



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

Monday, March 7, 2022
7:00 PM – Council Chambers
<https://youtu.be/CHVWfnP-zKM>

1. PRAYER – Councilor Cindy Mangini
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL.
4. FIRE EVACUATION ANNOUNCEMENT.
5. MINUTES OF PRECEDING MEETINGS.
 - Special Meeting – February 22, 2022
 - Regular Meeting – February 22, 2022
6. SPECIAL GUESTS.
 - KITE, LeAnn Beaulieu and Brianna Beckstrand
7. PUBLIC COMMUNICATIONS AND PETITIONS.
8. COUNCILOR COMMUNICATIONS AND PETITIONS.
9. TOWN MANAGER REPORT AND COMMUNICATIONS.
10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.
11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.
12. OLD BUSINESS.
 - A. **Discussion/Resolution:** MOU with Fire Districts for Collection and Distribution of Taxes. (Tabled 11/16/2020)
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.** None
 - B. **Appointment(s) – Town Council Appointed.**

- 1. Planning and Zoning Commission – A Vacancy Exists for Resident (D). The Replacement Would be Ken Hilinski (D) Until 12/31/2025.**
- 2. Planning and Zoning Commission – Alternate Member - A Vacancy Exist Due to the Resignation of Nelson Correia (R). Replacement Would be Nick Lefakis (D) Until 12/31/2023.**
- 3. Inland Wetland Watercourse Agency – Alternate– A Vacancy Exists due to the Regular Appointment of Robert Hendrickson (R). Replacement Would be Philip Kober (R) Until 06/30/2025.**

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 Premium Pay.

F. Discussion/Resolution: Resolution Naming the Baseball Diamond at Powder Hollow Park “Bob Bromage Field”.

G. Discussion/Resolution: Resolution to Amend the Director of Planning & Development, Director of Economic and Community Development, and Adopt a New Community Development Specialist Job Description.

H. Discussion/Resolution: Resolution Adopting a Tax Deferral Program for Rehabilitation Areas.

I. Discussion/Resolution: Resolution Amending the Enfield Town Council and Enfield Board of Education Use of School and Town Facilities Policy.

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

15. MISCELLANEOUS.

16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

*	REMOVE FROM AGENDA
**	WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, FEBRUARY 22, 2022**

A Special Meeting of the Enfield Town Council was called to order by Vice-Chairman Cekala on Tuesday, February 22, 2022. The meeting was called to order at 5:30 p.m.

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

MOTION #6117 by Councilor Finger seconded by Councilor Mangini to go into Executive Session to discuss Real Estate Negotiations and Pending Claims and Litigation.

Upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared **MOTION #6117** adopted 8-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Vice-Chairman Cekala at 5:31 p.m.

ROLL-CALL – Present were Councilors Cekala, Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella and Unghire. Councilors Bosco, Cressotti, and Despard were absent. Also present were Acting Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Kasia Purciello; Town Attorney, James Tallberg; Assistant Town Attorney, Mark Cerrato; Town Clerk, Sheila Bailey; Director of Public Works, Donald Nunes; President Opera House Players, Erin Dugan; Treasurer Opera House Players, Harry Evangeliou; and Executive Director Opera House Players, Susan Choquette.

Vice-Chairman Cekala reconvened the Special Meeting at 6:40 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations and Pending Claims and Litigation with no action or votes being taken.

ADJOURNMENT

MOTION #6118 by Councilor Finger, seconded by Councilor Hopkins to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6118** adopted 8-0-0, and the meeting stood adjourned at 6:42 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, FEBRUARY 22, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Vice Chairman Cekala on Tuesday, February 22, 2022. The meeting was called to order at 7:00pm.

PRAYER- The prayer was given by Councilor Pyznar.

PLEDGE OF ALLEGIANCE- The Pledge of Allegiance was recited.

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

FIRE EVACUATION ANNOUNCEMENT- Chairman Cekala made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #6119 by Councilor Mangini, seconded by Councilor Pyznar to accept the minutes of the February 7, 2022, Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6119** adopted 8-0-0.

MOTION #6120 by Councilor Mangini, seconded by Councilor Unghire to accept the minutes of the February 7, 2022, Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6120** adopted 8-0-0.

SPECIAL GUESTS- None.

PUBLIC COMMUNICATIONS

Matt Schmitt, 1304 Bigelow Commons

Mr. Schmitt stated that the recent pizza assignment at JFK has made its way to the Town Council. He said the assignment is getting much needed attention, however, threats and verbal assaults on teachers, administrators or BOE members are unwarranted. The real issue is not why this assignment made it to the students, but how we can make sure it does not happen again. He feels the best defense for the teachers is to make sure this does not keep happening. He stated that there is a proposal by BOE member John Unghire for the Board to form a committee to investigate the failures that led to that assignment. We should assist colleagues and advance Mr. Unghire's proposal. He asked the council to help the BOE find real solutions.

Chairwoman Cekala declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Mangini thanked the Northcentral CT Chamber of Commerce and all the surrounding town leaders and our Acting Town Manager Ellen for attending the Economic Development breakfast. She stated that the breakfast was well attended. Councilor Santanella was there as well along with Joe Courtney, and the food and speakers were great. Our interim Town Manager did a phenomenal job highlighting what is happening in Enfield. She also thanked Kasia for being there.

Councilor Santanella stated that he attended an awards ceremony for the Enfield Police Explorers. Congressman Courtney came and recognized each of the individuals. He said he was proud to be there to represent the Council and the people of Enfield in acknowledging the work these young men and women do for us.

Councilor Santanella attended the swearing in ceremony at the Enfield Police Station for our newest officer. He welcomed him to Enfield and wished him well.

Councilor Santanella stated that he and Councilor Pyznar were at the TIF Committee meeting, and they were able to get a look at the very first applicant. He said that the committee is doing an amazing job looking at these tax credits.

Councilor Santanella gave updates on the cannabis initiatives. He was able to tour a dispensary in Holyoke with Councilors Pyznar, Unghire, Finger and some members of Planning and Zoning. They were able to see what the operations are like. Additionally, last week he had the opportunity to visit a micro-growing operation in Sheffield. They would like to schedule more opportunities for people to see this part of the operation. He stated that Planning and Zoning has started its deliberation on Enfield's cannabis ordinances.

Councilor Unghire stated that she also attended the Economic Development breakfast this morning and it was a great turn out. Our interim Town Manager did a good job explaining what is going on in Enfield. It was also interesting to hear what is going on in the neighboring towns.

Councilor Ludwick wanted to thank and congratulate Chief Riggott of EMS for completing the Human Trafficking program. It is a very important program, and he would like her to come and give some background information on it. People don't realize how prevalent it is in CT.

Acting Town Manager Ellen Zoppo-Sassu stated that the Human Trafficking training would be shared with the Police Department, and she thinks the Fire Districts expressed interest as well. She said people don't think this happens in Enfield, but it does.

Councilor Hopkins wanted to compliment Ms. Purciello for scheduling the last Blight Review meeting with last-minute notice. He said it was very critical for it to get done.

Councilor Hopkins stated for the record that Council is not a policy board for the town schools. He said threats to teachers and employees is serious. If you disagree with something that the school board is doing, there are civil means to do that. He asked residents to keep it about the kids.

TOWN MANAGER REPORT AND COMMUNICATIONS

Acting Town Manager Ellen Zoppo-Sassu stated that all Councilors have received the PAR report and encouraged everyone to read it and keep it as a resource. She stated that many questions that you receive from your constituents can be answered with this report.

Ms. Zoppo-Sassu remarked that the Chamber breakfast highlights one of the initiatives that is going to be coming forward to the Town Council, the reorganization of the Development Services Division currently under Planning and Development.

Ms. Zoppo-Sassu stated that retaining employees is important. The Town Council put forward that they would like to explore premium pay as one of the ARPA expenses. She said that she and Kasia, in conjunction with the Human Resources Department have created a formula. We must encumber and appropriate within the next two years, and everything must be spent within the next three and one-half years.

Ms. Zoppo-Sassu stated that they are monitoring the cannabis zoning regulations and asked them to expedite so we are not missed when the window opens for the state in April and May. The towns with ordinances in place are the ones potential dispensaries and producers will look at first.

She added that there has been a lot of discussion about the reevaluation process. Not only was it a reevaluation year, but also quadrennial reports were due for tax exempt nonprofits, religious organizations, and group homes. There was a real pressure on the Assessor's Office to get this done. Over the course of the last month there have been one-on-one conversations with some of the affected people, especially regarding farmland. In the beginning there were 77 parcels that were in question and that number has been whittled down to 25 parcels in question concerning a change of use. She asked that if any of Councilors' constituents reach out to them to have them call the Assessor's Office.

Ms. Zoppo-Sassu stated that they are changing the process for budgets. They are asking for additional strategic planning. They are going to be changing the way we do capital improvement budget planning with new forms. There be a sort of survey coming asking how Council wants to conduct the budget hearings with departments, as well as scheduling Social Services for the grants.

Assistant Town Manager, Kasia Purciello stated that she has been working with Paul Russell and the IT Department to meet with Department \Heads on the IT budget needs.

Ms. Purciello stated that she has been busy researching solar options. She has met with various companies, and she has scheduled a meeting with a neighboring town to discuss their experience to make sure we are going in the right direction for the town. The Public Works Director and Finance Director have also been involved.

Ms. Purciello stated that there will be a DPW Subcommittee meeting scheduled for next week. They will be looking at the Facility Use Policy. They are looking to add the Shaker Field Lego house and determining an appropriate fee to rent that out. They also need to look at the language in the Facilities Use Policy regarding the exempt status.

Councilor Mangini mentioned that in Ms. Zoppo-Sassu's Project Activity Report there is mention of the First-Time Homebuyers Program along with seminars. She asked if there could be some advertising of these seminars at least to realtors, as it is very beneficial to people.

Councilor Ludwick wanted to ask when they were meeting on ARPA again.

Ms. Zoppo-Sassu stated that they will present the proposal on premium pay on March 7.

Councilor Ludwick asked for a clarification on the number of properties on the assessment list Ms. Zoppo-Sassu spoke of. He also mentioned the March 18th deadline for submitting assessment appeals. People have the right to appeal if they feel the need. He also asked about spreading out the increase for a longer timeframe for people to become compliant.

Ms. Zoppo-Sassu said that out of 77 parcels, only 25 remain that are questionable for what the assessor has said is a change of use, which may or may not be agreed on by the owner. She said 25 have already put in their appeal application. She stated that the Agricultural Commission has played a big role in the process. She also stated that they will be pausing all implementation until October 1, 2022.

Councilor Ludwick commented on it being great to see the snowshoes being used. He said get out and exercise, use the ice rink and the track.

Councilor Hopkins commented on how responsive the Town Manager's Office has been with the tax concerns. He stated that he thinks the 490 program is very important, just as the land protected by it. He asked who is best to contact if they had a question about this.

Ms. Zoppo-Sassu stated that it would be the Town Manager's Office. She said the Assessor's Office is very busy right now trying to get the grand list signed for February 28. Apparently, Enfield never signs their grand list on time and that shows a foundational weakness. The Assessor's Office needs additional support, whether it be seasonal or full-time.

Councilor Cekala asked Kasia if the transfer station was one of the places being considered for solar.

Ms. Purciello stated that solar for the transfer station is currently with the Town Attorney's Office. There are a lot of timing and deadlines approaching quickly with that one.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Town Attorney James Tallberg stated that those taxpayers or property owners who don't have counsel should go to the Town Manager's Office. Most people who file tax appeals don't have counsel; they go right to the Board of Appeals.

Mr. Tallberg remarked that as we approach the two-year anniversary of COVID, he wanted to give an update on the COVID mandates. Almost all the Executive orders were proclamations from the Governor, most of them were delegating some authority to the Town Manager. A week ago, the

Legislature passed House Bill 5047 signed by the Governor, and it allows the Department of Public Health, up until June 30 to determine if we have additional spikes to impose mandates. It delegated authority mostly for schools to the local Board of Education as of February 28, 2022. Enfield will still recommend masks but no longer require them as of February 28, 2022. The only exceptions would be transportation and the Head Start building, Stowe Learning Center, because they are federally funded.

Councilor Ludwick stated that we should really get out of emergency rules, so it goes back to a manager/council form of government officially as the charter says.

Mr. Tallberg stated that March 12, 2020, the Town Manager issued a local emergency declaration. It was premised on the Declaration of Emergency by the President and the Governor. While at CAMA (CT Assoc. of Municipal Attorneys) it was asked if everyone would be rescinding their executive orders. Some said yes and some of the larger municipalities said no because they were still going to have some mandates. We are still evaluating it and hopefully soon, if everything goes well, we will address the issue. We are not quite there, but it is on the horizon.

Councilor Ludwick stated that we are the Constitution State, and we need to get back to living under our Constitution.

REPORT OF SPECIAL COMMITTEES

Councilor Cekala reported that she along with Councilors Pyznar and Santanella are part of the Policy and Procedures Subcommittee. They have met a few times with the Town Attorney and Town Manager's Office. Hopefully in the next month there will be a new Policy and Procedures document to be voted on by the Council. There will be changes in the agenda, much cleaner and smoother to follow along and a little bit of a language change.

OLD BUSINESS

Item A is still tabled.

NEW BUSINESS

CONSENT AGENDA

Councilor Pyznar asked for clarification on the \$5,000 for Social Services.

Ms. Zoppo-Sassu stated that the money was for professional development for the employees in order for them to take on extra responsibilities and be successful in their new roles.

Councilor Hopkins stated that this is within the current budget and there is no impact to the budget.

He also stated that District 1 voters will get a letter stating that their voting location will return to JFK.

Councilor Ludwick asked if we have need to have regulations for 5G.

Ms. Zoppo-Sassu replied that we receive PURA confirmation before any of these get to the agenda. She can find out.

RESOLUTION #6121 by Councilor Mangini, seconded by Councilor Unghire to accept the Consent Agenda.

UPON a **SHOW-OF-HANDS** vote being taken, the Chair declared **RESOLUTION #6121** adopted 8-0-0. A full text of the following resolutions will be appended to these minutes.

- Resolution changing the District 1 (158 & 159) voting location to John F. Kennedy Middle School
- Transfer \$2,500 to Registrar of Voters Postage Account
- Approve proposed pay rates for Summer, seasonal and temporary Recreation Division employees effective July 1, 2022 and June 1, 2023
- Transfer \$5,000 to Social Services Purchased Professional & Technical Services Account
- Authorizing Town Manager to sign Lease Agreement with New Cingular Wireless PCS LLC for cellular equipment located at 293 Elm Street

NOMINATION # 6122 by Councilor Pyznar to appoint Gretchen Pfeifer-Hall (R) to the Prison Town Liaison Committee for a term that expires 12/31/2024.

MOTION #6123 by Councilor Ludwick, seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6123** adopted 8-0-0.

UPON a **ROLL-CALL** vote being taken, the chair declared Gretchen Pfeifer-Hall appointed to the Prison Town Liaison Committee 8-0-0.

NOMINATION # 6124 by Councilor Ludwick to appoint Tim Slade (R) to the Prison Town Liaison Committee for a term that expires 12/31/2024.

MOTION #6125 by Councilor Ludwick, seconded by Councilor Pyznar to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6125** adopted 8-0-0.

UPON a **ROLL-CALL** vote being taken, the chair declared Tim Slade appointed to the Prison Town Liaison Committee 8-0-0.

Town Manager Appointed/Council Approved- None.

P&Z Commission Appointed/Council Approved- None.

RESOLUTION #6126 by Councilor Mangini, seconded by Councilor Unghire.

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

TO: Police

Professional Development	10200500-532200	\$13,000
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FROM: Police

Uniforms	10200500-565000	\$7,000
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Travel	10200500-558000	\$6,000
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CERTIFICATION: I hereby certify that above-stated funds are available as of February 9, 2022.

/s/ John Wilcox, Director of Finance

UPON a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6126** adopted 8-0-0.

RESOLUTION #6127 by Councilor Mangini, seconded by Councilor Unghire.

Councilor Ludwick stated that this needs to be done or we will be fined \$25,000 per day.

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

GENERAL FUND

FROM:

TO:

10040000-499000	\$200,000
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General Fund Revenue-Appropriated Fund Balance
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10800092-593010

\$200,000

General Fund-Unallocated-Transfers to Capital

CAPITAL AND NON-RECURRING FUND

FROM:

TO:

Regular Meeting

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31042022-480001 \$200,000
CIP Fund Revenue FY 2021-2022
Gen Fund Transfers IN

31008214-545000 \$200,000
Fuel Tank Removal-Construction Services

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 15, 2022.

/s/ John Wilcox, Director of Finance.

UPON a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6127** adopted 8-0-0.

RESOLUTION #6128 by Councilor Unghire, seconded by Councilor Finger.

WHEREAS, the Town of Enfield has received a request from the owners of 74 Town Farm Road, Joseph C. and Jacquelyn C. Bosco, to discontinue, pursuant to Connecticut General Statute §13a-49, a portion of Old Neelans Road; and

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

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

Councilor Hopkins asked for some background on this portion of road.

Mr. Tallberg stated that this is just to accept the referral to P&Z. The town has determined they have no interest in using it as a public way. After PZC looks at it, it will come back for a vote for discontinuance.

UPON a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6128** adopted 8-0-0.

RESOLUTION #6129 by Councilor Mangini, seconded by Councilor Unghire.

WHEREAS, the Town of Enfield is currently preparing the 17 North Main Street for demolition; and

WHEREAS, the Town is also proposing that the 19 Church Street property be demolished; and

WHEREAS, Fuss & O'Neill Inc. has prepared an environmental assessment and demolition specifications for the 17 North Main Street property, and in providing these services at the 19 Church Street property, as well as providing construction administration services for the demolition of both

17 North Main Street and 19 Church Street, will allow the Town to bid the demolition and environmental abatement of both properties under one bid package at a cost and time savings to the Town; and

WHEREAS, Fuss & O'Neill Inc.'s prior work on the 17 North Main Street property makes them uniquely qualified to perform this work.

NOW THEREFORE BE IT RESOLVED, that the Town Council does hereby find, based on the foregoing compelling public interest, and in accordance with Chapter V, Section 8(d), that it is therefore against the best interest of the Town to solicit bids for the environmental services at the 19 Church Street property.

Councilor Mangini stated that the Community Development Department encourages and suggests that we do the bid waiver to save the town money.

Councilor Hopkins said that it was great to hear that there will be cost and time savings with the bid waiver.

UPON a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6129** adopted 8-0-0.

RESOLUTION #6130 by Councilor Mangini, seconded by Councilor Santanella.

WHEREAS, in the mid 1980's the Planning and Zoning Commission approved the development of The Hamlet of Enfield condominium complex on Orlando Drive; and

WHEREAS, as part of the zoning process, the developer, MTL Enfield Development Company, was required to convey a strip of land to the Town of Enfield as an extension of Orlando Drive; and

WHEREAS, the above-noted strip of land lies between the Hamlet and Eagle Rock Apartments at Enfield (formerly Countrywood at Enfield); and

WHEREAS, the new owners of Eagle Rock, during the title review process, discovered that the above-noted strip of land was never formally deeded to the Town; and

WHEREAS, Town staff found the original, unrecorded deed from MTL Enfield Development Company to the Town (Attachment A) in the PZC's archived records.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby accept the Warranty Deed from MTL Enfield Development Company to the Town of Enfield.

Mr. Tallberg stated that it was determined that the town was supposed to except it way back when. He recommends approval without hesitation.

Councilor Santanella thanked Attorney Tallberg and his team for looking into this.

UPON a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6130** adopted 8-0-0.

RESOLUTION #6131 by Councilor Mangini, seconded by Councilor Unghire.

BE IT RESOLVED, that the Enfield Town Council hereby authorizes the Acting Town Manager to sign on behalf of the Town of Enfield the “Collegium Settlement Agreement with Scott + Scott Clients” pursuant to the discussion with the Town’s legal counsel in executive session on February 22, 2022.

Mr. Tallberg stated that this is a smaller opioid settlement. Enfield can expect to receive \$28,911.

UPON a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6131** adopted 8-0-0.

MISCELLANEOUS- None.

PUBLIC COMMUNICATIONS- None.

COUNCILOR COMMUNICATIONS- None.

MOTION #6132 by Councilor Unghire, seconded by Councilor Pyznar to adjourn.

Upon a **SHOW-OF-HANDS** vote, the chair declared **MOTION #6132** adopted and the meeting stood adjourned at 8:10pm.

Sheila M. Bailey
Town Clerk
Clerk of the Council

Respectfully Submitted,
Tina Demers
Secretary to the Council

ENFIELD TOWN COUNCIL

RESOLUTION #_____

**Resolution Moving the District 1 (158 & 159) Voting Location Back to
John F. Kennedy Middle School effective July 1, 2022**

WHEREAS, due to the completion of construction at the John F. Kennedy Middle School, the Registrar of Voters request to move the District 1 (158 & 159) voting location from the Enfield Senior Center back to the John F. Kennedy Middle School; and

BE IT RESOLVED, that the Enfield Town Council does hereby move the District 1 (158 & 159) voting location to the John F. Kennedy Middle School, effective July 1, 2022.

FURTHER BE IT RESOLVED, that in accordance with Conn. Gen. Stat. Sections 9-168, 9-168a, 9-168b and 9-169 the Secretary of State's Office will be notified of this change and in addition, all of the registered Voters in said district will also be notified.

**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: Registrar of Voters

Postage	10150000-553500	\$2,500
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FROM: Registrar of Voters

Other Professional Services	10150000-533900	\$2,500
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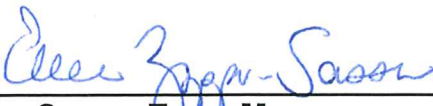
CERTIFICATION: I hereby certify that the above-stated funds are available as of
February 1, 2022.



John A. Wilcox, Director of Finance

2/10/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

2/11/22

Date:

Consent Item #3 Appended to the
minutes of the November 22, 2022
Town Council meeting. See Page 6

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Approve the Proposed Pay Rates for Summer,
Seasonal and Temporary Employees in the Recreation Division
Effective July 1, 2022 and June 1, 2023.**

RESOLVED, that in accordance with Chapter V. Section XIV of the Town Charter the Enfield Town Council does hereby adopt the pay rates for Summer, Seasonal and Temporary Employees in the Recreation Division effective July 1, 2022 and June 1, 2023.

Attached: Summer, Seasonal and Temporary Employee Pay Rates for the Recreation Division effective July1, 2022 and June 1, 2023

Date Submitted: 02/21/22

Submitted by: Steven Bielenda, Director of Human Resources

Recreation Department
Temporary / Seasonal Salaries

POSITION				CURRENT RATE	PROPOSED RATE 7/22	PROPOSED RATE 6/23
EFFECTIVE DATE				8/1/2021	7/1/2022	6/1/2023
CURRENT MINIMUM WAGE				13.00/HR	\$14.00/HR	\$15.00/HR
		INTERN		13.25 - 14.25	14.25 - 15.25	15.25 - 16.25
		GATEKEEPER		Minimum Wage	Minimum Wage	Minimum Wage
		LIFEGUARD		13.25 - 14.25	14.25 - 15.25	15.25 - 16.25
		WSI/SWIMMING INSTRUCTOR		13.75 - 14.75	14.75 - 15.75	15.75 - 16.75
		HEAD LIFEGUARD		14.50 - 15.50	15.50 - 16.50	16.50 - 17.50
		SWIM TEAM ASST. COACH		13.75 - 14.75	14.75 - 15.75	15.75 - 16.75
		SWIM TEAM COACH		14.50 - 16.50	15.50 - 17.50	16.50 - 18.50
		SWIM TEAM HEAD COACH		15.00 - 21.00	16.00 - 22.00	17.00 - 23.00
		AQUATICS DIRECTOR		15.00 - 21.00	16.00 - 22.00	17.00 - 23.00
		GYM SUPERVISOR		Minimum Wage	Minimum Wage	Minimum Wage
		OPEN GYM SUPERVISOR		13.50 - 14.50	14.50 - 15.50	15.50 - 16.50
		SPORTS LEAGUE COORDINATOR		13.75 - 14.75	14.75 - 15.75	15.75 - 16.75
		GYM PROGRAM ASSISTANT COORD.		13.50 - 14.50	14.50 - 15.50	16.50 - 17.50
		GYM PROGRAMS COORDINATOR		15.00 - 21.00	16.00 - 22.00	17.00 - 23.00
		INSTRUCTIONAL BASKETBALL DIRECTOR		14.50 - 17.50	15.50 - 18.50	16.50 - 19.50
		REFEREE 2		16.00 - 21.00	17.00 - 22.00	18.00 - 23.00
		REFEREE 1: NON-CERTIFIED		25.00 - 31.00	25.00 - 31.00	25.00 - 31.00
		REFEREE 1: CERTIFIED		27.50 - 36.00	28.50 - 37.00	29.50 - 38.00
		TRAVEL/ADULT LEAGUE REFEREE		40.00 - 55.00	40.00 - 55.00	40.00 - 55.00
		CAMP COUNSELOR		13.25 - 14.25	14.25 - 15.25	15.25 - 16.25
		HEAD CAMP COUNSELOR		14.50 - 15.50	15.50 - 16.50	16.50 - 17.50
		CAMP DIRECTOR		15.00 - 21.00	16.00 - 22.00	17.00 - 23.00
		RECREATION INSTRUCTOR 1		Minimum Wage	Minimum Wage	Minimum Wage
		RECREATION INSTRUCTOR 2		13.50	14.50	15.50
		RECREATION INSTRUCTOR 3		14.00	15.00	16.00
		RECREATION INSTRUCTOR 4		15.00	16.00	17.00
		RECREATION INSTRUCTOR 5		16.00	17.00	18.00
		RECREATION INSTRUCTOR 6		17.00	18.00	19.00
		RECREATION INSTRUCTOR 7		17.50	18.50	19.50
		RECREATION INSTRUCTOR 8		18.00	19.00	20.00
		RECREATION INSTRUCTOR 9		19.00	20.00	21.00
		RECREATION INSTRUCTOR 10		20.00 - 29.00	21.00 - 29.00	22.00 - 29.00
		RECREATION INSTRUCTOR 11		30.00 - 39.00	30.00 - 39.00	30.00 - 39.00
		RECREATION INSTRUCTOR 12		40.00 - 50.00	40.00 - 50.00	40.00 - 50.00
		RECREATION INSTRUCTOR 13		50.00 - 60.00	50.00 - 60.00	50.00 - 60.00

**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: Social Services Administration

Purchased Professional
& Technical Services

22044001 530000

\$5,000

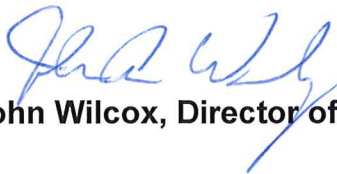
FROM: Youth Services

Salaries

22040450 511000

\$5,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 22, 2022.



John Wilcox, Director of Finance

APPROVED BY: Ellen Zapp-Sasson Town Manager

Date: 2/16/22

Consent Item #5 Appended to the
minutes of the November 22, 2022
Town Council meeting. See Page 6

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Acting Town Manager to Sign a Site Lease Agreement
with New Cingular Wireless PCS, LLC to Place Cellular Equipment on the Radio
Tower Located at 293 Elm Street**

WHEREAS, New Cingular Wireless PCS, LLC, has submitted a proposal to lease space on the radio tower at 293 Elm Street, Enfield, CT for an initial period of 15 years. The associated payment of \$2,500 per month and a built-in increase of 3% per year will result in revenue to the Town of Enfield.

RESOLVED, that the Acting Town Manager, Ellen Zoppo-Sassu, is authorized to sign on behalf of the Town of Enfield the Site Lease Agreement with New Cingular Wireless PCS, LLC for the placement of cellular equipment on the Radio tower located at 293 Elm Street.

Submitted: February 10, 2022
Submitted by: Steven M. Hall
Civilian Services Manager

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, January 31, 2022 3:58 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	1/31/2022
First and Last Name	Kenneth Hilinski
Address	11 BEVERLY ST
City	Enfield
State	CT
Zip	06082
Phone Number	18606046870
Second Phone:	18607494187
Email	hilinsk@aol.com
Occupation	Retired
Occupation Phone Number	Not Applicable
Party Affiliation	Democratic
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Planning & Zoning Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have lived in Enfield since 1962 and am very familiar with the Town and its residents. I am a retired Electrical Engineer who worked in the Aerospace Industry for my entire working career, and I hold a bachelor's degree in Electrical Engineering from UCONN along with master's Degrees in Management and Environmental Management from Rennselaer Polytechnic

Institute. I also served the Town of Enfield as an elected official from 1997 to 2007. I believe my background makes me uniquely qualified to review and make decisions on Planning and Zoning issues within the Town of Enfield.

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

Yes

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

Enfield Democratic Town Committee 1997 - Present
Member, Enfield Board of Education 1997 - 1999
Vice Chairman, Enfield Board of Education 1999-2003
Chairman, Enfield Board of Education 2003-2005
Enfield Town Councilman At Large, Deputy Mayor 2005-2007

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

Field not completed.

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

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Thursday, February 3, 2022 8:20 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	2/3/2022
First and Last Name	Nicles Lefakis
Address	20 D'Annunzio Ave.
City	Enfield
State	CT
Zip	06082
Phone Number	860.490.1242
Second Phone:	860.741.2045
Email	NickLefakis@hotmail.com
Occupation	Retired & part time Professor
Occupation Phone Number	860.253.3150
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Inland Wetlands and Watercourses Agency <i>Interested in P+Z as well</i>
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	BS in Accounting and Education and MBA; I served on the Town Council in 1980s; I was on a Charter Revision Commission in the 1980s; I was on the Planning and Zoning Commission from 1992 - 2019; I have lived in Enfield all my life; My Mom and her siblings were born in Thompsonville; I'm the 4th generation in my family living in Thompsonville

I am interested in Conservation Commission; Inland Wetlands and Watercourses; Planning and Zoning; and Economic Development

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

Yes

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

I served on the Town Council in 1980s; I was on a Charter Revision Commission in the 1980s; I was on the Planning and Zoning Commission from 1992 - 201

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

Field not completed.

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

Yes

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, January 25, 2022 8:24 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	1/25/2022
First and Last Name	Philip Kober
Address	PO Box 801
City	Enfield
State	CT
Zip	06083-0801
Phone Number	8608887323
Second Phone:	8608887323
Email	PKober3011@Westfield.ma.edu
Occupation	Correction Officer
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Inland Wetlands and Watercourses Agency
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am interested in continuing and broadening my service to our town. I have a wide range of knowledge and experience in various aspects of public administration and would foster positive contributions and healthy discussion. I recognize the importance of inland wetlands and watercourses to our community and the environment. I would support a balanced

approach to preservation and development in the public's interest and in accordance with applicable laws and policies.

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

Yes

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

I have served on the Enfield Economic Development Commission (as Vice Chair), Agricultural & Conservation Commissions (as an alternate), and Loan Review Committee each for over one year. I previously served on the town Ethics Commission for a total of six years, including three years as the Chairperson. Outside of our municipality, I have served on various professional, student and military service associations and boards in various capacities including, but not limited to, presiding officer, voting board member, non-voting member, and board recorder.

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

N/A

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

TO: Ellen Zoppo-Sassu, Acting Town Manager

FROM: Steven Bielenda, Director of Human Resources

CC: Kasia Purciello, Asst. Town Manager and John Wilcox, Finance Director

RE: Premium Pay - The American Rescue Plan Act of 2021 ("ARPA")

DATE: February 28, 2022

This memo will explain the formula we created to distribute ARPA funds to our current employees. Recognizing that all employees were negatively impacted in their work environment one way or another during this unprecedented period, our goal was to be as inclusive as possible. To avoid creating any hard feelings and discontent for any employee class, we did not go through iterations of risk assumed by each employee in their respective chosen career field. Instead, we classified ARPA fund eligibility strictly based on the employee's period of employment with the Town. Below are some bright line bullet points to explain our methodology:

- Only current employees on the payroll at the date of Town Council adoption of the resolution will be eligible. To include retirees, terminated employees, resignations, etc. will be an administrative nightmare and cost prohibitive.
- Commencing March 2020 until December 2021, (22 months) current employees will be allocated \$100 for each month they worked (even if the employee worked only a single day) during this above referenced time period. For example, if a current employee started employment with the Town of Enfield on March 31, 2020, they would be eligible for a maximum amount of \$2,200. (22 months X \$100/month = \$2,200).
- We also recognize that our valued part-time employees were negatively impacted and, therefore, we made equitable adjustments as well. Commencing March 2020 until December 2021, (22 months) current part time employees (working less than 30/ hrs. wk.) will be allocated \$50 for each month they worked (even if a single day) during this above referenced time period. Accordingly, using the same formula above, the maximum available for a part time employee will be \$1,100. (22 months x \$50/month = \$1,100).

By applying the guidelines established by ARPA, we believe that we included all the personnel that endured this extraordinary disruption in their personal and professional lives and maintained their employment with the Town in good standing up to and including the date the Town Council adopted the resolution granting eligible employee access to these funds. We anticipate approximately \$812,800 will be distributed to full and part-time eligible employees.

**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: COVID – 19 Fund – COVID-19 Service Pay

Salaries	24500350-511000	\$744,600
Salaries-Part Time	24500350-512000	78,100
Social Security	24500350-522000	39,600
Medicare	24500350-522100	11,930

FROM: COVID – 19 Fund

Revenue – Grants-COVID-Federal	24540000-460004	\$874,230
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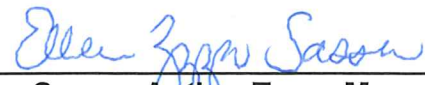
CERTIFICATION: I hereby certify that the above-stated funds are available as of March 1, 2022.



John A. Wilcox, Director of Finance

3/2/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Acting Town Manager

3/2/22

Date:

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Naming the Baseball Diamond at
Powder Hollow Park**

WHEREAS, the Enfield Athletic Hall of Fame is recommending naming the full-size baseball diamond at Powder Hollow Park; and

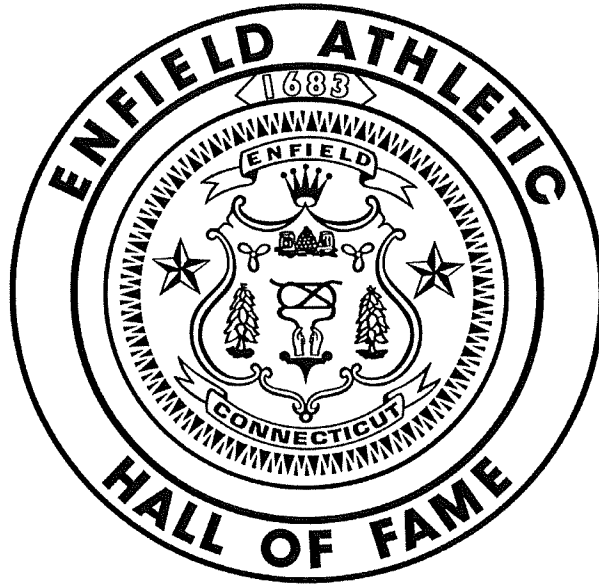
WHEREAS, Mr. Bob Bromage has devoted nearly 40 years to coaching in Enfield; and

WHEREAS, Bob was inducted into the Athletic Hall of Fame in 2001; and

WHEREAS, in addition to baseball, Bob held numerous other head coaching and assistant coaching positions in Enfield including boys basketball, football, and even ice hockey; and

WHEREAS, Bob and his wife have been avid supporters of Enfield athletics even in their retirement years and are among the most legendary.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby name the full-size baseball diamond at Powder Hollow Park "Bob Bromage Field".



299 ELM ST., ENFIELD, CONNECTICUT 06082

February 15, 2022

Greetings,

It is with great honor and pleasure that the Enfield Athletic Hall of Fame recommends naming the full-size baseball diamond at Powder Hollow Park in honor of Mr. Bob Bromage.

"Chief," as he is affectionately known by the players whom he coached in Enfield for nearly 40 years, is among the most decorated and respected coaches in all of northern Connecticut. He took over as coach of the baseball program in 1967 and guided the Raiders for 39 years. In 2001, he led Enfield to its best finish in history, advancing to the Class L championship game. That team was inducted into the Hall of Fame in 2019, and as an individual, Bob was inducted back in 2001.

In addition to baseball, Bob held numerous other head and assistant coaching positions in town, including boys basketball, football and even ice hockey at Kosciuszko Junior High School. He and his wife, Cookie, have been avid supporters of Enfield athletics even in their retirement years, and are among the most legendary and beloved figures in town annals.

Please consider this request at your next meeting, as we would ideally like to honor this great man at some point during the spring baseball season. We will need about two weeks for the sign to be created and mounted.

Thanks as always for your consideration in helping honor one of the truly outstanding sports personalities in Enfield history.

Enfield Athletic Hall of Fame

Respectfully submitted by Tim Jensen



TOWN OF ENFIELD

TO: Town Council Members

FROM: Ellen Zoppo-Sassu, Acting Town Manager
Kasia Purciello, Assistant Town Manager

RE: Reorganization of Development Services

DATE: February 22, 2022

Attached please find documentation for your review on the proposed reorganization of the Development Services functions. This would break this division out from under Planning and make it a stand-alone department with the Director reporting to the Town Manager.

I have attached the 2018 Organizational Chart and the proposed 2022 Organization Chart. As you can see, the Town of Enfield has eliminated several positions, and has also reorganized once already, bringing the Building Department under the purview of Public Works.

This reorganization would bring the Property Maintenance part-time employees under the new Economic & Community Development department. This aligns with the work that this division already does with the Clean and Lien program and will provide a direct link between these two initiatives. It is also anticipated that the Fair Rent Commission, currently dormant, will come back online.

Nelson Tereso is slated to receive a \$5,000 salary adjustment in recognition of the new supervisory duties, the addition of the TIF work, and the addition of the Property Maintenance division and work associated with the Fair Rent Commission. Please also see that the CDBG allocation that the Town receives allows up to a \$25,000 expenditure of those funds for housing inspections and other related CDBG work. Mr. Tereso has activated this option with the retention of A&E Services.

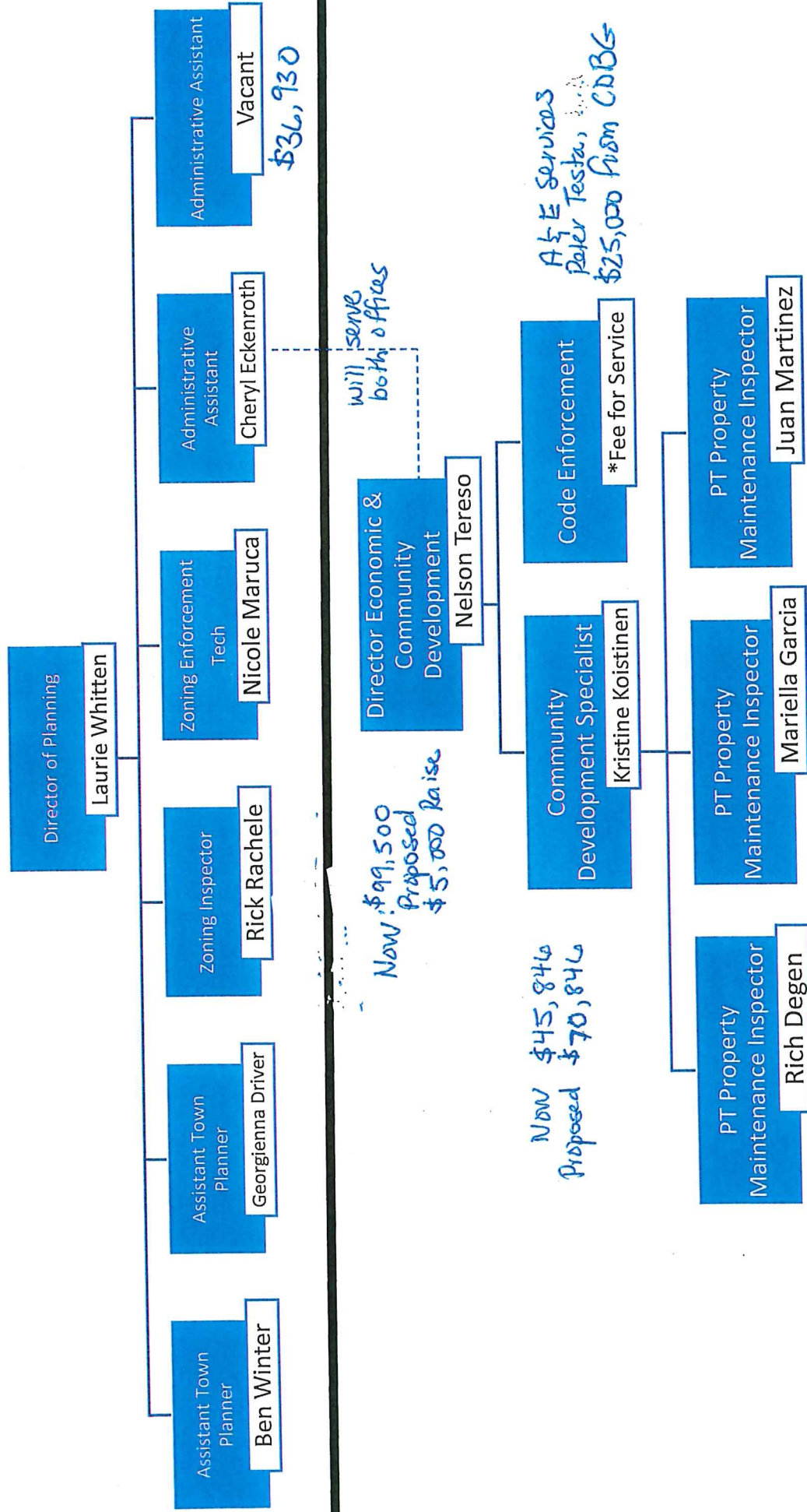
Kristine Koistinen is slated for a \$25,000 salary adjustment in recognition of the added responsibilities including administrative oversight of Property Maintenance functions, the Loan Committee, all community development functions and reporting to HUD. This new salary is reflective of the salaries of Community Development Specialists in other municipalities. Her resume is attached for your review.

With the elimination of an Administrative Assistant position, and the proposed raises for the additional responsibilities assigned to the two employees, there remain a \$6,930 savings.

It is anticipated that this would be a subject at the March 7, 2022 Executive Session and subsequent agenda. Please forward any questions or comments to us ahead of that meeting.

Proposed New Organizational Chart

February 2022



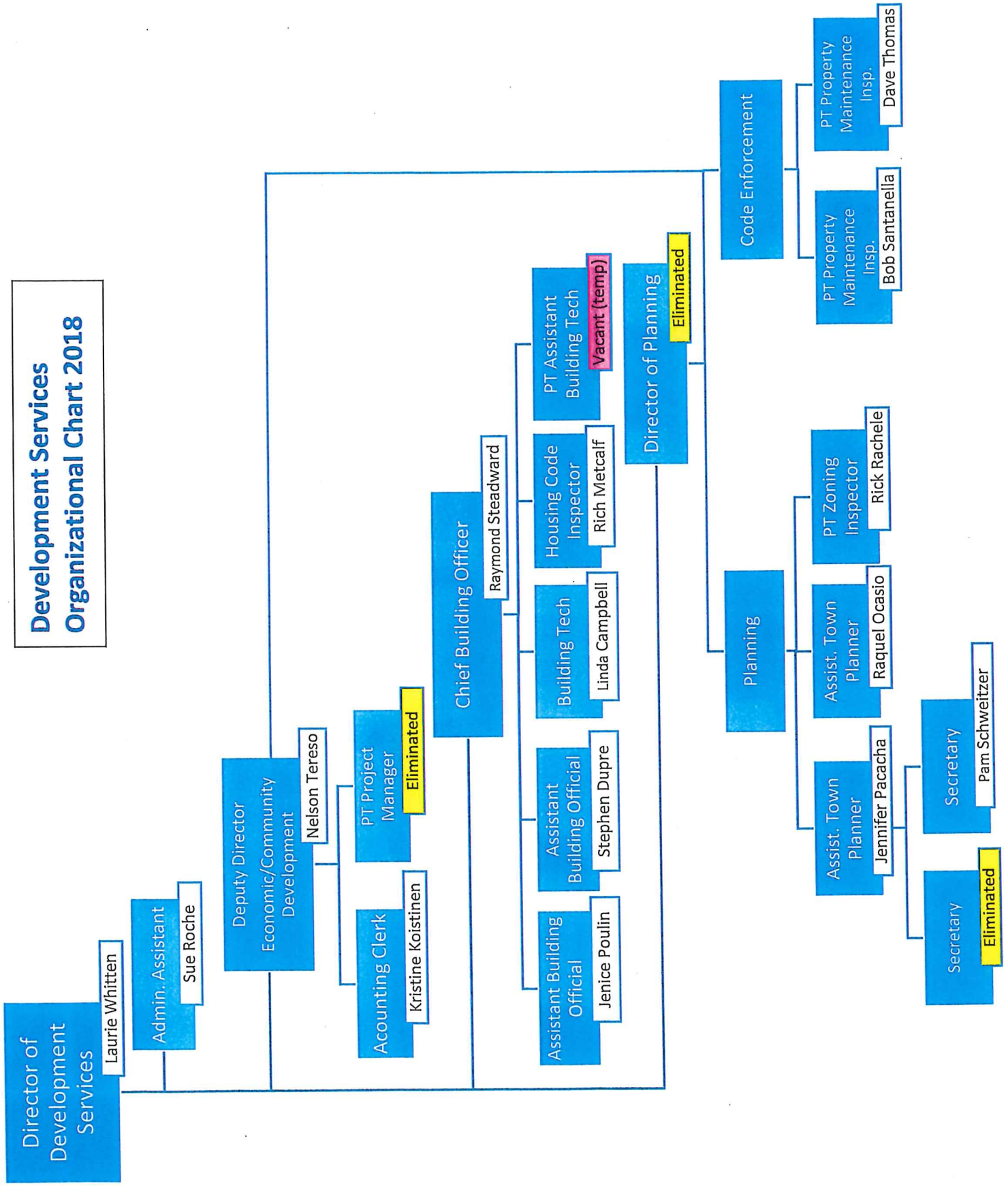
Now: \$99,500
Proposed: \$5,000 Raise

Now: \$45,846
Proposed: \$70,846

A-E Services
Parker Testa, LLC
\$25,000 from CDBGs

These 3 are approx
\$25,350 annually
\$25 per hour
19.5 hours per week

Development Services Organizational Chart 2018



ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to amend the Director of Planning & Development, Director of Economic and Community Development, and adopt a new Community Development Specialist Job Description

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the revised "Director of Planning," "Director of Economic and Community Development" and newly created "Community Development Specialist" job descriptions.

Date Submitted: September 24, 2021
Submitted by: Steven Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION**

DIRECTOR OF PLANNING & ~~COMMUNITY DEVELOPMENT~~

GENERAL STATEMENT OF DUTIES: This is a highly responsible professional position directing and supervising the planning and ~~economic/community~~ development program for the Town.

SUPERVISION RECEIVED: Works under the general direction of the Town Manager.

SUPERVISION EXERCISED: This position is the appointing authority for all positions in the Department of Planning. Direct supervision is exercised over ~~each of the Planning and Community Development divisions as well as the~~ office staff, **INCLUSIVE OF THE ZONING ENFORCEMENT OFFICER.**

ESSENTIAL JOB FUNCTIONS: Assigns and oversees work in the Planning and ~~Community Development divisions~~ **DEPARTMENT** including ~~Zoning Enforcement~~; coordinates planning and community development activities that interact with other Town departments and/or agencies; **PROMOTES ECONOMIC DEVELOPMENT THROUGH PLANNING AND ZONING UPDATES AND PROCESSES** ~~plans, implements and coordinates economic development program~~; maintains inventory of available land and buildings for commercial and industrial development; computes and disseminates demographic information for planning and economic development purposes; reviews development proposals and helps expedite regulatory processes of such proposals; prepares research for and provides technical assistance to the Planning and Zoning Commission, Zoning Board of Appeals, **AQUIFER PROTECTION COMMISSION**, Conservation Commission, **AGRICULTURAL COMMISSION**, Historic District Commission, ~~Enfield Development Agency, Enfield Housing Partnership, Human Relations Commission~~ and the Town Council; attends meetings of such boards and commissions as required; administers policies as established by such boards and commissions; interviews and recommends consultants for **PLANNING**, architectural and engineering services; presents community development grant applications to Town Council; conducts special studies for the Town Manager; **PREPARES AND RECOMMENDS DEPARTMENT BUDGET** ~~prepares written reports of department's operations and budget~~. **WORKS WITH DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT TO ADVISE AND ASSIST POTENTIAL AND PRESENT COMMERCIAL RESIDENTS ON CREATIVE FINANCIAL PROGRAMS.**

OTHER JOB FUNCTIONS: Performs related duties as required. **MAY PARTICIPATE IN PROFESSIONAL PLANNING & DEVELOPMENT ORGANIZATIONS, SEMINARS AND CONFERENCES TO MAINTAIN KNOWLEDGE IN THE FIELD; ATTENDS CIVIC AND PROFESSIONAL MEETINGS AND RELATED FUNCTIONS TO PROMOTE THE INTEREST IN THE TOWN OF ENFIELD.**

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; talk or hear; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include: Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

Must be able to concentrate on fine detail with some interruption. Needs to attend to task/functions for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Able to remember task/assignments given to self and others over long periods of time.

The noise level in the work environment is usually quiet in the office.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principals and practices of community planning and economic development; knowledge of federal, state and local ordinances, statutes and regulations pertaining to planning, zoning, environmental impact and inland wetlands; knowledge of economic, municipal finance, sociology, demography and related fields as applied to community planning; ability to perform technical research work and prepare reports in the field of planning and development; ability to study, analyze and compile technical and statistical information; ability to express ideas effectively in oral or written form; ability to negotiate with commercial and industrial developers; ability to maintain effective work relationships with associates, subordinates and the public; ability to assign and supervise work of subordinates.

EXPERIENCE AND TRAINING: A ~~Masters~~ **BACHELORS** degree in public administration, regional planning, urban renewal planning or related field and not less than five (5) years experience in municipal/regional planning and economic development of which three (3) years shall have been in a supervisory capacity or any equivalent combination of education and training. **AMERICAN INSTITUTE OF CERTIFIED PLANNERS ("AICP") CERTIFICATION REQUIRED WITHIN 2 YEARS.**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Adopted: PENDING

TOWN OF ENFIELD
JOB DESCRIPTION

~~ECONOMIC DEVELOPMENT~~
DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT

GENERAL STATEMENT OF DUTIES: The primary purpose of this position is to coordinate economic & community development in the Town of Enfield. This is a highly professional position directing and supervising the economic & community development programs for the Town.

SUPERVISION RECEIVED: Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED: ~~This position is the appointing authority for all positions in the Department of Economic Development.~~ Directly oversees the Deputy Director of Economic & Community Development and/or other positions as designated by the Town Manager. The Director shall coordinate his/her activities with the Town Planner and ~~Community Development Coordinator~~ Town Manager's Office as they relate to economic & community development. The Director shall conduct other supervisory duties as designated by the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Duties involve the design and development of programs relating to housing, economic development and infrastructure development;
- reviews grant proposals and prepares grant applications on behalf of the Town and/or other Organizations relating to economic & community development;
- ~~Maintains inventory of available land and buildings for commercial and industrial development; computes and disseminates demographic information for economic development purposes; reviews development proposals and helps expedite regulatory processes of such proposals;~~
- coordinates planning and community development activities as related to economic development;
- builds and maintain strong professional working relationships with the business and development community;
- attends meetings, prepares research for and provides technical ~~assistance~~ support to various boards and/or commissions at the direction of the Town Manager; ~~attends meetings of such boards and commissions at the direction of the Town Manager;~~ administers policies of such boards and commissions; conducts special duties for the Town Manager;
- provides recommendations and support for Town Council goals as they relate to economic & community development including but not limited to sale and/or acquisition of real estate;
- maintains relationships with regional, statewide and federal economic development organizations and agencies;
- conducts outreach, community organization, and public information activities to the business community, citizens and press;

- prepares written reports of the Department's operations and budget; prepares department budget, appoints and removes employees of the department; regular and punctual attendance.

OTHER JOB FUNCTIONS: Coordinates the comprehensive plan of development for the Town; presents grant applications to Town Council; performs other related duties as required by the Town Manager.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is performed mostly in office settings. Some outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; talk or hear; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

~~Must be able to concentrate on fine detail with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Able to remember task/assignment given to self and others over long periods of time.~~

The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principals and practices of economic, community and planning development; knowledge of federal, state, and local ordinances, statutes, and regulations pertaining to planning, zoning, environmental impact and inland wetlands; knowledge of economic, municipal finance, sociology, demography and related fields as applied to community planning; ability to perform technical research work and prepare reports in the field of planning and economic development; ability to study, analyze and compile

technical and statistical information; ability to express ideas effectively in oral and written form; ability to negotiate with commercial and industrial developers; ability to maintain effective work relationships with associates, subordinates and the public; ability to assign and supervise work of subordinates as designated by the Town Manager.

EXPERIENCE AND TRAINING: A Masters degree in economics, public administration, regional planning, urban renewal planning, engineering or related field and not less than five (5) years experience in municipal/regional economic development or planning of which three (3) years shall have been in a supervisory capacity or any equivalent combination of education and training; or a Bachelor's Degree in the above fields and ten (10) years' experience or any equivalent combination of education and experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Adopted: PENDING

TOWN OF ENFIELD JOB DESCRIPTION

COMMUNITY DEVELOPMENT SPECIALIST

GENERAL STATEMENT OF DUTIES: This is a highly professional position directing and supervising the economic and community development program for the Town. Position involves the conception, coordination and administration of programs dealing with the issues of housing, economic development, neighborhood facilities and infrastructure planning. May serve as the Director of Economic and Community Development in his or her absence.

SUPERVISION RECEIVED: Works under the general direction of the Director of Economic & Community Development.

SUPERVISION EXERCISED: The Deputy Director shall supervise work programs and coordinate his/her activities with the Director of Economic & Community Development as they relate to economic and community development. The Deputy Director shall conduct other supervisory duties as designated by the Director of Economic & Community Development.

ESSENTIAL JOB FUNCTIONS:

- Duties involve the administration and implementation of economic & community development programs through all available state and federal grants, HUD/CDBG, etc.;
- Serves as liaison with local boards and commissions and state and federal agencies having an impact on such programs; conducts special studies and analysis as needed;
- Maintains inventory of available land and buildings for commercial and industrial development; computes and disseminates demographic information for economic development purposes; reviews development proposals and community development initiatives and helps expedite regulatory processes of such proposals;
- Coordinates economic and community development activities at the direction of the Director of Economic & Community Development;
- Prepares research for and provides technical assistance to various boards and/or commissions; attends meetings of such boards and commissions; administers policies of such boards and commissions;
- Responsible for the planning, management and application of financial, human and capital resources to accomplish responsibilities assigned to the department in accordance with all applicable laws and regulations; Prepares written reports of the Department's operations and budget;
- Conducts outreach, community organization, and public information activities to the business community, citizens and press;
- Prepares department budget, recommends policies and procedures to the Director of Economic & Community Development to meet community development and economic development goals; regular and punctual attendance.
- Responsible for the supervision of the Office of Property Maintenance which is responsible for enforcing and administering the provisions of the Town Property Maintenance Code; coordinates and administers troubled properties & blight enforcement team meetings and activities.

OTHER JOB FUNCTIONS: Assists in developing strategies which includes retail, commercial, and industrial expansion; presents grant applications to Town Council; performs other related duties as required by the Department of Director of Economic & Community Development.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and techniques of planning, organizing, integrating and administering a comprehensive program for community development; knowledge of the factors and problems involved in housing, economic development and community facilities; knowledge of the basic techniques of social, economic and

governmental research as related to community affairs; considerable ability to establish and maintain cooperative relationships with department heads, local agency officials and federal and state agency personnel involved in funding community development programs; ability to supervise work of subordinates and direct staff activities; ability to communicate effectively orally and in written form; ability to administer grant programs; knowledge of federal, state, and local ordinances, statutes, and regulations pertaining to planning, zoning, environmental impact and inland wetlands; knowledge of economic, municipal finance, sociology, demography, community planning and related fields; ability to perform technical research work and prepare reports in the field of economic development; ability to study, analyze and compile technical and statistical information; ability to negotiate with commercial and industrial developers; Knowledge of market forces affecting the Town's overall economy.

EXPERIENCE AND TRAINING: Bachelor's Degree in Public Administration, Business Administration or closely related field and four (4) years' experience in regional/municipal planning, housing administration or community development or any equivalent combination of education and experience. Master's Degree is highly desirable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus,

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Adopted: PENDING



TOWN OF ENFIELD

February 28, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Adopting Tax Deferral Program

Councilors:

Highlights:

- This is a current program within the Town since 2001, however, expired in October of 2020 and was not renewed, assuming due to COVID 19.
- The programs intent is to defer an increase of assessment for a specific period of time as a result of rehabilitation or improvement to a specific selection of properties.
- Currently we have one property on this program with a reduction of assessment of 51,530.
- This program limits the deferral of assessment increase for 7 years.

This program was first adopted by council in April 2001. The applicant(s) must apply to the Assessor with a nonrefundable fee of \$50.00, have submitted with the fee an itemized proposal of the rehabilitation and/or improvements. Specifically for approval the property historically must be located within the Town's Village Districts as determined by the Planning & Zoning Commission. Also, the rehabilitation and/or improvement must increase the assessed value of the improvement upon a residential real property by at least (10%) percent or upon nonresidential real property by at least fifteen (15%) percent. For residential property the structure must be at least twenty-five (25) years old and for non-residential structures must be at least thirty (30) years old.

This program has been used by under 15 accounts since its first adoption in 2001. The current resolution is to reprise the program starting in March of 2022, with a sunset date of March 2027, as it is historically adopted every 5 years.

Budget Impact:

None

Recommendation:

It is recommended that the Council adopts this program with its current criteria for another 5 years.

Respectfully Submitted,

Laurie Whitten
Director of Development Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Adopting Tax Deferral Program

WHEREAS, the Town Council of the Town of Enfield wishes to encourage the rehabilitation of the improvements upon real property within the Town of Enfield; and

WHEREAS, pursuant to Connecticut General Statutes §12-65c(a) the Town of Enfield hereby designates properties in Business Local (BL) districts as of January 1, 2001 that were constructed before 1970, and the village districts as defined by the Planning & Zoning Commission of the Town of Enfield before January 1, 2002 as "rehabilitation areas"; and

WHEREAS, eligibility for deferral of increased assessment in real property is allowable for consideration when:

1. The structure on the property to be rehabilitated and/or improved must be at least twenty-five (25) years old for residential properties and at least thirty (30) years old for non-residential properties;
2. All necessary building, zoning, wetlands, and other permits must be obtained prior to applying for the deferment; and
3. The proposed rehabilitation and/or improvement(s) must increase the value of the improvements on the real property by a minimum of ten (10%) for the residential properties and fifteen (15%) percent for non-residential properties.

NOW THEREFORE BE IT RESOLVED that any owner of real property may prepare and present to the Assessor an application for deferral of increased assessment as a result of rehabilitation or improvement of the existing improvements on said real property in the Town of Enfield as follows:

1. Application shall be made to the Assessor, who shall determine the existing assessment for the existing improvements thereon, and the proposed adjusted assessment based on the completion of the rehabilitation and /or improvements as submitted. The proposed rehabilitation and/or must increase the assessed value of the improvements upon residential real property by at least the (10%) percent. The proposed rehabilitation and/or improvements must increase the assessed value of the improvements upon non-residential real property by at least fifteen (15%) percent.

2. For residential structures, the existing structure proposed to be rehabilitated or improved must be at least twenty-five (25) years old.
3. For non-residential structures, the existing structure proposed to be rehabilitated or improved must be at least thirty (30) years old and the improvements may be required to include exterior rehabilitation and /or improvements.
4. All permits, including but not limited to, building, zoning, wetlands, and special use, if necessary, shall be acquired prior to application.
5. All improvements *must be* completed within one (1) year of the approval of the application hereunder.
6. All taxes due to the Town of Enfield for said real property and improvements shall be current.

The Assessor shall approve the exemption upon a final inspection and the issuance of a certificate of occupancy, if required.

BE IT FURTHER RESOLVED, the deferral of increased assessment will be in accordance with the following schedule and conditions:

Exemption Schedule (7 Years)	
<u>YEARS</u>	<u>Exemption of Increased</u>
1	100 %
2	83 %
3	67 %
4	50 %
5	37 %
6	20 %
7	7 %

- a) Any such tax deferral shall be contingent upon the continued use of the property for the purposes stated in the application.
- b) The continuance of any such tax deferral shall be contingent upon the property remaining in compliance with all Town ordinances and codes, including, but not limited to, building, housing, health and safety codes.

- c) The tax deferral shall cease upon the failure of the property owner to pay any taxes due on said property when due.
- d) Each application shall include a fifty dollar (\$50.00) non-refundable application fee.

BE IT FURTHER RESOLVED, in the event of a general revaluation in any year after the year in which such rehabilitation and/or improvements is completed resulting in any increase in the assessment on such property, only that portion of the increase resulting from such rehabilitation or improvement shall be deferred. Also, in the event of a general revaluation in any year after the year in which such rehabilitation and/or improvement is completed, such deferred assessment shall be increased or decreased in proportion to the increase or decrease in the total assessment on such property as a result of such general revaluation.

BE IT FURTHER RESOLVED, this resolution shall take effect ten (10) days after publication in a newspaper having a circulation in the Town of Enfield and shall automatically terminate five (5) years from said effective date, unless extended or renewed by action of the Town Council.



TOWN OF ENFIELD

March 1, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Amending the Enfield Town Council and Enfield Board of Education Use of School and Town Facilities Policy

Councilors:

Highlights:

- The DPW Subcommittee met on February 28, 2022 to discuss proposed changes to the Facility Use Policy.
- The revised policy revises Schedule A and makes changes to how Enfield teams apply for exempt status and how often such exempt status is reviewed.
- The policy will be reviewed by the Board of Education.

Budget Impact:

None.

Recommendation:

It is recommended that the Town Council adopt the attached resolution.

Respectfully Submitted,

Kasia Purciello
Assistant Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION #_____

**Resolution Amending the Enfield Town Council and Enfield Board of
Education Use of School and Town Facilities Policy**

WHEREAS, it is the desire of the Enfield Town Council to have a comprehensive policy for all Town and Board of Education owned and controlled facilities to insure proper usage and compensation of the facilities; and

WHEREAS, the DPW Subcommittee has reviewed the Facility Use Policy and recommends revisions thereto.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby adopt the Facility Use Policy in accordance with the attached revisions.

Created by: Town Manager's Office
Date: March 1, 2022

1 **ENFIELD TOWN COUNCIL & ENFIELD BOARD OF EDUCATION**
2 **ENFIELD, CONNECTICUT**

3
4
5 USE OF SCHOOL & TOWN FACILITIES

1330

6
7 A. Policy Statement

8
9 Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may permit
10 the use of any Facility for educational or community purposes.

11
12 B. Definitions

- 13
14 1. Administrator for the school means a Principal or his or her designee; for the Town this
15 means the Director of the Facility, or his or her designee.
16
17 2. Associated Costs means, but is not limited to, fees for the services of any custodial
18 personnel, field monitoring or setup personnel, Audio Visual technician, utilities, supplies,
19 security personnel or other personnel deemed by the responsible Administrator to be
20 necessary in connection with the use of Facilities. Such costs shall be at the rates set forth
21 in the fee schedule.
22
23 3. Business Day means normal hours of operation of the Facility.
24
25 4. Community purpose means that which may serve or benefit the Town's residents in some
26 manner.
27
28 5. Facility means, but is not limited to, any building, meeting room, conference room, athletic
29 field, cafeteria, gymnasium, park, playground, recreational area, owned or maintained by
30 the Town of Enfield or the Enfield Board of Education.
31
32 6. Non-profit means (1) an organization recognized as such by the State of Connecticut or
33 the United States Internal Revenue Code or (2) the Town Committee of a major or minor
34 political party as defined by Conn. Gen. Stat. §9-372.
35
36 7. Political campaign activity means an event, gathering, rally or similar assembly either in
37 support of or in opposition to a candidate or group of candidates in an upcoming election.
38
39 8. Resident means an individual whose domicile is the Town of Enfield and shall include other
40 legal entities located within the Town.
41
42 9. School Year means that period of time beginning on the first day that school is in session
43 and ending on the last day that school is in session and includes school year vacations.
44
45 10. Town means the Town of Enfield, a municipal corporation located in Hartford County, in
46 the State of Connecticut, and includes the Town Council, Town boards, commissions,
47 agencies, departments and divisions.
48

49 C. Establishment of Rules and Procedures

50
51 The use of any Facility for educational or community purposes shall be governed by the following
52 rules and procedures and shall be subject to such restrictions as the Town Manager or
53 Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in
54 conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy
55 and the Town Code, the Code provisions will prevail. This policy shall not apply to the use of school
56 buildings and/or portions therein, during the business day of the school.
57

Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate Administrative Regulations and associated forms for the use of buildings and Facilities. Since the primary purpose of public school facilities is for public educational activities, including athletic events, such activities will have priority over all other requested uses of school Facilities.

D. Application Procedures

An application for use of a school Facility shall be submitted to the school Administrator during the school year. In the absence of the school Administrator, and during summer vacation, the application shall be submitted to the Town's Facilities Director.

An application for use of a Town Facility shall be submitted to the Town Administrator for the Town Facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.

The application shall specify the Facility requested. All school or Town equipment shall not be used without the express written permission of the Administrator.

The school Administrator shall forward to the Town's Facilities Director each application for the use of school buildings and/or portions therein, with a recommendation, as to approval or denial. The Town's Facilities Director shall review the applications, determine the amount of fees to be collected, and forward approved requests to the School Administrator for scheduling. Approval of the use of the school Facility may be revoked at any time by the Superintendent of Schools or his or her designee.

The school Administrator shall forward to the Town's Facilities Director each application for the use of school grounds, including athletic fields, with a recommendation, as to approval or denial. The Town's Facilities Director shall review the application, determine the amount of fees to be collected, and forward approved requests to the Director of Public Works, or their designee, for final approval and scheduling. Approval of the use of the school grounds may be revoked at any time by the Town Manager or his or her designee.

The Town Administrator shall forward to the Director of Public Works, or their designee, each application for the use of town facilities with a recommendation as to approval or denial. The Director of Public Works or their designee shall make a final determination whether to approve the application. For those applications approved, the Director of Public Works or their designee shall determine scheduling and the amount of fees to be collected. Approval of the use of a Town Facility may be revoked at any time by the Town Manager or his or her designee.

Facilities for athletic and/or sports events shall be assigned to outside organizations based on need and roster size with non-profit teams comprised of 90% Enfield residents taking priority, followed by other non-profit groups, for-profit groups, and all other groups. Assignment of facilities for athletic and/or sports events will be based on the number of Enfield residents on the team. No out-of-town residents will be counted for assignment purposes. All organizations shall electronically submit proof of insurance, rosters including names and residence of participants, schedule and location request to the Director of Public Works, or his designee. All materials shall be submitted by the following dates for each sports season:

- i. Spring: February 15
- ii. Summer: April 15
- iii. Fall: August 15
- iv. Winter: November 15

Facilities for non-athletic and/or non-sports events will be assigned in order of receipt of the application AND upon receipt of the required deposit as set forth below.

All approved applications must be secured by a deposit of 20% of the Rental Fees set forth in Schedule B within 15 days of such approval. The balance shall be paid no later than 30 days prior to the date of the activity or event. Failure to pay the deposit and balance when due shall result in

the cancellation of the approval. The deposit and any additional payments toward the balance of the rental fees will be refundable only if the applicant provides written notice of cancellation to the Facilities Director, which notice must be received no less than 30 days prior to the date of activity or event.

E. Eligible Organizations and Priority of Use

Administrators responsible for reviewing and recommending requests for use of Facilities will use the following guidelines regarding priority use.

Order of Priority:

1. School Facilities

- a. School events or activities, including educational and athletic
- b. School-sponsored events or activities
- c. Town events or activities
- d. All other organizations

2. Town Facilities

- a. Town events or activities
- b. School events or activities, including educational and athletic
- c. School-sponsored events or activities
- d. All other organizations

In the event of the cancellation of any Town or School sponsored event or activity as set forth above, due to weather or any other unforeseen circumstance, the event or activity may be rescheduled to a convenient date that may require the "bumping" of an outside organization's reservation. Bumping will occur in order of priority listed above. The outside organization shall be provided with an alternate date.

F. Restrictions on Use of Facilities

In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below shall apply to the use of Facilities. Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use Town or school Facilities by the organization and/or individuals involved.

1. The organization shall be responsible for any damage to equipment or buildings that occur during its use of the Facility.
2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the Facility. Supervisors must have cell phones with them during the event.
3. No illegal activities are permitted.
4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is not permitted in or on school facilities.

5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be consumed on Town property or brought into a Town building, without proper permits in place.
6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.
7. Advertising, decorations or materials must be approved by the Town/School Administrator.
8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.
10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
11. Any area deemed "off limits" shall not be used.
12. Town/School Administrators must make arrangements to hire uniformed police at all school events or combination of events for which traffic and parking problems may be expected. Such determination is the prerogative of the Town/School Administrator upon review of the rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works Director for Town sites and the Facility Director for school sites.
13. Political campaign activities are not permitted inside town-owned property. This does not include bi-partisan or non-partisan public information sessions, constituent services, or photographing of candidates in the Joseph E. O'Conner Gazebo.

G. Fees and Other Costs

Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or associated costs otherwise applicable may be waived by the Town Manager or Superintendent of Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the best interest of the Town or the school, respectively. The following guidelines shall be incorporated into such fee schedule:

Category	Example	Fee Charged	
		Facility Rental	Associated Costs
School-sponsored programs	High School Football, HS Band, etc.	No	No
Activities that Further Educational Objectives of Public Schools	PTO, Booster Clubs, Safe Graduation Committees, etc.	No	No
Town Department or Agency Activity	Council, Social Services, Recreation, etc.	No	No
Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A.	Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	No

Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A using for purposes of fund raising.

Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	Yes
--	-----	-----

Non-profits operating in Town American Red Cross No* Yes

All other entities, including, but not limited to, individuals, groups, associations, organizations and/or businesses. Yes Yes

* Outdoor athletic facilities are subject to Rental Fees as set forth on the attached Schedule A.

H. Insurance and Liability

The Facility user assumes all responsibility and liability for any injury to persons, and for damage to and loss of school or Town property in connection with the use of the Facility. The user holds the Town and school employees and the Town Council and Board of Education harmless for any such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

Users must provide a certificate of insurance with their application. The minimum limits of liability are as follows:

General Liability -	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

Automobile Liability -	\$1,000,000 Combined Single Limit
------------------------	-----------------------------------

Users having either volunteer workers or paid employees must provide Workers Compensation coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

Individual users are required to provide a copy of their homeowner's or apartment dweller's insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

I. Appeal of Denial of Facility Use

1. Any applicant denied use of a Town facility, including an athletic field or fields, or whose use has been revoked, shall have the right to appeal such denial or revocation to the Public Works subcommittee. All appeals shall be submitted in writing to the Town Manager's Office.
2. Any applicant denied use of a school facility, excluding an athletic field or fields and gymnasiums, or whose use has been revoked shall have the right to appeal such denial or revocation in writing to the Superintendent's Office.

J. Upon review of an application for use of a Facility, including its proposed duration, location and type of use, the application may be referred to and reviewed by the Town Attorney to determine if the proposed use of the facility should be subject to a lease or other agreement which may be subject to approval by the Town Council.

289 **SCHEDULE A**

290 **Rental Fees for Outdoor Athletic Facilities**

291 **Includes Pickleball Complex, Baseball, Softball, Football, Field Hockey, Lacrosse, and Soccer**

292 **Fields**

293 Artificial Turf Fields (not subject to Tournament Fees):

294 \$1000.00 for up to four (4) hours (mandatory minimum fee). Lights Included

295 \$250.00 per hour for every hour, or part thereof, after the first four (4) hours. Lights Included

296 Grass Fields: \$75.00 per game (Tournament Fees listed below).

297 \$400.00 per season for practices (maximum of two practices per week)

298 Spring Season is defined as May through July.

299 Fall Season is defined as August through October.

300 Lights at Grass Fields: \$25.00 per game (Tournament Fees listed below).

301 Tournaments:

302 Definition: A series of contests and/or games between 4 or more invited teams held over a one to

303 three-day period.

304 Tournaments must be approved by the Facilities Manager and/or his/her agent. The Town may

305 require that the sponsoring organization provide at its own expense services including, but not

306 necessarily limited to, police, security, trash removal and additional sanitary facilities as deemed

307 necessary.

308 Non-Exempt Organizations: \$1000.00 per day per field.

309 Exempt Athletic Organizations (listed below): \$500.00 per day per complex.

310 For an exempt athletic organization's tournament, a complex is one or more outdoor athletic fields

311 located on one property.

312 Lights for Tournaments: Included in Tournament Fee.

313 **Athletic Organizations Exempt from the**

314 **Rental Fees Listed Above**

315 Enfield Little League	Enfield Girls' Softball Association	Enfield Soccer Club
316 Enfield Men's Softball	Greater Enfield Men's Softball League	Allied Enfield Stars
317 Enfield Ramblers Football	Enfield Women's Softball League	Enfield Men's Over 30 Soccer
318 Enfield Soccer Association	Enfield Fireballs	American Legion Baseball – 15U, 17U and 19U

319 An Enfield team can file a written application to the Town Manager's Office for exemption status ~~for a~~

320 ~~term of one year~~, if the team meets the following criteria:

- 321 ~~1. 90% of the players on the roster have Enfield residency, and~~
- 322 2. 1. The organization provides proof of not-for-profit status.

323 The written applications will then be reviewed by the Public Works Subcommittee. Recommendations will

324 be brought before the Town Council for final decision. Thereafter, ~~on an annual basis every three years~~,

325 the list of exempt teams will be reviewed by the Director of Public Works, or their designee.

326 Teams that are approved for exemption status will be eligible for a refund of field rental fees or a reduction

327 of tournament fees, provided that the above-referenced application for exemption is filed with the Town

328 Manager's Office no later than 30 (thirty) calendar days after the payment of such fees.

SCHEDULE B

Rental Fees for Indoor Facilities

ENFIELD HIGH SCHOOL AND JFK MIDDLE SCHOOL

AUDITORIUM

\$500.00 For Up to Four Hours for Entities with principal offices in the Town of Enfield

\$125.00 Per Hour for Each Additional Hour for Entities with principal offices in the Town of Enfield

\$1000.00 For Up to Four Hours for out-of-town organizations

\$250 Per Hour for Each Additional Hour for out-of-town organizations

Additional Cost:

\$200.00 for Board of Education or Town of Enfield Audio Visual (AV) Technician for up to Four Hours

\$50.00 Per Hour for Each Additional Hour

GYMNASIUM:

\$500.00 For Up to Four Hours

\$125.00 Per Hour for Each Additional Hour

BAND ROOM OR CHORUS ROOM:

\$275.00 For Up to Four Hours

\$69.00 Per Hour for Each Additional Hour

CLASSROOM:

\$225.00 For Up to Four Hours

\$57.00 Per Hour for Each Additional Hour

ENFIELD ANNEX

AUDITORIUM

\$500.00 For Up to Four Hours

\$125.00 Per Hour for Each Additional Hour

GYMNASIUM:

\$450.00 For Up to Four Hours

\$113.00 Per Hour for Each Additional Hour

BAND ROOM OR CHORUS ROOM:

\$275.00 For Up to Four Hours

\$69.00 Per Hour for Each Additional Hour

CLASSROOM:

\$225.00 For Up to Four Hours

\$57.00 Per Hour for Each Additional Hour

ELEMENTARY SCHOOLS

CAFETERIA OR GYMNASIUM:

\$250.00 For Up to Four Hours

\$63.00 Per Hour for Each Additional Hour

CLASSROOM:

\$225.00 For Up to Four Hours

\$57.00 Per Hour for Each Additional Hour

403 **ASSOCIATED COSTS**
404 Audio Visual Technician \$50.00 Per Hour
405 Buildings and Grounds Staff Member \$51.01 Per Hour
406 Uniformed Police Officer \$62.12 Per Hour
407 Custodian \$42.08 Per Hour
408
409 Fees are computed on a daily rate basis. For example, the fee for a Friday and Saturday event running
410 under four hours each day in the Enfield Annex is \$1000.00 (\$500 per day). The fee for a Friday and
411 Saturday event running six hours each day in the Enfield Annex is \$1500.00 (\$750.00 per day for the six
412 hours each day) plus any associated costs levied.
413
414 **ENFIELD PUBLIC LIBRARY (CENTRAL – 104 MIDDLE ROAD)**
415
416 Large Community Room
417 \$275.00 For Up to Two Hours
418 \$69.00 Per Hour for Each Additional Hour
419
420 **SENIOR CENTER**
421
422 Large Community Room
423 \$275.00 For Up to Two Hours
424 \$69.00 Per Hour for Each Additional Hour
425
426 **TOWN HALL**
427
428 COUNCIL CHAMBERS
429 \$275.00 For Up to Four Hours
430 \$69.00 Per Hour for Each Additional Hour
431
432 ENFIELD ROOM
433 \$200.00 For Up to Four Hours
434 \$50.00 Per Hour for Each Additional Hour
435
436 THOMPSONVILLE ROOM
437 \$150.00 For Up to Four Hours
438 \$38.00 Per Hour for Each Additional Hour
439
440 **Adopted by Town Council:** July 7, 2008
441 **Revised:** May 16, 2011
442 **Adopted by Board of Education:** July 8, 2008
443 **Revised:** March 18, 2019
444 **Revised:** August 5, 2019
445 **Revised:** September 17, 2019
446 **Adopted by Town Council** August 2, 2021
447 **Revised:** March 7, 2022
448

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Appointing Ellen Zoppo-Sassu
as Town Manager of the Town of Enfield**

BE IT RESOLVED, that pursuant to Chapter IV, Section I of the Town Charter, the Enfield Town Council does hereby appoint Ellen Zoppo-Sassu as Town Manager for the Town of Enfield, said appointment to take effect immediately; and

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby authorize Mayor Robert Cressotti to sign the employment agreement with Ellen Zoppo-Sassu as Town Manager for the Town of Enfield.

Prepared by: Human Resources Department
Date: February 27, 2022