



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, December 20, 2021
7:00 PM - Council Chambers**

<https://www.youtube.com/watch?v=yTx-r8shxCs>

- 1. PRAYER – Matt Despard**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – November 29, 2021**
 - **Special Meeting – December 6, 2021**
 - **Regular Meeting – December 6, 2021**
- 6. SPECIAL GUESTS.**
 - **Chloe Clark, Kid Mayor**
- 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)
 - B. Discussion/Resolution:** Resolution Adopting the Revised Solid Waste Ordinance. (Tabled 08/02/2021)
 - C. Discussion/Resolution:** Resolution Adopting Revised Bulky Waste Transfer Station Fee Schedule. (Tabled 08/02/2021)
- 13. NEW BUSINESS.**
 - A. Consent Agenda – Action.**

B. Appointment(s)–Town Council Appointed.

1. *****Board of Assessment Appeals** – The Term of Office of John Unghire (R), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2024.
2. *****Loan Review Committee** – The Term of Office of Paul Coffey (U), Expires 12/31/2021. Reappointment or Replacement Would Be Until 12/31/2023.
3. *****Loan Review Committee** – The Term of Office of Philip Kober (R), Expires 12/31/2021. Reappointment or Replacement Would Be Until 12/31/2023

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

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

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) – Town Council Appointed.

1. *****Commission on Aging** – The Term of Office of David Goyette (D), Expires 01/01/2022. Reappointment or Replacement would be Until 01/01/2025.
2. *****Commission on Aging** – The Term of Office of Michael Arnone (U), Expires 01/01/2022. Reappointment or Replacement would be Until 01/01/2025.
3. *****Commission on Aging** – The Term of Office of Pricilla Linehan (U), Expires 01/01/2022. Reappointment or Replacement would be Until 01/01/2025.
4. **Ethics Commission** - The Term of Office of Philip Kober (U), Expired 10/31/2020. Reappointment or Replacement Would be Until 05/31/2022.
5. *****Library Board of Trustees** – The Term of Office of Sandra Nuccio (R), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2024.
6. **North Central Health Department Board of Directors Enfield Representative** – A Vacancy Exists due to the Resignation of Shannon Grant (D). Replacement Would be Until 06/30/2023.
7. *****Planning & Zoning Commission – Alternate** -The Term of Office of Kiran Majmudar (U), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2025.
8. **Planning & Zoning Commission** – A Vacancy Exists due to a Commissioner No Longer Having Residency (U). Reappointment or Replacement Would be Until 12/31/2023.
9. *****Planning & Zoning Commission** – The Term of Office of Ken Nelson (R), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2025.
10. **Planning & Zoning Commission** – The Term of Office of Richard Szewczak (R), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2025.

11. *****Planning & Zoning Commission** – The Term of Office of John Petronella (D), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2025.

12. *****Tax Increment Financing Advisory Committee – EDC Member-** The Term of Office of Richard Stroiney (U), Expires 12/31/2021. Reappointment or Replacement Would be Until 12/31/2025.

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

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

E. **Discussion/Resolution:** Resolution Waiving the Bid Requirements for Purchase of Motorola Radios and Radio Equipment for Police Vehicles.

F. **Discussion/Resolution:** Resolution to Adopt New and Revised Job Descriptions and Wage Adjustments as part of the Department of Social Services Reorganization.

G. **Discussion/Resolution:** Resolution Authorizing the Town of Enfield Acting Through its Town Council to Enter into Agreement with Ellen Zoppo-Sassu as Acting Town Manager.

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, NOVEMBER 29, 2021**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, November 29, 2021. The meeting was called to order at 5:30 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella and Unghire. Councilor Bosco was absent. Also present was Town Attorney, James Tallberg; Director of Human Resources, Steven Bielenda; and Town Clerk, Sheila Bailey.

MOTION #6003 by Councilor Cekala seconded by Councilor Mangini.

WHEREAS, Council wishes to appoint all eleven members of Council to the Personnel Search Committee for the position of Town Manager.

NOW THEREFORE BE IT RESOLVED, that the Council authorizes the Search Committee to work with the Town Manager/Acting Town Manager, Town Attorney, and the Director of Human Resources to recruit for the position of Town Manager, and to expend such sums as are reasonably necessary to conduct the recruitment and selection process.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6003** adopted 10-0-0.

MOTION #6004 by Councilor Mangini seconded by Councilor Hopkins.

BE IT RESOLVED, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is not in the best interest of the Town to require competitive bidding for Town Manager recruitment and selection services; and

BE IT RESOLVED, that the firm of GovHR USA, LLC has been selected to provide such services; and

BE IT FURTHER RESOLVED, that Christopher W. Bromson, the Town Manager, is duly authorized to enter into and sign the contracts on behalf of the Town of Enfield with GovHR USA, LLC for Town Manager recruitment and selection services.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6004** adopted 10-0-0.

ADJOURNMENT

MOTION #6005 by Councilor Finger, seconded by Councilor Santanella to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6005** adopted 10-0-0, and the meeting stood adjourned at 5:35 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, DECEMBER 6, 2021**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, December 6, 2021. The meeting was called to order at 5:35 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Mangini, Pyznar, Santanella and Unghire. Councilors Bosco and Ludwick were absent. Also present was Acting Town Manager, Alaric Fox; Town Attorney, James Tallberg and Town Clerk, Sheila Bailey.

MOTION #6006 by Councilor Cekala seconded by Councilor Mangini to go into Executive Session to discuss Real Estate Negotiations and Pending Claims and Litigation.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6006** adopted 9-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Cressotti at 5:36 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Mangini, Pyznar, Santanella and Unghire. Councilors Bosco and Ludwick were absent. Also present was Acting Town Manager, Alaric Fox; Town Attorney, James Tallberg; Assistant Town Attorney, Mark Cerrato; and Town Clerk, Sheila Bailey.

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

ADJOURNMENT

MOTION #6007 by Councilor Finger, seconded by Councilor Santanella to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6007** adopted 9-0-0, and the meeting stood adjourned at 6:30 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

ENFIELD TOWN COUNCIL
MINUTES OF REGULAR MEETING
MONDAY, DECEMBER 6, 2021

A Regular Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, December 6, 2021. The meeting was called to order at 8:40pm.

PRAYER – The prayer was given by Chairman Cressotti.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL CALL – Present were Deputy Mayor Cekala, Mayor Cressotti, Councilor Despard, Councilor Finger, Councilor Hopkins, Councilor Ludwick, Councilor Mangini, Councilor Pyznar, Councilor Santanella and Councilor Unghire. Councilor Bosco was absent. Also present were Acting Town Manager, Alaric Fox; Town Clerk, Sheila Bailey; Town Attorney, James Tallberg.

FIRE EVACUATION ANNOUNCEMENT – Mayor Cressotti made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #6008 by Councilor Hopkins, second by Councilor Mangini to accept the minutes of the November 15, 2021 Special Meeting.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6008** adopted 10/0/0 in favor.

MOTION #6009 by Councilor Mangini, second by Councilor Unghire to accept the minutes of the November 15, 2021 Regular Meeting.

Upon a **SHOW OF HANDS** vote being taken **MOTION #6009** was adopted 10/0/0 in favor.

SPECIAL GUESTS – No special guests.

PUBLIC COMMUNICATIONS AND PETITIONS

Caroline Cogtella, 5 Main Street

My only question is, has the Council had the opportunity to discuss the issue of eminent domain regarding my home as I advised at the last Council meeting? The reason I'm asking this is that it is my understanding that if State of CT does not get any direction from this Council, they will condemn my property before the end of the month.

Peter Jonaitis, 3 Farmstead Circle

I am wondering if the Council or police department has thought of taking one or two cruisers from each district and stationing it behind Ocean State Job Lot? A lot of these businesses have people walking out and being ripped off. If there was an emergency number that they could call, you could have a cop sitting there behind Ocean State Job Lot and they could get to any of the shopping plazas we have in town within probably a minute and a half. Maybe if we had this number where they could quickly dial and a cop shows up, maybe we can get some of these people out of Enfield.

Chris D'Antonio, 18 Montano Rd.

I did want to personally thank those who voted in favor of the bike trail. I see it as a very strong potential and a real positive for Enfield. Having it separate from the road would allow it to be protected for our most vulnerable users. There are a lot of people that walk and cycle on Route 5, Route 220, Route 190 and Elm Street. These are the hubs of the town. I take the bus to Hartford, and I can drive my car to the park and ride, but some people don't have that option. It set us up to provide for more users and those who aren't necessarily showing up at these meetings.

I hope as planning comes forward, with more state money, possibly federal money coming for infrastructure, I hope we can keep these projects in mind creating safe routes especially along the most heavily traveled routes. It is critical to protect our most vulnerable users.

Pam Townsend, 54 Kimberly Drive

I just wanted to remind everybody that December 18th is Wreaths Across America at Saint Patrick's Cemetery. The ceremony begins at 12:00, however; we all know parking is a little insane so we are going to do one-way traffic like we did last year. We have 1196 wreathes to lay, not quite 100% for the cemetery but quite a bit more than we've had in the past. Thank you, Enfield and all the groups that helped sponsor us such as the Veteran's, Boy Scouts, Girl Scouts, Home Depot, first responders and the high school.

Lucian Lefevre, 54 Kimberly Drive

I'm also Vice Chairman for the Enfield Veteran's Council and American Legion Post 154. I just want to wish everybody in town Merry Christmas a happy and safe New Year and Happy Holidays for whatever holiday is celebrated this time of year.

George Young, 8 Holly Lane

I want to talk a minute about Officer Austin. It was appreciated that he spent some time at the Whole Donut getting to know some of the people this past Sunday morning.

I also want to talk about the overtime that's always in the town of Enfield Thompsonville revitalization budget. I know from the past it's not really overtime, it represents police officers that are on duty over in the Thompsonville area running, bicycling and walking around to police the area. It went from \$38,000 in 2019 and next year it's going to be \$75,000. That's probably the four police officers and the dog, but to me it should be part of the Police Department budget and not in the revitalization of Thompsonville budget. Is each section of the town going to have its own Police Department? I think we need to put it back where it belongs which is in a Police Department budget.

I've asked Councilman Hopkins to look into whether we, as veterans, are entitled to more money for the veteran's property tax exemption. Many of you know the law requires municipalities give veterans and their surviving spouses certain property tax exemptions. There's another part of the law that says when you have a revaluation, you must take into consideration this particular law and allocate money towards that.

Matt Schmitt, 1304 Bigelow Commons

I want to speak for the lady that's going through the problem with the eminent domain. Tonight we heard from a lot of people about the dispensary, it's something that affects a lot of people in town. I think the Town Council should also be concerned about things that affect one person in town.

Peter Jonaitis, 3 Farmstead Circle

Thank you for letting the public speak as much as they did tonight; one time, two times, no time limit. I hope the Board of Education will learn something from you guys.

COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Mangini

I wanted to thank the Cultural Arts Committee along with our fire and police departments in town for putting on a wonderful Torchlight Parade. I also want to thank Pastor Greg who did a blessing at the Congregational Church for elected officials. I thought it was very nice and considerate and I also want to thank the Veterans Council for a wonderful Christmas celebration yesterday. It's always an honor to participate with our veterans. We did have a meeting and there was a little concern regarding the small attendance at our Veteran's Day parade. I think that people are now starting to come out more after COVID and I'm hoping maybe more advertising or publicity will help spark greater attendance. I'm hoping for a great turnout for Wreaths Across America. I will be there with the Boy Scouts too.

The Daughters of the Revolution (DAR) were able to choose 2 candidates from our applicant pool. One was Michael Safier, a Social Studies teacher from Somers Middle School. He was awarded a monetary gift from our chapter and a magazine subscription for our DAR magazine. Nicole Catucci, a history teacher from Enfield High School, not only won a small monetary award and the magazine subscription, but we sent her off to the state. Unfortunately, she did not win at the state level but it was still an honor for Enfield to be able to pass one of our applicants to the state, so congratulations to those two applicants.

Councilor Finger

I was really impressed with Riverside Reptiles. I had my granddaughter up from North Carolina and I took her there, basically almost the whole day. We watched an alligator get fed, we watch snakes and she was able to hold one. Riverside Reptiles is an awesome place and if you get the chance to take your kids, grandkids, niece, nephew, that is the place to go.

Councilor Santanella

Ms. Cogtella, I met with you and about twenty members of your community on Thursday night. I spoke with Mayor Cressotti Friday afternoon and he has much history on what's going on with

your home. We asked the Town Attorney for a contact at the state for us to talk to and I will make a call tomorrow morning to find out what we can do, if anything, at this point to help you. Your concerns are not falling on deaf ears and my heart goes out to you. The situation is a tough one and Mayor Cressotti and I will make that call for you tomorrow.

On December 15th from 4:00 to 5:00, thanks to the help of Nelson Tereso, there's going to be an informational session at the Pearl Street Library for the people on Franklin Street to discuss the proposed bike path and the implications that it may have for the neighborhood. We will be canvassing the neighborhood with some flyers to invite people to come and express their input.

The final thing, on the 18th of November I had the privilege of visiting Chief Fox and the police department and I did a ride along for the first time. I got to go to roll call and sit in the break room. I will tell you it was a completely eye-opening experience. The police department was incredibly hospitable and gracious. I spent eight hours listening and learning a lot about what these men and women do for us, and I would encourage all of you if you are so inclined to take this opportunity. I want to give my special thanks to Sergeant Pelletier who tolerated me in his car for eight hours. Thank you, Chief Fox, for your hospitality and a really great experience. Chief Fox thanked Councilor Santanella for the kind words and said he would pass them on.

Mayor Cressotti

Thank you to everyone who commented tonight. I can't wait for Wreaths Across America at Saint Patrick's Cemetery. It is a great event. The Torchlight Parade and carol sing was a huge success. I think it was the largest crowd I have ever seen. The police and security were outstanding as were the Buildings and Grounds. Thank you to People for People who were selling the hot chocolate and snacks. Thank you to all the fire departments especially the Enfield District who sponsored the parade this year. Thank you to the JFK chorus and the Enfield Community Band. A special shout out to Mary Keller and Emily Macintosh who heads up the Enfield Cultural Arts Commission. Chloe Clark, the kid Governor, walked with us and helped with the lighting of the tree. Mr. and Mrs. Santa Claus were great. It was great to see Councilor Bosco and his family out.

Ms. Cogtella, we will be discussing your issue.

Please go out and support the Enfield Police Department and the Toys for Joy Drive. Also, please support the Enfield Farmer's Market. Safe Grad was another success.

Councilor Hopkins

I want to echo the thanks to everyone that helped out with the Torchlight Parade.

Deputy Mayor Cekala

I want to say ditto to everything everybody said about the Torchlight Parade and carol sing, it was awesome. Also, I want to give a congratulations and a shout out to Lori Gates and everybody who participated in the Cookies for Camouflage. It's a wonderful event every year. They sent about 117 boxes this year and that's 862 pounds of cookies that went over to our troops overseas. So thank you to Lori Gates and her entire crew who filled boxes and everybody that participated.

MOTION #6010 by Councilor Cekala and seconded by Councilor Mangini to suspend the rules and move items B1, B3, B6, B7 and E, G, H, I, J & K to Miscellaneous and proceed to vote.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6010** adopted 10/0/0 in favor.

TOWN MANAGER REPORT AND COMMUNICATIONS

Alaric Fox, Acting Town Manager

The closing has occurred for the Enfield Express, 800 Enfield Street. There are any number of people that deserve accolades for the work that went into getting it from where it was quite some time ago to the present. DPW is obviously deeply involved, the Council was supportive, the Town Attorney's Office, the list is endless, but I'm pleased to let you know that it is a town facility at this point.

The Eli Whitney roof has been a source of concern and I know that several of you have taken calls on this. In anticipation of this meeting, I obtained an update just this afternoon and the Eagle Rivet Roof Service Company will be on site tomorrow to continue repairs to the roof after two more leaks appeared this morning. It continues to be a work in progress.

The walking path at Higgins Park grading has been finished and paving is scheduled for tomorrow, weather permitting. Social Services Department will be moving to the Alcorn School effective 12/9/21 because of the impending sale of 100 High Street. Lastly, the demolition of the adult daycare on Beech Road has commenced.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

James Tallberg, Town Attorney

The CT Conference of Municipalities is having a workshop for newly elected officials on January 8th in Bristol. It is a free event. It addresses the fundamentals of municipal government, FOI and all the things you would need to know as a newly elected official. Deb McCarthy and I have the information on this if you need to reach out.

Deputy Mayor Cekala

Through our Mayor to the Town Attorney, there was a lot of talk at the public hearing about a referendum and the ability or inability to send this vote or issue for the cannabis to referendum. If you could clarify what you do or do not know about the referendum and the cannabis issue that would be helpful.

James Tallberg

The law Public Act 21-1, Section 83 provides, and I quote, "upon the petition of not less than 10% of the electors of any municipality". There are certain requirements in order for a question to be put to the voters, essentially a referendum. I would contrast what is in this law with the Charter. When we think of a municipal referendum, for example, on capital expenditures, your Charter Chapter 6, Section 9 provides that this Council may pass a resolution on certain capital

expenditures and cause that to go to referendum, so it is initiated by the Council. My initial reaction is that it's not the case with the marijuana. With the cannabis law, the legislature deemed that the Council would have certain powers to pass an ordinance, or it could go to Planning and Zoning. Some towns have passed moratoriums, but if there is to be a referendum as was discussed to some extent tonight, that would be initiated by the electors.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Deputy Mayor Cekala

The JFK Committee met on December 2nd. The last wing which is red wing and some of the hub will be turned over to the school within the next couple of weeks. The scheduling of the furniture installation will probably be next week. Starting in January we will have the old Cafeteria area under construction, which is now being used as swing space. They are going to submit another payment request to the state this week.

Mayor Cressotti

DPW met this past week, and we are still in the process of making revisions for the Solid Waste Ordinance and the fee schedules. We are going to bring it to our committee one final time and then it will come in front of the Council.

OLD BUSINESS

All items remained tabled.

NEW BUSINESS

There were no New Business items.

ITEMS FOR DISCUSSION

Items B-1, B-3, B-6, B-7, E, G, J, I, J, K moved to Miscellaneous.

MISCELLANEOUS

NOMINATION #6011 by Councilor Cekala to appoint Mary Ann Harris (D) to the Commission on Aging as an Alternate for a term which expires 1/1/2024.

MOTION #6012 by Councilor Mangini, seconded by Councilor Finger to close nominations.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6012** adopted 9-0-0 in favor. (Councilor Ludwick had technical difficulties)

Upon a **ROLL-CALL** vote, the Chair declared Mary Ann Harris appointed to the Commission on Aging by a 9-0-0 vote.

NOMINATION #6013 by Councilor Hopkins to reappoint Marion Maruca (D) to the Library Board of Trustees for a term which expires 12/31/2024.

MOTION #6014 by Councilor Santanella, seconded by Councilor Mangini to close nominations.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6014** adopted 9-0-0 in favor.

Upon a **ROLL-CALL** vote, the Chair declared Marion Maruca appointed to the Library Board of Trustees by a 9-0-0 vote.

NOMINATION #6015 by Councilor Pyznar to reappoint Richard Stroiney (U) to the Zoning Board of Appeals as an Alternate for a term which expires 1/1/2026.

MOTION #6016 by Councilor Cekala, seconded by Councilor Pyznar to close nominations.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6016** adopted 9-0-0 in favor.

Upon a **ROLL-CALL** vote, the Chair declared Richard Stroiner appointed to the Zoning Board of Appeals by a 9-0-0 vote.

NOMINATION #6017 by Councilor Mangini to reappoint Andrew Urbanowicz (U) to the Zoning Board of Appeals for a term which expires 1/1/2026.

MOTION #6018 by Councilor Finger, seconded by Councilor Santanella to close nominations.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6018** adopted 9-0-0 in favor.

Upon a **ROLL-CALL** vote, the Chair declared Andrew Urbanowicz appointed to the Zoning Board of Appeals by a 9-0-0 vote.

RESOLUTION #6019 RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO: DUI Enforcement Program

Overtime	25006049 - 514000	\$75,064
Medicare	25006049 - 522100	\$ 1,089
Workers Comp	25006049 - 526000	\$ 308
Unemployment	25006049 - 525000	\$ 151

FROM: DUI Enforcement Grant

CERTIFICATION: I hereby certify that the above-stated funds are available as of November 19, 2021.

/s/ John A Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6019** adopted by a 9-0-0 vote.

RESOLUTION #6020 by Councilor Mangini, seconded by Councilor Pyznar.

WHEREAS, the Town Council wishes to extend the lease on its communications tower located at 77 Town Farm Road, commonly known as the Enfield Transfer Station; and

WHEREAS, the term of the lease is scheduled to expire on September 30, 2036; and

WHEREAS, this amendment allows for one 5-year extension, an increase to \$2,500 per month, and annual escalation factor of 3 percent.

RESOLVED, that the Acting Town Manager, is empowered to enter into the amended Site Lease Agreement, which has been reviewed and approved by the Town Attorney, in the name and on behalf of the Town of Enfield, with American Tower Asset Sub II, LLC.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6020** adopted by a 9-0-0 vote.

RESOLUTION #6021 by Councilor Mangini, seconded by Councilor Santanella.

WHEREAS, On September 7, 2021, the Enfield Town Council (the "Council") enacted an ordinance Prohibiting Cannabis Establishments; and

WHEREAS, the Council wishes to revisit that ordinance and consider its repeal; and

WHEREAS, the Council held a public hearing in the Enfield Town Hall Council Chambers on December 6, 2021, to allow public input on the proposed repeal of the ordinance Prohibiting Cannabis Establishments.

NOW, THEREFORE, BE IT RESOLVED, that the Council hereby repeals the ordinance Prohibiting Cannabis Establishments, Ordinance 21-2 of the Town Code.

Deputy Mayor Cekala

I did take notes while people were talking during the public hearing. I'm going to be supporting the rescinding of the ban on the cannabis. This is not a debate about the legalization of marijuana or if it should or shouldn't have been legalized. That ship has sailed. This is about if the town should rescind a ban they put in place two months ago against any and all cannabis establishments.

This has nothing to do with what I personally want or what I personally believe. For those of you against rescinding, this does not mean we will be having cannabis establishments or cultivators on every corner. They are not welcoming to our youth and our children. Under the current legislation, we are allowed one cultivator and one cannabis store. The law allows people 21 and over to visit these establishments in order to purchase for recreational use. We are not advocating kids to do drugs. There is nothing different for the youth in our town today than it was a year ago. It is still illegal for them. Addicts are not going to go to dispensaries, they will continue to get their drugs off the streets.

For those of you for the rescinding of the ban, please note this does not mean we are guaranteed an establishment in this town. The Social Equity Committee out of Hartford have a lot to say with who and where the establishments will go. Many people mentioned us trying to figure out where we should go for zoning, other details prior to either rescinding this ban or keeping it on there. If this ban stood and we didn't rescind it, we would look into nothing. We would never speak to anybody, we would consider nothing, we would listen to nothing, we would research nothing. We want a seat at the table. We are looking to have an opportunity to see what these companies can bring to our town. This industry is highly regulated, highly restricted, and highly monitored. Rescinding this ban is just allowing us to consider it and that's why I am supporting it.

Councilor Pyznar

I'm going to stand with what I said before. I am totally for medical marijuana. I have friends that have used it, family that has used it and I have nothing against it. I just think there's a lot of unknowns with recreational and I don't think at this time it's for Enfield. I want to learn more about it. I want us to lead by example I don't want us to just jump in and be the first one, so I like the fact that we said no to it. Maybe it could be reworded a little differently. I think zoning will come into play. Personally, I do not want to see recreational, so I am going to vote no tonight.

Mayor Cressotti

Tonight's cannabis resolution is bringing the issue back to default and to the state law. We're not adding anything new to this resolution. From here we're going to be taking our time and exploring the options, educating ourselves and the public to this business opportunity. I'm going to have Councilor Santanella in a couple minutes discuss some of the things that he's going to be tackling in terms of what we're going to be doing

When I look at street scape improvements, neighborhood developments, educational programs, youth employment training programs, this is what these companies do. They just don't plunk in their businesses and organizations; they are part of your community, and they do certain things with the community. There are going to be services for individuals living in municipalities that were released from the Department of Correction's custody or they're on probation and parole. It's going to be all part of the Social Services Department. One thing that we also must remember; there's going to be policies and procedures related to this public act concerning responsible and equitable regulation of adult cannabis use. We're going to be given directives like Deputy Mayor Cekala mentioned concerning the Social Equity Council and specific advertising guidelines for these businesses who intend to participate in the retail sale of cannabis. We are not saying tonight that these businesses are going to be here. What we are telling you tonight is that we are going back to default and are going to examine and educate ourselves to this.

Councilor Santanella

What we had discussed was establishing a new subcommittee to specifically address the issue of cannabis in Enfield. Its sole existence would be for us to do the kind of education and peer discussions with others who are in surrounding communities so that we can be better educated about what the implications of bringing a dispensary or having a dispensary in Enfield would be. It would be things like law enforcement in our community; speaking with law enforcement and other communities so that we understand from them what the implications of these dispensaries have been in their communities. We can take the time to do the work that we need to do in planning and zoning and other regulations in town so that if we get the opportunity to have a dispensary here, we are ready, we are more informed and prepared for that opportunity. That is the goal of what our subcommittee will do.

Councilor Unghire

Listening to the crowd that was here tonight I think it's both sides. It's a partial representation of the town so it's hard to say. I can't say, oh, everyone in town wants it or everyone in town is against it, this is just a partial representation. After a lot of researching and communications, I would be open to having a referendum and then let the town decide. However, I'd probably still vote the same because I've worked eight years on the Enfield Together Coalition, and for those that don't know it's an anti-drug coalition and it's fighting the war on drugs with our kids and young adults in town. They've worked hard. They've had some great progress so I can't in good conscience work with them for eight years and then vote to have marijuana in town. Also, through that coalition I've gone to Washington DC, and I've worked as a lobbyist and talked to Murphy and Blumenthal and Joe Courtney about keeping the funding and grant money coming to our coalition. They've obliged and they've supported us in a lot of different ways, so that's been a great learning experience too. I'm not going to change my vote. I'm still going to vote no but I do think it's a good idea to let the town decide and see what they think.

Councilor Finger

I would like to agree with Councilor Unghire. I kept track of everyone who came up to speak. People who were for it, I have 13, people against, I have ten. In regards to medical marijuana, I have 6 people who spoke about it and that they needed it, but I have 13 people who wanted referendums.

My campaign promise to Enfield was to get the people's voice back to what we want in this town. I just strongly think that we need that referendum for this. I agree with Councilor Unghire, this was a partial representation here. We had a lot of people email us, we received a petition that was signed by over 300 people. That's good but we have 40,000 people in this town. I'm not against it. I just want the people to have their voice back. That's what was my promise and my campaign. I want to keep my promise and that's how I'm going to vote. I'm going to abstain. That's the conflict I have. I want to keep my campaign promise and let it go to referendum.

Councilor Despard

I want to say thank you to everybody that came out tonight and made your voice heard. No matter how you feel. I've spent a lot of time looking into this issue researching whatever numbers I could find. Every step of the way it's been more people for this than against it, and going all the way back to the public hearing back in September.

There was a poll online, obviously, there's problems with online polling, but I think as a temperature check it can be important to read. There were 1500 respondents; 1200 wanted this repealed which was about 80 percent; 240 hadn't made up their mind; so 94% of these people either wanted it or hadn't made up their mind. Today we had a whole lot of emails come in for people that could not make the meeting. I think there were 24 emails in support of rescinding this and there were 3 in opposition. Gina Sullivan sent us a petition that, as of a few minutes ago, was at 395 signatures for people that wanted this. Taking all that into consideration, I'm going to be supporting this.

The Town Attorney made clear that this is something that those of you who are against this and don't want this, you can take a petition and you can make us go to referendum. The power is in your hands, and I fully support that in any way possible.

There were just a couple other things I wanted to mention. There's some research that shows that that legalization increases use, but when you take every study that's been done and you analyze it, it really shows that there's no effect. Legalization has had no effect on increased use. There is evidence for cannabis being a supplement. It helps people get off opiates, it helps people get off alcohol addiction, alcohol is the one drug that can kill you from withdrawing from it. I just want to say as a mental health counselor who works with substance abuse and somebody who has been touched by addiction and who cares deeply about this, if I felt like this was going to be a detriment in any way, I wouldn't support it and so that's where I stand.

Councilor Hopkins

I want to say a few things specifically about some of the legal points. Repealing this ordinance only creates the possibility that we end up with a cannabis establishment or cannabis cultivator here. We are not approving any sales or business in particular here tonight. All proposals will have to go through the normal planning and zoning process as well as any other potential state legal hurdles.

This also does not preclude a referendum. We heard from Attorney Tallberg the only way for us to get a referendum on this issue by state law is for 10% of the electorates to submit a petition at least 60 days before the next election or subsequent election in the time period of that law. I really encourage folks to do that if they are so moved, it's your right and you should do it if you want to. I did also appreciate Attorney Tallberg reading that section. It's section 83-a of the Act Concerning Responsible, Equitable Regulation of Adult-Use Cannabis. My vote is informed by many conversations with District 4 voters on the campaign trail as well as afterwards. Some were opposed, very opposed, many are not. I believe the majority are not for a variety of reasons including, as we heard today, pain relief from opioid addiction, personal freedom and the amount our town will get from the state's 3% tax on each sale which can be used on roads among other things.

Is cannabis something good that can be abused? Yes, but we trust adults with many other things that can be abused. This is a very American thing and I think something we should support here. It is about a balance of personal freedom and public safety. I do think that that is something we will absolutely take into account going forward with any regulation in town in the terms of

economics. My thinking on this is informed primarily by a study done by the University of Connecticut School of Business called Projecting Economic Impacts of Legalizing Marijuana in Connecticut which was done in 2020. Some of the main findings they projected was state revenue over the next six years to be between \$898 to \$972 million. Some other measures project over a billion in the next five years I think this one's a little more conservative and it is probably the best one. In terms of municipal revenue, the average projected by this study is \$70 million over the next five years and it increases. So in five years it's supposed to be \$21 million. I really hope that comes to pass. I think Enfield should reap the benefit of that as long as it's done in a reasonable way here, not to mention job growth.

We also should note, as many people have here, that existing laws already prevent some of the concerns that people talked about. You cannot drive under the influence of cannabis. That is very important and is not changed. This new law which was passed also makes it so that you cannot refuse a test if police officer suspects you of being under the influence. You have to consent to a test, or you lose your license for a period of time. I think our Enfield police officers are more than qualified to evaluate this and administer the laws as they've been written.

I should also note that there are existing laws that criminalize giving marijuana or other drugs to children. To name a couple, illegal distribution of controlled substance to a minor as well as the risk of injury, which is very general it would absolutely apply if somebody gave an edible to a child. Not to mention the regulations that parents must follow regarding abuse and neglect. If your child was able to get into some gummies, I think it's absolutely the case that there are restrictions and packaging which makes it difficult, if that occurred, as a parent you could be subject to abuse neglect proceedings. It's important that we ensure the safety of children as much as we can here.

Lastly, I think for me this really comes down to balancing public safety with personal freedom. I do think the majority of people support it because they believe that people in Enfield should be able to choose, but within reason. Based on the economic research, the medical research, and this legal framework that we have, I feel comfortable voting to repeal the ban and I welcome a referendum if folks turn out for that.

Councilor Mangini

I will be voting in support of repealing the current ordinance. This is not about children, this is about business, and it is important that we hear from the public and businesses. This opportunity could bring in some good revenue to Enfield. It's people's choice whether they want to use cannabis. It is not my right to tell another adult what they can and cannot do. I think we need to have an open mind and welcome a business that could come in with potential revenue. Many have sent emails and made phone calls and petitioned us to repeal this. I'm going to be supporting the repeal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6021** adopted by a 6/3/1 vote with

Councilors Ludwick, Pyznar, and Unghire voting against the resolution and Councilor Finger abstaining.

RESOLUTION #6022 by Councilor Cekala, seconded by Councilor Managini.

BE IT RESOLVED, in accordance with the Charter, Chapter IV, §2, the Enfield Town Council does hereby appoint Alaric Fox as Acting Town Manager for a period of up to ninety (90) days, effective December 6, 2021.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6022** adopted by a 10/0/0 vote.

RESOLUTION #6023 by Councilor Mangini, seconded by Councilor Cekala.

BE IT RESOLVED, that the Enfield Town Council does hereby appoint James Tallberg as Town Attorney for the Town of Enfield effective January 1, 2022 for a term which expires December 31, 2023.

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby authorize Mayor Bob Cressotti to sign the employment agreement with James Tallberg as Town Attorney for the Town of Enfield.

Councilor Mangini

I want to thank our attorney, James Tallberg. You have always shown professionalism and have never leaned one way or another. You have always provided your legal opinion in the upmost professional fashion and delivered the truth and nothing but the truth. I appreciate that, thank you.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6023** adopted by a 10/0/0 vote.

Attorney Tallberg

I'm very pleased to stay on for another 2 years and look forward to working with each and every one of you. Thank you.

RESOLUTION #6024 by Councilor Mangini, seconded by Councilor Santanella.

WHEREAS, on or about July 9, 2020, the Town of Enfield filed an action entitled *Town of Enfield v. Connecticut Water Company, et al.*, Docket Number HHD-CV- 20-61330874-S, seeking a declaratory judgment regarding whether the Town, or the five (5) independent fire districts located within the Town, should be responsible for payment of Fire Protection Charges (the "DJ Action"); and

WHEREAS, in December 2020, the Connecticut Water Company filed an application with the Connecticut Public Utilities Regulatory Authority, PURA Docket No. 20-12-30 (the "PURA Proceeding"), which resulted in, *inter alia*, a rule change that would prohibit Fire Protection Charges from being billed to a fire district unless the Water Company provides its consent to the billing arrangement; and

WHEREAS, the Town Council would prefer to seek an amicable resolution of these issues with the fire districts outside the judicial process; therefore, be it

RESOLVED, that the Town Council does hereby authorize the Town Attorney, James N. Tallberg, or his designee, to file a withdrawal of the DJ Action and to waive the Town's right of appeal regarding the Final Decision in the PURA Proceeding.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6024** adopted by a 9/1/0 vote with Councilor Ludwick voting against the resolution.

RESOLUTION #6025 by Councilor Mangini, seconded by Councilor Despard.

WHEREAS, there are presently over 2,000 pending opioid-related lawsuits throughout the United States; and

WHEREAS, these cases have been assigned to the Federal District Court for the Northern District of Ohio; and

WHEREAS, the Town of Enfield, represented by the law firm of Scott+Scott, is a plaintiff in one such lawsuit; and

WHEREAS, a national settlement, known as the "Distributor Settlement", has been proposed; and

WHEREAS, Scott + Scott has recommended that the Town "opt-in" to the Distributor Settlement and sign the Settlement Participation Form.

RESOLVED, that the Enfield Town Council does hereby authorize the Acting Town Manager, or his designee, to sign the Settlement Participation Form on behalf of the Town of Enfield.

Alaric Fox

Enfield is one of many, if not all, municipalities in Connecticut that signed up to file a class action lawsuit against multiple distributors and drug companies regarding the opioid crisis. We were just one of 2000 municipalities, state and local governments around the United States. Eventually all 50 states' attorney generals filed their own class action and recently, there was a \$5 billion settlement nationwide.

In our system of government, you have the federal government, you have states, and you have the local governments. We're at the bottom of the food chain as the local governments. The state attorneys general basically took over the settlement of these lawsuits that were consolidated in the Northern District of Ohio. The way it will work, because it's a class action lawsuit, the money will be split up and divided according to allocations that have not yet been completely defined. Basically, a snapshot goes something like this; in Connecticut, of the 26 billion, Connecticut will get between 1 and 1.5% of the total. That's about 390 million rough figures. Of that lump sum the state will take 70%, municipalities will receive 15%, the attorneys will take 15%. It will be paid over many years. By the time you break it down to the Town of Enfield, we are in line for less than 1% of the total in Connecticut. It's going to be roughly between \$11,000 a year for nine

years as to Johnson and Johnson, and \$24,000 for eighteen years as to the distributors of the opioids. All we're doing here tonight is passing a resolution to authorize the Town Manager to sign this participation agreement. It will then wind its way through the process and eventually Enfield will see some money.

Councilor Ludwick

I just want to make sure this money is to fight drug abuse and not in the General Fund.

Upon a **ROLL-CALL** vote being taken, the Chair declared **MOTION #6025** adopted by a 10/0/0 vote.

PUBLIC COMMUNICATIONS

None.

COUNCILOR COMMUNICATIONS

None.

ADJOURNMENT

MOTION #6026 by Councilor Despard, second by Councilor Pyznar to adjourn.

Upon a **SHOW OF HANDS** vote being taken, **MOTION #6026** was adopted 10-0-0 and the meeting was declared adjourned at 9:59pm.

Respectfully Submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Tina Demers
Secretary to the Council



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Chief Alaric J. Fox, Acting Town Manager

DATE: December 20, 2021

RE: Projects & Activities Report (PAR)

CC: Town Direct Reports

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

TOWN MANAGER:

Good News! Snowshoes will be available to residents at the Central Library In partnership with the Recreation Department. All you need is your library card (and some snow!). This program was made possible by the Leisure Services Subcommittee.

As part of the Town Building Consolidation Plan, we are happy to announce the sale of 110 High Street to the Bright Beginnings Day Care Center.

This Sunday will be the conclusion of The Farmer Market in the Enfield Square Mall. Many thanks to the Mall Management Company and our Market Masters for making this successful event. We hope to see the vendors come back in the spring when we return to the Town Green in 2022.

Higgins Park Plan behind Town Hall is still underway! The Walking path base pavement has been installed with a spring 2022 final paving. One loop around is ¼ mile. Higgins Park Basketball Court is completed, and we are waiting on the materials for the specified backboards.

LIBRARY SERVICES:

Library

We are happy to announce that the Russell Library in Middletown has joined our consortium. This will increase the number of items that are available to our patrons.

New blinds were installed in the Community Room at the Central Library on Friday, December 10th. Some of the old blinds were no longer able to be raised, so this will make the room brighter during the day.

The Annual Festival of Trees was held on Thursday, 12/16 at Central Library.



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Enfield High School Senior, Kai Suacier-Drygren is currently exhibiting her artwork at the Pearl St. Branch. Kai is currently enrolled in Honors Portfolio Preparation, Printmaking and Sculpture. Her work will be on display through January 10th. Many thanks to the Enfield Culture and Arts Commission for providing the hanging system that allowed us to get this partnership with the High School off the ground.

Recreation

Over 100 Letters from Santa are being distributed to Enfield youth, ages 2 – 6 years old, December 11 – 23. Each child will receive a personalized letter, *Nice List* certificate, candy cane and a plush teddy bear from Santa via the Recreation Dept. Many thanks to Sherri Fecteau for stepping up to help make this happen while we are shorthanded. Pre-registration was required for this free program.

Youth Basketball programming for youth in grades K-12 is now underway. 324 youth are participating in the program this season between our Recreation and Travel divisions.

Dolphins Swim Team swam its first meet against Rocky Hill on Saturday, December 4th. 70 youth are swimming on the team this season.

High School Open Gym Volleyball begins on Monday, December 13, 2021 at Eli Whitney school, 6 – 9 PM. Daily fees apply. This program is open to Enfield students only.

A variety of Adult Open Gym Basketball and Pickleball programs are currently underway. Additional open gym programs including Volleyball and Chair Volleyball are slated to be released after the New Year.

The winter session of Adult Yoga begins on Tuesday, January 11th. Registration is now underway and can be done online at www.enfieldrec.com.

Interviews for the vacant Program Coordinator position are underway and it is hopeful that a new person will start in early to mid-January. Recreation is still accepting employment applications for several youth basketball positions. Temporary/seasonal positions include gym supervisors, scorekeepers, and basketball referees. Apply online at www.enfield-ct.gov/hr.

Senior Center

The Enfield Senior Center has been doing 1-2 craft fairs each year since they were located at High Street. When they moved to its current location, they started tracking the revenue it produced. Even during COVID, the Center has provided some form of craft fair for its participants. This year they held the Craft Fair on Saturday, December 4. Over 180 people came to the fair and over 20 volunteers help put the fair on. This year they collected \$2,664.95 bringing their total from 2004 until now to \$111,850.99. All proceeds go to offsetting their operating budget. Thank you to Nancy Darrah, Program Coordinator, and all the volunteer crafters for making the craft fair possible.



TOWN OF ENFIELD

TOWN CLERK:

The State of Connecticut is implementing a new statewide Electronic Death Registry System (EDRS). Town Clerks, physicians, hospital users and Funeral Directors have each received two hours of training in the new procedures. Hartford County, being the largest county, is the last county to convert and is scheduled to go live on December 20, 2021. This change represents a giant leap forward in making a very manual process much more efficient.

Certified lists of endorsed candidates for Democratic and Republican Town Committee members are due in our office by 4:00 p.m. on January 12, 2021.

RECORDS MANAGEMENT:

Records Management has been assisting the Social Services Administration with their records in anticipation of their move from 110 High Street to Alcorn School. Inactive records not needed have been archived at the Annex along with inactive Youth Services records from the Lamagna Center.

POLICE:

December 1, 2021: Representatives of the Enfield Police Department provided an internet safety and scam alert presentation at the Enfield Senior Center.

December 5, 2021: Enfield Police Department Community Police Officers held a "Coffee with a Community Police Officer" event at the Enfield Whole Donut.

December 15, 2021: Representatives of the Enfield Police Department assisted in the coordination of Enfield's "Wreaths Across America" drive through procession.

December 15, 2021: Three job offers, for new officer positions, were tendered to three prospective new Enfield Police Officers, with an anticipated start date of January 10, 2022, for two candidates, and a February start date for the third candidate. Sworn department staffing levels would then be at 99 officers (assuming no separations from service during this intervening period).

December 20, 2021: The Enfield Police Department's "Toys for Joy" program is and remains underway, for its 66th consecutive year. We estimate assisting approximately 250 families during the Christmas season.

DEVELOPMENT SERVICES:

Trails to Eversource: Staff met on site at the Parson's Rd Boat launch with members of the Scantic River Watershed Association. After walking the 0.4 mile (+/-) trail, it was evident that various improvements could be made to make the trail more accessible and safer. Some possible improvements include small bridges over gullies, tree work to cut down hanging branches and general trail widening. Thoughts of locating a landing was also discussed. Although there is no legal



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connection to the Eversource property to the south, it still has value to the community. We will continue to move toward applying for a grant for improvements.

DEVELOPMENT SERVICES - PLANNING

PZC APPROVED COMMISSION APPLICATIONS

190 Elm Street – Approved application is for a gas station, car wash, and drive thru restaurant.

51 Enfield Street – Approved application for a less non-conforming use from automotive service to auto detailing with car washing.

875 Enfield Street – Approved application for a Covid-19 testing kiosk located outside of CVS.

30 – 32 Bacon Road – Approved application for the construction of two warehouse structures and one office structure.

Text Amendment – Approved text amendment to sections 4.70.6 and 4.10.1 to add a Single-Family Detached Dwelling Units section to the Multi-Family Housing Development Zone.
Proposed regulations pending CRCOG approval for Farm Breweries and Wineries.

Aquifer Protection Agency – There are three applications for renewal of Aquifer Registration at 12 Moody Road, 25 Dust House Road, and 178 North Maple. One application for Transfer Application to new owner at 15 Dust House Road.

DEVELOPMENT SERVICES – ECONOMIC & COMMUNITY DEVELOPMENT:

Higgins Park: On 12/3/21, the Office of Community Development submitted a Notice of Intent to Apply Form to the CT Department of Economic & Community for a CT Communities Challenge Grant to cover the remaining improvements for Higgins Park. The Town will be requesting a grant to cover the costs associated with the proposed Higgins Park pool and splashpad. The full application is due on 1/14/22.

Enfield Housing Rehab Program: The Office of Community Development is entering into a contract with A&E Services Group LLC to provide housing rehabilitation inspection and monitoring services for the Town of Enfield's Housing Rehabilitation Loan Program which assists eligible low to moderate-income households by providing deferred loans of up to \$35,000 to correct code issues; implement cost-effective energy conservation measures; undertake modifications to improve handicapped accessibility; and hazardous material abatement measures. The services will be paid thru the Town's Community Development Block Grant Program Income Account.

First Time Homebuyer Program (FTHB): On December 7, 2021, the Town of Enfield's Loan Review Committee approved a FTHB loan application for 24 Mathewson Ave. This will be the 7th



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FTHB Loan approved by the Loan Review Committee and provided by the Town since the program started back up again approximately 2 years ago.

EMS:

In November 2021, EMS was requested for 628 calls for service; mutual aid was needed for 40 responses and mutual aid was provided to surrounding communities 26 times. Call volume has remained approximately 15% higher than average.

This fall, Enfield EMS hired Paramedic Tyler Barth and EMT Kelly Berge. Both have completed their orientation and field training phases. EMT Rebecca Locke was promoted to Paramedic and completed her Paramedic precepting phase. Additionally, David Foote was promoted to Paramedic Lieutenant. Mr. Foote has been employed by the town as a Paramedic since 2019 and has many years of both rural and intercity EMS experience. He will oversee operations on the night shift.

EMS has participated in many community events throughout the past few months inclusive of CPR training at St. Bernard's Church, Show and Tell for Girl Scouts, Enfield Library's Touch a Truck Day, "Trunk or Treat" hosted by the Enfield Police Department, and the Torchlight Parade.

INFORMATION TECHNOLOGY:

Municipal & Emergency Services

Establish network connectivity and allocated resources to provide networking and telecommunication services for the Social Services Department to relocate to the ground floor of Alcorn.

Planning for technology refresh of all municipal departments and emergency services to begin in February 2022. The existing 3-year operational lease is expiring, and we will be replacing many workstations with laptops and docking stations to better accommodate a remote work force.

Schools

Relocated Nutrition Services to Admin wing in Alcorn and relocated Curriculum Office to accommodate move of Social Services to the ground floor of Alcorn.

Establish network connectivity and allocated resources to provide networking and telecommunication services to prepare for Phase 2 of JFK Middle School Renovations.

New laptops are being rolled out to all teachers. These new laptops have been configured with the latest Microsoft Office Software and utilize Microsoft Teams to establish classroom collaboration and create a 21st Century learning experience for the students. These new laptops paired with the iPads provided to students have introduced the tools that will be beneficial in seeking future careers or continuing onto higher education.

SOCIAL SERVICES:



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Adult & Community Services

Elderly Services – The Elderly Services Care Coordinator (ESCC) provided services to 58 seniors. Services provided included: case management, mental health screenings, information, and assistance on a variety of local resources for seniors (food, housing, skilled nursing care) and CHOICES Medicare and Medicaid counseling. Services were provided both in person in the office and in the community. The ESCC provided an in-service training for the Enfield Senior Center staff on the Connecticut HomeCare Program for Elders (CHCPE). The ESCC was invited to tour St. Joseph's Residence to learn about affordable housing options and services for seniors provided by Little Sisters of the Poor. The ESCC received 4 referrals from Enfield Police and Enfield EMS. Collaboration between North Central Health District and the ESCC continues including 2 home visits to ensure seniors are living safe, happy, healthy lives while Aging in Place in their homes within town.

Social Services Worker – During this time Adult & Community Social Services Worker (SSW) utilizes trauma-informed approach to provide client-centered case management services to address barriers in stability in the areas of housing, financial literacy, health wellness and access to basic necessities. SSW made a total of 52 contacts, which ranged from office visits, community, and phone contact. Referral sources ranged from the Police Department, Emergency Medical Services, community providers and on a self-referral basis. Maintained weekly meetings with Greater Hartford Coordinated Access Network to prepare for cold weather planning initiatives for individuals and families at risk of or experiencing homelessness. SSW has coordinated a monthly cold weather planning meeting with Town of Enfield departments and community providers in various sectors to plan for cold weather protocols. Assisted a family experiencing homelessness in getting connected to Emergency Shelter and Emergency Housing Voucher to assist with long-term housing stability, as well as assisted multiple individuals with connection to cold weather warming centers and ongoing services. Continued to attend the Juvenile Review Board and conducted phone outreach to referred families.

Attended professional development trainings on the Prevalence of Trauma Among Justice-Involved Individuals, The Trauma of Homelessness, Emotional Intelligence for Human Service Providers, and Connecticut Affordable Housing Conference.

Enfield Child Development Center

The Enfield Child Development Center currently has 181 children enrolled. We are still operating at our reduced hours of 8:00-5:30 as we continue to be challenged with filling teacher aide positions, both full and part time, as well as an increase in COVID cases which call for mandatory quarantining per State regulations. The preschool had a grandparent visit the classroom and teach the students about Hannukah. The toddler classrooms enjoyed latkes and played with dreidels. The school age classrooms are decorating rocks for the local group "Enfield Rocks" which will distribute painted rocks around the community for little children to find. The entire Stowe Early Learning Center participated in pajama day to help support Connecticut's Children Medical Center.



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Family Resource Centers

The Department of Children and Families Commissioner Vanessa Dorantes attended our December Grandparents Raising Grandchildren Support Group to hear from group members on the issues affecting them and their grandchildren. Also in attendance was Vincent Russo, Legislative Program Director, and Representative Tom Arnone. We will hold a holiday gathering for grandparents and grandchildren on December 13 with dinner provided by the Felician Sisters of St. Joseph Residence.

The FRC Parent Educator has begun providing weekly office hours to patients of Pioneer Valley Pediatrics. On Tuesday afternoons, she will visit the office to provide support and resources to parents who need information on parenting, FRC programs, and local community resources.

A monthly meeting was held on November 18 for local family childcare providers in our network. On December 16, we will provide a presentation for them entitled "Care for the Caregiver" focusing on self-care and mindfulness.

Transportation

Magic Carpet Rides = 1860

Dial-A-Ride Rides = 879

TSA has extended the face mask requirement for all transportation networks, including public transportation, through March 18, 2022.

Dial-A-Ride was awarded the 5310 Grant from the Connecticut Department of Transportation and the Regional Councils of Governments. This grant will cover 100% of the purchase of a wheelchair accessible vehicle.

Youth & Family Services

Youth Services - In November, Youth Service Social Worker received 17 new referrals from youth and families for counseling and support. The top three referrals for youth and families were depression, school attendance, and substance misuse. Youth Services also provided 7 intakes for JRB clients and families providing mental health consultation, clinical case coordination, referral for intensive mental health and substance use services, and community supports connections.

The youth center had 16 new members in November for a year total of 77 members. Total attendance averaged 405 visits.



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PUBLIC WORKS:

Engineering:

ROADS 2021: Requested quotes from on-call engineers for the design work for the first year of the new road referendum and coordinated with the utility companies. Design meeting was held on Tuesday, December 7, 2021.

South River Street Bridge Replacement: Design continuing through the State along with DOT rights of way office working on the land acquisitions. Anticipating 2022 construction bidding.

Brainerd Park Softball Proposed Field: Engineering Staff started the specification book revisions on 12/06/2021.

Powder Hollow Baseball Field Improvements: Consultant to submit a change order for electrical design and continue the work.

ROADS 2021 River Washington: Contractor has completed Washington Avenue. The contractor has reclaimed South River Street and installed the base pavement on the road and driveway aprons, to "button up" the area for the Winter. Top course will be installed in the early Spring.

Orlando Drive Culvert: Town Attorney's Office is working to acquire the necessary easements. Due to environmental permitting requirements, the work will start next year.

Freshwater Dam Improvements: Pre-construction meeting was today. The contractor started work on Wednesday, December 8, 2021, and complete the work by February 28, 2022.

WPC:

WPC Status: November's daily average effluent flow was 4.7 MGD and the effluent flow total for the month was 141 million gallons.

Early in the month of November we took a grit channel offline for routine maintenance that involves removing the accumulated grit using our Vac-truck. We were able to thoroughly clean one of the two grit channels before our Vac-truck malfunctioned. After we removed the grit, we put it on the washdown pad and removed the heavy organics. Then dried the material out and disposed at the Manchester landfill.

Our equipment shed exterior was made of plywood T1-11 and because of its age delaminating. We removed the T1-11 siding and replaced it with vinyl siding.

One of the rotary screw presses augers tripped out while the others continued to operate causing some minor damage that we were easily able to repair. We have scheduled a visit with the manufacturer's representative to correct this issue.

The front railing was installed with the wrong finish. It was removed by the contractor to receive the proper refinishing.



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Collection System – November 2021:

Sewer calls: 3
Manhole Inspections: 6
TV camera: 1230 ft
Sewer Jetting: 1095 ft
CBYD: 150

Lift Stations: South River experienced a control blip in the electronics that caused the wet well to be pumped dry causing all the pumps to go air bound. This required several operators to manually bleed the air out of the pumps. To prevent this glitch from happening in the future we installed a mechanical float system that will operate the lift station in the event of another electronic failure. Our maintenance crew repaired the concrete stairs at the South Maple Street lift station.

Building Inspection Division:

555 Taylor Road - \$100,000 for a new generator.
21 Manning - \$48,500 for heating upgrades.
6 Pearson Way - \$83,000 for a new generator.
55 Main \$215,700 - Bigelow chiller replacement
96 Phoenix Ave. - \$363,774 HVAC replacement
160 Hazard Avenue - \$34,000 electrical work for a tenant fit out.
10 Residential addresses - About \$445,000 (CV) in miscellaneous Rooftop PV panels

About \$70,000 in revenue for the month with applications for 81 Building permits, 50 electrical permits, 57 HVAC permits, 22 plumbing permits, 15 Photovoltaic permits, 0 Fire Suppression/ Sprinkler Permits and 7 Building code complaints for a total of 233 records created for the month. (About \$1 million in construction value).

We issued Certificates of Occupancy for the following projects:

2 Houses in Shaker Heights
39 Hazard Ave - Starbucks
173 Elm St - Tanning
153 Hazard Ave - CHR remodel
786 Enfield Street - Deli
562 Enfield Street - Dunkin

About 399 inspections performed in approximately 20 working days.

Building & Grounds:

Social Services was moved from 110 High Street to Alcorn School on December 9-10, 2021 with Youth Services expecting to move in the next few weeks.

Work continues on the Town Hall Conference Center.



TOWN OF ENFIELD

FINANCE:

Tax Collection

2nd Installment: The 2nd installment of real estate taxes and business personal property as well as any 2020 grand list motor vehicle supplement bills are due in January. Taxpayers will receive a bill if they have a motor vehicle supplement tax, however, they will not receive a bill for the second installment of real estate and business personal property taxes.

Delinquent Tax Accounts: The Collectors office has identified 6 real estate tax accounts totaling \$1,014,405.32 that are over a year past due and more than \$50,000. Normally, we rely on tax liens and tax sales to compel payment of real estate taxes. However, we are considering referring these accounts to a state marshal for collection.

Past due business personal property accounts (25 in total amounting to \$444,318.31), older than 2 years and more than \$1,000, will be given to the State Marshal to begin the next step in the collection process.

Delinquent motor vehicle files account the 2018 and 2019 grand list regular and 2018 supplemental grand list will be referred to Rossi Law Offices for debt collection. A total of \$45,409.81 was collected from November 2020 – November 2021.

Sewer Use Fees: Since March 2018, the Tax Division has referred 1,096 delinquent sewer accounts to state marshals for collection. As of November 30, 2021, we have collected \$1,633,792 in principal and interest on those accounts.

Property Assessment

Revaluation: The revaluation process is nearing completion. The final process for the revaluation company, Vision Government Solutions, Inc, was to mail impact notices to every property owner. These notices were sent on November 15, 2021, and contained the new preliminary assessment for each property. Each property owner was instructed to call Vision and set up an informal hearing to discuss their value if they had questions with it. This process is nearly complete and will be finished by Dec. 25, 2021. To date, there have been 221 (156 residential and 65 commercial) hearings scheduled. Hearings are being conducted by phone or in person, at the town hall.

A new letter will be mailed after the holiday, to the properties that had an informal hearing, with the final value of each property. If an owner would like to discuss their value, they can reach out to the assessor's office to set up an appointment with the assessor.

General Services

We have issued the following RFPs which are scheduled to be opened over the next couple weeks:



TOWN OF ENFIELD

- Siemens VoIP Managed Services

The following RFP/RFQs has been opened. We have tabulated the submissions and are awaiting selection of the winning bidders:

- Transfer Station Improvements
- Design and Construction of a Storage Facility

We have selected and notified the winning bidders for the following RFPs. We have issued or are in the process of issuing contracts for these RFPs.

- Stowe Early Learning Center Restroom Addition
- Community Development Block Grant Housing Rehabilitation Program Specialist
- Media Consultant (for Youth Services)
- Accounts Receivable Management System for EMS
- Purchase of Initial Issue Police Department Uniforms

Treasury

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Thursday, December 9, 2021 4:28 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	12/9/2021
First and Last Name	Tom Tyler
Address	18 Bridge Lane
City	Enfield
State	CT
Zip	06082
Phone Number	(860) 803-1783
Second Phone:	(860) 745-0832
Email	Tom@Tylerandtyler.com
Occupation	Attorney
Occupation Phone Number	(860) 745-0832
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Board of Assessment Appeals
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Born and raised in Enfield I graduated from St. Joseph's Grammar School (1960), Enfield High School (1964), Holy Cross College (1968) & UConn Law (1973); Still practicing law locally with my brother (Russell) at Tyler & Tyler; experienced in real estate related matters including determining fair market value of property and non-litigative settlement techniques for

almost fifty years. Former Chairman and Member of BAA left in 2017 for health reasons which have since been resolved successfully.

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:

Board of Assessment Appeals as Chairman or Member from 2008 to 2017

NOTE: Left when term expired due to health reasons since resolved successfully.

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

Not Applicable

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: Friday, November 19, 2021 1:19 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	11/19/2021
First and Last Name	Paul Coffey
Address	16 Montano Road
City	Enfield
State	CT
Zip	06082
Phone Number	860-698-9635
Second Phone:	860-986-4766
Email	paul_coffey@hsb.com
Occupation	Accounting Manager
Occupation Phone Number	Field not completed.
Party Affiliation	None
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Loan Review Committee
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Current Vice Chairman of Loan Review Committee and voting member since 2007.

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:

Loan Review Committee (LRC) - might want to change "time server" to "time served" on the website.

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

5-6

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: Saturday, November 27, 2021 7:45 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	11/27/2021
First and Last Name	Philip Kober
Address	PO Box 801
City	Enfield
State	CT
Zip	06083-0801
Phone Number	8608887323
Second Phone:	8608887323
Email	PKober3011@Westfield.ma.edu
Occupation	Correction Officer
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Loan Review Committee
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am presently serving as a regular member of the Loan Review Committee (LRC) and am seeking reappointment for a new term. I have been an active and engaged member and shall continue to positively contribute should I be confirmed.

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:

In addition to my tenure on the LRC, I also currently serve on the Enfield Economic Development and Agricultural (Conservation) Commissions. Previously, I served on the town's Ethics Commission and also have various experiences serving across municipal, professional, student, and armed forces committees and associations.

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

7

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

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, November 30, 2021 10:46 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	11/30/2021
First and Last Name	DAVID GOYETTE
Address	33 DONNA ST, , false
City	ENFIELD
State	CT
Zip	06082
Phone Number	8607497645
Second Phone:	8609657856
Email	davidgoyette82@yahoo.com
Occupation	RETIRED
Occupation Phone Number	Field not completed.
Party Affiliation	DEMOCRAT
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I HAVE SERVED ON THE COMMISSION THESE PAST 9 YEARS OR SO AND WISH TO CONTINUE

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:

ENFIELD COMMISSION ON AGING

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

12

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

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, December 6, 2021 9:52 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	12/6/2021
First and Last Name	Michael Arnone Jr.
Address	8 Katie Lane
City	Enfield
State	CT
Zip	06082
Phone Number	860-539-2126
Second Phone:	860-539-2126
Email	mja40jr@yahoo.com
Occupation	<i>Field not completed.</i>
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been a volunteer at the Enfield Senior Center for the last 14-15 years. I feel that I work well with other members of the Commission during my years serving on the Commission. I was recommended to participate as a member of the Commission on Aging during the the hiring of the new manager at the Senior Center. I was asked by the Commission to help

guide and develop a focus group to study and come up with plan that focuses on Isolated Seniors in the Enfield community. This project is on course with its plan to developing a program. I gather as much information as possible to solve any issue that may affect the Senior community, therefore, I believe myself to be a problem solver. I have worked on several other subcommittees of the commission. I worked with Councillor Bob Cresssotti and DSS in establishing an email address for the Commission. I have worked on several other subcommittees of the commission. I believe myself to be a good listener not only those that serve on the Commission on Aging but to those that I have a daily working relationship. Most important I believe myself to be a person who cares about the Senior population community inside and outside of the Enfield Senior Center.

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:

I once served on the Prison liaison committee in the late 80's. I served approximately during the following years 1987 - 1989. I am also a sitting member of TRIAD for approximately the last 5-7 months.

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

I have during my appointment believe I attended all but one schedule meeting in which I was away on vacation

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

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, December 10, 2021 12:27 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	12/10/2021
First and Last Name	Priscilla Linehan
Address	4 Knollwood Circle
City	Enfield
State	CT
Zip	06082
Phone Number	860-593-0933
Second Phone:	n/a
Email	Palinehan757@gmail.com
Occupation	retired
Occupation Phone Number	n/a
Party Affiliation	independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Ability to organize; life experience as Senior; past experience working with various groups

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:

9

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: Friday, November 19, 2021 10:15 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	11/19/2021
First and Last Name	Kathleen Sarno
Address	102 North Maple Street
City	Enfield
State	Ct
Zip	06082
Phone Number	18609898470
Second Phone:	18606986045
Email	ksarno@cox.net
Occupation	Real-estate Broker
Occupation Phone Number	18609898470
Party Affiliation	dem
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Ethics Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	town resident for 63 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:

wetlands, P&Z, several subcommittees

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?

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, December 8, 2021 9:33 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	12/8/2021
First and Last Name	Sandra H. Nuccio
Address	1227 Enfield St.
City	Enfield
State	CT
Zip	06082
Phone Number	860-745-3134
Second Phone:	860-394-9272
Email	DOCANDMRS@COX.NET
Occupation	Field not completed.
Occupation Phone Number	Field not completed.
Party Affiliation	Republican
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:	As a former Enfield teacher, I am an avid reader and have constantly use our town libraries for over the 50 years that I have lived in town. I have enjoyed the last 8 years that I have served on the Library Board of Trustees and would like to continue since I have a sincere interest in our libraries.

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:

3 of the 4

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: Friday, December 3, 2021 1:30 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	12/3/2021
First and Last Name	James Hoyne
Address	12 Brainard Road
City	Enfield
State	CT
Zip	06082
Phone Number	413-883-6209
Second Phone:	413-883-6209
Email	DeskofJamesHoyne@Gmail.com
Occupation	Shipping/Receiving Director
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	No Central District Health Dept. Board of Directors Enfield Rep
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	As a near life-long Feeding Tube patient & advocate and as someone who has undergone multiple surgeries, I personally understand the importance of providing the community of ongoing preventive health & treatment programs. Throughout my life, I have advocated for those w/ Feeding

Tubes & other health challenges via Magazine, Radio, Newspapers, etc. The message I always try to get out is its best to judge people by their abilities rather their disabilities This is a subject I am very passionate about & I firmly believe I would be an excellent candidate to serve on the Health Department Board of Directors.

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:

CPTV Community Advisory Board; Hartford; (2020-Present)
Marion Oaks Civic Association; Ocala, FL; (2012-2014)

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?

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, November 29, 2021 7:41 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	11/29/2021
First and Last Name	Christian D'Antonio
Address	18 Montano Rd
City	Enfield
State	CT
Zip	06082
Phone Number	8452208225
Second Phone:	N/A
Email	cdantonio@live.com
Occupation	IT Professional
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
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 acutely aware of the impacts that planning and zoning has and had across the country - both good and bad - and I want to use my interest in planning and desire to learn more to be able to positively contribute to our town. I am lightly familiar with Enfield's Zoning Ordinances, having reviewed sections of interest in the past, and I'm familiar with zoning terminology

and try to stay current on notable advancements and changes across the state and country.

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?

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Thursday, November 18, 2021 5:16 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	11/18/2021
First and Last Name	Kiran S Majmudar
Address	6 Hummingbird Lane
City	Enfield
State	CT
Zip	06082
Phone Number	860 558 9887
Second Phone:	860 558 9887
Email	kiran36zpj@gmail.com
Occupation	Consultant Engineers
Occupation Phone Number	860 558 9887
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Planning & Zoning Commission
Appointment	Reappointment / <i>seeking regular seat</i>
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have served as a PZC Commissioner for the past 3 to 4 months with great satisfaction. I have Lived in the Town since about 1975. I also had a business office on 252 Hazard Avenue for about 15 years. I have served Developers through the Town Permitting process and appeared before PZC, IWWC, WPCA, etc, for many 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:

Econ Development Commission, retired as Chair; past almost 15 years

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

All since appointment in September

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

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Saturday, November 6, 2021 11:01 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Follow Up Flag: Follow up
Flag Status: Completed

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

Application for Vacancy on Boards, Agencies & Commissions

Date	11/6/2021
First and Last Name	Lewis S Fiore
Address	14 Cartier Road
City	Enfield
State	CT
Zip	06082
Phone Number	8607452864
Second Phone:	8608829553
Email	lfiore@cox.net
Occupation	Registrar of Voters
Occupation Phone Number	8602536320
Party Affiliation	democrat
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	former ZBA Vice-Chairman, former 3 term Town Councilman, former Deputy Mayor, current Registrar of Voters, former Town

to the committee or
commission: Charter Revision member, 2-time co-author of Town Redistrict
plan, former member Cable Commission, (all as an example)

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: see above, too numerous to outline with dates, plus could have
listed many more.

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.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Thursday, November 18, 2021 4:36 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	11/18/2021
First and Last Name	Anthony DiPace
Address	18 Kimberly Dr.
City	Enfield
State	CT
Zip	06082
Phone Number	8607299843
Second Phone:	8607299843
Email	hazardmtrs@sbcglobal.net
Occupation	Retired
Occupation Phone Number	Field not completed.
Party Affiliation	Dem
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:	19 years on PZC prior 4 as chairman,

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:

19 years PZC in Enfield

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?

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, November 19, 2021 3:53 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	11/19/2021
First and Last Name	John Petronella
Address	7 Charnley Road
City	Enfield
State	CT
Zip	06082
Phone Number	860-916-3613
Second Phone:	860-627-6870
Email	j.petronella@enfieldbuilders.com
Occupation	Contractor
Occupation Phone Number	860-627-6870
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Planning & Zoning Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Current member seeking reappointment

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:

Appointed to Planning and Zoning Commission 2017

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

Attended 21 of 22 meetings

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

No

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

McCarthy, Debra

From: Whitten, Lauren
Sent: Friday, December 10, 2021 11:06 AM
To: McCarthy, Debra
Subject: EDC - TIF Advisory Committee Member

Hi Deb

Richard Stroiney would like to stay on the TIF Advisory Committee representing the EDC. Chairman Turner has asked that I forward this recommendation on to the Town Council.
Thank you

Laurie

Laurie P. Whitten, CZEO, AICP
Director of Development Services
Town of Enfield
820 Enfield Street,
Enfield, CT 06082
860-253-6507



TOWN OF ENFIELD

December 6, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Waiving The Bid Requirements For Purchase of Motorola Radios and Radio Equipment for Police Vehicles

Councilors:

Highlights:

- Each year the police department spends budgeted money from the Capital Improvement account or police department budget for radio equipment in police vehicles
- Motorola, DBA Northeastern Communications, is a vendor that has met the police department's communications needs for many years
- Northeastern Communications is the only "Manufacturer's Representative" for Motorola in this area
- Northeastern Communications provides an unmatched level of professionalism, customer service and quality of work
- Northeastern Communications has technicians who reside in Enfield, drastically reducing the time it takes for repairs to be made to police radios when necessary

Budget Impact:

There will be no budget impact to the town, since this is a vendor the town currently uses and the funds for these services are already allocated in the CIP accounts and the police department yearly budget.

Recommendation:

In summary, the Enfield Police Department respectfully requests that the Enfield Town Council approve the attached resolution to waive the bid requirement.

Respectfully Submitted,

Sgt Matthew J. Meier
Traffic Supervisor/Grant Administrator/EPD Fleet Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Waiving the Bid Requirements for Purchase of Motorola Radios and
Radio Equipment for Police Vehicles**

WHEREAS, the Enfield Police Department has a need to order new police radios to install into new police vehicles; and

WHEREAS, the Enfield Police Department will need a reliable and professional vendor that is located as close to Enfield as possible, has knowledge of our needs, is a representative for Motorola, and has the ability to complete repairs in a timely manner; and

WHEREAS, the Enfield Police Department has used Northeastern Communications (NORCOMM) for over a decade and NORCOMM is the only vendor with intimate knowledge of our radio system. NORCOMM is in Connecticut, with two technicians who live in Enfield with excellent response times for repairs; and

WHEREAS, Motorola was awarded the State of Connecticut contract for such work in the 1990's. For years we used the same state contract to purchase such radios. It was recently discovered that the contract was not clear in what it covered in the award. NORCOMM will honor the same state contract terms that we had previously operated under, and they are the only representative for Motorola in the area.

NOW THEREFORE BE IT RESOLVED, that in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require competitive bidding for purchase of Motorola police radios.

Date Submitted: December 6, 2021
Submitted by: Sgt. Matthew J. Meier



TOWN OF ENFIELD

December 14, 2021

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Adopt New and Revised Job Descriptions and Wage Adjustments as part of the Department of Social Services Reorganization

Highlights:

- The Department of Social Services completed strategic planning with the funds as authorized by the Town Council in May 2021.
- In the planning process the Director of Social Services had meetings with Department Division Heads, Director of Human Resources, Director of Finance, Assistant Town Manager and Town Manager in preparation for the re-organization.
- The job descriptions and wage adjustments provide for efficiencies in administration and operations and stabilizes the Department staff with competitive market rates.
- There is no loss of jobs for existing staff, nor shutting down of any programs.
- All wages and adjustments are cost-neutral to the Town budget.

Budget Impact:

This is no impact to the Town budget

Recommendation:

The Town Council approve the attached Resolution.

Respectfully Submitted,

Steve Bielenda
Director of Human Resources

Attachment:

1. Resolutions
2. Job Descriptions

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Adopt New and Revised Job Descriptions and Wage Adjustments as part of the Department of Social Services Reorganization

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the wage adjustment of the following positions:

Positions	Proposed Salary
Senior Operations Manager	99,900 **
Operations Manager - Child, Youth & Family	78,000 **
Operations Manager - Transportation	70,184 **
Clinical Care Coord	70,000 **
Social Worker	58,000
Youth Development Worker (PT)	35,100 **
Senior Site Manager	72,950 **
Site Manager	68,264 **
Grants & Performance Manager	74,000 *
Food & Nutrition Manager	52,000 *
Lead Teacher	50,288 ***
Lead Parent Educator	53,507 ***

* Wage Adjustment

** New Job Description

*** Revised

Date Submitted: December 14, 2021

Submitted by: Steve Bielenda, Human Resources Director

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Site Manager – Enfield Child Development Center**

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the development, management and implementation of daily programs based on the readiness of the children. The Site Manager (SM) is responsible for management of staff and maintaining relationships with families. The SM will provide daily oversight of the Enfield Child Development Center. SM is responsible for ensuring the program follows all State and NAEYC requirements per contract and town regulations. The SM will partner with Town Departments and the Enfield Public Schools to provide services to the children and families of the Enfield Child Development Center.

SUPERVISION RECEIVED: Works under the general direction of the Senior Operations Manager

SUPERVISION EXERCISED: Directly supervises head teacher, teachers, teacher assistants, teacher aides, seasonal aides, secretaries, and accountant

ESSENTIAL JOB FUNCTIONS:

- Provides overall supervision and leadership in the Child, Youth & Family Division/Early Child Development Center ensuring the health, safety and learning of enrolled children ages eight weeks – age twelve. Works closely with the families and staff to ensure quality care and education in alignment with state and national standards.
- Maintains records, weekly lesson plans, action plans, accident reports, inventory control, attendance/annual appraisals and prepares family surveys
- Lead large groups in training/staff meetings; communicate and collaborate with outside agencies.
- Interview potential new staff for Seasonal, part time and full-time positions. Follow up after interview, calling references
- Review information for newly enrolled families
- Review all learning experience plans to confirm requirements of School Readiness grant
- Must handle children who pose a risk to other children and/or staff in the classrooms.
- Track staff trainings yearly to ensure they have required amount and topics
- Address staff and family concerns
- Regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs related work as assigned by Supervisor.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Site Manager – Enfield Child Development Center**

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 talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, 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 is occasionally exposed to wet and/or humid conditions or airborne particles.

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided.

Noise level in the work environment is usually moderate to loud.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge in the teaching and training of children; knowledge of the administration of a day care facility; ability to maintain records; ability to write reports; ability to communicate professionally with children, staff, parents, outside agencies; ability to supervise. Required to take 18 hours of professional development courses to meet state guidelines.

EXPERIENCE AND TRAINING: Master's Degree in Early Childhood Education with two (2) years' experience, or Bachelor's Degree in Early Childhood with student teaching and two (2) years' experience with young children, or a Bachelor's degree in a closely related field and three (3) years of experience with young children, or any equivalent combination of experience and education. Must meet all standards for NAEYC accreditation.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Senior Operations Manager**

GENERAL STATEMENT OF DUTIES: The Department of Social Services Senior Operations Manager (SOM) is responsible for leading and managing a comprehensive array of services and programs across the Department. The SOM will provide daily oversight of various Department Managers/Site Managers in the implementation, monitoring, evaluation, and quality improvement of services as resourced by Town and grant funds. The SOM will develop new programs as needs are identified through this continuous performance management and quality improvement structure and is responsible for grant reporting per contract. The SOM will partner with peers in the Department and across other Town Departments inclusive of Finance, Human Resources, and Grants & Performance Management. The SOM is responsible for developing, implementing, and managing aspects of the annual budget in conjunction with the Director of Social Services. The SOM is responsible for ensuring that programs and services follow all federal, state, and philanthropic requirements per contract, and the Town Charter regulations. The SOM will assist the Director of Social Services in planning, organizing, and implementing public and private fund-raising initiatives, inclusive of grant writing.

SUPERVISION RECEIVED: Works independently under the general direction of the Director of Social Services.

SUPERVISION EXERCISED: Directly Supervises Operations Managers/Site Managers/Staff as assigned by the Director. May serve as representative of the Department in the absence of the Director.

ESSENTIAL JOB FUNCTIONS:

- Provide effective and inspiring leadership, as well as stewardship, of the Department by being actively involved in all assigned programs and services. Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations.
- Ensure that all program activities operate consistently and ethically within the mission and values of the Department and Town of Enfield.
- Partner with the Director to represent the Department of Social Services with individuals and families, school systems, and external constituency groups including community, governmental, and private organizations.
- Develop and maintain policies and procedures in alignment with Town, Department, and contractual requirements inclusive of state and national licensure, in accordance with community needs, state guidelines and national best practice.
- Prepare and submit annual operational budgets to the Director for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued viability of the Department's program/service through sound grant and fiscal management, and sustainment of all licensing credentials. Provide programmatic leadership and input for all strategic planning processes with the Director and staff.
- Lead a high performing team of managers and staff to the next level by further developing and implementing recruitment, training, and retention strategies.

OTHER JOB FUNCTIONS: Performs related work as required by the Director of Social Services

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Senior Operations Manager**

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 sit, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with arms and hands, 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. The employee is occasionally exposed to body fluids and people who may have contagious illnesses. The employee is occasionally exposed to wet/and or humid conditions, toxic or caustic chemicals.

The employee must occasionally lift and/or move up to 40 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 detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time. Noise level in the work environment is moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable advanced knowledge of the principles and practices of administration and programming in municipal social services; considerable knowledge of intergenerational and cross-sector approach to service design and delivery; proven ability to prepare a range of written documents including staff communication, budgets, reports. Strong relationship builder and communicator with experience leading diverse work teams, developing strategies for program excellence, and engaging community partners; demonstrates integrity, strives for excellence in their work; knowledge of state requirements for program licensing/accreditation; knowledge of procedures necessary for state funding and reimbursement; ability to utilize various software database systems; must meet all Certification/Licensure standards and State requirements as they pertain to the areas of focus as assigned by the Director.

EXPERIENCE AND TRAINING: At minimum 10-15 years of professional experience, with a minimum of 8-10 years of senior-leadership inclusive of supervising staff of multiple social services programs. Master's Degree in Social Service Administration, Public Administration, Early Childhood Education, Public Transportation, or a closely related field. For positions specific to an Early Childhood Area of Focus the candidate must have ten (10) years of working experience with young children and ten (10) years of supervisory experience, or any equivalent combination thereof, with experience in a NAEYC early care and education setting. Proven success with reporting and program measurement and evaluation. Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Operations Manager – Child, Youth & Family**

GENERAL STATEMENT OF DUTIES: The Department of Social Services Operations Manager (OM) is responsible for leading and managing a comprehensive array of services and programs within the Department. The OM will provide daily oversight of various staff in the implementation, monitoring, evaluation, and quality improvement of services as resourced by Town and grant funds. The OM will develop new programs and services as needs are identified through this continuous performance management and quality improvement structure and is responsible for grant reporting per contract. The OM will partner with peers in the Department and across other Town Departments inclusive of Finance, Human Resources, and Grants & Performance Management. The OM is responsible for developing, implementing, and managing aspects of the annual budget in conjunction with the Director of Social Services. The OM is responsible for ensuring that programs and services follow all federal, state, and philanthropic requirements per contract, and the Town Charter regulations. The OM will assist the Director of Social Services in planning, organizing, and implementing public and private fund-raising initiatives, inclusive of grant writing.

SUPERVISION RECEIVED: Works independently under the general direction of the Director of Social Services or designee.

SUPERVISION EXERCISED: Directly supervises Department staff as assigned by the Director.

ESSENTIAL JOB FUNCTIONS:

- Provide effective and inspiring leadership, as well as stewardship, of the Department by being actively involved in all assigned programs and services. Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for staff to give feedback on program operations.
- Ensure that all program activities operate consistently and ethically within the mission and values of the Department and Town of Enfield.
- Partner with the Director to represent the Department of Social Services with individuals and families, school systems, and external constituency groups including community, governmental, and private organizations.
- Develop and maintain policies and procedures in alignment with Town, Department, and contractual requirements inclusive of state and national licensure, in accordance with community needs, state guidelines and national best practice.
- Prepare and submit annual operational budgets to the Director for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued viability of the Department's program/service through sound grant and fiscal management, and sustainment of all licensing credentials. Provide programmatic leadership and input for all strategic planning processes with the Director and staff.
- Lead a high performing team of staff to the next level by further developing and implementing recruitment, training, and retention strategies.

OTHER JOB FUNCTIONS: Performs related work as required by the Director of Social Services

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Operations Manager – Child, Youth & Family**

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 sit, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with arms and hands, 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. The employee is occasionally exposed to body fluids and people who may have contagious illnesses. The employee is occasionally exposed to wet/and or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 40 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 detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time. Noise level in the work environment is moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable advanced knowledge of the principles and practices of administration and programming in municipal social services; considerable knowledge of intergenerational and cross-sector approach to service design and delivery; proven ability to prepare a range of written documents including staff communication, budgets, reports. Strong relationship builder and communicator with experience leading diverse work teams, developing strategies for program excellence, and engaging community partners; demonstrates integrity, strives for excellence in their work; knowledge of state requirements for program licensing/accreditation; knowledge of procedures necessary for state funding and reimbursement; ability to utilize various software database systems; must meet all Certification/Licensure standards and State requirements as they pertain to the areas of focus as assigned by the Director.

EXPERIENCE AND TRAINING: Eight to ten (8-10) years of program management, with a minimum of five (5) years' experience supervising staff in social services programs. Master's Degree in Social Service Administration, Public Administration, Early Childhood Education, Public Transportation, or a closely related field to the stated Area of Focus. A Bachelor's degree with 10 years' experience may be substituted in lieu of the Master's in some areas of focus. Proven success with reporting and program measurement and evaluation required. Proven experience of leading others to new levels of effectiveness and programmatic impact. For positions specific to an Early Childhood Area of Focus the candidate must have ten (10) years of working experience with young children and ten (10) years of supervisory experience, or any equivalent combination thereof. Experience in an NAEYC early care and education setting preferred.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Operations Manager - Transportation**

GENERAL STATEMENT OF DUTIES: The Department of Social Services Operations Manager (OM) is responsible for leading and managing a comprehensive array of services and programs within the Department. The OM will provide daily oversight of various staff in the implementation, monitoring, evaluation, and quality improvement of services as resourced by Town and grant funds. The OM will develop new programs and services as needs are identified through this continuous performance management and quality improvement structure and is responsible for grant reporting per contract. The OM will partner with peers in the Department and across other Town Departments inclusive of Finance, Human Resources, and Grants & Performance Management. The OM is responsible for developing, implementing, and managing aspects of the annual budget in conjunction with the Director of Social Services. The OM is responsible for ensuring that programs and services follow all federal, state, and philanthropic requirements per contract, and the Town Charter regulations. The OM will assist the Director of Social Services in planning, organizing, and implementing public and private fund-raising initiatives, inclusive of grant writing.

SUPERVISION RECEIVED: Works independently under the general direction of the Director of Social Services or designee.

SUPERVISION EXERCISED: Directly supervises Department staff as assigned by the Director.

ESSENTIAL JOB FUNCTIONS:

- Provide effective and inspiring leadership, as well as stewardship, of the Department by being actively involved in all assigned programs and services. Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for staff to give feedback on program operations.
- Ensure that all program activities operate consistently and ethically within the mission and values of the Department and Town of Enfield.
- Partner with the Director to represent the Department of Social Services with individuals and families, school systems, and external constituency groups including community, governmental, and private organizations.
- Develop and maintain policies and procedures in alignment with Town, Department, and contractual requirements inclusive of state and national licensure, in accordance with community needs, state guidelines and national best practice.
- Prepare and submit annual operational budgets to the Director for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued viability of the Department's program/service through sound grant and fiscal management, and sustainment of all licensing credentials. Provide programmatic leadership and input for all strategic planning processes with the Director and staff.
- Lead a high performing team of staff to the next level by further developing and implementing recruitment, training, and retention strategies.

OTHER JOB FUNCTIONS: Performs related work as required by the Director of Social Services

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Operations Manager - Transportation**

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 sit, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with arms and hands, 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. The employee is occasionally exposed to body fluids and people who may have contagious illnesses. The employee is occasionally exposed to wet/and or humid conditions, toxic or caustic chemicals. 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 detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time. Noise level in the work environment is moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable advanced knowledge of the principles and practices of administration and programming in municipal social services; considerable knowledge of intergenerational and cross-sector approach to service design and delivery; proven ability to prepare a range of written documents including staff communication, budgets, reports. Strong relationship builder and communicator with experience leading diverse work teams, developing strategies for program excellence, and engaging community partners; demonstrates integrity, strives for excellence in their work; knowledge of state requirements for program licensing/accreditation; knowledge of procedures necessary for state funding and reimbursement; ability to utilize various software database systems; must meet all Certification/Licensure standards and State requirements as they pertain to the areas of focus as assigned by the Director.

EXPERIENCE AND TRAINING: Eight to ten (8-10) years of program management, with a minimum of five (5) years' experience supervising staff in social services programs. Master's Degree in Social Service Administration, Public Administration, Early Childhood Education, Public Transportation, or a closely related field to the stated Area of Focus. A Bachelor's degree with 10 years' experience may be substituted in lieu of the Master's in some areas of focus. Proven success with reporting and program measurement and evaluation required. Proven experience of leading others to new levels of effectiveness and programmatic impact. For positions specific to an Early Childhood Area of Focus the candidate must have ten (10) years of working experience with young children and ten (10) years of supervisory experience, or any equivalent combination thereof. Experience in an NAEYC early care and education setting preferred.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Clinical Care Coordinator**

GENERAL STATEMENT OF DUTIES: The Department of Social Services Clinical Care Coordinator (CCC) is responsible for leading and managing a comprehensive, intergenerational, trauma-informed case management approach to service delivery. The CCC will provide daily oversight of social workers and case workers in the implementation, monitoring, evaluation, and quality improvement of services as resourced by Town and grant funds. The CCC will oversee the Department's support of the Juvenile Review Board and will coordinate the Crisis-Response and Co-Response service delivery. The CCC will develop and coordinate a Department Intern program in collaboration with institutions of Higher Education. The CCC will develop new programs and services as needs are identified through a continuous performance management and quality improvement structure.

SUPERVISION RECEIVED: Works independently under the general direction of the Director of Social Services.

SUPERVISION EXERCISED: Directly supervises Department Social Workers, Case Workers and Interns.

ESSENTIAL JOB FUNCTIONS:

- Ensure for staff utilization of trauma-informed approach at intake, assessment, and goal-setting stages of service, and ensure a warm hand off between staff and community partners as needed.
- Review all referrals as received and assigns cases to staff for intake and follow-up services as indicated.
- Meet with staff to discuss new cases, presenting issues, and other considerations that impact initial case assignment and service delivery.
- Provide reflective supervision to all staff on a weekly basis and facilitate peer sharing/peer learning with staff on a regularly scheduled basis.
- Ensure that staff co-create with clients a set of goals which are strength-based, measurable and achievable.
- Identify and provide for staff training and development needs/requirements to ensure for service delivery effectiveness.
- Serve as central point of contact for the Crisis Response Team, working in collaboration with the Enfield Police Department, Emergency Medical Services Department, Fire Departments, Enfield Public Schools, and other community partners.
- Perform occasional emergency clinical assessments on children, youth, and adults in crisis and provide short-term clinical and care coordination follow-up.
- Provide support to the Director for the efficacy of the Co-Responding model between Social Services, Police, and Emergency Medical Services.
- Provide staff support to the Enfield Police Department's Juvenile Review Board, maintaining compliance with Youth Service Bureau requirements. Assigns cases to staff for pre-appearance/post-appearance service for youth and their families as indicated.
- Oversee an Internship Program for the Department, partnering with higher education institutions for hands-on experiences in support of Associates, Bachelor's and Master's level education requirements.
- Provide clinical consultation with department staff, contractors, other town departments regarding the mental health needs of residents of all ages.
- Provide clinical brief treatment services for the more complicated or emergency cases.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Clinical Care Coordinator**

- Monitor program performance data and design and implement quality improvement efforts to address performance gaps.
- Review case records for completeness, consistency, and quality of services provided, including application of proper techniques, and ensures compliance with state and federal mandates.

OTHER JOB FUNCTIONS: Performs related work as assigned by the Director of Social Services

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 sit, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with arms and hands, 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. The employee is occasionally exposed to body fluids and children who may have contagious illnesses. The employee is occasionally exposed to wet/and or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 40 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 detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time. Noise level in the work environment is moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY:

Strong skills and experience providing clinical services in different settings with diverse populations of varying abilities. Considerable knowledge of the NASW Social Work Standards for Case Management. Considerable knowledge of human development across all ages. Proven ability to utilize best-practices for trauma-informed services. Knowledge of current models and best-practices for a co-responding approach between social services, police, and emergency medical services. Knowledge of crisis intervention and suicide/homicide assessment, appropriate therapeutic levels of care, and community resources preferred. Familiarity with the juvenile justice system. Considerable ability to interact effectively with public officials, employees, and the general public. Familiarity with private and public community resources. Strong working knowledge of clinical record keeping, as required by law. Ability to utilize various software database systems needed for performance management and quality improvement. Strong ability to establish effective interpersonal relationships with clientele, staff, agencies, and community. Considerable ability to develop and implement programs and services based on community needs. Significant written and oral communication skills.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Clinical Care Coordinator**

EXPERIENCE AND TRAINING: Five to eight (5-8) years' experience providing direct clinical case management and care coordination, inclusive of crisis management. Must have experience supervising professional staff for a minimum of 2-5 years. Master's degree from an accredited college or university in Social Work, Counseling, or related field. Must possess professional clinical licensure (LCSW, LPC, or LMFT). Experience supervising master's level interns a plus.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Youth Development Worker**

GENERAL STATEMENT OF DUTIES: Responsible for design and implementation of positive youth development programs and initiatives for youth ages 8-18 utilizing evidenced-based principles and practices. Serve as a positive role model to support, lead, and encourage program participants, recognizing the wide range of abilities and diverse needs of youth and their families.

SUPERVISION RECEIVED: Works under the general direction of the Child, Youth & Family Operations Manager.

SUPERVISION EXERCISED: Assists in the supervision of volunteers.

ESSENTIAL JOB FUNCTIONS:

- Design, market, and facilitate recreational and educational youth programs that promote external and internal assets that young people need to succeed.
- Ensure for a safe, supportive, interactive and engaging environment for youth.
- Foster leadership, team-building and self-advocacy skills among youth participants.
- Work collaboratively with other Department staff to recruit and retain youth participants.
- Work in partnership with other organizations that support youth development.
- Maintain communication with parents/guardians and staff.
- Supervise youth during programs and field trips.
- Model self-control, respect and cooperation with youth, families and staff.
- Collect data on program and service delivery, as well as impact.
- Support Youth Center programming and staffing.
- Attend and actively participate in staff meetings, trainings and workshops, including being available for CPR/First Aid certification.

OTHER JOB FUNCTIONS:

- Perform related tasks as assigned by the Supervisor.
- May be responsible for transporting youth.

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 sit, talk and hear. The employee is occasionally required to stand and to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, the ability to adjust focus.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Youth Development Worker**

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 is occasionally exposed to wet and/or humid conditions, or airborne particles.

Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of the principles and practices of youth development and ability to use this knowledge to achieve the goals of the program.
- Working knowledge of the Search Institute Developmental Assets Framework
- Demonstrates relevant knowledge, skills, experience and ability to access relevant resources to implement curricula and oversee activities.
- Excellent communication skills in both writing and speaking.
- Ability to create an inclusive, welcoming, and respectful environment that embraces diversity.
- Solid organizational skills.
- Bilingual (English/Spanish) a plus.
- Ability to pass drug and background check.

EXPERIENCE AND TRAINING:. Bachelor's degree in Social Work, Human Development & Family Studies, Psychology, or related field and two (2) years' experience working with youth. Associates Degree with four (4) years' experience may be substituted for the Bachelor's. Must possess valid motor vehicle operator's license.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Senior Site Manager – Enfield Child Development Center**

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the development, management and implementation of daily programs based on the readiness of the children. Responsible for management of staff and maintaining relationships with families. The Senior Site Manager (SSM) will provide daily oversight of the Enfield Child Development Center. SSM is responsible for ensuring the program follows all State and NAEYC requirements per contract and town regulations. The SSM will partner with Town Departments and the Enfield Public Schools to provide services to the children and families of the Enfield Child Development Center. The SSC is responsible for implementing and managing aspects of the annual budget.

SUPERVISION RECEIVED: Works under the general direction of the Senior Operations Manager

SUPERVISION EXERCISED: Directly supervises head teacher, teachers, teacher assistants, teacher aides, seasonal aides, secretaries, and accountant

ESSENTIAL JOB FUNCTIONS:

- Provides overall supervision and leadership in the Child, Youth & Family Division/Early Child Development Center ensuring the health, safety and learning of enrolled children ages eight weeks – age twelve. Works closely with the families and staff to ensure quality care and education in alignment with state and national standards.
- Assist Senior Operations Manager with budget preparation.
- Maintains records, weekly lesson plans, action plans, accident reports, inventory control, attendance/annual appraisals and prepares family surveys
- Lead large groups in training/staff meetings; communicate and collaborate with outside agencies.
- Interview potential new staff for Seasonal, part time and full-time positions. Follow up after interview, calling references
- Review information for newly enrolled families
- Review all learning experience plans to confirm requirements of School Readiness grant
- Must handle children who pose a risk to other children and/or staff in the classrooms. Meet with families and outside agencies when necessary to create action plans.
- Track staff trainings yearly to ensure they have required amount and topics
- Address staff and family concerns
- Regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs related work as assigned by Supervisor or Director.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Senior Site Manager – Enfield Child Development Center**

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 talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, 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 is occasionally exposed to wet and/or humid conditions or airborne particles.

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided.

Noise level in the work environment is usually moderate to loud.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge in the teaching and training of children; knowledge of the administration of a childcare facility; ability to maintain records; ability to write reports; ability to communicate professionally with children, staff, parents, outside agencies; ability to supervise. Required to take 18 hours of professional development courses to meet state guidelines.

EXPERIENCE AND TRAINING: Master's Degree in Early Childhood Education with two (2) years' experience, or Bachelor's Degree in Early Childhood with student teaching and two (2) years' experience with young children, or a Bachelor's degree in a closely related field and three (3) years of experience with young children, or any equivalent combination of experience and education. Must meet all standards for NAEYC accreditation.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Lead Teacher – Enfield Child Development Center**

GENERAL STATEMENT OF DUTIES: Responsible position involving the development and implementation of daily programs and safety standards based on the readiness of children ranging in age from eight (8) weeks to twelve (12) years of age.

SUPERVISION RECEIVED: Works independently under the general direction of the Child, Youth & Family Division/Enfield Child Development Center Senior Site Coordinator/Site Coordinator.

SUPERVISION EXERCISED: Guides the instruction of the Teachers' Aides.

ESSENTIAL JOB FUNCTIONS: Leads the academic and socio-emotional learning in the classroom; Teaches, models and trains special skills to a specific group of children in the Child Development Center; provides care and protection to assigned children; maintains records of children's progress; assists children to learn to cope with real life situations; directs activities of teacher's aides; plans and arranges all necessary teaching materials; maintains classroom order; holds parent conferences; reports to Senior Program Manager and Program Manager any concerns relevant to staff/clients/parents; regular & punctual attendance. Working knowledge of the State childcare licensing guidelines, mandatory reporting requirements and applicable national standards. Follows and implements established Center and Town policies and procedures. Reviews all learning experience plans to confirm that they meet all School Readiness guidelines. Mentors other preschool teachers in the implementation of the Enfield Child Development Center's curriculum and assessment.

OTHER JOB FUNCTIONS: Maintains classroom equipment in working condition; performs related work as assigned by Supervisor.

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 climb, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, 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.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Lead Teacher – Enfield Child Development Center**

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 or airborne particles.

The employee must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Ability to work collaboratively in a team setting; Considerable knowledge in teaching and training of children ages eight (8) weeks through twelve (12) years; ability to maintain simple records; ability to write explanatory reports; ability to communicate with children and their parents; ability to supervise subordinates; ability to prepare lesson plans that meet learning objectives, national standards and the needs of the children. Required to take 18 hours of professional development courses annually to meet state guidelines.

EXPERIENCE AND TRAINING: Bachelor's Degree in early childhood development or closely related field preferred, with one (1) year experience in the teaching and training of young children, preferably in a nationally accredited early care and education program environment or any equivalent combination of education and experience including 12 credits in Early Childhood Education (ECE). Must meet all standards for National Association for the Education of Young Children (NAEYC) accreditation.

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

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Lead Parent Educator – Family Resource Center**

GENERAL STATEMENT OF DUTIES: Plans, coordinates and provides a variety of programs for families and **community partners in support of positive child and youth development and strengthening of families.**

SUPERVISION RECEIVED: Works under the general supervision of the Operations Manager/Child, Youth & Family Division or designee.

ESSENTIAL JOB FUNCTIONS:

- Encourages partnerships between parents, school and the community.
- Plans and facilitates group meetings for families to learn about child development in a comfortable, play-based setting.
- Assesses family needs and provide information and support to families regarding their children's development.
- Recruits families to participate in FRC offerings.
- Connects families to community resources, making referrals as needed.
- Conducts home visits as needed.
- **Serves as the point person to plan and coordinate Family Engagement activities at Stowe Early Learning Center in partnership with KITE**
- **Participates in monthly KITE meetings.**
- **Establishes working relationships with local pediatricians.**
- **Facilitates ongoing Circle of Security Parenting Groups to the local community.**

ADDITIONAL JOB FUNCTIONS:

- Maintain all documentation and records as required by program.
- Complete Ages and Stages Screening training and show competency in conducting screenings with families.
- Perform related tasks as assigned by the Supervisor.

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 is necessary to operate computer and other office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work in early childhood setting would require ability to bend, stand, and sit on the floor on a regular basis.

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.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Lead Parent Educator – Family Resource Center**

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. Must be able to remember task/assignments given to self and others over long periods of time.

The noise level in the work environment is moderate.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Must have considerable knowledge of family dynamics, parent skills and child developmental stages; ability to manage group interactions working with diverse population; strong interpersonal and writing skills; must be computer literate

EXPERIENCE AND TRAINING: Bachelor's Degree preferred; minimum Associates Degree required in early childhood education, child development, psychology or related field; at least three years experience working with young children and families or any equivalent combination of education and experience. Must possess valid driver's license. **Must hold Circle of Security Facilitator Training certificate.**

Must be willing to work a flexible schedule including occasional nights and weekends.

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

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Authorizing the Town of Enfield Acting Through its Town Council to Enter into Agreement with Ellen Zoppo-Sassu as Acting Town Manager

RESOLVED, that Robert Cressotti, Mayor of the Town of Enfield, acting on behalf of the Enfield Town Council, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with Ellen Zoppo-Sassu as Acting Town Manager, pursuant to the Enfield Town Charter, Chapter IV, §2, subject to the review and approval of the Enfield Town Attorney.

Prepared by: Town Manager's Office
Date: December 17, 2021