senior Center staff, instructors, and volunteers; disciplines staff and volunteers as needed; makes presentations to various community groups; maintains reviews and approves Senior Center payroll; oversees use of building; coordinates with community organizations, including but not limited to Meals on Wheels and CRT to help provide services to the town's senior citizens; oversees marketing of Senior Center programs; approves requisitions; supervises revenue collection; responsible for policy recommendations and revisions in consultation with Director of Library Services; writes a weekly column for newspapers and assists in the preparation of monthly newsletters; may write and manage grants as opportunities arise; expected to stay apprised of developments in the field by participating in relevant conferences and professional organizations; works with local Health Department to maintain license; maintains ServSafe certification; provides written updates to Director of Libraries as required. Regular and punctual attendance.**

OTHER JOB FUNCTIONS: **Coordinates program registration; maintains program records, employee files and timesheets, accident and incident reports; oversees the content management of division webpage and social media accounts; prepares and/or reviews contracts for outside contractors; maintains certificates of insurance; evaluates programs and prepares financial program reports; coordinates and manages program accommodations for individuals with disabilities in accordance with the ADA; makes presentations to various community groups; oversees equipment inventory and purchasing; assists the general public; assists in the development of division goals; makes recommendations for new programs. 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 of this job.

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

The employee must occasionally 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.

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 individual with disabilities to perform the essential functions of the job.

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

The noise level in the work environment is usually quiet **to moderate.**

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Strong customer service and interpersonal skills required. Considerable knowledge of the capacity of older persons for participation in Senior Center activities; knowledge of a variety of activities what can be available to senior citizens; considerable knowledge of community organization and resources for the older person; **ability to effectively supervise and lead staff, volunteers and contractors;** ability to operate computers, relevant software and update Senior Center webpages; ~~skill in leading staff, volunteers and contractors;~~ ability to write and speak effectively; ability to coordinate efforts of individuals and groups in achieving an effective program; ability to work with community agencies; ability to work and communicate with a wide range of people.

EXPERIENCE AND TRAINING: Bachelor's degree in a related field plus four (4) years of experience working with seniors or other related experience; ~~any equivalent combination of education and experience.~~ **of which two (2) years are in a supervisory position or any equivalent combination of training and experience which provide the demonstrated ability to perform the duties of the position. Red Cross First Aid and CPR/AED certification or ability to obtain within 12 months. ServSafe certification or ability to obtain within 12 months.** The ability to maintain certifications. Must possess 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.

APPROVED: Pending

**TOWN OF ENFIELD
JOB DESCRIPTION**

**RECREATION SERVICES
RECREATION MANAGER**

GENERAL STATEMENT OF DUTIES: Responsible administrative and operational position which directs and oversees all programs, personnel, and contractors in the Recreation Division. The position is responsible for developing and managing the operating budget.

SUPERVISION RECEIVED: Works under the supervision of the Director of Library Services Deputy Director of Recreation Services or their designee. The Recreation Manager exercises independent judgement and discretion with respect to carrying out daily job duties but is expected to consult with and receive direction from their supervisors in planning, developing and executing significant projects and in making strategic decisions related to operations.

SUPERVISION EXERCISED: Provides supervision to Supervises all recreation program staff, instructors, volunteers and office staff.

ESSENTIAL JOB FUNCTIONS: Oversees, plans, and coordinates programs; prepares manages and assists in the preparation of the Recreation Division budget, including the development of programs that will meet budgeted revenue projections; handles issue that arise with Recreation program users; coordinates programming with representative from Division of Libraries and Sr. Center; handles recruiting, hiring, training, orientation, scheduling, supervising and evaluating Recreation staff and volunteers; disciplines staff and volunteers as needed; oversees marketing of Recreation programs; maintains reviews and approves Recreation payroll; approves requisitions; supervises revenue collection, responsible for policy recommendations and revisions in consultation with Director of Library Services; may write and manage grants as opportunities arise; expected to stay apprised of developments in the field by participating in relevant conferences and professional organizations; regular and punctual attendance.

OTHER JOB FUNCTIONS: Coordinates program registration; maintains program records, employee files and timesheets, accident and incident reports; oversees the content management of division webpage and social media accounts; prepares and/or reviews contracts for outside contractors; maintains certificates of insurance; evaluates programs and prepares financial program reports; coordinates the use of town and school facilities with principals, custodians and the facilities manager; manages paperwork and medication intake related to participant medication administration for camp programs; coordinates and manages program accommodations for individuals with disabilities in accordance with the ADA; oversees equipment inventory and purchasing; assists the general public; assists in the development of division goals; makes recommendations for new programs; 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 of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear and walk. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl. Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally 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.

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 individual with disabilities to perform the essential functions of the job.

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, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the purpose and goals of public recreation, extensive knowledge of recreation activity areas involving sports, games, outdoor recreation, dance, music, art, drama, special events and aquatics; knowledge of facilities and equipment and the handling and operation for the same; ability in supervision, personnel management and evaluation; ability to instruct and lead groups; skill in communications and public relations; ability to establish and maintain effective working relationships with superiors, subordinates and the public.

EXPERIENCE AND TRAINING: Bachelor's degree in Recreation or a related field plus four (4) years of experience in recreation program leadership of which two (2) years are in a supervisory position or any equivalent combination of training and experience which provide the demonstrated ability to perform the duties of the position. Red Cross First Aid and CPR/AED certification or ability to obtain within 12 months. Epi-Pen and Medicine Administration, Mandated Reporter Certification and AFO or CPO Certification or ability to obtain within 12 months. The ability to maintain certifications. Must possess 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.

Approved: Pending