



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Tuesday, January 18, 2022
7:00 PM - Council Chambers**
<https://youtu.be/FhVHI0L7z-k>

6:50 – Public Hearing – Modification to the Tax Increment Financing Policy

- 1. PRAYER – Councilor Nick Hopkins**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – January 3, 2022**
 - **Regular Meeting – January 3, 2022**
- 6. SPECIAL GUESTS.**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILOR COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Project and Activities Report**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
- 12. OLD BUSINESS.**
 - A. Discussion/Resolution:** MOU with Fire Districts for Collection and Distribution of Taxes. (Tabled 11/16/2020)
 - 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.** None

- B. **Appointment(s)–Town Council Appointed.** None
- C. **Appointment(s) – Town Manager Appointed/Council Approved.** None
- D. **Appointment(s) - P & Z Commission Appointed- Council Approved.** None

14. ITEMS FOR DISCUSSION.

- A. ****Consent Agenda – Review.**
- B. **Appointment(s) – Town Council Appointed.**
 - 1. **Enfield Culture and Arts Commission –** A Vacancy Exists Due to the Resignation of Samantha Nolan (D). Replacement Would be Until 05/31/22023
- C. **Appointment(s) – Town Manager Appointed/Council Approved.** None
- D. **Appointment(s) – P & Z Commission Appointed- Council Approved.** None
- E. **Discussion/Resolution:** Request for Transfer of Funds for Police Department JAG Grant \$34,000.
- F. **Discussion/Resolution:** Request for Transfer of Funds for EMS \$71,654.
- G. **Discussion/Resolution:** Resolution to adopt the proposed amendment to the Town of Enfield Tax Increment Financing Policy.
- H. **Discussion/Resolution:** Resolution to Authorize the Reduction of Property Maintenance Fines for 57 Marion Place.
- I. **Discussion/Resolution:** Resolution Adopting the Solid Waste Policy.

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

OFFICE OF THE TOWN MANAGER

Date: January 18, 2022

To: Bob Cressotti, Mayor

From: Ellen Zoppo-Sassu, Acting Town Manager

Re: PUBLIC HEARING GROUND RULES-

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Journal Inquirer on Friday, January 7, 2022.

TOWN OF ENFIELD
LEGAL NOTICE

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. Information regarding the proposed modifications can be viewed at www.enfield-ct.gov.

Please direct any questions to the Economic and Community Development Department at 860-253-6391.

Dated this 4th day of January 2022.
Sheila M. Bailey, Town Clerk

3. Announce Ground Rules for Public Hearing:
 - a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
 - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
 - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc., time.
 - d. Please refrain from personalities.

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PUBLIC NOTICES

LEGAL NOTICE X COLLECTOR'S NOTICE TOWN OF SUFFIELD

I hereby given to all persons law to pay Town tax in the Town of Suffield on the Grand List of October that the SECOND INSTALLMENT state tax and Personal Property tax due on January 1, 2022 and in or before February 1, 2022, is hereby given that the state Motor Vehicle tax is due 1, 2022 and payable on or February 1, 2022. This tax is less registered after October 3, 1 before August 1, 2021. I pay these taxes on or before 1, 2022 will render said tax n from the due date of January at the rate of one and one-half cent per month or any portion th. Minimum interest charge is r State Statute. I receive a tax bill shall not i the tax or delinquent charge. collector's office is located at 83 Road, Suffield, CT. Hours are s. to 4:30 p.m. Monday through and 8:00 a.m. to 1:00 p.m. on must be presented when making. If payment is made by mail and I like a receipt, please send the 1 and a stamped self-addressed .

* payment options, please see Justice: www.suffieldct.gov for stalls and fees.
schlman, CCMG
stor
suffield

021, 1/7/22, 1/26/22
1

NOTICE TO CREDITORS

ESTATE OF Barbara Gardner Riondan
(21-00038)

The Hon. Barbara Gardner Riondan, Judge of the Court of Probate, District of Tolland - Mansfield Probate Court, by decree dated January 4, 2022, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Arnaldo F. Rivera, Chief Clerk

The fiduciary is:
Ramon Padilla
c/o AIDA NOEMIA ARUS, LAW
OFFICE OF AIDA N. ARUS, LLC, 255 MAIN
STREET, SUITE # 402, HARTFORD, CT,
06106
1/7/22 7121198

NOTICE OF PUBLIC SALE OF PERSONAL PROPERTY

Extra Space Storage will hold a public auction to sell personal property described below belonging to those individuals listed below at the location indicated : 171 Roberts St., East Hartford, CT 06108. January 21, 2022 @ 12:00 PM.
331-Luis Solo-furniture, 372-Mitchell Markman-Clothing, fishing equipment, 419U-Elaine Acquisti-Household Goods, 448U-Angel Padilla-Household Goods, 560-Bryan Daniewicz-Household goods Furniture, 744-Jesus Rodriguez-Scooter, 781-CC/EF-Office materials equipment paperwork. The auction will be listed and advertised on www.storage-treasures.com. Purchases must be made with cash only and paid at the above referenced facility in order to complete the transaction. Extra Space Storage may refuse any bid and may rescind any purchase up until the winning bidder takes possession of the personal property.
1/7/22 & 1/14/22 7117617

TOWN OF ENFIELD LEGAL NOTICE

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 PM, to allow interested residents an opportunity to express their opinions regarding the MODIFICATIONS TO THE TAX INCREMENT FINANCING POLICY. Information regarding the proposed modifications can be viewed at www.enfieldct.gov.

Please direct any questions to the Economic and Community Development Department at 860-253-6391.

Dated this 4th day of January, 2022.
Sheila M. Bailey, Town Clerk
1/7/22 7120751

LEGAL NOTICE TOWN OF WILLINGTON

The Planning and Zoning Commission will hold a virtual Public Hearing on January 18, 2022 at 7:30pm to consider the following.

PZ-21-24 Special Permit for signage at Loves Travel Stop, 3 Polstar Road
Applicant: Betty Torstenson Owner: Love's Travel Stop & Country Stores Inc.

At these hearing interested persons may be heard, and written communications received. Details on how to join this meeting will be posted on the Commission's Agenda

Dated December 23, 2021
Willington PZC
1/7, 1/14/2022 7116848

NOTICE TO CREDITORS

ESTATE OF RICHARD D. BREEN, AKA
RICHARD BREEN (21-0435)

The Hon. Sean Michael Peoples, Judge of the Court of Probate, Glastonbury-Hebron Probate Court, by decree dated December 30, 2021, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Mary M. MacGregor, Chief Clerk

The fiduciary is:
Richard J. Breen & Elizabeth Breen
c/o CONSTANTINE CONSTANTINE,
CONSTANTINE CONSTANTINE, 30 WELLES
STREET, UNIT 6, GLASTONBURY, CT 06033
1/7/22 7121175

NOTICE TO CREDITORS

ESTATE OF William F. Burmsmith, Jr.
(21-0632)

The Hon. David A. Borem, Judge of the Court of Probate, Tobacco Valley Probate Court, by decree dated January 4, 2022, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Amanda L. Demonstranti, Assistant Clerk

The fiduciary is:
Judith A. Burmsmith c/o GEORGE PAUL
GUERTIN, GUERTIN AND GUERTIN, LLC,
26 BROADWAY, NORTH HAVEN, CT 06473

1/7/22 7120809

THE WINDOW NATION

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, JANUARY 3, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, January 3, 2022. The meeting was called to order at 6:00 p.m.

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

MOTION #6064 by Councilor Despard seconded by Councilor Cekala to go into Executive Session to discuss Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6064** adopted 9-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Cressotti at 6:02 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Ludwick, Pyznar, Santanella and Unghire. Councilors Bosco and Mangini were absent. Also present was Acting Town Manager, Ellen Zoppo-Sassu; Town Attorney, James Tallberg; Assistant Town Attorney, Mark Cerrato; and Town Clerk, Sheila Bailey. Also present were Attorney Douglas Pelham; and Adam Winstanley, Winstanley Enterprises.

Chairman Cressotti reconvened the Special Meeting at 7:02 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations with no action or votes being taken.

ADJOURNMENT

MOTION #6065 by Councilor Santanella, seconded by Councilor Despard to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6065** adopted 9-0-0, and the meeting stood adjourned at 7:03 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JANUARY 3, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, January 3, 2022. The meeting was called to order at 7:08pm.

Chairman Cressotti wished everyone a happy, healthy, and prosperous New Year and hopes everyone stays safe during this difficult time. He hopes residents are using all the protocols necessary for bringing the COVID numbers back down such as N95 masks, washing hands and staying socially distant. He stated that they decided to reinstate the mask policy in the town buildings and is asking all town committees to follow these guidelines on a temporary basis as daily numbers are evaluated. The number one priority is the safety of our residents and our municipal workers and getting through this difficult time with the Omicron variant.

PRAYER – The prayer was given by Councilor Finger.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL CALL Present were Councilors Cressotti, Cekala, Despard, Finger, Hopkins, Ludwick, Pyznar, Santanella and Unghire. Councilors Bosco and Mangini were absent. Also present were Acting Town Manager, Ellen Zappo-Sassu; Town Attorney, James Tallberg; Town Clerk, Sheila Bailey; Deputy Director of Economic and Community Development, Nelson Tereso; and Director of Social Services, Cynthia Guerreri.

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

MINUTES OF PRECEDING MEETINGS

MOTION # 6066 by Councilor Finger seconded by Councilor Pyznar to accept the minutes of the December 20, 2021, Regular Meeting.

Upon a **SHOW-OF-Hands** vote being taken, the Chair declared **MOTION # 6066** adopted 8-0-1 with Councilor Ludwick abstaining.

SPECIAL GUESTS – None.

PUBLIC COMMUNICATIONS

Caroline Cogtella, 5 Main Street

She stated that in reviewing the TIF Agreement, she does not like the way it was written and believes that it could become a slush fund for developers. In the beginning, it talks about the developers and the property owners and then the entire rest of the agreement is only the developers. There are several other issues in there that say everything is private and I think it should be public and computerized.

Mr. Santanella and Mr. Cressotti, I know you talked to the state. I did get an email and I'm talking with the attorney again because the state is really starting to put the screws to me. I can't find another place to live that is accessible for me without my brother being next door. I don't drive and I'm 79 years old. I found a condo, but I can't afford it right now because it is way below the assessment of the state. It's either I go for the injunction and fight it in the courts, and I could lose. I think it is up to you, not all of you because a lot of you are new on the council and were not involved in the original opinion, but I still can't understand even after Mr. Santanella talked to me why you have to take my house. I need something from this council that tells me why. We proved there is no Amtrak coming, at least not right away. There is no bike path. Since 1973 when we took over the bridge the road in front of my house has not been taken care of, nor the sidewalk. You can't go up Main Street with a walker right now because of the condition.

I worked in government for many years, and I know when a drawing can be revised. I don't understand the logic. We are not fixing the boat landing with the construction. We are taking 160 feet plus my house to build a sidewalk that did not exist for 150 years. I just want to be left alone in the last years of my life.

Matt Schmitt, 1304 Bigelow Commons

I'm here tonight to support Ms. Cogtella against the town's efforts to take her home at 5 Main Street by eminent domain. Everything today is about random acts of kindness, so I ask the Council where the kindness is in the taking of Ms. Cogtella's home? A home where generations of family grew up and contributed to the very town that is now on the verge of forcing her from that home. Is this kindness or cruelty? What is a town if not a community first and what kind of community kicks one of their own out of their home? The home is our most sacred space, where we live the bulk of our lives. It is where we come together with family and friends building our most enduring memories. It is where we have some of our happiest memories and find refuge from some of our greatest struggles.

William Squires, 33 Willow Circle, Longmeadow

After 6 decades of family ownership, we sold our business properties on Spring Street to our tenant Air Gas LLC. It is the first time the Squires family will have no physical business presence in Enfield in 111 years since my grandfather first settled in this country and in Thompsonville. I want to thank everyone affiliated with the Town of Enfield and the citizens of Enfield as well for the wonderful treatment, support, and assistance you have given us over the years. You have made our business and other businesses feel so welcome. We will still be around. I will still be part of the Enfield Rotary Club, singing at town events, shopping here, eating at restaurants here and we will go to medical offices here. I don't know what the new owners will do with the property, but I suspect that they will stay with the same business and invest in the property and expand the business and provide many more jobs in the community. Community is what it is all about. Community is where we all live in the same area where there is a feeling of fellowship and of sharing common goals. Mayor Cressotti, I agree with you in that we should all have a happy, healthy, and prosperous New Year. Thank you for all that you have done.

COUNCILOR COMMUNICATIONS

Councilor Hopkins

One of my constituents reached out to me a couple weeks ago concerning a veteran's tax exemption. He is not here today but I have reached out to him. We are exploring this and want to make sure that the exemption is provided fully. There is also an opportunity for the town to consider a municipal option tax exemption which is in addition to the current exemption. That is being considered and has gone through the Town Manager's office to a committee.

Councilor Santanella

I'm wondering if the Town Manager could shed some light on the impact this current spike is having on town staff, police, EMS, or fire departments. Has there been any impact on service so far?

Acting Town Manager Ellen Zappo-Sassu replied by saying that we are beginning to see an impact on municipal services. Just today, and it is a rolling count, we now have 25 town employees who are out with Covid positive tests. That does not take into account additional employees who are in quarantine due to exposure. Some are vaccinated and some are unvaccinated. Most of the positive cases are unvaccinated but we have had a few breakthrough cases. Water Pollution Control and police have had outbreaks and we have our first cases at EMS. We have been consulting with the HR Director and Health Director on the reduction to five days, which I believe we are going to be adopting and a communication is being sent out to town employees. There are other parameters that go along with the reduction from 10 to 5 days. We are starting to accept the home tests for positives. There is a 15% error with some of those tests for false positives.

In terms of the BOE, I have spoken with the Superintendent who is seeing an increase and it is impacting his ability to staff the schools. We thought we were going to be able to open schools today, but the bus drivers took away our ability to do that. The leveraging of both information and resources is so critical. While we don't have direct oversight with the BOE, it does impact town employees for childcare issues and having to scramble to make accommodations. We are in what the Health Director calls the fifth plateau, and we know the post-holiday spike is exactly that. The infection rate will come down, but right now the pressure is on to keep our workforce healthy. When I get into my report, I can go into some detail about how we are trying to mitigate that from a policy standpoint.

Councilor Santanella

With the distribution of the home test kits tomorrow, I was asked if there will be special accommodations or special lines for senior citizens.

Ms. Zappo-Sassu stated that we have not made any special accommodations for any aspects of the population. At this point the traffic safety patterns and just getting these kits out into the community are the highest priorities. If we make accommodations for one group, ten more will come through and ask for accommodations. I know this sounds harsh and it is not intended to. We need to do this as transparently and openly as possible.

Councilor Santanella

I was down on South River Street today and noticed that there is an extensive amount of dumping beginning again down there. There are mattresses, bikes, TVs, and I'm wondering if I could ask

someone to please see if we can try and clean that up. It seems like we have a great deal of irresponsible landlords down there. Any help would be appreciated.

To Ms. Cogtella, I spent a considerable amount of time with you, and I wish that I had something better or different to say to you here tonight. No one on this council, past or present, have treated you in a ho-hum kind of manner. There are people here who had to be part of a very difficult decision and I have a great deal of respect for the people that were here at that time. I have given you the best counsel and advice that I can. Whatever it's worth, that is the best I can do.

Chairman Cressotti

Chairman Cressotti shared a letter from Joe Chaisson from the Journal Inquirer (JI). Joe's letter stated that he will longer be reporting for the JI so he will not be covering Enfield any longer. He said it was a pleasure to cover our great town. He was honored that the JI entrusted him to tackle this responsibility. His first 18 months at the JI were covering smaller towns of 10,000 people, so jumping to Enfield which has 45,000 was intimidating at first. He said, *"I wish you all the best. If you work together, you will accomplish great things. Listen to each other, understand each other's opinions, and ask questions. Be kind, be accepting and don't let politics cloud progress. You are representing the people of Enfield, so make them proud to be residents of this great town. Special thanks to Mike Ludwick, Bob Cressotti, Gina Cekala and Chief Allaric Fox who were all so very helpful when I was on a deadline. It was a pleasure to work with all of you."*

We wish Joe the best in his new venture.

I want to congratulate the Enfield Loaves and Fishes. They were awarded a \$10,000 grant to continue their mission feeding people in Enfield and surrounding areas. The award was made via the Hartford Archdiocese Archbishop annual appeal which funds its outreach program. Congratulations to Maya and her staff and all the volunteers that make that program such a worthwhile program.

TOWN MANAGER REPORT AND COMMUNICATIONS

Acting Town Manager Ellen Zappo-Sassu

This is the start of my third week here. I have had the opportunity to meet with a large variety of department heads, some are still scheduled as they are on vacation for the holiday. I've met with several mid-level managers as well in order to get a handle on some of the programs that have some emerging issues. The overall focus has been on delivering services to the Town of Enfield residents who are being adversely affected with this surge of Covid. We have a lot of residents who must test weekly. We do not have adequate services for this. Setting up an additional testing site was identified early as a priority to many of the stakeholders.

On the agenda tonight there is a recommendation that we fund some additional dollars to the health district to act as our subcontractor to see if they can source out someone who would come in and provide testing locally here. We have done it before, so I thought it was the most expedient use of some of our American Rescue Plan dollars. The lines at current testing sites start early in the morning and the demand is exceeding the supply. Our office has reached out to the Department of Public Health to see if we can access some of the additional Griffin vans that have been in the community in the past. We were hoping to schedule that for next week at various locations at various times to make it accessible to everyone. They would be free services. Contact tracing has

been suspended temporarily because it is overwhelming at this point. I think the schools will be picking it up again when they are in session. We encourage everyone to use appropriate protocols and hopefully this will come to an end shortly.

Councilor Ludwick

The CDC stopped the PCR on December 31 because it is unreliable. What test are we going to make available that is reliable?

Ms. Zappo-Sassu replied that the Health District is recommending that we follow all CDC requirements which includes the acceptance of at-home test kits. Not only is this a municipal issue but we do have employee groups across private and public sector and non-profits that are all making their own rules. Some are still requiring PCR, and some rapid. At this point any test being made available to Enfield residents is better than none.

Councilor Ludwick suggested having a special meeting for the Health District to come and explain and educate us on the different tests.

Councilor Pyznar asked if the tests would be free and asked if you need an insurance card.

Ms. Zappo-Sassu replied that if you do have an insurance card, they accept that and the health care provider administering the test is able to take an inoculation fee for administering it. They don't say no to anybody without an insurance card. Councilor Pyznar stated that she was asking because she has a friend who is self-insured who works for herself, and it costs her \$190 to get a test because she had to meet a co-pay. I'm all for a free test but when they say "free" and then you hand over your insurance card and it says on your statement that you paid \$70 or \$80. Then where is this \$50,000 going if it's going to be "free"? If it is going to be free it should be free.

Councilor Despard

On the 7th and 28th there will be a vaccine van at the Senior Center from 9:00 am to 1:00 pm, correct?

Ms. Zappo-Sassu replied by saying that it is a separate clinic that was pre-arranged by them this Friday from 9:00 am - 1:00 pm. For those being vaccinated for the first time, the van will return on the 28th to administer the second shot. There will be a limited amount available and will be limited to 100 per day.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Attorney James Tallberg

The only report I would like to make is that we had previously announced the CCM training on Saturday, January 8th, which has now been moved to remote. So, if you didn't want to travel, you can do it remotely from home for all newly elected officials. Effective January 1, 2022, there are going to be new land use training guidelines. They become mandatory 2023 for all land use commissioners.

REPORT OF SPECIAL COMMITTEES

Chairman Cressotti reported that DPW and the subcommittee will be meeting on the 10th and will be finalizing the solid waste ordinances and fees.

OLD BUSINESS

Items A, B and C will remain tabled.

NEW BUSINESS

MOTION #6067 by Councilor Cekala, seconded by Councilor Hopkins

BE IT RESOVLED, 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:

<u>POSITIONS</u>	<u>PROPOSED SALARY</u>
Senior Operations Manager	\$99,000**
Operations Manager-Child, Youth & Family	\$78,000**
Operations Manager-Transportation	\$70,184**
Clinical Care Coordinator	\$70,000**
Social Worker	\$58,000
Youth Development Worker (PT)	\$35,100**
Senior Site Manager	\$72,950**
Site Manager	\$68,264**
Grants and Performance Manager	\$74,000*
Food & Nutrition Manager	\$52,000*
Lead Teacher	\$50,288***
Lead Parent Educator	\$53,507***

* Wage Adjustment

** New Job Description

*** Revised

Cindy Guerreri, Director of Social Services

Last May, the Council approved use of funds for department strategic planning, something that hadn't been done in at least a decade or even longer. From July through October, we worked with a consultant who conducted an analysis by way of staff survey, interviews with department division heads, other department heads from the town, and a variety of community stakeholders. We debriefed the findings and emerging areas of focus with the division heads and together we reaffirmed our vision for Enfield to be a place where all residents are healthy, safe, stable, and connected to their community. I also had meetings with the Director of Finance and Human Resources respectively, and with the Town Manager and Assistant Town Manager for feedback.

The PowerPoint you previously received is a condensed compilation of that process, the findings, and the recommendations. The four areas of focus now serve as a roadmap for the next three years. We will start with the department reorganization that produces efficiencies, adds direct services and is cost neutral to the town. There will be change. For some, this causes anxiousness. Likewise, change brings excitement and opportunity. We are going to reorganize with a focus on

the needs of residents grounded by an intergenerational approach of programs and services that foster resiliency to combat the negative, traumatic for some, effects of the pandemic and an ever-changing world. We will build off the strengths of our staff while also building their capacity by cross-training to continue to meet the needs of our residents. We will triage, assess, and connect folks to supports and services within our town and beyond. We will build on the power of our partnerships, expand them, and then collectively strive to strengthen our residents' abilities to grow and thrive. We will help some heal, walk alongside others as they navigate rough terrain, and still help others consider the possibility of a brighter future for their loved ones and themselves. We will continue to understand the needs of our community by collecting data, examining trends, researching current and best practice, building responsive programs, delivering quality services that make a difference while remaining responsible stewards of the resources afforded to us.

Tonight, you have proposed job descriptions which serve as the starting off point for us moving forward with the reorganization. Thank you for your time, consideration, and support.

Councilor Finger asked if these job descriptions were approved by both unions and the HR Department and yourself already. Ms. Guerreri replied that all union presidents have been advised by HR of any impact to any of their people. If a job description was changing, that union was notified.

Councilor Finger verified that if there were any issues, they would have brought them forward to HR. Ms. Guerreri confirmed that to be correct. Councilor Finger further asked about the significance of the wording in red and Ms. Guerreri responded that the parts in red are changes and additions to that job description and the ones without red are brand new jobs.

Councilor Ludwick wanted to know if the Grant Manager was what was approved through the budget process and Ms. Guerreri confirmed that is correct. She said it is the same job description but with a wage adjustment.

Councilor Pyznar shared that she recently referred an elderly neighbor to Cindy. You helped her and I just wanted to say that we are very lucky to have you in Enfield and I hope you feel as lucky to be part of our community.

Chairman Cressotti thanked Cindy Guerreri for coming to the meeting tonight to tell us what this reorganization is about.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6067** adopted 9-0-0.

NOMINATION #6068 by Councilor Finger to appoint Timothy Neville (D) to the Zoning Board of Appeals for a term which expires 1/1/26.

MOTION #6069 by Councilor Hopkins, seconded by Councilor Despard to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6069** adopted 9-0-0

Upon a **ROLL-CALL** vote being taken, the Chair declared Timothy Neville appointed to the Zoning Board of Appeals by 9-0-0 vote.

NOMINATION #6070 by Councilor Hopkins to appoint Jessica Martin (U) to the Blight Review Committee for a term which expires 3/31/22.

MOTION #6071 by Councilor Hopkins, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6071** adopted 9-0-0.

Upon a ROLL-CALL vote being taken, the Chair declared Jessica Martin appointed to the Blight Review Committee by a 9-0-0 vote.

RESOLUTION #6072 by Councilor Cekala, seconded by Councilor Santanella.

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

Nelson Tereso said the TIF Policy was developed in June of 2019 and provides the ability for the town to enter into a credit enhancement agreement with local property owners and developers looking to invest within the TIF boundary. We have 2 TIF boundaries here in our TIF district. We have the midtown boundary which is the properties in and around the Enfield Square and our Thompsonville Village district.

After we developed the policy and we began receiving inquiries from local property owners and developers looking to invest within Thompsonville, it became apparent that the application requirements for entering into this credit enhancement wasn't conducive to the Thompsonville district. The application required a property owner to invest \$500,00 in development costs for a project. We wanted to provide the flexibility for the Thompsonville district to have a project that

represents an increase in the assessed value of up to 50% to be able to receive any incentive from the town on a case-by-case situation, subject to the TIF Advisory Committee review and approval and the Town Council's approval. That is the main change in this amendment. Other than that, we are just modifying some language and the thresholds for the applications.

Councilor Hopkins had a question about the change in application fees. What was it looking like before and what are you hoping to change and attract differently now? Mr. Tereso responded that we had the application at \$250 and we looked around at what other communities were doing in the state and a lot of them had a flat fee of \$500 or \$1000. Some of the bigger TIF boundaries and industrial boundaries were \$5,000. We are really basing it on a ladder approach. If you're doing a small rehab, it will be \$250; between \$500,000 and a million it will be \$500 and anything over \$1 million is \$1000 fee. It is an application fee for staff to review the application. We are requiring that the applicant prepares all the legal documents. Our legal time is based on reviewing the agreement and not producing any of the contracts for the CEA.

Councilor Ludwick asked if you are within the TIF district, and you are one of the smaller businesses, is it a case-by-case basis? There will be some sort of scaling, right? Mr. Tereso said that it's all based on merits, and you must have a significant rehabilitation. You're going to need to increase your assessment by 50%.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6072** adopted 9-0-0.

Town Manager Ellen Zappo-Sassu asked if Mr. Tereso could address Councilor Finger's questioning the hearing starting only 10 minutes before the regular meeting. Mr. Tereso answered that it is not a significant change to the policy, it's actually improving the policy to provide the ability for property owners to utilize the TIF, so I don't anticipate any opposition or any significant comment. Councilor Cekala mentioned a lot of these are five, ten or fifteen minutes before the regular meeting because there is not a lot of public comment. Chairman Cressotti stated that the public hearing will take place at 6:50 pm.

RESOLUTION # 6073 by Councilor Cekala, seconded by Councilor Despard.

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.

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

Councilor Pyznar said she though Higgins Park was already taken care of.

Nelson Tereso stated that for Higgins Park a lot of the components have already been appropriated by the town. Those projects consist of some of the planning and engineering, the parking lot, the play station, the walking path, the band shell, the basketball courts, the fitness stations and 90 Alden Ave. This is for the portion that was not funded and didn't get approved for referendum. The pool and splash pad.

In October, the state released a notice of funding availability. It is 100 million in state grant money towards this program in the next five years. In December, the state appropriated 25 million for this first round. It requires a 50% match from the town, which we easily meet. With all the acquisitions and construction, we already appropriated close \$3.8 million. I'm going to apply for \$4 million for this challenge grant. It may be a reach, but it is what we need to complete the project. I want to get in the front of the line. There is going to be three or four rounds and the sooner we apply, the better position we will be in to obtain the grant.

Councilor Hopkins asked if Mr. Tereso could speak a little about what makes a competitive grant application and what gives you the best chance of attracting that state money. Mr. Tereso explained that there is a scoring criteria. They like to see a public/private partnership. They look at community upgrades, ADA improvements, how much the Town Economic Development Commission is putting into that project.

One of the things I'm going to mention in our grant application is that as part of the town's consolidation of properties, we have moved recreational services from the Lamagna Center. The pool and splashpad are going to provide our Recreational Services Department more programs in town. This opens space at and around the Lamagna Center for re-development.

Councilor Finger stated that the town people shot this down for referendum, now we are putting it in. What is the difference between the referendum that was turned down as compared to the grant you are going to do? Mr. Tereso clarified that the town would still have to go back to referendum. We are not going to appropriate \$4 million dollars over a one-year period. The project needs to be done and the goal is to complete it as soon as we can. We do have to go back to referendum in the fall but having the \$4 million dollar grant will put us in a much better situation.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6073** adopted 9-0-0.

RESOLUTION #6074, by Councilor Cekala, seconded by Councilor Hopkins.

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 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 the ARPA Funds for COVID-19 pandemic response.

Councilor Pyznar stated that she sent an email today regarding the ARPA funds. I want to make sure that this is going to Enfield residents. Is there something with the ARPA fund if this is federal money that says we must open this up to other communities to use? Attorney Tallberg answered that he received her email at 2:00 pm as he was getting ready to meet with the Town Manager, so he has not had time to research or get your answer yet. He will certainly follow up on that.

Acting Town Manager Ellen Zappo-Sassu stated that it is an allowable expense. It would be no different than if we were contracting with CVS, Walgreen's etc. We can absolutely designate it for Enfield residents only.

Councilor Ludwick stated that the Health Department is also getting money from the state. I want to make sure again that we are counting every dollar on the town side. If they come back to us, we really need to have someone here from the Health Department start explaining a little bit more about what they are doing with our tax money.

Ms. Zappo-Sassu would like to make 2 additional clarifications. First, the Health Districts across the state have received significant federal and state funds to do their jobs over the last 20 months. Their funding for their last round has been expended through December 31 and the Health District has used all those dollars. They are not set to receive a second or third wave of funding through those sources until March which leaves a gap in funding.

Second, they did not approach us. It was my attempt. In order to set up testing sites I've identified the Health District as the most applicable to get it up quickly with the least amount of bureaucratic involvement. I contacted Patrice and amongst all the other issues she is dealing with she did commit to try to reach out to vendors who would commit to testing for Enfield residents.

Councilor Hopkins stated that we need these services in the community. I have heard from a number of people who are concerned about being able to get tested for their employment and getting their children tested. I'm glad we are using a local institution. It is clear that this is what the grant money was intended for.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6074** adopted 9-0-0.

MISCELLANEOUS – none

PUBLIC COMMUNICATIONS – none

COUNCILOR COMMUNICATIONS

Councilor Finger mentioned that at the last meeting he asked about the crosswalks on Taylor Road, maybe next meeting he can get a report on that.

Ms. Zappo-Sassu stated that she did see that question in the minutes of the previous meeting and emailed Councilor Finger this afternoon. She spoke with the Director of Public Works, and he will take them up, however, he would like to speak with the traffic authority and receive their input regarding which crosswalk location would be best to have it reinstalled. Based on this late date, we may have to wait until spring to have it installed.

Chairman Cressotti wanted to remind everyone that tomorrow at the Town Annex beginning at 4:00 pm we will be handing out free test kits and masks to Enfield residents. Two kits and four masks per household. Residents must provide proof of residency.

ADJOURNMENT

MOTION #6075 by Councilor Unghire, seconded by Councilor Finger to adjourn.

Upon a **SHOW OF HANDS** vote being taken, the Chair declared **MOTION #6075** adopted 9-0-0 and the meeting stood adjourned at 8:32 pm.

Respectfully Submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Tina Demers
Secretary to the Council



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Ellen Zoppo-Sassu, Acting Town Manager
DATE: January 18, 2022
RE: Projects & Activities Report (PAR)
CC: Town Direct Reports

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

TOWN MANAGER:

Pandemic response continues to be a focus in safeguarding the health of the community, our municipal workforce providing services and efforts to suppress the spread. The 4 vaccination/booster clinics held last week attracted large numbers of people. A testing site specific for Enfield residents is set to open shortly.

Over the next few weeks, department heads will hone in on budget requests. It is my desire to revisit including strategic planning and goal setting within the department budget to more clearly identify priorities and funding sequences for larger projects.

LIBRARY SERVICES:

Library

The snowshoe and snowman kits that the Library and Recreation put together proved to be very popular. On the day of the first snowfall of 2022, all the kits were checked out.

Samantha Lee, Head of Reference Services, will be presenting at the Connecticut Library Association Intellectual Freedom Winter Workshop.

The library has paused in person programming for children with the increase in Covid cases. Rhyme Time programming has shifted to virtual. Staff will reevaluate toward the end of January.

Recreation

The vacant Program Coordinator position has been filled. Cliff Zimmer started on January 10th and joins the Department with a vast knowledge of municipal recreation. He has been involved in field for over 20 years in various capacities.



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Winter programming is currently underway. Programs include Youth Rec. and Travel Basketball, Dolphins Swim Team, High School Open Gym Volleyball as well as Adult Pickleball and Basketball. Programming for Adult Volleyball has been delayed due to COVID, but will hopefully begin later in January.

Planning for the summer 2022 season of TONS-O-FUN day camp is now underway. Information will be released sometime in February.

All Recreation related information can be found on the Recreation homepage. Visit www.enfield-ct.gov/recreation for complete details.

Senior Center

The Enfield Senior Center is hosting the Department of Public Health Vaccine Van on Friday, January 28 from 9:00am – 1:00pm and Friday, February 18 from 9:00am – 1:00pm in the Dining Room. First, second and booster shots will be available. People can choose Moderna, Pfizer or Johnson & Johnson vaccines. Shots will be given on a first come, first served basis to the first 100 people – no appointments needed. This clinic is free. Please bring your insurance card and your vaccination card if you have one. For more information, call the Enfield Senior Center at 860-763-7425.

POLICE:

The Enfield Police Department conducted its annual Christmas light judging context, posting during, and after the event, to department social media accounts.

Officer Amanda Sarrasin graduated from the Connecticut Police Academy's 372nd Basic Training Session, thereafter, commencing a period of Field Training that will run over the next three months. The Enfield Police Department Community Police Officers hosted a "Coffee With a Cop" event at Dunkin', 562 Enfield Street. Department personnel assisted in the town distribution of COVID testing kits and masks at the Enfield Annex. Officers Michael Golowiejko and Freddie Kemp III commenced employment with the Enfield Police Department bringing our sown complement to 98 officers. Both officers will commence training at the Connecticut Police Officers Standards and Training Council facility on January 21, 2022. Their swearing in will be held on Thursday, January 19th, 2022, at 2:00 p.m. Chief Alaric J. Fox attended the quarterly NESPAC/NESPIN meeting, in Framingham Massachusetts, as the Connecticut municipal police delegate to this working group.

DEVELOPMENT SERVICES - PLANNING

PZC APPROVED COMMISSION APPLICATIONS



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51 Enfield Street – Special Use Permit application to convert a non-conforming use to a less intensive non-conforming use for a car wash and motor vehicle detailing facility; Diane Pagano, Owner/Applicant; Map 35/Lot 206; BL Zone.

Text Amendment - Text Amendment application to Section 4.70.6 and 4.10.1 to add a Single-Family Detached Dwelling Units section to the Multi-Family Housing Development Zone; Washington Associates of Enfield LLC, applicant.

875 Enfield Street – Site Plan Review application for Temporary Use Permit within the B-L Zone; Irving and Maple Streets LLC, owner; CVS Health – Chris Geise and Bill Hellmann, Applicant; Map 026/Lot 0073

30 – 32 Bacon Road – Site Plan Review application for site and construction within the I – 1 Zone; Joseph Liquore, owner; Mark O'Neill, Hamlet Homes LLC, Applicant; Map 095/Lot 0032, 095/0031

PENDING/ PZC COMMISSION APPLICATIONS

9 Overhill Road –application for an accessory in-law apartment to be located over the garage addition.

21-23 Bailey Road –application for the conversion of a three-family to a two-family structure with new driveways and site improvements.

100 Elm Street–application for a modification of a Special Permit to allow for the addition of a deli to the existing gas station.

157 Moody Road –application for the construction of a generator pad and relocation of existing parking on the site.

243 Shaker Road –application for the construction of additional pads for mechanicals and silos.

25/35 Bacon Road –application for the construction of a warehousing/distribution facility with parking and site improvements.

133 Brainard Road –application for the construction of a softball field with fencing, lighting, irrigation, and site improvements.

Proposed Text Amendments – Proposed text amendments to sections 4.90 and 8.100(f) to allow for farm wineries, distillery, brewery, and cidery.

Zoning Board of Appeals –Variance application for 1658 King Street to reduce the front yard setback and an appeal of a cease and desist order at 1375 Enfield Street.

DEVELOPMENT SERVICES – ECONOMIC & COMMUNITY DEVELOPMENT:

High Street/Central Ave Tree Planting Program – The Office of Community Development is working with the Conservation Commission on applying for a grant that will be used to plant new trees along High Street and Central Ave in areas where trees have fallen over the years due to storms. The goal of the grant is to address issues of environmental justice and combat the impacts of climate change. The grant funds will cover the cost of purchasing the new trees as well as the maintenance of existing trees which will lead to improvements in local tree canopy cover in this area. As part of the community engagement efforts for this project, the Town will keep the local impacted stakeholders (businesses, organizations, housing authority, etc.) apprised of the tree planting plan and seek a letter of support from them. The grant application will be due on 2/2/21.



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EMS:

In December 2021, EMS was requested for 649 calls for service; mutual aid was needed for 29 responses and mutual aid was provided to surrounding communities 20 times. Total call volume for Calendar Year 2021 was 7911 responses; this was our busiest year since we have been in operation, with an increase in call volume by 8%.

Enfield EMS was recognized by St. Francis Hospital for care provided to a patient suffering from a heart attack which led to cardiac arrest. Paramedic Colin Sweeney and EMT Gustavo Boldrine's quick recognition and intervention led to a positive outcome for this patient.

Enfield EMS remains very engaged with the Department of Public Health and the Office of Emergency Medical Services related to the COVID-19 Pandemic. Staffing contingency plans are in place if needed to ensure operational readiness.

INFORMATION TECHNOLOGY:

Municipal & Emergency Services

IT has worked with CDM Smith to upgrade the Geographic Information System (GIS) mapping solution available for staff. This new solution makes gaining access to local resource maps easier through more conventional internet browsers (Google Chrome, Microsoft Edge, and Apple Safari). These maps are used for residential and business development opportunities.

Schools

IT has worked with the State of Connecticut to install an additional Internet connection at John F. Kennedy Middle School as part of the renovation project. This new connection will allow for students to access the internet with greater performance and availability.

IT will complete the Teacher Laptop Refresh program for the schools. Teachers are being provided with Dell Laptops that will include the latest Microsoft Office applications.

SOCIAL SERVICES:

Reminder that we have moved into our new location at the Alcorn building on Enfield Street.

Adult & Community Services

Elderly Services - The Elderly Services Care Coordinator (ESCC) served 55 people for the month of the December in the form of 76 units of services: 43 case management units, 2 benefits counseling units, 11 information and assistance units, and 20 mental health screenings. Home visits were also conducted, with some a co-response with the Enfield Police Department. Referrals were also received from Emergency Medical Services. A collaborative meeting was held with the Enfield Police Department, the North Central Health District, the Building Department, a Fire Department and the Town Manager's Office to assist with a complex situation with an elderly woman. The ESCC has fielded numerous calls recently regarding COVID-19 test kits and was able to resolve them accordingly. There continues to be general feelings of anxiety and uncertainty amongst seniors as it pertains to the ongoing COVID-19



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pandemic. Mental health screenings and ongoing case management (basic needs, energy assistance, state benefits information, etc.) are effective strategies that Social Services can offer to give clients a sense of control as the pandemic continues to evolve. The ESCC attends monthly Commission on Aging meetings to report on senior services provided in the town.

Social Services Worker – Adult & Community Social Services Worker (SSW) during this time has provided 32 contacts of service. These contacts occurred in the office and in community settings. Contacts addressed individuals and families with connection to resources for housing instability, food insecurity, mental health wellness and access to entitlements and benefits. SSW has received referrals from Emergency Medical Services, Police Department, community providers and on a self-referral basis. In addition, SSW provided assistance with applying for UniteCT funding for households identified as financially impacted by the COVID-19 pandemic to receive rental and electricity payment assistance. SSW continues to work in collaboration and dually stationed at Enfield Police Department during this time and received 6 direct referrals from the department. SSW provided a presentation on homelessness and the elderly to the Senior Center staff to equip this partner with resources for this vulnerable population. SSW continues to attend weekly Greater Hartford Coordinated Access Network meeting to best service residents that maybe experiencing housing insecurity. SSW continued to facilitate a monthly Cold Weather meeting with various community partners and other Town Departments to coordinate services within the Enfield community. There continues to be active participation in the Enfield Police Department's bi-weekly Juvenile Review Board to provide social services support in this forum.

Caseworker – With generous support from local businesses, individuals, and community agencies the Caseworker facilitated distribution of Christmas gifts to 17 families /35 children. Caseworker continues to assist residents with help with arrangement of payment plans for utility/water bills, and processes Operation Fuel applications. Caseworker collaborates with the Community Renewal team staff to coordinate applications for Energy Assistance. Caseworker provides information and referral services to those who call or walk-in with questions/challenges/needs.

Grants & Performance Mgr. – The Grants & Performance Manager (GAPM) participated virtually in a week-long Apricot Administrator Bootcamp as the Department begins the process of building this new system that will provide information on needs of the community, response of the Department, and direction on use of evidence-based practices towards meeting goals for quality improvement. The training provided a broad overview of the basic features and functionality of the Apricot PMQI system. The training gave instruction on forms, reports, referrals, and other administrative features. The GAPM met with staff of all Divisions to gather information on the disparate ways in which data was collected, collated the information, and provided this to the Apricot vendor to begin building our unique system that will provide continuity to resident experiences across the department.

Enfield Child Development Center – The Enfield Child Development Center currently has 180 children enrolled. The Center has been impacted heavily over the last month with several cases of COVID, causing many rooms to have to quarantine. We were closed for the last week of December, which was our annual closing and when we planned to re-open on January 3rd, we



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had so many staff out with COVID exposures that we opted to waive tuition fees to families for those who could keep their children home. As a result, we were able to provide childcare for all those that attended without being short staffed. We received a supply of masks and home tests from the Office of Early Childhood. These tests are for families or staff who are unable to get a PCR test due to exposure. We received word that both of our grants, school readiness and our child day care grant which provides subsidies for lower income parents, will continue to pay an additional 25% through the end of the contracts until June 2022. These extra funds will help make up for loss revenue due to COVID closures and lower enrollment due to being short staffed. During the uptick of cases we are resuming all remote activities for families, including conferences and family events. The preschool classroom performed their holiday concert via Facebook live and all the parents could enjoy the concert live or later on recording.

Family Resource Centers – The FRC has temporarily transitioned back to virtual Learning through Playgroups for children ages birth-five and parents/caregivers with the recent increase in Covid cases. Families will receive kits of art materials to use together during the groups along with a book and tips for promoting child development.

We continue to provide support to the licensed family childcare providers through our Staffed Family Child Care Network grant. The FRC Parent Educator who oversees this project picked up home test kits and masks for 36 providers from the Office of Early Childhood distribution event. At the end of January, we will be providing them with a training on Strengthening Business Practices.

Our Grandparents Raising Grandchildren Support Group will meet virtually for the time being. Our Social Worker continues to provide regular check-ins with group members and referrals to needed supports for grandparents and their grandchildren.

Transportation:

Magic Carpet Rides = 1635

Dial-A-Ride Rides = 799

Enfield Transit has hired a new full-time driver! The weekday hours for Magic Carpet are now back to the pre-COVID schedule.

Blue Line = 7am-10pm Monday-Friday

Yellow Line = 7am-8pm Monday-Friday

Saturday Blue line = 7am-2pm

Youth & Family Services

Youth Services – Enfield Youth and Family Services coordinated care for 8 families through the juvenile review board in the month of December, which included screenings, brief assessments, referrals to services and follow ups. 6 new referrals came from the Enfield Public Schools for students needing assistance with mental health and substance misuse. The social



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worker has an ongoing care coordination caseload of 20 clients. The division also prepared for the upcoming move to 1010 Enfield Street.

Youth Center - The Youth Center saw 280 kids during the month of December, with an average daily attendance of 15 and we had 1 new member.

PUBLIC WORKS:

Engineering:

ROADS 2022: Put out the design work for the first year of the new road referendum and coordinated with the utility companies. Reviewing consultant's scope and fee submissions. Scheduled to award the design work, week of January 14.

South River Street Bridge Replacement: Design continuing through the State along with DOT rights of way office working on the land acquisitions. Anticipating 2022 construction bidding. Reviewing draft RFP documents received from the State on Jan 7th.

Brainerd Park Softball Proposed Field: Engineering Staff are reviewing the design for the proposed softball field at Brainerd Park and working on the field lighting order with Musco Lighting. Musco submitted quote, Engineering waiting on PO from Finance Dept., & equipment submittals from BL Companies. The plans have been submitted to Planning for PZC approval. Scheduled for the January 27th meeting. RFP is currently under review by Finance.

Powder Hollow Baseball Field Improvements: Consultant is working with Musco Lighting for field lighting design for the proposed improvements to the baseball field at Powder Hollow. Consultant has surveyed the field. Musco submitted quote, Engineering waiting on PO from Finance Dept., & equipment submittals from BL Companies.

ROAD 2021 Thompsonville Southwest: Project is substantially complete. Only punch list items remain.

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

Orlando Drive Culvert: Town Attorney's Office has acquired two of the three necessary easements and is working to acquire the last easement from a new owner. Due to environmental permitting requirements, the work will start next year.

Freshwater Dam Improvements: The contractor has started work and is scheduled to complete the work by February 28, 2022.

Higgins Park Basketball Court: The contractor has completed the court area, waiting on the materials for the specified backboards and the snow fence installation by Town staff before the backboards get installed.

Buildings and Grounds: Completed the Alcorn project and moved all employees into their new offices. Cleared the land between Town Hall and the Enfield Express. Construction continues on the Town Hall conference room and the ice rink at Powder Hollow will be completed this week.

Custodial Services: Refinished elementary school gym floors

Town Manager's Office
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



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Building Division:

6 building code complaints.

555 Taylor, USA Hauling came in for a \$4.6M remodel.

Issued COs for:

25 Hazard Avenue, Old Navy remodel.

135 Freshwater Boulevard Mobile Mini.

One new house at 472 Taylor Road and another at 26 South View.

Burlington final CO.

118 Elm Street waxing salon.

Las Cantrinas Market at 95 High Street.

234 Records created

265 Inspections done

259 Permits Issued

\$71,493.47 Revenue Collected

Highway: Cleared the land by Town Hall. Hauled leaves to local farmer to cut down on cost. Maintenance on culverts.

RRM: Finished yard waste pickup for the season. Picking up Christmas trees throughout town.

WPC:

WPC Status: The daily average effluent flow for the month of December is 4.3 MGD. The total effluent flow total for the month of December is 112 million gallons with all NPDES permit requirements met.

The recent upgrade provided us with new equipment for our Micro C system (Bacteria food).

However, the upgrade did not provide us with a fully functioning system. We have successfully plumbed in all the new equipment and the system is now fully operational.

We had a successful kick off meeting and a couple of coordination's meetings with Wright Pierce pertaining to the lift station condition assessment study. We'll be working with them extensively in January as we have nine full day site visits scheduled.

Collection System – December 2021:

Sewer calls: 5

Manhole Inspections: 9

TV camera: 1730 feet

Sewer Jetting: 1579.03 feet

CBYD: 150



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Our Vac-Truck has been out of commission for the entire month of December and is awaiting parts to make repairs. Our sewer camera is also down awaiting repairs and parts. We have been borrowing Highways Vac-Truck for sewer calls.

Lift Stations:

Brookside lift station: Replaced the failed automatic transfer switch with a new one.

West shore lift station: Replaced the generators timing belt and wiring harness.

Pheasant Hill lift station: Replaced the battery tender.

Sparkle Street Lift Station: The generator wire harness required replacing and we performed repairs to the solenoid valves.

FINANCE:

Tax Collection

2nd Installment: The 2nd installment of real estate taxes and business personal property as well as the 2020 grand list motor vehicle supplement bills are due this month.

Taxpayers will receive a bill if they have a motor vehicle supplement tax, however, they will not receive a bill for the second installment of real estate and business personal property taxes. Tax payments must be received or postmarked by the end of day on February 1st or interest will be charged as required by state statute.

Delinquent Tax Accounts: The Collectors office has referred 6 commercial real estate tax accounts totaling \$1,016,096 that are over a year past due and more than \$50,000. Normally, we rely on tax liens and tax sales to compel payment of real estate taxes. However, because these are commercial accounts, we referred these accounts to a state marshal for collection.

Past due business personal property accounts (25 in total amounting to \$444,318), older than 2 years and more than \$1,000, were referred to the State Marshal to begin the next step in the collection process.

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

Sewer Use Fees: Since March 2018, the Tax Division has referred 1,096 delinquent sewer accounts to state marshals for collection. As of December 31, 2021, we have collected \$1,676,154 in principal and interest on those accounts.

Property Assessment

Revaluation: The revaluation process is complete. The final process for the revaluation company, Vision Government Solutions, Inc, was to mail impact notices to every property owner. These notices were sent on November 15, 2021 and contained the



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new preliminary assessment for each property. Each property owner was instructed to call Vision and set up an informal hearing to discuss their value if they had questions with it. This process has been completed and a new notice was sent to all residents that requested informal hearings.

October 1, 2021 Grand List: The Assessor's Office is in the process of completing the grand list for October 1, 2021. State law requires that the grand list be completed, signed by the assessor and submitted to the State by January 31st. Towns can request an extension of one month to February 28th. The Town of Enfield has requested an extension.

The Grand List is made up of 3 types of property. Real property, motor vehicles and personal property used in a trade or business. Enfield has approximately 15,000 real estate parcels. The assessor reviews all property transfers and building permits to determine if the changes will cause a change in market value. For motor vehicles, the state provides a data file of all vehicles that are registered and have an address in Enfield. Enfield has approximately 45,000 motor vehicles registered in the town. The assessor reviews the valuations provided by the state and makes any adjustments needed. Business owners are required to submit personal declarations by November 1st each year. The assessor reviews these declarations to determine the values that should be taxed.

Board of Assessment Appeals: Taxpayers who question their assessment may file an appeal to the Board of Assessment Appeals. Connecticut General Statutes require that an appeal be submitted in writing by March 20th. Please contact the Assessment Office for more information.

Elderly Tax Credit: We are in the process of mailing applications to elderly residents who participated in the program and last submitted an application in 2020. Participants are required to submit an application every two years. The period for submitting applications is February 1, 2022 to May 15, 2022. Applicants may contact Adult and Community Services at 860-253-6397 to schedule an appointment for assistance or to submit an application.

General Services

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

- Partial Roof Replacement for Eli Whitney Elementary School
- Partial Roof Replacement for Hazardville Memorial School



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

- Design and Construction of a Storage Facility

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Adopt a Revised Municipal Solid Waste Ordinance

WHEREAS, the volume of Municipal Solid Waste produced in the Town of Enfield and the cost of disposal have been increasing at a significant rate; and

WHEREAS, the rate of recycling as a percentage of total waste has been declining; and

WHEREAS, the Enfield Department of Public Works has drafted a revised Municipal Solid Waste Ordinance which is intended to control costs and increase recycling; and

WHEREAS, the ordinance has been reviewed and revised with the input of the Public Works Sub-Committee of the Town Council; and

WHEREAS, at a public hearing conducted on August 2, 2021 the residents of the Town of Enfield have had the opportunity to ask questions of Town staff and make comments to the Town Council regarding the proposed ordinance.

THEREFORE, BE IT RESOLVED, the Enfield Town Council hereby approve and adopt the attached Municipal Solid Waste Ordinance, effective February 28, 2022 to allow for public education and implementation.

Date Prepared: January 14, 2022

Prepared By: The Department of Public Works

SOLID WASTE AND RECYCLING ORDINANCE

I. Declaration of Policy

A. The Town of Enfield is authorized by Conn. Gen. Stat. §§ 7-148(c)(4)(H), 22a-220 and 22a-220a to license refuse collectors, regulate and make provisions for the safe and sanitary disposal of all acceptable solid waste, as defined herein, generated within its boundaries and to collect a fee for that service.

B. The Town Council has determined that the public health, safety, and welfare of the citizens of the Town will be best served by the adoption of this ordinance.

C. This chapter is also adopted pursuant to Conn. Gen. Stat. §7-148(c)(7)(H)(xv) and is considered a blight ordinance.

II. Definitions

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bulky waste means waste resulting directly from demolition activities other than clean fill and includes wood (tied and bundled, no longer than six feet in length); furniture, metal, and appliances (excluding: refrigerators, air conditioners, dehumidifiers, and all electronics); carpets and linoleum; mattresses and box springs.

Collector means any person, firm, or corporation that is engaged in the business of regularly collecting solid waste from residential, business, commercial or other establishments. Collector does not include: (1) Any person who transports solid waste that is incidentally generated during professional or commercial activities unrelated to the collection of solid waste, such as residential property repairs, provided such solid waste is self-generated by such person's professional or commercial activities and such solid waste is transported to an authorized recycling facility, a permitted recycling facility, or a permitted solid waste facility, and (2) any person who transports used materials for the purpose of delivering such materials to a charitable organization that distributes reused household items or to a retail facility that sells reused household items.

Common gathering venue means any area or building located in the Town or portion thereof, that is open to the public, including but not limited to, any (1) building that provides facilities or shelter for public assembly; (2) inn, hotel, motel, sports arena, supermarket, transportation terminal, retail store, restaurant or other commercial establishment that provides services or retails merchandise; or (3) museum, hospital, auditorium, movie theater or university building.

Condominium unit, a single-family residential unit that is part of a condominium or planned residential development.

Curbside placement means a location on the roadway pavement against the curb; on roadway pavement adjacent to the edge the grass; or against a snowbank during the winter months; or in a location designated by the Director based on safety or collection efficiency. The tipper barrel must be oriented as indicated by manufacture's marking on the tipper barrel with no obstruction within three feet in any direction.

Customer means a resident or commercial entity and any other establishment or institution, including without limitation any landlord, and any association or company managing a condominium.

DEEP means the Department of Energy and Environmental Protection or its successor agency.

Director means the Director of Public Works of the Town or his or her designated agent.

Disposal charge means the amount to be charged for each ton of solid waste delivered to the SWF as established by the procedures authorized in the municipal service agreement.

DPW means the Department of Public Works of the Town.

Fine means monetary penalty for violations of this ordinance.

Fixed site container means an enclosed container for refuse generated by commercial establishments or residential complexes with greater than six units, with a capacity of either four, six, or eight cubic yards, with an attached lid that allows for a 270-degree swing to the rear of the container, of a design for automated transfer of the refuse from the container into the refuse collection vehicle.

Generator means any person or entity that creates solid waste or recyclables.

Hazardous waste means any waste material which may pose a present or potential hazard to human health or the environment when improperly disposed of, treated, stored, transported, or otherwise managed, including:

1. hazardous waste identified in accordance with Section 3001 of the Federal Resource Conservation and Recovery Act of 1976 (42 USC 6901 et seq.);
2. hazardous waste identified by DEEP regulations;
3. polychlorinated biphenyls (PCBs) in concentrations greater than 50 parts per million, but does not mean byproduct material, source material or special nuclear material, as defined in Conn. Gen. Stat. § 22a-151; and
4. tires.

Materials Recycling Facility (MRF) is a specialized plant that receives, separates, and prepares recyclable materials for marketing to end-user manufacturers.

Multi-family homes are residential homes with at least two, but no more than four, units/apartments. Multi-family homes with five or more units/apartments are considered

commercial properties for purposes of this ordinance. Single family homes with accessory apartments are excluded from this definition.

Municipal Solid Waste (MSW) means solid waste from residential, commercial, and industrial sources, excluding solid waste consisting of significant quantities of hazardous waste, land-clearing debris, demolition debris, biomedical waste, sewage sludge and scrap metal.

Plastic bag means any bag made of plastic, purchased for the disposal of household waste and not plastic single-use shopping bags.

Policy means a course or principle of action adopted or proposed by a government, party, business, or individual.

Recyclables means discarded material which may be reclaimed, such as cardboard, batteries, glass, metal, plastics, newspapers, office paper, crankcase oil, brush and leaves, grass clippings and any other material designated as such by regulation adopted by the DEEP or by local regulation or ordinance.

Regulations means rules developed by the Director to carry out the terms of this chapter, which rules shall have the same binding effect on generators and collectors as this chapter.

Residential waste means solid waste, recyclables, and yard waste generated by persons living in residences containing not greater than six dwelling units, but excluding hospitals, motels, hotels, or other facilities with communal living quarters.

Scrap metal means used or discarded items which consist predominantly of ferrous metals, aluminum, brass, copper, lead, chromium, tin, nickel, or alloys thereof, including white goods.

Solid waste, also known as municipal waste, means unwanted or discarded solid, semisolid or contained gaseous material, including, but not limited to, demolition debris, material burned or otherwise processed at a resources recovery facility or incinerator, material processed at a recycling facility and sludges or other residue from a water pollution abatement facility, water supply treatment plant or air pollution control facility, excluding:

1. Hazardous waste
2. Semi-solid or liquid materials which are collected and treated in a sewerage system.

Solid Waste Facility (SWF) any solid waste disposal area, volume reduction plant, transfer station, wood burning facility, or biomedical waste treatment facility.

Tipper barrel means a container for refuse of not less than 35 nor more than 96-gallon capacity, with an attached lid that allows for a 270-degree swing to the rear of the container, compatible for automated or semi-automated transfer of the refuse from the

container into the refuse collection vehicle. Gray tipper barrels are for solid waste. Blue tipper barrels are for recyclables. Brown tipper barrels are for yard waste.

Town means the Town of Enfield.

Town's Transfer Station means the Town owned transfer station facility on Town Farm Road.

Transfer station means any location or structure, whether located on land or water, where more than ten cubic yards of solid waste, generated elsewhere, may be stored for transfer or transferred from transportation units and placed in other transportation units for movement to another location, whether or not such waste is stored at the location prior to transfer.

Waste stream means material that has been placed at curbside or at any designated collection or pick-up site or designated disposal site.

Written warning means a warning issued in writing and on a form specified by the Director or his or her designee to first time violators of this article.

Yard waste means grass, grass clippings, bushes, shrubs, clippings from bushes and shrubs, and vegetative debris. *Yard waste* excludes branches greater than three inches in diameter and/or three feet in length, logs, stumps, stones, rocks, dirt, and waste from construction, renovation, or demolition.

III. Registration of Collectors of Solid Waste Generated in the Town

A. Any collector hauling solid waste and/or recyclables generated by residential, business, commercial or other establishments shall register and apply for a permit annually as directed by the Director and shall disclose: (1) The name and address of the collector and the owner of such collection company; (2) the name of any other municipality in which such collector hauls such solid waste, including recyclables; (3) whether the hauling done by such collector is residential, commercial or other; (4) the types of waste hauled; (5) the anticipated location of any disposal facilities or end users receiving recyclable solid waste; and (6) any additional information that such Director requires to enhance the health and safety of the residents of the Town. No person may act as a collector in the Town without maintaining an active permit issued pursuant hereto, and no person may drive a solid waste collection vehicle to collect solid waste in the Town without demonstrating that such person has a valid license issued by the State of Connecticut to drive such vehicle. It shall be a condition of such registration and permit that any such collector agrees to comply with all provisions of this ordinance and Chapter 446d of the Connecticut General Statutes applicable to collectors, and all other requirements set forth in the application for such permit, which agreement to comply shall be contained in all annual registrations and permit applications.

B. Any such collector shall report to the Director (1) the types of solid waste, including recyclables, as listed in Conn. Gen. Stat. §22a-208e(c), as it may be amended from time

to time, generated within the borders of the Town and collected by such collector, (2) the name, location and contact information for the first destination where such solid waste, including recyclables, was delivered by the collector during the previous fiscal year, and (3) the types and actual or estimated amounts of such solid waste, including recyclables, directly delivered to (a) an out-of-state destination, (b) an end user or manufacturer in Connecticut, or (c) any other location in Connecticut not maintaining an active permit as a solid waste facility issued by the Connecticut Department of Energy and Environmental Protection. Such reports shall be submitted to the Director annually, on or before June 30th, and shall provide the information specified in this subdivision for the prior fiscal year of the State of Connecticut. Such reports shall be on a form prescribed by the Connecticut Commissioner of Energy and Environmental Protection and any other information needed by the Director.

C. The collector shall annually pay a registration fee set by the Council. The Council may (1) authorize the imposition of an increase of the fee to an amount twice the disclosed fee if the registration and permit application of the collector is not filed timely in accordance with subsection B above, and (2) provide for a proration of the registration fee for a new collector applying for a registration and permit for new collection service to be begun after December 31st in any fiscal year.

D. The Director shall administer the licensing and registration of any refuse collector engaged in collecting and transporting solid waste and recyclables within the Town. No license shall be issued until the refuse collector provides proof of adequate liability insurance which shall include an obligation on the part of the carrier to notify the Town if coverage is terminated.

IV. Designation of Location for Disposal of Acceptable Solid Waste and Processing of Recyclables

A. Acceptable solid waste generated within the boundaries of the Town by residential, business, commercial or other establishments may be disposed at any DEEP approved solid waste facility (SWF).

B. Curb-side collected items designated for recycling by Connecticut statute, regulation and the Statewide Solid Waste Management Plan (including without limitation the 2016 Comprehensive Materials Management Strategy), all as may be amended or updated from time to time, generated within the boundaries of the Town by residential, business, commercial or other establishments may be taken for processing or sale elsewhere to any DEEP approved Materials Recycling Facility (MRF).

V. Recycling

A. Residential Recycling. Each person who generates solid waste from residential property shall separate recycling from other solid waste.

B. Non-residential Recycling. Every person who generates solid waste and recyclables from property other than residential property shall make provision for and

cause the separation of recyclables from other solid waste using one or more tipper barrels for designated items that are separate from tipper barrels for other solid waste.

C. Failure to Recycle. Any collector who has reason to believe that a person from whom he collects solid waste has commingled recyclable items with such solid waste in violation of said subsections A. or B. shall promptly notify the Director of the alleged violation. Upon the request of the Director, a collector shall provide a written warning, by tag or other means, to any person suspected by the collector or the Director of violating separation requirements. A collector shall also assist the Director to identify any person responsible for creating loads containing significant quantities of recyclable items mixed with solid waste or yard waste which are delivered to a resource's recovery facility or solid waste facility by the collector and detected by the owner or operator of such facility.

D. Recycling Receptacles at Common Gathering Venues. The owner of a common gathering venue at which recyclables are generated shall, in addition to providing for the collection of solid waste, provide recycling receptacles for the collection of any designated recyclable items generated at such venue. Nothing in this section shall be construed to require an owner or operator of such venue, or the Town, to provide such recycling receptacles whenever such receptacles are provided by another person pursuant to contract. Such recycling receptacles shall be as accessible to the public and at the same locations as trash receptacles, that is, there must be one recycling receptacle accompanying each trash receptacle.

E. Collector Contracts with Business Customers. Each contract between a collector and a customer for the collection of solid waste shall make provision for the collection of designated recyclable items, either by providing for the collection of designated recyclable items by the same collector who is party to the solid waste contract or by including an identification by the customer of the collector with whom such contract exists. The provisions of this section shall not be construed to require a customer to contract exclusively with one collector for the collection of both designated recyclable items and other solid waste. Each collector shall provide each customer with clear written or pictorial instructions on how to separate designated recyclable items in accordance with the provisions of subsection VI B. above.

F. Collectors Required to Offer Recycling Collection. Each collector who offers curbside or on-site collection of solid waste generated by residential properties in the Town shall offer curbside or on-site collection of designated recyclable items to each of such collector's customers and such curbside or backyard collection of designated recyclable items shall be included in the collector's charge for solid waste collection. The provisions of this subsection shall not be construed to prohibit any collector from determining and adjusting its fees for combined curbside collection services.

G. Recombining of Segregated Items. No person shall combine previously segregated designated recyclable items with other solid waste.

H. Removal of recyclable materials.

1. No person shall remove recyclable materials, including but not limited to scrap metal, newspapers, unbroken glass, bottles, cans, tires, and other collectibles from the designated disposal site without authorization from the Director.
2. Once recyclable materials are placed at curbside or other designated area, it shall be a violation of this chapter for any person or entity, other than those authorized under this chapter, to collect or remove recyclable materials from said area.
3. At the option of the Director or his or her designee, violators of subsection 1. or 2. of this section may be required to make restitution to the Town for any materials illegally removed.
4. Nothing in this chapter shall limit the right of anyone to dispose of his own recyclables in any other lawful manner, provided that such materials have not been set out on the curb or placed in any designated collection or disposal site.
5. Any nonprofit organization within the Town may request authorization from the Director to collect recyclables.

VI. **Operational and Implementation**

A. DPW Collection of Municipal Solid Waste and Recyclables.

1. DPW will collect Municipal Solid Waste and Recyclables generated at single family homes; multi-family homes with four or fewer residential units; Town-owned buildings, including schools; condominiums and planned residential developments that have collection agreements with the Town of Enfield; and religious, commercial, or industrial properties that receive DPW collection at the time of adoption of this ordinance, provided that these properties enter into a collection agreement with the Town of Enfield.
2. Municipal Solid Waste and Recyclables must be deposited into tipper barrels per the provisions set forth below, or into a fixed site container.
3. Municipal Solid Waste, recyclables, leaves, and yard waste must each be kept separate and cannot be commingled.
 - a. Municipal Solid Waste. One 96-gallon grey tipper barrel will be collected per week at no charge. Refuse bags or other items outside the tipper barrels will not be collected.
 - i. A maximum of up to two additional 96-gallon grey tipper barrels, per single family residence, may be purchased at a fee to be established

by the Director. No more than a total of three grey tipper barrels per single family residence shall be collected per week.

- ii. A maximum of up to one additional 96-gallon grey tipper barrel, per unit in a multi-family home, may be purchased at a fee to be established by the Director. No more than a total of two grey tipper barrels per unit in a multi-family home shall be collected per week.
 - iii. Tipper barrel tags shall be purchased annually at a fee to be established by the Director for those residences with additional grey tipper barrels. The cost for an additional tipper barrel excludes the cost of the tag.
- b. Recyclables. One 96-gallon blue tipper barrel will be collected on an alternating week basis at no charge. Subject to approval by the Director, a maximum of up to three additional 96-gallon blue tipper barrels, per single-family residence or per unit in a multi-family home, will be available, at no additional charge. No more than a total of four blue tipper barrels per single-family residence or per unit in a multi-family home shall be collected.
- c. Yard Waste. Up to two 96-gallon brown tipper barrels will be collected per week at no charge. A maximum of up to two additional 96-gallon brown tipper barrels may be purchased for a fee to be established by the Director. Tipper barrel tags shall be purchased annually at a fee to be determined by the Director for those residences with a third or fourth brown tipper barrel. No more than a total of four 96-gallon brown tipper barrels will be collected per week at single family homes and multi-family homes. The cost for an additional tipper barrel excludes the cost of the tag. Yard Waste collection shall be seasonal on a schedule to be determined by the Director. Residential yard waste brought to the Town's Transfer Station must be weighed. Commercial property is not eligible for yard waste collection.
- d. Spring Clean-Up. On dates to be determined by the Director, the four brown tipper barrel collection limit, referenced above, shall not apply. There will be no fee required for collection of any additional brown tipper barrels. In addition to the 96-gallon brown tipper barrels, one grey tipper barrel, with a red tag may be used for yard waste.
- e. Leaf Waste. The Director will establish the leaf waste collection schedule, usually in the fourth quarter of the calendar year. During scheduled leaf collection up to 40 (forty) bio-degradable leaf bags and unlimited 96-gallon brown tipper barrels will be collected per collection day. Condominiums, planned residential developments and senior residential developments are excluded from this collection. During leaf collection season residents may bring their leaf waste to the Town's Transfer Station without weighing.

4. *Bulky Waste* collection is by appointment only, at a fee determined by the Director, and is limited to residences and Town-owned buildings, including schools. Condominiums and businesses are excluded from such collection.
5. *Oil and battery* collections are specially scheduled events, the date and location of which shall be publicized.
6. Christmas trees will be collected at the discretion of the Director of Public Works.
7. The contents of all tipper barrels must be completely contained inside the barrel with the lid securely closed. Tipper barrels not so secured will not be collected. Tipper barrels that contain items other than that for which they are intended will not be collected. All tipper barrels, and their lids, must be maintained in good working order.

B. Not Collected.

1. Refrigerators, air conditioners, and dehumidifiers are not collected at curbside and may be brought to the Town's Transfer Station. The fee per item will be determined by the Director and is subject to change.
2. Hazardous wastes, paints, pesticides, oil, or their by-products are not collected. The Director may schedule Household Hazardous Waste Days for proper disposal.
3. Electronics, including but not limited to TVs, computers, monitors, printers, and microwaves are not collected. These items may be brought to the Town's Transfer Station during normal operating hours. There is no charge upon proof of residency.
4. Logs are not collected and branches greater than three inches in diameter and/or three feet in length. These items may be brought to the transfer station during normal operating hours.
5. Other than at designated collection times, yard waste, leaves, grass, or brush are not collected and must be brought to the Town's Transfer Station.
6. Construction and demolition material are not collected curbside. These items must be brought to the Town's Transfer Station.
7. Asbestos, shingles, tile, sheet rock, concrete, windows with glass, glass, vehicle parts are not collected.
8. Textiles, including but not limited to, clothing, stuffed animals, handbags, and shoes, may be recycled at 40 Moody Road or the Town's Transfer Station.

C. Curbside Placement of Tipper Barrels

1. Tipper barrels shall not be placed at curbside sooner than two hours prior to sunset on the day preceding a scheduled collection. Tipper barrels shall be placed at the edge of the roadway with orientation to facilitate automated collection as directed on the tipper barrel. All solid waste placed for collection must be contained within a tipper barrel.
2. Tipper barrels must be placed at the edge of the roadway no later than 6:00 a.m. the day of collection.
3. Tipper barrels must be removed from the edge of the roadway no later than 7:00 p.m. the day of collection. Tipper barrels must be stored behind the front building line of the principal residential structure on the property.
4. Tipper barrels must have three feet of clearance in any direction from other tipper barrels, walls, fences, vehicles, and any other structures that can be damaged by the claw and the arm of the automated collections vehicles.

VII. Enforcement

A. Any person, including without limitation any collector, found to have knowingly disposed of unacceptable solid waste or prohibited materials; knowingly disposed of items designated for recycling; or, violated any of the provisions of the requirements of this ordinance, shall be subject to the following fines:

1. Nonresidential and multi-family residential property. The initial violation of this article shall be documented by the issuance of a written warning. Each violation subsequent to a written warning shall be documented by the issuance of a citation and punishable by a fine. The first subsequent violation shall be punishable by a fine of \$100. The next subsequent violation shall be punishable by a fine of \$250. Each subsequent violation shall be punishable by a fine of \$500. Fines shall be in addition to any other penalty that may be imposed by law. Each violation constitutes a separate and distinct offense. If fines are not timely paid, liens may be filed on the property.
2. Civil penalties for collectors. A collector that knowingly mixes recyclables with solid waste may be issued a citation imposing civil penalties in an amount between \$1,000 and \$5,000.
3. Single-family residential property. The initial violation of this article shall be documented by a written warning for the first offense. The first subsequent violation after the written warning shall be punishable by a fine of \$50, the next subsequent violation shall be punishable by a fine of \$100, the next subsequent violation shall

be punishable by a fine of \$150, the next subsequent violation shall be punishable by a fine of \$250. All subsequent violations shall be punishable by a fine of \$500. Unpaid fines shall result in liens upon the property.

4. Hazardous waste violation. Any person who violates the terms of this chapter or any regulation intended to implement this chapter involving hazardous waste shall be issued a citation, and DPW may impose a fine of not more than \$500 for each offense, in addition to any other penalty that may be imposed by law. Violators shall also be responsible for the costs incurred in mitigation, remediation, and/or the proper disposal of such hazardous waste.
- B. Any police officer or other person authorized by the Town Manager may issue a citation to any person who commits a violation of any section of the Solid Waste and Recycling Ordinance.
- C. Any person fined or whose permit has been or may be revoked or suspended pursuant to this Section may request and shall be granted a hearing on the matter, provided that such request must be made, after notice to such person, and the hearing shall be conducted, in accordance with the provisions of Conn. Gen. Stat. §7-152c.
- D. Climbing over railings or into containers at the Town's Transfer Station is strictly prohibited. Any individual found to violate permitted practices at the Town's Transfer Station may be subject to a suspension of privileges. Customers who do fail to pay Town's Transfer Station fees will fully be prosecuted.

VIII. Revocation or Suspension of License or Registration

Generally. Failure to comply with the provisions of this article shall be grounds for revocation or suspension of any license or registration issued under its provisions.

- A. Notice required. Revocation or suspension shall become effective five calendar days after written notice is mailed by the Director unless a lesser time is indicated in the notice.
- B. Person available to receive notice. Licensees must provide the Director with the name and address of a person who will always be available, in person or by designee, to receive notice either by mail or in-hand delivery. Lack of availability on the part of such person shall be deemed a waiver of required notice.
- C. Request for review. Upon receipt of a notice of suspension or revocation, the licensee may file a written request for review. Such request must be filed with the town clerk within five days of receipt of the notice. Failure to file within such time shall waive the licensee's right to review, making the suspension or revocation final and binding upon the refuse collector.

- D. Timely filing. If such request is filed within five days of receipt of notice, such request shall stay the revocation or suspension, excepting such cases where a stay would present substantial harm to the health, safety, and welfare of the public.
- E. Special appeals board, hearing. The Town Council may appoint a special appeals board consisting of four electors of the Town, one licensed refuse collector, and a member of the Town Council to serve as a nonvoting liaison member. The board shall, within 15 days of the request for hearing, hear and decide the matter. The decision of the board shall be final and binding upon the refuse collector.
- F. Loss of permission to use SWF. The Director shall have the right to request that the SWF or MRF deny any refuse collector admission to the SWF when in his opinion such collector has violated this article or the regulations.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Adopt a Revised Bulky Waste Collection Fee Schedule

WHEREAS, the costs for the disposal of bulk Municipal Solid Waste collected at the Town of Enfield Transfer Station and through the residential bulk pickup program have been increasing at a significant rate; and

WHEREAS, the Enfield Department of Public Works has drafted a revised Bulky Waste Fee Schedule which is intended to control the cost of bulky waste collection to the Town; and

WHEREAS, this schedule has been reviewed and revised with the input of the Public Works Sub-Committee of the Town Council; and

WHEREAS, at a public hearing conducted on August 2, 2021 the residents of the Town of Enfield have had the opportunity to ask questions of Town staff and make comments to the Town Council regarding the proposed schedule.

THEREFORE, BE IT RESOLVED, the Enfield Town Council hereby approve and adopt the attached Bulky Waste Fee Schedule.

Date Prepared: July 26, 2021

Prepared By: The Department of Public Works

Town of Enfield
Bulky Waste Transfer Station – Fees

Fees – Effective January 15, 2022

Annual Permit.....	\$10.00 per vehicle
Annual Commercial Business with Primary Address in Enfield Permit	\$120.00 per vehicle
Disposal Rate (bulky non-yard waste)	\$0.10 per pound of material
Disposal Rate -Yard Waste (Leaves & Grass) Leaves are to be placed in Brown Kraft bags or in loose form only. No Plastic Bags	\$0.00 per pound of material
Disposal Rate - Brush & Tree Debris (no longer than 6 feet in length and 12 inches in diameter), NO STUMPS.	\$0.07 pound of material after fifth (5 th) visit
Disposal Rate (metal) Metal must be weighed separately	\$0.00 per pound of material
Disposal of Refrigeration Units	\$20 each unit
Curbside Residential Bulky	\$150 each truck load
*Out of Town Commercial One Day Vehicle Permit	\$25.00 per vehicle
*Out of Town Contractor must provide building permit for building material or yard waste form	

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, January 10, 2022 2:39 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	1/10/2022
First and Last Name	Stephanie MacGillivray
Address	33 Robbin Road
City	Enfield
State	CT
Zip	06082
Phone Number	8609296100
Second Phone:	860-929-6100
Email	Maloneystg@gmail.com
Occupation	Director of Marketing
Occupation Phone Number	860-236-1927
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been an active member of the Enfield arts community since I was a freshman at Enrico Fermi High School, starting in 1999. In addition to being an active musician throughout my high school and college years, I also took up acting. For the past 11 years, I've been a company member of the Valley Repertory Company, a community theater organization

founded in Enfield. The arts have always been at the center of who I am as a person, and I think I can use that to make a real impact here in Enfield.

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

No

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

Field not completed.

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

Field not completed.

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

Yes

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



TOWN OF ENFIELD

January 13, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Police Department JAG Grant \$34,000

Councilors:

Highlights:

- The Enfield Police Department is requesting to utilize the funds to purchase a full-size pickup truck. This vehicle will be marked and used as a special services vehicle.
- The total value of the grant is thirty-four thousand dollars (\$34,000).
- The purchase of this vehicle was approved by the fleet manager.
- Requesting the transfer of funds from JAG Grant Revenue 31104000-460986 to Vehicles 31108882-573200.

Budget Impact:

There will be no impact on the town budget. The quote of \$38,000 was received from our vehicle vendor who is on the current state contract bid. This grant will fund the purchase of the vehicle up to \$34,000. The \$4,000 difference will be funded from the police department's federal asset forfeiture account. Any necessary vehicle equipment or supplies will also be deducted from the federal asset forfeiture account.

Recommendation:

We recommend approval for this transfer of funds.

Respectfully Submitted,

Captain Jeffrey J. Golden
Enfield Police Department

Attachments:

1. Resolution

**ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS**

RESOLUTION NO. _____

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

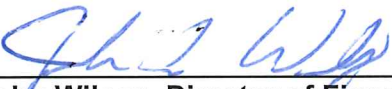
TO: Grant Funded Projects Jag Grant Fiscal Year 2021-2022

Vehicles	31108882 - 573200	\$34,000
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FROM: Grant Funded Projects Revenue Fiscal Year 2021-2022

JAG Grant Revenue	31104000 – 460986	\$34,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of January 10, 2022.



John Wilcox, Director of Finance

1/12/22

Date:

APPROVED BY:  _____ Town Manager

Date: 1-12-22



TOWN OF ENFIELD

January 7, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for EMS \$71,654

Councilors:

Highlights:

- In December 2021, EMS was awarded \$71,654 in Phase 4 COVID funding from the Department of Health and Human Services (HHS) through the Health Resources and Services Administration (HRSA).
- Funds must be used to prevent, prepare for, and respond to the coronavirus; funds must be used by December 31, 2022.
- EMS will purchase a Paramedic response vehicle and a Lucas CPR device with the funds

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Erin Riggott
EMS Chief

Attachments:

1. Resolution.

**ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS**

RESOLUTION NO. _____

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

TO: EMS

Vehicles	25222000-573200	\$59,792
Other Equipment	25222000-573900	\$11,862

FROM: EMS Revenue

Miscellaneous Federal Revenue	25240000-413980	\$71,654
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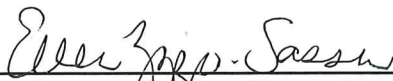
CERTIFICATION: I hereby certify that the above-stated funds are available as of January 7, 2022.



John A. Wilcox, Director of Finance

1/7/2022

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Acting Town Manager

1-7-2022

Date:



TOWN OF ENFIELD

January 7, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to adopt the proposed amendment to the Town of Enfield Tax Increment Financing Policy

Highlights:

- The Enfield Town Council adopted the Town of Enfield Tax Increment Financing (TIF) Policy on June 3, 2019
- The TIF Advisory Committee has determined that in order to incentivize investments being made within the Thompsonville District of the TIF, that certain application requirements should be modified;
- The TIF Advisory Committee is recommending that certain modifications be made to the TIF Policy;
- The public hearing was held January 18, 2022 to allow interested residents an opportunity to express their opinions regarding the amendment of the Tax Increment Financing Policy.

Budget Impact:

There is no budget impact.

Recommendation:

The Director of Development Services recommends that the Town Council adopt the attached Resolution.

Respectfully Submitted,

Laurie Whitten
Director of Development Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Adopt Proposed Amendments to the 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 Advisory Committee is recommending that certain modifications be made to the TIF Policy in order to have the ability to incentivize future investments being made within the Thompsonville District; and

WHEREAS, a public hearing was held on January 18, 2022 regarding the proposed modifications.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council hereby modifies the TIF Policy.



TOWN OF ENFIELD

TAX INCREMENT FINANCING POLICY

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

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, Town staff will coordinate the following process:

Phase 1: 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 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. 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, Town staff will coordinate the following process:

Phase 1: 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 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. 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, 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.

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			\$
<i>* Please use the Occupational Cluster descriptions on the next page to complete this form.</i>			

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

January 7, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Authorize the Reduction of Property Maintenance Fines for 57 Marion Place

Councilors:

Highlights:

- The property is subject to a Property Maintenance Lien in the amount of \$48,750.
- At the time of citations, the property owner did not request a hearing.
- The foreclosure sale is taking place on 3/26/2022.
- The property was vacated on April 12, 2021, and according to our property maintenance inspectors the bank was able to address the violations and complete all outstanding work by October 29th. The property has been blight-free since that date.
- Rocket Mortgage is willing to pay 13,200 in order to put this property on the market.
- The Blight Review Committee met on January 6, and motioned to reduce the fines in the amount of \$35,550
- The BRC only has the authority to waive up to \$10,000 in property maintenance liens, thus the request for additional reductions must go before the Council for a full vote.
- The main goal of the Blight Review Committee is to gain compliance as opposed to issuing fines and collecting funds. Both the Blight Committee and the Town Manager recommend adoption of this Resolution.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Ellen Zoppo-Sassu
Acting Town Manager

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Authorize the Reduction of Property Maintenance Fines
for 57 Marion Place, Enfield CT**

WHEREAS, the property owner of 57 Marion Place was cited for Property Maintenance violations between (1) April 13, 2021 to June 30, 2021 and (2) August 4, 2020 to August 19, 2020; and

WHEREAS, violation (1) was for collapsing, substantially damaged, or dilapidated exterior features which may include but are not necessarily limited to stairs, ramps, porches, handrails, railings, fences, hatchways, chimneys, metal smokestacks, attic vents or floors, and violation (2) was for persistent garbage, refuse or trash on the property; and

WHEREAS, the property owner did not contest liability for the violations before a duly appointed hearing officer; and

WHEREAS, pursuant to section 14-183 of the Enfield Town Code, property maintenance liens securing the fines were recorded in the Town's land records; and

WHEREAS, Quicken Loans, LLC, now known as Rocket Mortgage, LLC, commenced a mortgage foreclosure proceeding on or about June 17, 2021; and

WHEREAS, the Superior Court has set March 26, 2022 as the foreclosure sale date; and

WHEREAS, the property was vacated in April 2021, and the mortgage holder was able to validate vacancy and enter and secure the property on April 12, 2021; and

WHEREAS, the violations were remediated, and the property has been blight-free since October 29, 2021; and

WHEREAS, Rocket Mortgage has requested that the fines be reduced to \$13,200, based on the time it was able to enter the property through October 29, 2021; and

WHEREAS, the Blight Review Committee has reviewed the request and recommends the fines and liens be reduced by \$35,550 to \$13,200.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does authorize the reduction of the property maintenance liens on 57 Marion Place and authorizes that the amounts set forth in Attachment A be accepted in lieu of the full payment of those liens.

Date Prepared: January 7, 2022

Prepared by: Ellen Zoppo-Sassu, Acting Town Manager

Attachment A

57 Marion Place

Parcel # 074000010045 Map 111 Lot 0181

Lien Amount to be waived \$35,550.00 Town to be paid \$13,200.00

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Adopt a Solid Waste and Recycling Policy

WHEREAS, the Department of Public Works drafted a revised Solid Waste and Recycling Policy that intended to control the Town's costs for bulky waste collection; and

WHEREAS, the Town Council's Public Works Sub-Committee reviewed the revised Policy and recommended additional revisions thereto.

THEREFORE, BE IT RESOLVED, the Enfield Town Council hereby approve and adopt the attached Solid Waste and Recycling Policy.

Date Prepared: January 11, 2022
Prepared By: The Department of Public Works

SOLID WASTE AND RECYCLING POLICY

A. *Tipper Barrels Policy/Cost*

1. Director of Public Works will establish fee(s) for tipper barrels to include cost of the barrel.
2. If a grey or brown tipper barrel is purchased from the Town and it is within its warranty period, the Town will repair or replace it at no charge to the resident, provided that the damage is the result of normal wear and tear. For tipper barrels outside of the warranty period, the Town may replace wheels, lids, and bars, provided such parts are still available. If no such parts are available, a new tipper barrel must be purchased by the property owner. Blue tipper barrels that have been damaged will be replaced by the Town free of charge. Barrels purchased from third parties will not be repaired or replaced.
3. All grey and brown tipper barrels purchased from the Town or from third parties shall require a tag issued annually by the Town's Department of Public Works (DPW).
 - a. Residents will receive a tag for one grey tipper barrel at no charge. Residents may purchase up to two additional annual tags for grey tipper barrels at a fee to be determined by the Director of Public Works, subject to Town Council approval.
 - b. Residents will receive tags for up to two brown tipper barrels at no charge. Residents may purchase up to two additional annual tags for brown tipper barrels at a fee to be determined by the Director of Public Works, subject to Town Council approval.
 - c. Refuse and yard waste will be collected ONLY from tipper barrels with tags.
 - d. Notwithstanding the restrictions noted above:
 - i. Additional grey tipper barrels without tags will be collected during the week following New Year's Day, Independence Day, Thanksgiving and Christmas.
 - ii. Additional grey tipper barrels without tags will be collected during the week of Memorial Day and Labor Day.
 - iii. Yard waste will also be collected from brown tipper barrels without tags for the period of April 1st through April 30th, inclusive, and the period of October 15th through December 7th, inclusive.
 - e. Commercial property owners will receive a tag for one grey tipper barrel at no charge. Commercial property owners may purchase up to two additional annual tags for grey tipper barrels at a fee to be determined by the Director of Public Works, subject to Town Council approval. Commercial property is not eligible for yard waste collection.
4. Blue tipper barrels do not require a tag.
5. Condominium and PRD associations participating in Town collection are responsible for the initial cost and repair or replacement of any tipper barrel or

dumpster. For dumpsters that are deemed by the DPW to be no longer safe for collection, DPW will provide thirty-day (30) notice to the condominium or PRD association that such dumpster must be replaced at the Association's expense. If the dumpster is not replaced in the 30-day period, the Town will discontinue collection from unsafe dumpster.

B. *Curbside Placement of Tipper Barrels* [On DPW website and ordinance]

1. Tipper barrels shall not be placed at curbside or the edge of the roadway sooner than two hours prior to sunset on the day preceding a scheduled collection. Tipper barrels shall be placed upon the edge of the roadway with orientation to facilitate automated collection as noted on the tipper barrel. All solid waste placed for collection must be contained within a tipper barrel, with lid securely closed.
2. Tipper barrels must be placed at curbside or the edge of the roadway no later than 6:00 a.m. the day of collection in order to insure pick-up.
3. Tipper barrels must be removed from curbside or the edge of the roadway no later than 7:00 p.m. the day of collection.
4. Tipper barrels must have three feet of clearance in any direction from each other, walls, fences, vehicles, and any other structures that can be damaged by the claw and the arm of the automated collections vehicles.
5. The Director of Public Works or his designee may establish revised clearance distances for safety reasons, including, but not limited to, placement on cul-de-sacs and one-way streets.

C. Fee Schedule. The fees for barrels and tags will be posted on the Town's webpage.