



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, January 3, 2022
7:00 PM - Council Chambers**
<https://youtu.be/7pguM7lb4h8>

- 1. PRAYER – Councilor Doug Finger**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - **Regular Meeting – December 20, 2021**
- 6. SPECIAL GUESTS.**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILOR COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
- 12. OLD BUSINESS.**
 - A. Discussion/Resolution:** MOU with Fire Districts for Collection and Distribution of Taxes. (Tabled 11/16/2020)
 - 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.**
 - C. Appointment(s) – Town Manager Appointed/Council Approved.**

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

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

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) – Town Council Appointed.

1. Zoning Board of Appeals – The Term of Office of Maurice Larosa (R), Expires 01/01/2022. Reappointment or Replacement Would be Until 01/01/2026.

2. Blight Review Committee – A Vacancy Exist due to the Resignation of Jacquelyn Bosco (R). Replacement Would be Until 03/31/2022.

C. Appointment(s) – Town Manager Appointed/Council Approved. None

D. Appointment(s) – P & Z Commission Appointed- Council Approved. None

E. Discussion/Resolution: Resolution to set a Public Hearing to amend the Town of Enfield Tax Increment Financing Policy.

F. Discussion/Resolution: Resolution Authorizing the Town to Submit a CT Communities Challenge Grant Program Application to the State of Connecticut Acting by the Department of Economic & Community Development.

G. Discussion/Resolution: Resolution Authorizing the Contribution of Funds to the North Central District Health Department for COVID-19 Pandemic Response.

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 REGULAR MEETING
MONDAY, DECEMBER 20, 2021**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, December 20, 2021. The meeting was called to order at 7:00 p.m.

PRAYER – The prayer was given by Councilor Matt Despard.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

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

FIRE EVACUATION ANNOUNCEMENT

Chairman Cressotti made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION # 6027 by Councilor Mangini seconded by Councilor Pyzner to accept the minutes of the November 29, 2021, Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION # 6027** adopted 9-0-0.

MOTION # 6028 by Councilor Mangini seconded by Councilor Hopkins to accept the minutes of the December 6, 2021, Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6028** adopted 9-0-0.

MOTION # 6029 by Councilor Finger seconded by Councilor Mangini to accept the minutes of the December 6, 2021, Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6029** adopted 9-0-0.

SPECIAL GUEST

Special guest Chloe Clark is a fifth grader at the Prudence Crandall School and is the winner of Enfield's 2021-2022 Kid Governor campaign. She is being recognized for all her work in the community. She participated with the Torchlight Parade, helped turn the lights on and started the holiday kick-off in Enfield. Her platform focused on student self-insecurities and ways to raise self-esteem. Chairman Cressotti read a proclamation from the Town of Enfield honoring Chloe and her accomplishments.

PUBLIC COMMUNICATIONS

Matt Schmitt, 1304 Bigelow Commons

Stated that he wants to recommend a last-minute Christmas gift and would like to recommend a classic of children's literature, "The Sneetches" by Dr. Seuss. The book addresses discrimination. Instead of focusing on a specific actual bias, it attacks the whole concept of discrimination through metaphor showing that discrimination of any type is not only morally wrong but also toxic to a healthy society.

He stated why he thinks this book, written in 1961, is a must for the 2021 Holiday Season. It was recently revealed that a new technological tool developed by the State will allow Connecticut businesses to practice discrimination more effectively. With the COVID Passport the governor is rolling out, a business can easily verify the vaccination status of patrons as a means to deny entry to some. We will become digital sneetches, digitally exposing our bellies as a means to entry. If you keep your belly to yourself, you will be excluded.

He asked Councilors to speak out against any and all discrimination; do not be a bystander. The silent lips of bystanders offer no voice for the course of justice. The only way things change or are rectified are through the actions of people. If not us, who? If not now, when? These two questions will be the most important questions you ask yourself in life. He asked that the wisdom of this book be shared with our society.

COUNCILOR COMMUNICATIONS

Councilor Pyzner stated that she had the pleasure of being with Wreaths Across America on both Wednesday, when they arrived at the Town Hall and on Saturday. Lori Gates and Pam Townsend did a great job with the wreaths. She stated that she didn't realize that not all the Veterans receive wreaths on their graves. She stated that the wreaths are received through donations. She noted that if you wanted to buy a wreath for 2022, they're having a buy one get one sale, so you can buy a wreath for your loved one for the cost of \$15 and then one can be donated to someone who does not have a loved one.

She stated that one could contact Pam Townsend or Councilor Pyznar between now and January 14, 2022, for the buy one, get one wreaths. To date they received \$1,100 dollars but are looking to obtain the goal of \$1,700. She noted that Ms. Townsend was reaching out to some corporations in town to see if can get some corporate donations.

Councilor Mangini stated that she attended the Wreath ceremony at Eli Whitney school. She stood along the fence with the children at the school and watched the convoy of trucks pass the school. She noted that it was heartwarming seeing the children excited and proud to see the trucks pass and how they understood what it was all about. She stated last year the wreath donations received were \$800 and this year so far it is at \$1,100 with hopes of reaching the goal of \$1,700.

Councilor Unghire wished everyone a Happy Holiday.

Chairman Cressotti stated he attended the Wreaths Across America ceremony at the Enfield Town Green. He noted there were two ceremonies in Enfield, one at Saint Patrick's cemetery and one at the Enfield Town Hall. He explained that there were three major points to the Wreaths Across America which were: Remembrance, Honor and Teach. The two ceremonies exemplified what the Town of Enfield does and how it remembers the veterans. He applauded Pam Townsend, Lori Gates and the Veterans Council. He met the Walmart Drivers when they came to the Town Hall and gave them each hats and lapel pins with the Town of Enfield logo on them. He made them honorary citizens of Enfield.

He noted that the convoy drove by 12 schools in Enfield, passing students, town residents, fire department, police department, veterans, and the town hall staff. He went on to say how the Enfield police department choreographed the route for the safety of the town. He gave a special shout-out to the Enfield Police department for all their hard work.

He also stated that the last day for the Farmers market at the Enfield Square was December 19, 2021. He noted it ran from October 31, 2021, through December 19, 2021, every Sunday. He thanked Danielle Flaherty, Deb McCarthy, and Connie Provencher who put the Farmers market together.

He then recognized the Enfield Ramblers Midget Football A and C teams that made it to the Northern Connecticut Conference Superbowl. The A team won. He noted that the C team was beaten in the finals, but they had a good season. He noted that he would like to have them be the special guest in either January or February to honor them. He gave a special shout-out to the coaching staff of both the A and C teams.

He spoke about the bonding commission for the train platform construction in Thompsonville and mentioned how the 35 million dollar bond is on the agenda for December 21, 2021, along with the 15 million dollar grant to the Opera House Players. He stated that we're having a lot of activity and noted that a lot of good stuff will be coming to the Opera House Players.

TOWN MANAGER REPORT & COMMUNICATIONS

Acting Town Manager Alaric Fox spoke of the PAR report. He stated that he, a few of the Councilors and the representatives from the state delegation had a virtual call with the Chief Court Administrator for the Enfield court. He spoke of his concern about the possible closure of the court and how it would impact the Enfield police department. He stated how it would cause a shortage of police officers in Enfield if the court closed and if the officers had to go to court in Hartford.

The administrator stated that the court was temporarily closed and would be in touch with Senator Kissell before making any final decisions. The administrator noted it was temporarily closed due to staffing shortages.

Mr. Fox announced the approval for the bidding on Eli Whitney and Hazardville Memorial School roofing projects.

He stated that two ice rinks had been installed at the Powder Hollow Park. He noted that they were waiting for the cold weather so that these rinks could become operational.

He also mentioned that a brush clearing project done at the Enfield Town Hall was completed and it would be a great addition for parking for Higgins Park.

He acknowledged the Toys for Joy program and mentioned that 200 families, and 475-500 children had been accommodated by this program. He thanked the police department for all their hard work with this program.

TOWN ATTORNEY REPORT & COMMUNICATIONS

There were no reports this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

There were no reports this evening.

OLD BUSINESS

Items A, B and C will remain tabled.

NEW BUSINESS

Appointments - Town Council Appointed

NOMINATION # 6030 by Councilor Cekala to appoint Tom Tyler (D) to the Board of Assessment Appeals for a term which expires 12/31/2024.

MOTION #6031 by Councilor Santanella, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION # 6031** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Tom Tyler appointed to the Board of Assessment Appeals by a 9-0-0 vote.

NOMINATION #6032 by Councilor Hopkins to reappoint Paul Coffey (U) to the Loan Review Committee for a term which expires 12/31/2023.

MOTION #6033 by Councilor Cekala seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION # 6033** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Paul Coffey reappointed to the Loan Review Committee by a 9-0-0 vote.

NOMINATION # 6034 by Councilor Hopkins to reappoint Philip Kober (R) to the Loan Review Committee for a term which expires 12/31/2023.

MOTION # 6035 by Councilor Mangini, seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6035** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Philip Kober reappointed to the Loan Review Committee by a 9-0-0 vote.

Appointments -Town Manager Appointed/Council Approved - None

Appointments - Planning & Zoning Commission Appointed/Council Approved - None

ITEMS FOR DISCUSSION/ACTION:

Consent Agenda - None

Appointments-Town Council Appointed

NOMINATION #6036 by Councilor Pyzner to reappoint David Goyette (D) to the Commission on Aging for a term which expires 01/01/2025.

MOTION #6037 by Councilor Santanella, seconded by Councilor Despard to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6037** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared David Goyette reappointed to the Commission on Aging by a 9-0-0 vote.

NOMINATION #6038 by Councilor Mangini to reappoint Michael Arnone Jr. (U) to the Commission on Aging for a term which expires 01/01/2025.

MOTION #6039 by Councilor Santanella, seconded by Councilor Hopkins to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6039** adopted

9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Michael Arnone Jr. reappointed to the Commission on Aging by a 9-0-0 vote.

NOMINATION #6040 by Councilor Mangini to reappoint Priscilla Lineham (IT) to the Commission on Aging for a term which expires 01/01/2025.

MOTION #6041 by Councilor Despard seconded by Councilor Pyzner to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6041** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Priscilla Lineham reappointed to the Commission on Aging by a 9-0-0 vote.

NOMINATION #6042 by Councilor Santanella to appoint Kathleen Sarno (D) to the Ethics Commission for a term which expires 10/31/2022.

MOTION #6043 by Councilor Finger seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6043** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kathleen Sarno appointed to the Ethics Commission by a 7-2-0 vote with Councilors Pyzner and Unghire against.

NOMINATION #6044 by Councilor Pyzner to reappoint Sandra Nuccio (R) to the Library Board of Trustees for a term which expires 12/31/2024.

MOTION #6045 by Councilor Finger seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6045** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Sandra Nuccio appointed to the Library Board of Trustees by a 9-0-0 vote.

NOMINATION #6046 by Councilor Hopkins to appoint James Hoyne (D) to the North Central Health Department Board of Directors for a term which expires 06/30/2023.

MOTION #6047 by Councilor Mangini seconded by Councilor Pyzner to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6047** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared James Hoyne appointed to the North Central Health Department Board of Directors by a 9-0-0 vote.

NOMINATION #6048 by Councilor Hopkins to appoint Christian D'Antonio (D) to the Planning and Zoning Commission for an Alternate term which expires 12/31/2025.

MOTION #6049 by Councilor Santanella seconded by Councilor Finger to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6049** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Christian D'Antonio appointed as an Alternate member on the Planning and Zoning Commission by a 7-2-0 vote with Councilors Pyzner and Unghire against.

NOMINATION #6050 by Councilor Cekala to appoint Kiran Majmudar (U) to the Planning and Zoning Commission for a term which expires 12/31/2023.

MOTION #6051 by Councilor Hopkins seconded by Councilor Despard to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6051** adopted 9-0-0.

Councilor Unghire asked to have Mr. Majmudar's qualifications read for record. Qualifications were read.

"Kiran Majmudar has served as a PZC Commissioner for the past 3-4 months with great satisfaction He has lived in the Town since about 1975. He also had a business office in Town for about 15 years and have served developers through the Town permitting process and appeared before PZC, IWWC, WPCA, etc., for many years." Councilor Mangini added to Mr. Majmudar's resume by stating that he has served as past president of the Rotary among other volunteer work and is more than qualified to serve in this capacity.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kiran Majmudar appointed to the Planning and Zoning Commission by a 8-1-0 vote with Councilor Unghire against.

NOMINATION #6052 by Councilor Despard to appoint Lou Fiore (D) to the Planning and Zoning Commission for a term which expires 12/31/2025.

NOMINATION #6053 by Councilor Unghire to re-appoint Ken Nelson (R) to the Planning & Zoning Commission for a term which expires 12/31/2025.

MOTION #6054 by Councilor Finger seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6054** adopted 9-0-0.

Councilor Unghire reviewed Ken Nelson's experience for the record. He has been a Town Councilor and served as Deputy Mayor. He served on the High School Building Committee, was Chairman of the Public Safety Committee and Chairman of the DPW Committee. He was Chairman of the Planning and Zoning Commission and has thirty years' experience with P&Z as a contractor and developer. He knows the zoning laws and process and is a perfect candidate for this spot.

Councilor Despard read Lewis Fiore's qualifications. He is a former Vice Chairman of the Zoning Board of Appeals, a former three-term Councilor and former Deputy Mayor. He is the current Registrar of Voters, former Town Charter Revision member, two-term co-author of the Town Redistricting Plan, and former member of the Cable Commission.

Councilor Mangini added to Lou Fiore's qualifications. Mr. Fiore has lived in this community his whole life and his family has deep roots in this town. He does his homework and research and we will be well-served with his background, knowledge and experience and ability to deliver the information and be respectful and courteous to our residents.

Councilor Finger also spoke on Lou Fiore's qualifications and feels that Mr. Fiore is a better fit for the position.

Upon a **ROLL-CALL** vote being taken, the Chair declared Lou Fiore appointed to the Planning and Zoning Commission by a 7-2-0 vote with Councilors Unghire and Pyzner voting for Ken Nelson.

NOMINATION #6055 by Councilor Mangini to appoint Anthony DiPace (D) to the Planning and Zoning Commission for a term which expires 12/31/2025.

MOTION #6056 by Councilor Santanella seconded by Councilor Finger to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6056** adopted 9-0-0

Upon a **ROLL-CALL** vote being taken, the Chair declared Anthony DiPace appointed to the Planning and Zoning Commission by a 9-0-0 vote.

NOMINATION #6057 by Councilor Finger to reappoint John Petronella (D) to the Planning and Zoning Commission for a term which expires 12/31/2025.

MOTION #6058 by Councilor Mangini seconded by Councilor Finger to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6058** adopted 9-0-0

Upon a **ROLL-CALL** vote being taken, the Chair declared John Petronella appointed to the Planning and Zoning Commission by a 9-0-0 vote.

NOMINATION #6059 by Councilor Pyzner to reappoint Richard Stroiney (U) to the Tax Increment Finance Advisory Commission - EDC Member - for a term which expires 12/31/2025.

MOTION #6060 by Councilor Mangini seconded by Councilor Pyzner to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6060** adopted 9-0-0

Upon a **ROLL-CALL** vote being taken, the Chair declared Richard Stroiney appointed to the Tax Increment Finance Advisory Commission by a 9-0-0 vote.

Appointments – Town Manager Appointed/Council Approved - None

Appointments - P&Z Commission Appointed/Council Approved - None

RESOLUTION #6061 by Councilor Cekala, seconded by Councilor Mangini.

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Chapter 5, Section 8, Paragraph D, of the Enfield Town Charter, the Enfield Town Council does hereby determine it is against the best interest of our town to require competitive bidding for the purchase of Motorola police radios.

Mr. Fox stated Motorola is the vendor used and is the vendor everyone uses to great acclaim. Norcom is their agent and this is the relationship that has been put into place for 20-30 years. They will continue to honor the rate that they have been paying for all those years.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6061** adopted 9-0-0.

The Chair declared Resolution to Adopt New and Revised Job Descriptions and Wage Adjustments as Part of the Department of Social Services' Reorganization remain on table.

RESOLUTION #6062 by Councilor Mangini, seconded by Councilor Finger.

WHEREAS, the Town of Enfield, acting through its Town Council to enter into an agreement with Ellen Zappo-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 an amended contractual instrument in the name and on behalf of Town of Enfield, with Ellen Zappo-Sassu as Acting Town Manager pursuant to the Enfield Town Charter, Chapter 4 Section 2, subject to the review and approval of the Enfield Town Attorney.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6062** adopted 9-0-0.

MISCELLANEOUS - None

PUBLIC COMMUNICATIONS - None

COUNCILOR COMMUNICATIONS

Councilor Finger stated that on Taylor Road where the old Nathan Hill school was, which is now closed, the Department of Public Works had installed two solar crosswalk signal stands so parents could walk up with their kids in the parking lot, as it was a busy area with high-speed traffic. These solar crosswalk signal stands are collecting solar dust. He asked if these solar crosswalk signal stand could be moved to another location where they would be used.

Councilor Cekala welcomed Ellen to the town and thanked Councilor Fox for all his work. Ms. Cekala also wished everyone a Merry Christmas and Happy New Year.

Councilor Cressotti wanted to wish everyone a Happy and Healthy New Year and to wish that everyone stays safe. Mr. Cressotti wants everyone to be safe in light of the rise in the new COVID variant. He stated when you're out and about, wear a mask, be safe and social distance.

ADJOURNMENT

MOTION# 6063 by Councilor Mangini, seconded by Councilor Unghire to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6063** adopted 9-0-0, and the meeting stood adjourned at 8:15 p.m.

Respectfully submitted,

Sheila Bailey
Town Clerk
Clerk of the Council

Meredith Lemke
Acting Secretary to the Council



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.

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, December 28, 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	12/28/2021
First and Last Name	Timothy Neville
Address	25 Jewel Street
City	Enfield
State	CT
Zip	06082
Phone Number	860-749-9042
Second Phone:	860-490-5224
Email	Tfneville@gmail.com
Occupation	retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Zoning Board of Appeals
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	4 terms on the BOE, 1 year as Chair. Former Principal of JFK (19 years). 49 year resident of Enfield.

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:

BOE, Joint Facilities, Enfield High & JFK Building Committee's

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: Tuesday, December 28, 2021 6:05 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	12/28/2021
First and Last Name	Jessica Martin
Address	72 Belmont Ave
City	Enfield
State	CT
Zip	06082
Phone Number	8609785388
Second Phone:	8609785388
Email	jessica@maverickrealttyct.com
Occupation	Real estate broker
Occupation Phone Number	8609785388
Party Affiliation	Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Blight Review Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am a lifelong Enfield resident and I have always lived in and/or adjacent to Thompsonville. I am a property owner and a landlord in town. I am also a real estate broker and I see property in all states of neglect and disrepair everyday. I've often wondered how things are allowed to get that way and how it can be stopped or changed. For me serving on the blight

review committee would be an opportunity to learn more about the causes of and potential solutions to these issues in my town and it will give me the opportunity to participate in making some positive changes in town.

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

No

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

Field not completed.

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

Field not completed.

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

No

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



TOWN OF ENFIELD

December 20, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to set a Public Hearing to amend the Town of Enfield Tax Increment Financing Policy

Highlights:

- The Enfield Town Council adopted the Tax Increment Financing (TIF) Policy on June 3, 2019.
- The TIF Advisory Committee is requesting that certain modifications be made to the TIF Policy.
- The Town of Enfield will need to hold a Public Hearing to allow interested residents an opportunity to express their opinions regarding the amendment of the Tax Increment Financing Policy.
- Please refer to the attached for changes.

Budget Impact:

There is no budget impact.

Recommendation:

The TIF Advisory Committee recommends that the Town Council adopt the attached Resolution.

Respectfully Submitted,

Nelson Tereso
Deputy Director of Economic & Community Development

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO.

**Resolution to Set a Public Hearing to Amend the Town of Enfield
Tax Increment Financing Policy**

WHEREAS, the Enfield Town Council adopted the Town of Enfield Tax Increment Financing (TIF) Policy on June 3, 2019; and

WHEREAS, The TIF Policy was modified on April 6, 2021; and

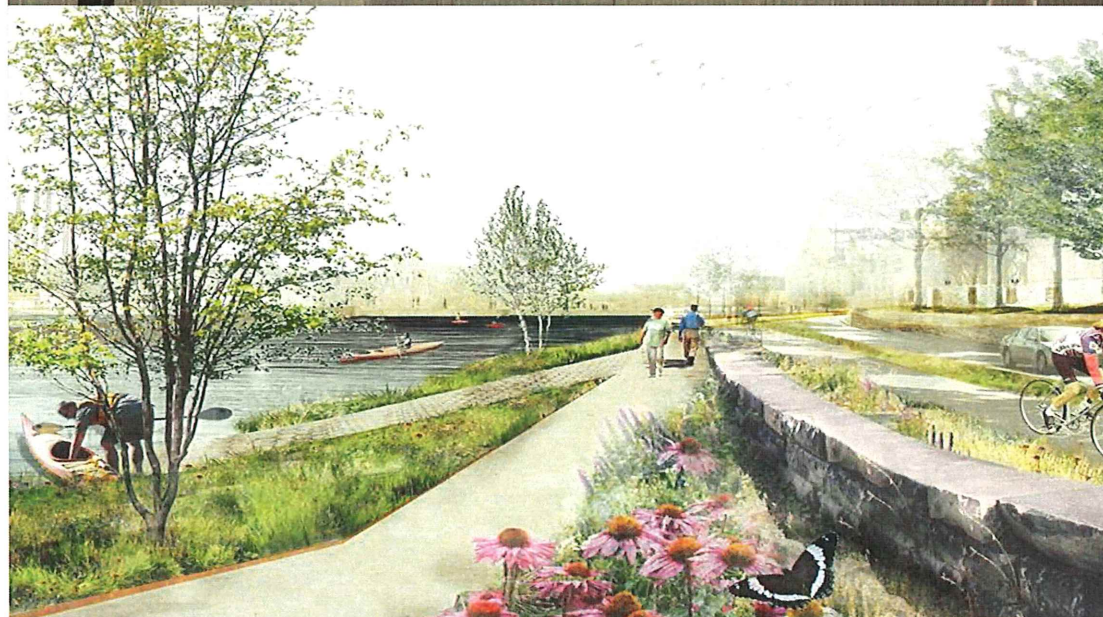
WHEREAS, the Town Council wishes to make additional modifications to the TIF Policy; and

WHEREAS, the TIF Policy requires a public hearing for any modifications thereto.

BE IT RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield Connecticut on Tuesday, January 18, 2022 at 6:50 P.M. to allow interested residents an opportunity to express their opinions regarding the modifications to the Tax Increment Financing Policy.

Prepared by: Nelson Tereso

Date: December 17, 2021



TOWN OF ENFIELD

TAX INCREMENT FINANCING POLICY

ADOPTED June 3, 2019 AMENDED April 6, 2021

Tax Increment Financing (TIF) is a local economic development tool, permitted under Connecticut law, that allows municipalities to use all, or a portion of the tax revenues generated from a new capital investment to assist in that project's financing. TIF is designed to encourage industrial, commercial, retail or mixed-use development; increase employment opportunities; and broaden the tax base of the municipality.

INTRODUCTION

Tax Increment Financing (TIF) is a local economic development tool, permitted under Connecticut law, that allows municipalities to use all, or a portion of the tax revenues generated from a new capital investment to assist in that project's financing. TIF is designed to encourage industrial, commercial, retail or mixed-use development; increase employment opportunities; and broaden the tax base of the Town of Enfield.

The purpose of this Policy is to provide a framework for the Town by which applications for TIF can be evaluated. Notwithstanding compliance with any or all of the guidelines below, the creation of a TIF District and development of Credit Enhancement Agreements (CEA) is a policy choice to be evaluated on a case-by-case basis by the Enfield TIF Advisory Committee and the Town Council.

The burden of establishing the public value of a TIF shall be placed upon the applicant and the application must substantially meet the criteria contained herein. The Town Council, however, reserves the right to consider any TIF proposal provided a majority of the Council believes that acceptance of the TIF is in the best interest of the Town of Enfield.

TIF Districts may be designated for up to 50 years. The designation of a TIF district requires proper notice, a local public hearing, an advisory opinion of the Planning and Zoning Commission, and the majority vote of the Town Council.

General Provisions

Applications for Tax Increment Financing (whether initiated by the Town or requested by a developer or business) will be considered by Town staff and the TIF Advisory Committee - with all final approvals vested with the Town Council. Amendments to existing TIF Districts will follow this process. The terms and specific details of each TIF agreement are developed on a case by case basis. The Town Manager and the Manager's designated departments will negotiate for the Town based on the merits of the project and this policy, following the process laid out in the Application Requirements Section. In developing the application, the applicant (the Town or the developer) shall meet the following basic provisions, as well as the policies and requirements stipulated in subsequent sections.

AUTHORITY

THE AUTHORITY
FOR CREATION OF
TAX INCREMENT
FINANCING
DISTRICTS IS
ESTABLISHED IN
STATE LAW:

CHAPTER 105B –
TAX INCREMENT
DISTRICTS

TIF is a tool that permits a municipality to participate in local project financing by using all or some of the new property taxes from a capital investment within a designated geographic district. The Town has the right to retain TIF proceeds for public infrastructure improvements or TIF eligible expenses. The municipality has the option of using the “incremental” taxes to fund eligible municipal economic development activities, retire bonds it has issued for the project, or reimburse a developer or business for development project costs (via a *Credit Enhancement Agreement or CEA*).

Eligible Expenses

Eligible TIF expenses include but are not limited to:

1. Capital costs, including, but not limited to,
 - a. the acquisition or construction of land, improvements, infrastructure, public ways, parks, buildings, structures, railings, street furniture, signs, landscaping, plantings, benches, trash receptacles, curbs, sidewalks, turnouts, recreational facilities, structured parking, transportation improvements, pedestrian improvements and other related improvements, fixtures, and equipment for public use,
 - b. the acquisition or construction by the private sector of land, improvements, infrastructure, buildings, structures, including facades and signage, fixtures, and equipment for industrial, commercial, residential, mixed-use or retail use or transit-oriented development,
 - c. the demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures, and fixtures;
 - d. environmental remediation;
 - e. site preparation and finishing work; and,
 - f. all fees and expenses associated with the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses;
2. Financing costs, including, but not limited to, closing costs, bonding issuance costs, reserve funds, and capitalized interest;
3. Real property assembly costs;
4. Costs of technical and marketing assistance programs;
5. Professional service costs, including, but not limited to, licensing, architectural, planning, engineering, development, and legal expenses;
6. Maintenance and operation costs;
7. Administrative costs, including, but not limited to, reasonable charges for the time spent by municipal employees, other agencies, or third-party entities engaged in the implementation of a district master plan; and,
8. Organizational costs relating to the planning and the establishment of the tax increment district, including, but not limited to, the costs of conducting environmental impact and other studies and the costs of informing the public about the creation of tax increment districts and the implementation of the district master plan.

Documentation

The applicant is required to provide all documentation associated with the application. This documentation becomes the basis by which the project's implementation is reviewed for compliance with final approvals.

Geographic Boundaries

The Town Council reserves the right, during the application process, to establish the size of the district necessary to meet the needs of the applicant or to meet the needs of infrastructure or other municipal improvements deemed necessary by the community.

Personal Property

Personal property shall not be included in the calculations for the TIF.

TIF ADVISORY COMMITTEE (amended April 6, 2021)

A TIF Advisory Committee is designated by the Town and charged with advising and guiding the Town Council on the implementation of the District Plans. The TIF Advisory Committee shall consist of five people appointed by the Town Council and shall include:

1. Two members of Town Council;
2. One member of the Economic Development Commission;
3. One member of the Conservation Commission;
4. One member of the Planning & Zoning Commission; and
5. The Director of Development Services, Director of Finance, Town Assessor all acting as Staff liaisons.

The Enfield TIF Advisory Committee shall advise the Town Council as to the implementation of District Master Plans, make proposals and recommendations to the Town Council regarding revisions to District Master Plans and prepare and recommend to the Town Council an annual budget for the operation and maintenance of the Districts for submission by the Town Council for approval.

OVERVIEW OF CREDIT ENHANCEMENT AGREEMENTS

Credit Enhancement Agreements (CEAs) are a mechanism for providing assistance to property owners or developers undertaking development projects in the TIF District. A CEA is a contractual agreement between the Town and applicant that allows the Town to provide reimbursements of future incremental property tax revenues to the Applicant. This policy outlines the eligibility requirements, guidelines, process, and other details for how and when the Town will enter into CEA agreements.

The Town will review CEA applications on a case-by-case basis and is not obligated or bound to enter into a CEA.

CEA Goals

The Town of Enfield's goal for entering into a CEA is to create incentives for private partners, such as property owners or developers, to undertake improvements to privately owned parcels in a TIF District, that would not otherwise be undertaken because the costs of such improvements make them financially infeasible.

General Provisions

AMOUNT OF FUNDS. The TIF funds reimbursed/returned to the developer (via a CEA) will not exceed, over time, the amount of funds agreed to in the TIF document. The applicant is required to submit all documentation that will justify the expenditure to be reimbursed as estimated in the TIF agreement.

TERMS. Terms shall be negotiated between the Town and the applicant on a case-by case basis. Agreements can extend between 1 and 10 years; and up to 100% of the annual TIF Revenues associated with the captured incremental value from the property can be reimbursed to the property owner depending on the merits. The term of the agreement shall not exceed 10 years or the number of years remaining in the life of the district; whichever is less.

SUSPENSION AND RECAPTURE OF BENEFITS. The Credit Enhancement Agreements shall contain provisions for the suspension, termination, and/or recapture of benefits to the applicant. These actions will occur when the applicant does not meet the compliance standards outlined in this document. This would also include any statements or representations made by the applicant which would have a bearing on the Town Council's decision to participate in a TIF and at what level. The agreements shall also provide for the termination and/or recapture of benefits from the applicant if the applicant relocates all or a substantial portion of the Enfield operation outside the town, during the term of the agreement.

LEVEL OF FUNDING ADJUSTMENTS. During the application process and during the life of the TIF (and CEA), the applicant shall demonstrate that the funds are being used at appropriate levels for the purpose intended. If the level of funds the applicant receives exceeds the projected need, the amount returned to the applicant shall be adjusted.

EXTENT OF TOWN'S OBLIGATION. Under any CEA, the Town's obligation to make a periodic payment under the CEA will only arise to the extent the Town receives incremental real property tax revenue based on positive captured assessed value of the particular property during the appropriate period. In other words, in any CEA, the Town shall not obligate itself to make fixed payments without receiving incremental tax revenues nor shall it be obligated to make payments if there is no increased assessed value. The percentage of annual TIF Revenues that are reimbursed to the property owner may be adjusted over the life of the Agreement.

MUNICIPAL PARTICIPATION

The Town will use various criteria to determine participation including those listed below:

1. The value of the proposed public infrastructure
2. The project creates public infrastructure facilities that have application beyond the development, such as improvements to traffic patterns, parking facilities, access to water, the incorporation of sustainable technologies, green space, or environmental remediation
3. The project is generally consistent with goals and actions stated in the Town's Plan of Conservation and Development
4. The project assists an established business in the Town of Enfield, thus retaining existing employment opportunities
5. The project brings a new business to the community that is consistent with one of the business sectors identified below
6. The project supports, or will support, local efforts and programs that assist in the development of the following business sectors: light manufacturing, the creative economy, medical industry, lodging, eco-tourism, manufacturing, advanced technologies for forestry & agriculture, biotechnology, composite materials technology, environmental technology, financial services, information technology
7. The project creates long-term, permanent, and quality employment opportunities
8. The project contributes to the unique qualities of the Town, commercial and industrial districts or other areas in need of redevelopment
9. The project improves a blighted building site that will benefit from rehabilitation
10. The project supports or will support community projects, provides job training, provides student internships, supports local contractors and suppliers

APPLICATION REQUIREMENTS FOR PROJECTS THAT INCLUDE A CREDIT ENHANCEMENT AGREEMENT

Applicants for a Credit Enhancement Agreement should demonstrate that the Town of Enfield's participation is economically necessary, and that participation is needed to undertake the project. Such justification is demonstrated by:

- The financial need to offset public infrastructure costs unique to the project or site
- The project is one that is supported in Enfield's Plan of Conservation and Development, in its capital improvement program, or in other supporting documents recognized by the community
- The developer demonstrates the financial capacity to undertake the project and provides evidence in support of this capacity. Evidence will include but is not limited to:
 - o Development budget and pro-forma
 - o Financial commitments of project lenders
 - o A project implementation plan and schedule

All such information shall be kept confidential. Town staff and Town Council will agree to a non-disclosure agreement, if deemed necessary.

- The developer is compliant with all statutory and regulatory guidelines of the Town of Enfield and the State of Connecticut
- **For the Mid-Town District**, the project represents a minimum investment of five hundred thousand dollars (\$500,000) in development costs. The minimum investment shall not include the costs of land acquisition.
- **For the Thompsonville District, a project is required to increase the existing assessed value of the subject property by a minimum of 50% once the project is completed.**
- The Applicant's equity contribution to the project is a minimum of ten percent (10%) of the project.

Fixed Assessment Agreements (FAA)

With a TIF District the municipality can agree to set a fixed valuation on a property for up to fifteen years providing the Town and the owner/developer with predictability in tax liability. All Fixed Assessment Agreements shall be recorded in the Enfield land records.

APPLICATION PROCESS FOR A NEW TIF DISTRICT

~~The EDC, in consultation with the Department of Development Services,~~ **Town staff** will coordinate all activities regarding applications for Tax Increment Financing projects, possible CEAs, and TIF Amendments. It is understood that the TIF process can precede other local approvals; however, the final TIF approval may be conditioned on receiving such approvals. Working with applicants, ~~the EDC~~ **Town staff** will coordinate the following process:

Phase 1: ~~The EDC~~ **Town staff** will provide information on Enfield's Tax Increment Financing program to the applicants and discuss the merits of the project proposal(s). Where appropriate, the staff will reach out to obtain preliminary input from Town departments, including the Town Manager, Tax Assessor, Town Attorney, Director of Public Works, Director of Public Safety, and Director of Development Services and their staff in the Department's Divisions of ~~Building, Community Development,~~ **Economic & Community** Development and Planning and Zoning, and advise applicants on the findings of Town staff.

Phase 2: The applicant shall file an application with the Town including the District Master Plan. The District Master Plan should include all of the information required under State law. ~~EDC~~ **Town staff** shall review the application for completeness and then submit the application to the TIF Advisory Committee for their review and recommendation to the Council.

Phase 3: The Town Council will determine whether the application is an appropriate use of TIF funding or not. If so, the Town Council will schedule at least one public hearing on the proposed District approval and at least ninety days prior to establishing a tax increment district - transmit the district

master plan to the Planning and Zoning Commission for a written advisory opinion.

Phase 4: Present the District Master Plan to Enfield Town Council for its action.

Phase 5: During implementation, the designated departments will monitor ongoing public and private investments in the development project to ensure their compliance with the policies contained in the District Master Plan.

APPLICATION PROCESS FOR A CEA IN AN EXISTING DISTRICT

Working with applicants, ~~the~~ EDG **Town staff** will coordinate the following process:

Phase 1: ~~The~~ EDG **Town staff** will provide information on Enfield's Tax Increment Financing program to the applicants and discuss the merits of the project proposal(s). Where appropriate, the staff will reach out to obtain preliminary input from Town departments, including the Town Manager, Tax Assessor, Town Attorney, Director of Public Works, Director of Public Safety, and Director of Development Services and their staff in the Department's Divisions of ~~Building, Community Development,~~ **Economic & Community** Development and Planning and Zoning, and advise applicants on the findings of Town staff.

Phase 2: The applicant shall file an application with the Town. EDG **Town staff** shall review the application for completeness and then submit the application to the TIF Advisory Committee for their review and recommendation to the Council.

Phase 3: The Town Council will determine whether the application is an appropriate use of TIF funding and whether to extend a Credit Enhancement Agreement.

Phase 4: During implementation, the designated departments will monitor ongoing public and private investments in the development project to ensure their compliance with the policies contained in the District Master Plan.

Application Fee

Applications are available through the Department of Development Services, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082.

All developer or business applicants are required to:

~~Submit a non-refundable application fee of \$250 at the time of submission to the Town~~

- **Submit, at the time of the final application submission and after preliminary advisement by Town staff, a non-refundable fee to help fund Town expenses for staff time and any other direct expenses such as required legal fees.**
 - **For projects which represent an investment of less than five hundred thousand dollars (\$500,000) in development costs, a \$250 non-refundable fee will be made by the applicant.**
 - **For projects which represent an investment greater than five hundred thousand dollars**

- ((\$500,000) but less than one million dollars (\$1,000,000) in development costs, a \$500 non-refundable fee will be made by the applicant.
- For projects which represent an investment greater than one million (\$1,000,000) in development costs, a \$1,000 non-refundable fee will be made by the applicant.

~~Reimburse the Town of Enfield for all legal, staff, and consulting costs and any additional expenses whether or not an application is approved. At the time of final application submission, a deposit of \$5,000 will be made by the applicant into a fund to be used to reimburse the Town for staff time and any other direct expenses like required legal fees. Any funds not used during that time may be returned when the construction project is completed.~~

WAIVER PROVISIONS

The Town Council may waive the provisions of this policy. The decision to do so shall be made by applying the intent of the following guidelines to ensure that the project remains within the general parameters of Enfield's economic and community development vision. Criteria to be considered when granting the waiver include:

- Consistency with the Enfield Plan of Conservation and Development;
- Consistency with the Town's economic and community development vision;
- Consistency with other local, state and federal rules;
- Evidence of need; and,
- Capacity to carry out the project.

MODIFICATIONS TO THE TIF POLICY

This Policy may be modified at any time by a majority of the Town Council after the Council has entertained comments and concerns at a properly advertised public hearing to be held prior to, or simultaneously with, the Council meeting at which the proposed amendment will be considered.

Appendix - TIF/Credit Enhancement Agreement Application Requested by developer

Name of Applicant:	
Applicant's Address:	
Applicant's Phone:	Applicant's e-mail:
Business Contact Person:	
Principal Place of Business:	
Company Structure (e.g. corporation, sub-chapter S, etc.):	
Names of Officers:	
Principal Owner(s) Name:	
Place of Incorporation:	
Location of Project: (map/lot)	
Brief Project Description: (new building, square footage, use)	
Reason for the TIF and Credit Enhancement Request:	
Estimated project cost:	
Current value of land and existing development:	
Public benefit anticipated:	
Requested duration of credit enhancement benefit:	
Request amount of credit enhancement benefit:	
Projected project completion date:	
Estimated completion percentage for next two years:	
Anticipated additional development within the next 5 years:	
Waivers from the TIF Policy requested if any:	

Disclosure

1. Check the public purpose that will be met by the business using this incentive (any that apply):		
☐ job creation	☐ job retention	☐ capital investment
☐ training investment	☐ tax base improvement	☐ public facilities improvement
☐ other (list):		
2. Check the specific items for which TIF revenues will be used (any that apply):		
☐ real estate purchase	☐ machinery & equipment purchase	☐ training costs
☐ debt reduction	☐ other (list):	

Employment Goals

List the company's goals for the number, type and wage levels of jobs to be created or retained as part of this TIF development project.

A. Job Creation Goals			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical			\$
2. Administrative Support, including Clerical			\$
3. Sales & Service			\$
4. Agriculture, Forestry & Fishing			\$
5. Maintenance, Construction, Production & Transportation			\$

B. Job Retention Goals			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical			\$
2. Administrative Support, including Clerical			\$
3. Sales & Service			\$
4. Agriculture, Forestry & Fishing			\$
5. Maintenance, Construction, Production, & Transportation			\$
* Please use the Occupational Cluster descriptions on the next page to complete this form.			

A. Job Creation Goals. Please list the number, type and wage level of jobs created because of the economic development incentive. NOTE: For this form, “full-time” employment means 30 hours or more; “part-time” employment means less than 30 hours. “Wage level” means the average annual wage paid for jobs created within an occupational cluster, e.g. either their annual salary, or their hourly wage times their annual hours. Also, “type” means “occupational cluster” which refers to the 12 categories defined below. Please include the number of your employees (both full-time and part-time) working within the category that most closely reflects their job duties.

B. Job Retention Goals. Please list the number, type and wage level of jobs retained because of the economic development incentive. Part B should be completed using same definitions in Part A.

Occupational Clusters

1. EXECUTIVE, PROFESSIONAL & TECHNICAL

Executive, administrative and managerial. Workers in executive, administrative and managerial occupations establish policies, make plans, determine staffing requirements, and direct the activities of businesses and other organizations. Workers in management support occupations, such as accountant and auditor or underwriter, provide technical assistance to managers.

Professional specialty. This group includes engineers; architects and surveyors; computer, mathematical, and operations research occupations; life, physical, and social scientists; lawyers and judges; social, recreational, and religious workers; teachers, librarians, and counselors; health diagnosing, assessment, and treating occupations; and communications, visual arts, and performing arts occupations.

Technicians and related support. This group includes health technologists and technicians, engineering and science technicians, computer programmers, tool programmers, aircraft pilots, air traffic controllers, paralegals, broadcast technicians, and library technicians.

2. ADMINISTRATIVE SUPPORT, INCLUDING CLERICAL

Administrative support, including clerical. Workers in this group prepare and record memos, letters, and reports; collect accounts; gather and distribute information; operate office machines; and handle other administrative tasks.

3. SALES AND SERVICE

Marketing and sales. Workers in this group sell goods and services, purchase commodities and property for resale, and stimulate consumer interest.

Service. This group includes a wide range of workers in protective, food and beverage preparation, health, personal, private household, and cleaning and building services.

4. AGRICULTURE, FORESTRY, AND FISHING

Agriculture, forestry, and fishing. Workers in these occupations cultivate plants, breed and raise animals, and catch fish.

5. MAINTENANCE, CONSTRUCTION, PRODUCTION, AND TRANSPORTATION

Mechanics, installers, and repairers. Workers in this group adjust, maintain, and repair automobiles, industrial equipment, computers, and many other types of machinery.

Construction trades and extractive. Workers in this group construct, alter, and maintain buildings and other structures or operate drilling and mining equipment.

Production. These workers set up, adjust, operate, and tend machinery and/or use hand tools and hand-held power tools to make goods and assemble products.

Transportation and material moving. Workers in this group operate the equipment used to move people and materials. This group also includes handlers, equipment cleaners, helpers, and laborers who assist skilled workers and perform routine tasks.



TOWN OF ENFIELD

December 20, 2021

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town to submit a CT Communities Challenge Grant Program Application to the State of Connecticut acting by the Department of Economic & Community Development (DECD)

Councilors:

Highlights:

- On 10/18/21, the CT DECD issued a Notice of Funding Availability – Round 1 for the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience, and appeal of communities throughout the state.
- This grant program, which ranges between \$1M and \$10M per project, requires a 50% match from each town and it is recommended by the State that applicants submit shovel-ready applications.
- On 12/3/21, the Office of Community Development submitted an Intent to Apply Form to the CT DECD to cover the funding gap needed to complete the Higgins Park project.
- This grant program requires a certified resolution from the governing body of each Town to be submitted as part of the grant application endorsing the project grant application.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council authorizes the Office of Community Development to submit a CT Communities Challenge Grant Program Application to the CT DECD which will cover the funding gap needed to complete the Higgins Park project.

Respectfully Submitted,

Nelson Tereso
Deputy Director of Economic & Community Development

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE TOWN TO SUBMIT A CT COMMUNITIES CHALLENGE
GRANT PROGRAM APPLICATION TO THE STATE OF CONNECTICUT ACTING BY THE
DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT**

WHEREAS, the Town has submitted to the State of Connecticut acting by the Department of Economic & Community Development an Intent to Apply Form for a project entitled Enfield Higgins Park Town Center Project; and

WHEREAS, the State of Connecticut acting by the Department of Economic & Community Development requires a certified resolution from the governing body of the Town to be submitted as part of the grant application.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council authorizes the Office of Community Development to submit a CT Communities Challenge Grant Program Application to the State of Connecticut acting by the Department of Economic & Community Development.

Prepared by: Nelson Tereso,
Deputy Director of Economic & Community Development

Date Prepared: December 20, 2021

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Contribution of Funds to the North Central District
Health Department for COVID-19 Pandemic Response**

WHEREAS, due to the increase in positive COVID-19 cases and the highly contagious nature of Omicron variant contributing to community spread; and

WHEREAS, the Enfield Town Council and the Town Manager's Office have received requests from citizens to establish testing and vaccination sites in the Town of Enfield; and

WHEREAS, the Town of Enfield also encourages other member Towns to likewise financially support the efforts of the North Central District Health Department (NCDHD) to collaboratively mitigate COVID-19 within this region; and

WHEREAS, testing and vaccinations are an eligible expense under the American Rescue Plan Act (ARPA).

NOW THEREFORE BE IT RESOLVED, the Enfield Town Council authorizes the Town of Enfield Finance Department to make a contribution to the NCDHD in the amount of \$50,000 from ARPA Funds for COVID-19 pandemic response.

Prepared by: Town Manager's Office
Date Prepared: December 27, 2021