



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

Monday, April 18, 2022
7:00 PM – Council Chambers
<https://youtu.be/mwyzDJxu4RQ>

1. **PRAYER – Councilor Lori Unghire**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – March 29, 2022**
 - **Special Meeting – March 30, 2022**
 - **Special Meeting – March 31, 2022**
 - **Special Meeting – April 4, 2022**
 - **Regular Meeting - April 4, 2022**
 - **Special Meeting – April 6, 2022**
6. **SPECIAL GUESTS.** None
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Project and Activities Report**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 1. **Discussion/Resolution:** Resolution Regarding Adopting the Policy and Procedure for Enfield Town Council Meetings.
12. **OLD BUSINESS.**
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**

1. **Discussion/Resolution:** Request for Transfer of Funds for Higgins Park \$7,873.
2. **Discussion/Resolution:** Request for Transfer of Funds for Code Enforcement and Planning for Gas and Advertising \$1,814.
4. **Discussion/Resolution:** Request for Transfer of Funds for Security for Enfield Dial-A-Ride \$1,960.
5. **Discussion/Resolution:** Request for Transfer of Funds for Congregate Living Meals Program \$3,000.
6. **Discussion/Resolution:** Resolution Authorizing to Make and Sign an Application and Executive Assistance Agreement with the State of Connecticut Department of Housing for the 2022 Community Development Block Grant, Small Cities Program.
7. **Discussion/Resolution:** Resolution Endorsing the Town's Fair Housing Policy Statement.

B. **Appointment(s) – Town Council Appointed.**

1. ****Patriot Award Committee** – The Term of Office of Kelly Davis (D), Expires 07/31/2021. Reappointment Will be Until 07/31/2023.
2. **Historic District Commission - Alternate** - A Vacancy Exists due to the Resignation of Jacob Nadeau (D). Replacement Will be Lynda Laureano (R) Until 08/31/2026.

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 Building Inspection Records Digitalization Project \$20,000.
- F. **Discussion/Resolution:** Request for Transfer of Funds for Design Services for the Elm Street Sidewalk Gap Closure Project \$41,000.
- G. **Discussion/Resolution:** Request for Transfer of Auction funds for the Purchase of a Public Work Vehicle \$78,588.
- H. **Discussion/Resolution:** Request for Transfer of Funds for Public Works Maintenance and Materials \$45,000.
- I. **Discussion/Resolution:** Resolution Waiving the Bid Requirements for Purchasing Consultant.
- J. **Discussion/Resolution:** Request for Transfer of Funds for Purchasing Consultant \$52,000.
- K. **Discussion/Resolution:** Resolution Waiving the Bid Requirements for the Enfield Urban Forestry Climate Change Grant Project entitled "Reducing the effects of our changing climate: Increasing Urban Canopy in Thompsonville".

- L. Discussion/Resolution:** Resolution to Approve the Proposed Pay Rates for Substitute Drivers for Magic Carpet and Dial-A-Ride Effective Immediately.
 - M. Discussion/Resolution:** Resolution Referring Proposed Park to the Planning and Zoning Commission for Relocation of Soldiers Monument.
 - N. Discussion/Resolution:** Resolution Regarding Setting Public Hearing for the 2022/2023 Budget.
 - O. Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign a Purchase and Sale Agreement with The Opera House Players Inc.
- 15. MISCELLANEOUS.**
 - 16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**
 - 17. COUNCILOR COMMUNICATIONS.**
 - 18. ADJOURNMENT.**

**** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT**

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, MARCH 29, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Tuesday, March 29, 2022. The meeting was called to order at 5:35 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Finger, Hopkins, Ludwick, Pyznar and Santanella. Councilor Mangini attended remotely. Councilors Bosco, Despard, and Unghire were absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Kasia Purciello; Assistant Town Manager, Steven Bielenda; Town Clerk, Sheila Bailey; and Director of Public Works, Donald Nunes; Superintendent of Water Pollution Control Facility, Todd Matthewson; And Director of Finance, John Wilcox.

BUDGET DISCUSSION

Department of Public Works, Water Pollution Control and Capital Improvement were reviewed. A copy of the presentation is appended to these minutes.

ADJOURNMENT

MOTION #6173 by Councilor Cekala, seconded by Councilor Hopkins to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6173** adopted 8-0-0, and the meeting stood adjourned at 7:00 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

[illegible]

1



What is DPW?



- Administration/Engineering Office
- Building Inspection Division
- Building and Grounds
- Custodial Services
- Equipment Maintenance & Repair
- Highway Maintenance
- Refuse and Resource Management
- Water Pollution Control

147 Staff Members

2



What is DPW?

Administration/Engineering Office



- The nerve center of DPW
- Budget
- Capital projects
- Payroll
- Purchase orders
- Engineering Office
- Excavation permits
- Map/document management



6 Staff

1 ROADS Engineer

3



What is DPW?

Building Inspection



- Building permits FYTD 2,255
- Housing violations FYTD 66
- Inspections FYTD 3,219
- Record keeping
- CO's, FOIA
- Revenue generator =
FYTD \$865,122
- \$49,787,320 Construction Value
- Previous FY \$1.5 million revenue



7 Staff

4



What is DPW?

Building and Grounds



- Building renovations
- Building repairs
- Town/BOE
- 400 acres parks/grounds
- 1.525M s.f. of building
- 54 athletic fields
- Snow removal
- HVAC
- Electrical
- Plumbing











23 Staff

5



What is DPW?

Custodial Services



- 29 Town/BOE buildings
- 1.525M sf of space to clean
- 20,000 sf added at JFK


















57 Staff

6



What is DPW?

Equipment Maintenance & Repair



- Maintenance, repair of 434 assets inclusive of vehicles and equipment
- Acquisition and disposal of vehicles and equipment
- Facilitate internet auctions
- Manage approximately 2,400 items within Fleet Inventory
- Manage 2 fueling stations































8 Staff

7



What is DPW?

Highway Maintenance



- Snow/ice operations
- 183 road miles
- 5,000 catch basins
- Sweeping
- Stormwater compliance
- Traffic light maintenance
- Line striping





















11 Staff

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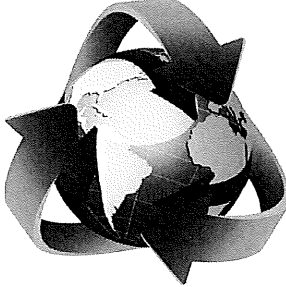


What is DPW?

Refuse and Resource Management



- MSW/recycling/yard waste
- Transfer station
- HHW day
- 1.5M points of contact
- 14,000 tons MSW
- 3,500 tons recycling
- 2,300 tons bulky waste



20 Staff

9



What is DPW?



And now everyone's favorite topic...

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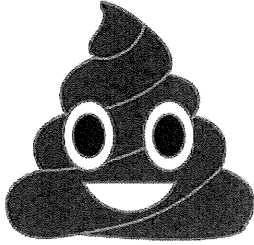


What is DPW?

Water Pollution Control



- 10 MGD treatment facility
- 16 sewer lift stations
- CBYD - Call Before You Dig
- Biological process control
- Equipment maintenance
- Collection system cleaning
- 210 miles of collection system
- 1.9 Billion gallons treated (2021)
- 10 Million pounds of sludge processed (2021)



16 Staff

11



What is DPW?



You can have all this...and I mean everything...
 including WPC...for...

\$22,010,870

DPW - \$18,377,569
 WPC - \$3,633,301

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Overall Budget Rollup



Division	FY 22 Budget	FY23 Request	Increase
Administration	\$ 863,055	\$ 1,015,556	\$ 152,501
B&G	\$ 4,959,250	\$ 5,089,249	\$ 129,999
Inspection	\$ 622,849	\$ 665,272	\$ 42,423
Custodial	\$ 4,655,848	\$ 4,512,345	\$ (143,503)
Fleet	\$ 1,273,918	\$ 1,302,632	\$ 28,714
Highway	\$ 1,716,427	\$ 1,757,134	\$ 40,707
RRM	\$ 3,627,794	\$ 4,035,381	\$ 407,587
	\$ 17,719,141	\$ 18,377,569	\$ 658,428
WPC	\$ 3,710,601	\$ 3,633,301	\$ (77,300)

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Non-Payroll Budget Rollup



Division	FY 22 Budget	FY23 Request	Increase	Exempt*	Net Increase
Administration	\$ 59,564	\$ 59,564	0	\$ 200	\$ (200)
B&G	\$ 2,998,648	\$ 112,791	\$ 114,143	\$ 148,383	\$ (34,240)
Inspection	\$ 8,485	\$ 11,405	\$ 2,920	0	\$ 2,920
Custodial	\$ 234,735	\$ 234,735	0	\$ 1,515	\$ (1,515)
Fleet	\$ 514,187	\$ 547,840	\$ 33,653	\$ 618	\$ 33,035
Highway	\$ 589,120	\$ 606,807	\$ 17,687	\$ 17,687	0
RRM	\$ 1,814,125	\$ 2,227,327	\$ 413,202	\$ 413,202	0
	\$ 6,218,864	\$ 6,800,469	\$ 581,605	\$ 581,605	0
WPC	\$ 2,005,337	\$ 2,009,337	\$ 4,000	\$ 4,000	0

Exempt* - Gasoline, Diesel, MSW, Recycling, Natural Gas, Electricity, Water

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Budget Rollup Key Points / Takeaways



- Adds one Deputy Director – Capital Projects and Administration
- Funds one custodian from a vacant position
- Accounts for \$1.50/ton increase in MSW
- Accounts for ~\$88/ton increase in recycling
- Accounts for energy/utility increases
- Support of Town Council goals
- Maintains and improves infrastructure & service to the public
- Customer service

15



Budget Rollup Key Points / Takeaways



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WPC and the Clean Water Fund



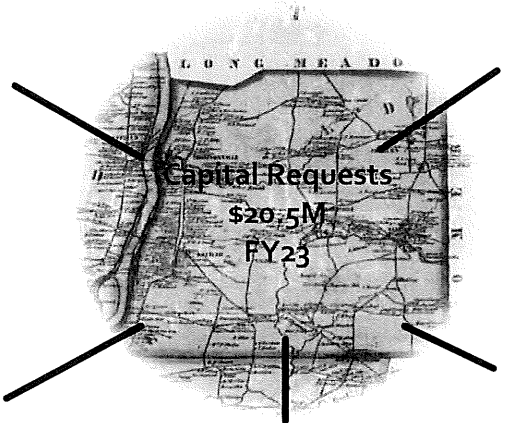
- \$23,169,235 project loan
- \$5,658,559 grant
- Balloon payment
- 1/20 of the loan value
- \$1,158,462 + monthly payments



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Capital Improvement Plan FY23



18



Capital Improvement Plan Methodology Review

Town of Enfield
CIP Projects
FY22 Budget

Department Level		GL Account	Amount Requested
Hazardville Memorial Roof	Total Appropriation	31108746 545000	689,000.00
	Less State Reimb (65%)	31104000 460987	(447,850.00)
			\$ 241,150.00
Eli Whitney Roof	Total Appropriation	31108747 545000	689,000.00
	Less State Reimb (65%)	31104000 460988	(447,850.00)
			\$ 241,150.00
South River Street Bridge	Total Appropriation	31108545 545000	689,000.00
	Less State Reimb (80%)	31104000 460985	(551,200.00)
			\$ 137,800.00
Orlando Drive Culvert Replacement	Total Appropriation	31008879 545000	689,000.00
	Less State Reimb (49.01%)	310042020 413622	(337,679.00)
			\$ 351,321.00

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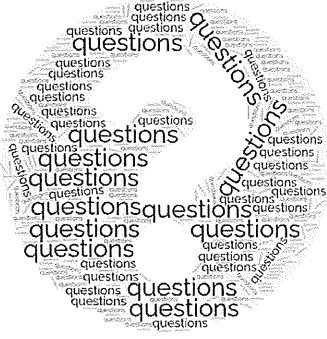
Capital Improvement Plan Methodology Review

Architectural and Engineering Services	31008153 533900	\$ 187,500.00
Adult Day Care Demolition	31008156 545000	\$ 67,000.00
Ventrac Side Walk Machine	31008708 573000	\$ 40,397.00
DPW Heavy Duty Truck Lift	31008857 573200	\$ 150,000.00
Electric Vehicle Charging Station	31008735 545000	\$ 20,000.00
Crack Seal Program	31008873 545000	\$ 50,000.00
Transfer Station Improvements	31008162 545000	\$ 610,000.00
Electric Cars - Town Hall	31008720 573200	\$ 55,500.00
DPW Fuel Tank Replacement	31008705 545000	\$ 150,000.00
EPD Replace Voice Recorder System	31008707 573400	\$ 22,280.00
EPD Sidearm Replacement	31008854 573100	\$ 24,000.00
EPD Joint Operations Center	31008854 573100	\$ 120,000.00
IT - Council Chamber Video Exchanger	31008201 545000	\$ 12,000.00
IT - Council Chamber Audio System Enhancements	31008201 545000	\$ 35,000.00
Library - Community Room Enhancements	31008819 545000	\$ 40,000.00
Higgins Park - Playscape	31008208 545000	\$ 200,000.00
Higgins Park - Walking Path	31008210 545000	\$ 638,200.00
Higgins Park - Basketball Court	31008211 545000	\$ 75,000.00
Purchase of Alden Street Gym	31008203 572000	\$ 250,000.00
Splashpad - Parkman	31008209 545000	\$ 100,000.00
Softball Field - Brainerd Park	31008820 545000	\$ 689,000.00
Powder Hollow - Baseball Field Upgrades	31008853 549000	\$ 689,000.00
EPD - Dispatch/Radio System	31008726 545000	\$ 689,000.00
Track/Football Field Turf	31008139 545000	\$ 689,000.00
		\$ 6,574,298.00

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Capital Improvement Plan Methodology Review




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Fund Balance Policy

Policy Calculation – FY22



Town of Enfield
Fund Balance Policy
Reserve Requirement
FY 2022

	Expenditure Budget
Fund 100 (Including BOE)	146,554,970
Less Transfers	
Social Services	(2,671,194)
EMS	(887,594)
Library	(2,457,502)
 Fund 100 - Net	 140,535,680
Social Service Expense	6,411,892
EMS Total Expense	3,387,594
Library	2,863,943
 Total General Fund Expenses	 153,199,109
 Fund Balance Policy (9%)	 13,787,920

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Fund Balance Policy

Excess Fund Balance FY22 Audit



Town of Enfield
Fund Balance Policy
Reserve Requirement
FY 2022 Budget

Unassigned General Fund Balance - 6/30/2021 ¹	24,772,000
Minimum Fund Balance per Policy (9%)	(13,787,920)
Excess Fund Balance over policy amount	10,984,080
Increase in Planned Usage over FY22 Adopted Budget	(1,343,923)
Available excess over fund balance policy - FY21	9,640,157

¹ - Includes planned fund balance usage of \$7,261,000 from the adopted FY22 budget.

23



Fund Balance Policy




Remy wants to know if
you have any...

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**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
WEDNESDAY, MARCH 30, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Wednesday, March 30, 2022. The meeting was called to order at 5:37 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Finger, Hopkins, Pyznar and Santanella. Councilors Ludwick and Mangini attended remotely. Councilors Bosco, Despard, and Unghire were absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Clerk, Sheila Bailey; Director of Library Services, Jason Neely; Director of Social Services, Cynthia Guerrieri; and Director of Finance, John Wilcox.

BUDGET DISCUSSION

Department of Libraries and Social Services were reviewed. A copy of the presentations are appended to these minutes.

ADJOURNMENT

MOTION #6174 by Councilor Finger, seconded by Councilor Cekala to adjourn.

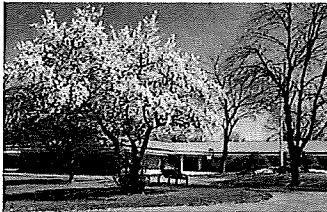
Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6174** adopted 8-0-0, and the meeting stood adjourned at 7:00 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council



Department of Libraries FY23 Budget Overview



Libraries, Recreation and Senior
Center



1

Overview

- Non-personnel operational budgets for the Library and Senior Center have come in flat.
- Non-personnel operational budget for Recreation has decreased by \$2,704.

2

Admin Division Budget Changes

- With the departure of the previous Senior Center Manager last March, Mary Keller was reassigned from Deputy Director of Recreation Services to Senior Center Manager. The vacant position was eliminated from the Admin Division
- Deputy Director of Libraries position is reverting to the Library Division as there is no supervision exercised over the Senior Center or Recreation.
- This was a cost neutral move.

3

Library Division Changes

- **Professional Services**— restore pre-pandemic programming funds
- **Copying** - \$1,600 savings with copier contract
- **Travel** - \$130 increase to cover increased outreach to schools and seniors as well as staff travel for trainings and meetings
- **Instructional Supplies** – \$300 to provide a dedicated budget for in-house programming at Pearl St. Library
- **Publications and Periodicals** –decrease due to magazine cancellations

4

Library Division Changes

- **Book Rebinding** – We no longer send periodicals out to get bound and the Enfield Press digitization project is complete, so the line is no longer needed.
- **Furniture** – \$3,000 in last year's budget was from a grant and has been removed from this year's budget.

5

Senior Center Changes

- There are no significant budgetary changes to the Senior Center this year.

6

Recreation Changes

- **Part Time Salaries** – Increase due to minimum wage increases, additional seasonal administrative help and staffing for post-COVID program expansion.
- **Field Trips**- \$4,215 reduction due to decreased interest in MLB field trips.
- **Other Professional Services**-\$848 savings by moving to MyRec platform. Additional savings were rolled into additional contracted programming.
- **Student Transportation**- \$2,395 reduction to reflect actual number of Camp Tons-O-Fun field trips

7

Recreation Changes

- **Telephone** - \$125 savings due to one fewer line in the office.
- **Postage** - \$300 decrease due to less mailings
- **Printing, Copying and Office Supplies**– increased cost of necessary supplies for forms and flyers.
- **Safety Supplies** – \$150 increase to rebuild stock of first aid supplies
- **Athletic Supplies** - \$1,025 reduction due to Lamagna Pool closing

8

Recreation Changes

- **Uniforms** - \$953 increase for basketball uniforms, this is recouped in user fees
- **Dues, Fees and Subscriptions** - \$960 reduction Travel Basketball playoff are hosted in Enfield which allows us to have league fees waived
- **Aquatics** - \$29,243 reduction due to the closure of the Lamagna Pool.
 - Swim Lessons, Dolphins Swim Team, Camp Tons of Fun swimming and weekend Open Swim will take place at the Annex Pool.

9

Proposals

- **Personnel – Senior Center and Recreation**
 - With the elimination of the Deputy Director of Recreation Services position, both the Senior Center and Recreation are in a situation where the respective Division Managers do not have time to carry out all administrative, supervisory and programming duties.
 - We have very capable incumbents in the Recreation and Senior Center Program Coordinator positions. We would like assign them more supervisory and programming duties.

10

Proposals

- Personnel - Senior Center and Recreation
 - Senior Center Program Coordinator would go from \$40,315 to \$50,000. The job title would remain the same as it is the accepted title in most senior centers. We will work with HR on an updated job description.
 - Recreation Program Coordinator would become Recreation Supervisor, as per industry standards, and would go from \$42,329 to \$52,329. We will work with HR on an updated job description.
 - There is already \$10,000 earmarked for this in the Recreation budget. We would need an additional \$8,032 to complete these changes.

11

Proposals

- eBook/eAudio - Libraries
 - Over last six years, eBook and eAudio circulation has increased almost 150% from 11,363 to 28,373 annually. Unfortunately, this has led to an increase in the length of hold queues for popular titles.
 - We would like to dedicate an additional \$2,550 to purchase additional copies of popular titles to shorten hold times.

12

Proposals

- Additional Postage – Libraries
 - With the pandemic, annual new library card registration numbers have declined by 36% from 1,551 in FY 19 to 985 in FY 21.
 - Last year 1,719 new households moved into town.
 - Using one of the research databases we have at the library, we can identify the addresses of both new homeowners and renters.
 - We developed a postcard that lets new residents know about our many services.
 - Cost to mail these postcards for the next FY is \$1,020.
 - We will be able to measure the impact of these mailings to determine the effectiveness.

13

Proposals

- Fine Free
 - Just over half of the public libraries in CT have decided to forego the collection of overdue fines in the past two years.
 - Overdue fines are increasingly seen as an equity issue that disproportionately impact low-income households.
 - From March 2020-June 2021 we did not collect fines due to the pandemic. There was not an increase in items returned late during this period.
 - Recent fines collected – FY20 - \$4,896, FY21 \$453, FY22 \$2,161
 - We would continue to charge for damaged and lost items and have fines for time-sensitive materials like museum passes.

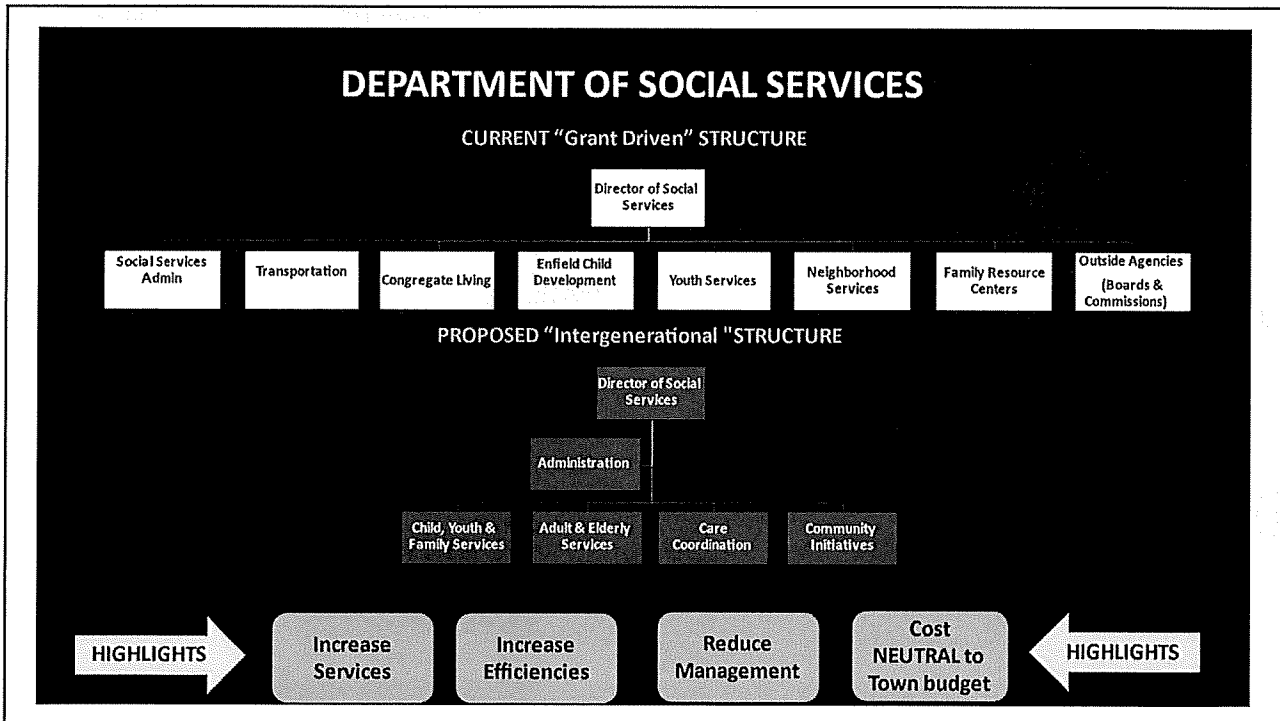
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Town of Enfield Department of Social Services

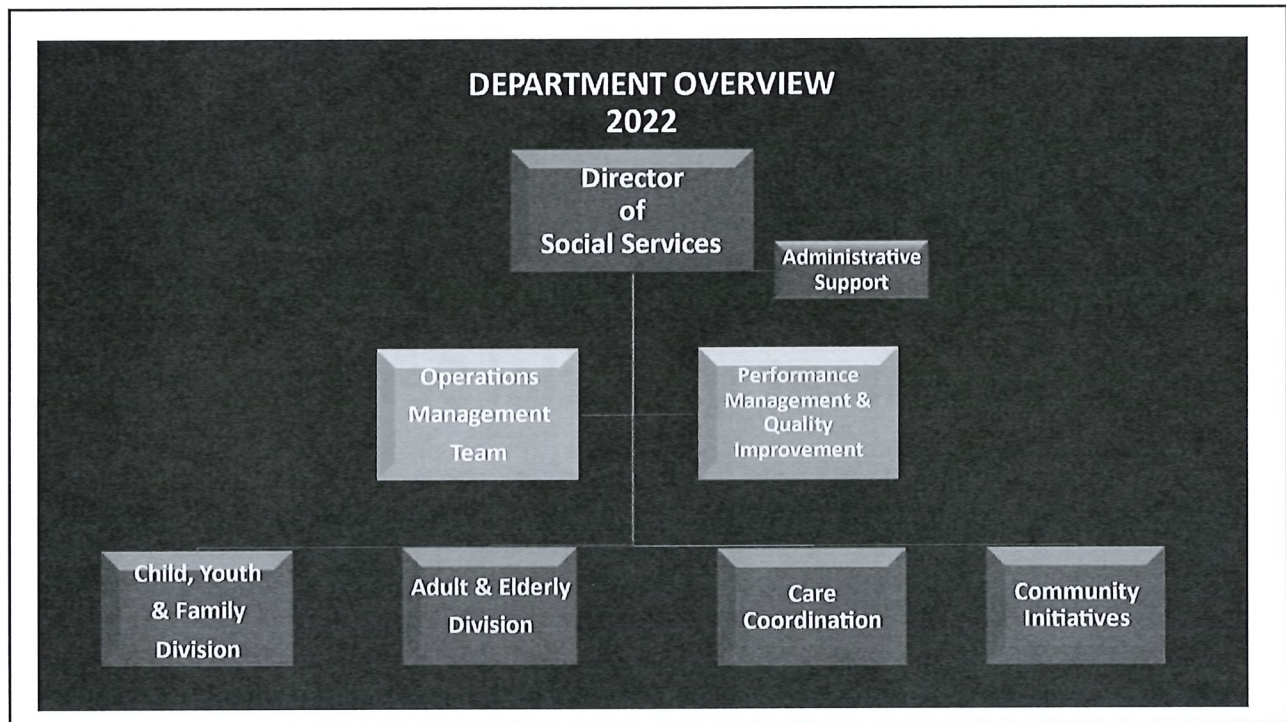
FY 2023 Budget Presentation

March 30, 2022

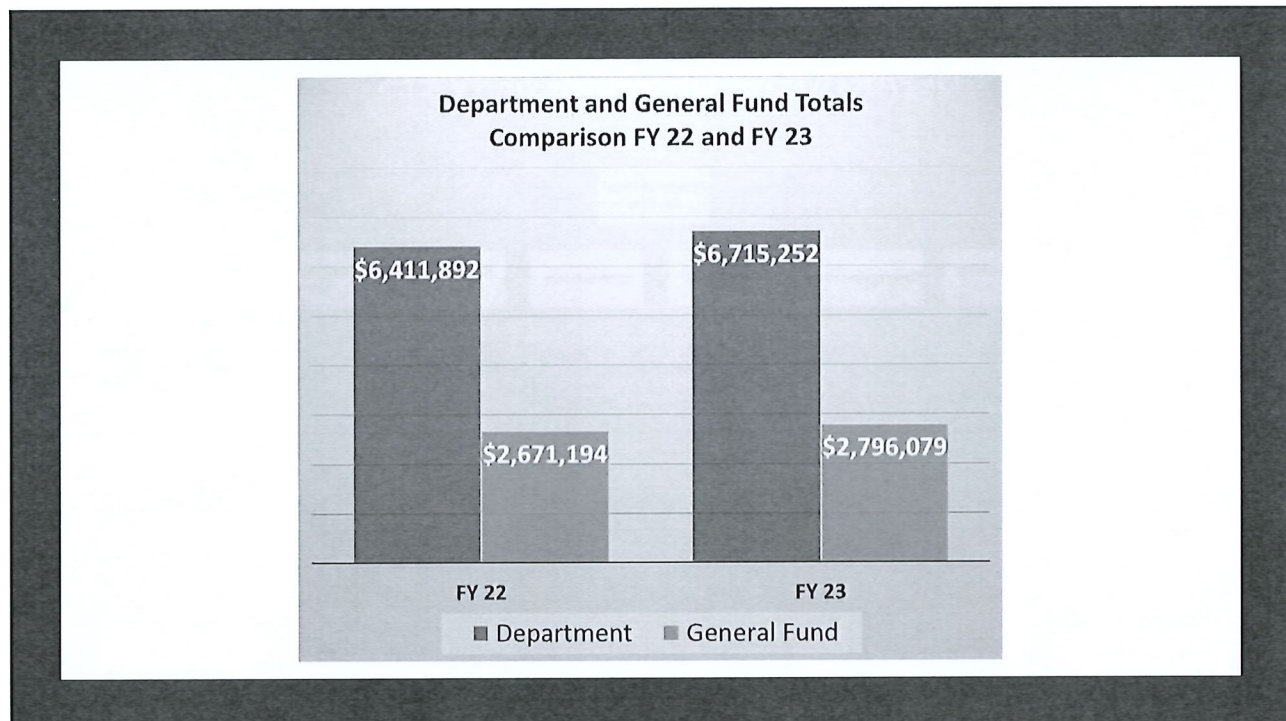
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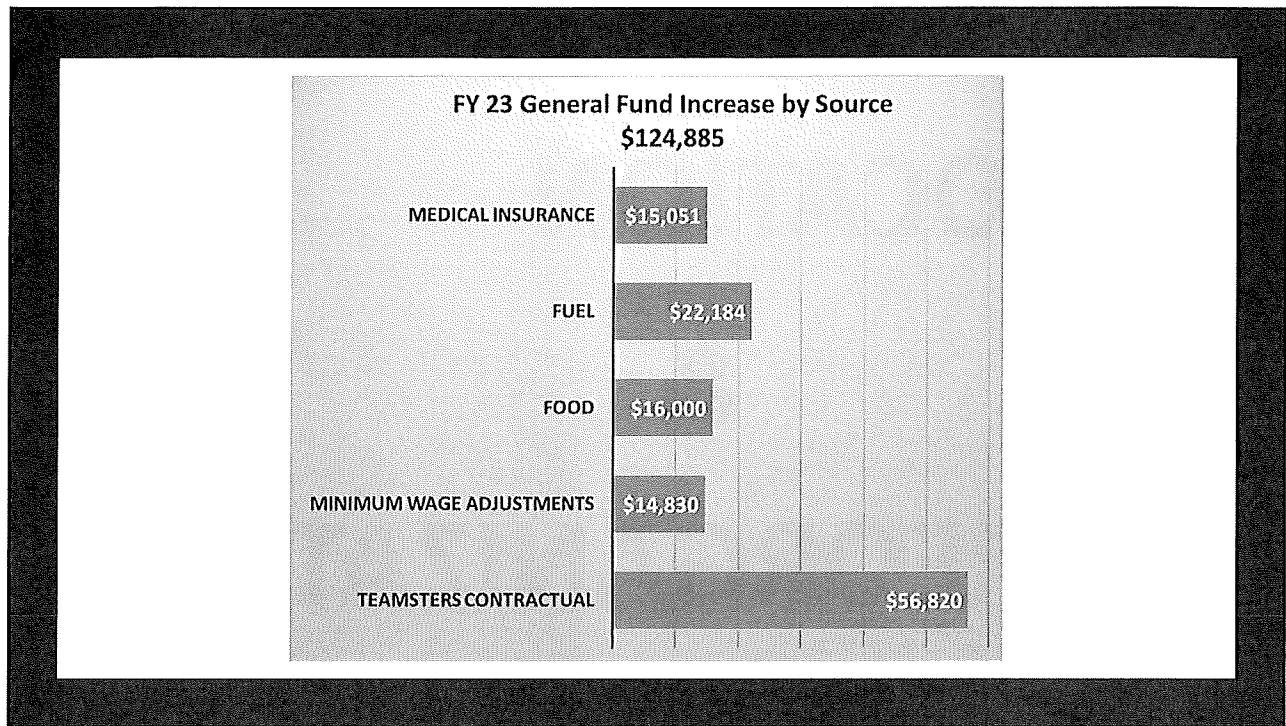
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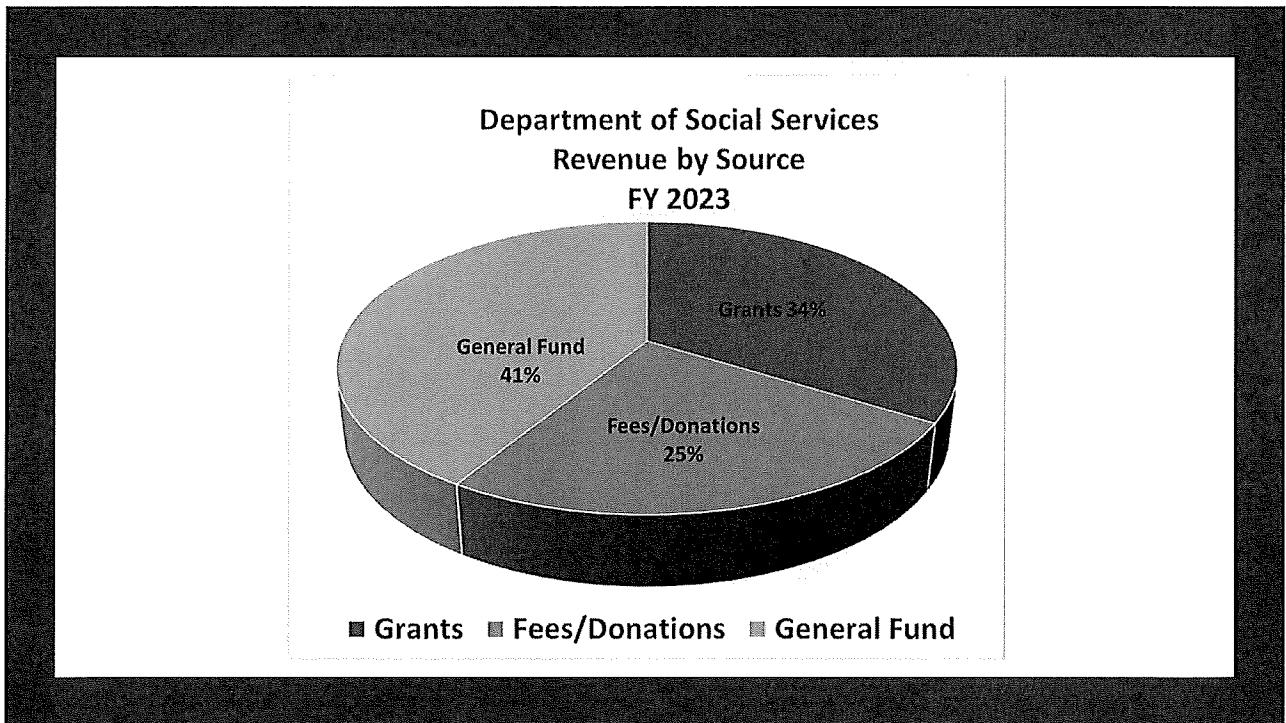
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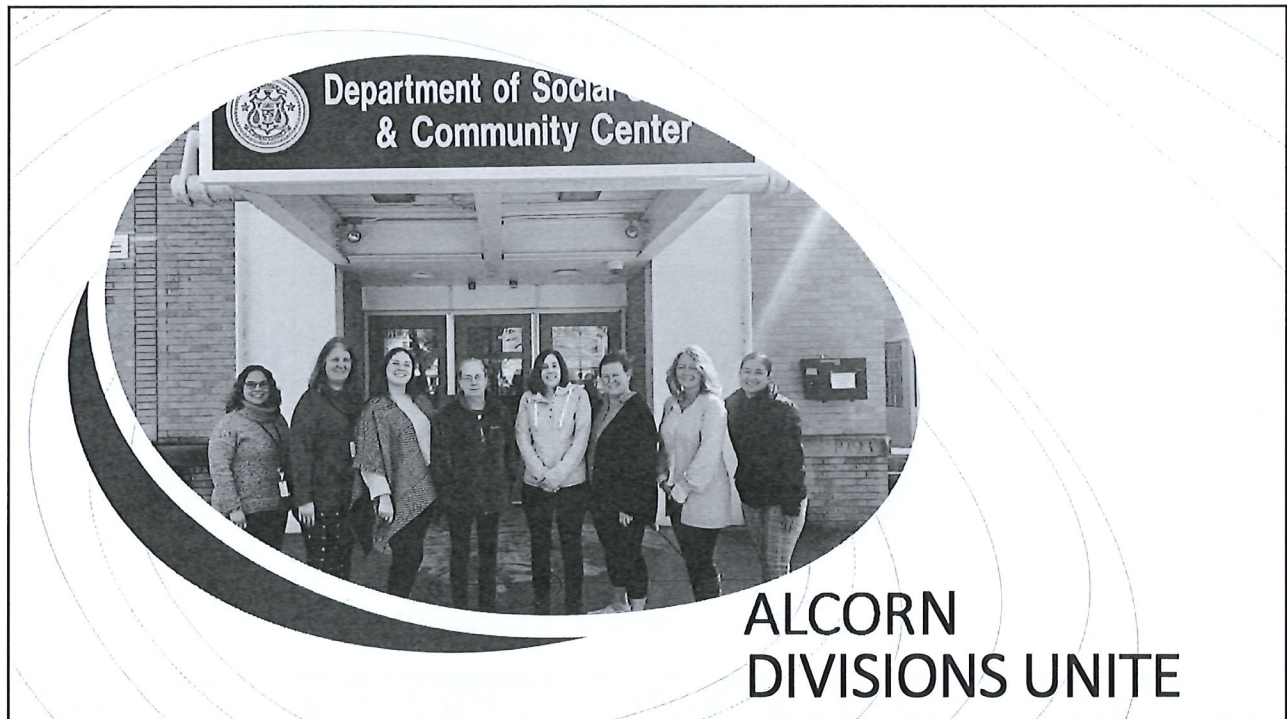
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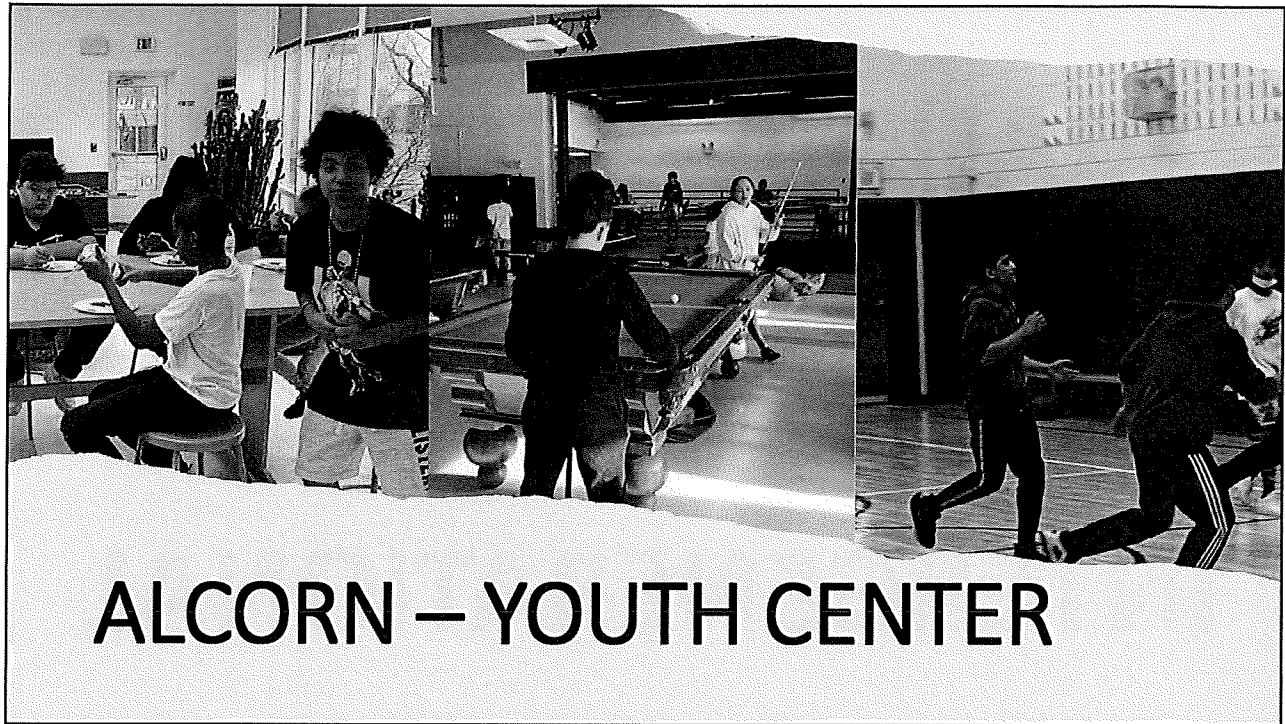
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RELOCATION & REORGANIZATION

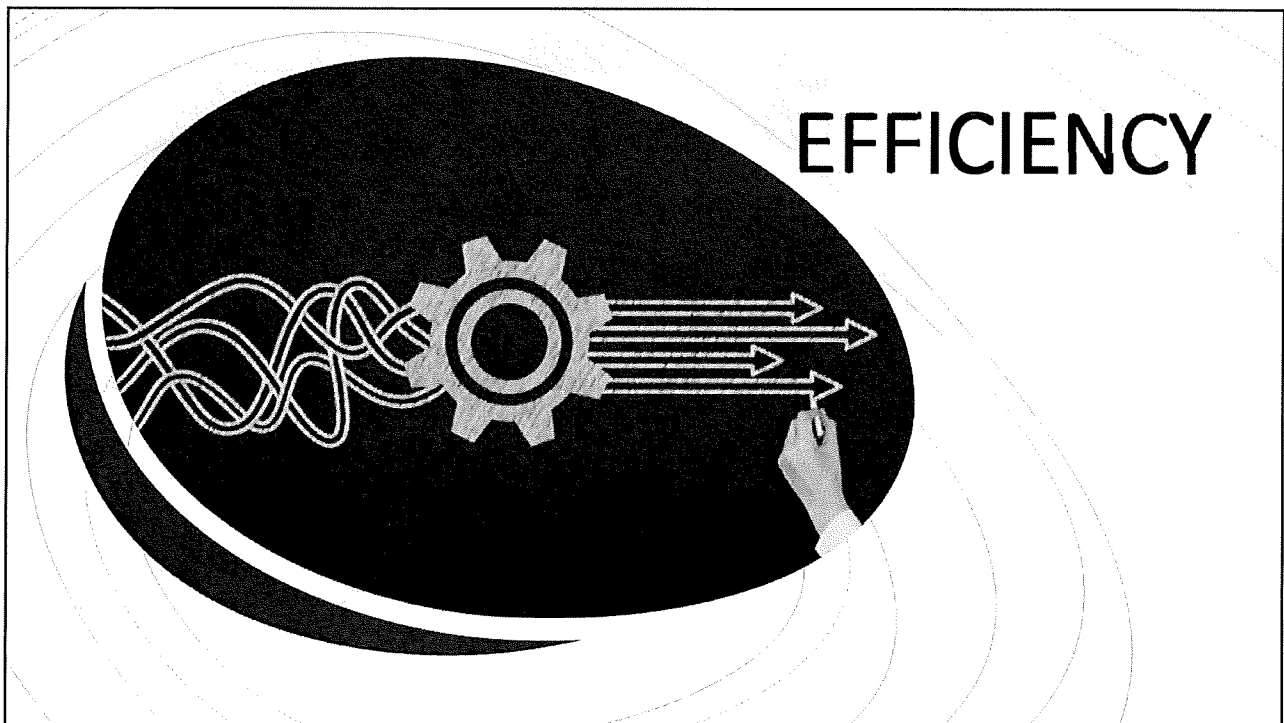
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TRAUMA INFORMED INNOVATION INTERGENERATIONAL

11



INTERGENERATIONAL

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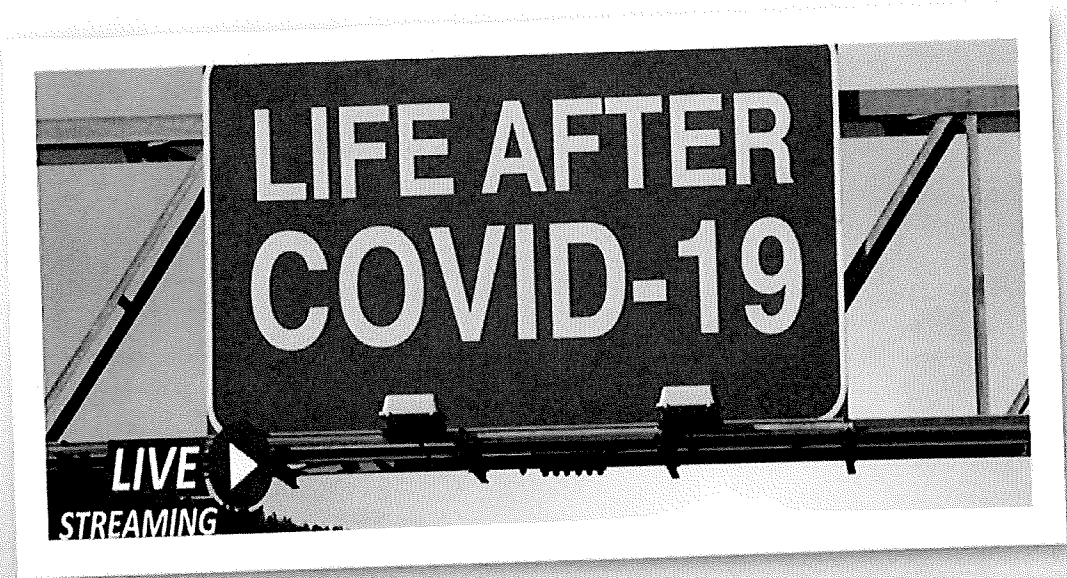


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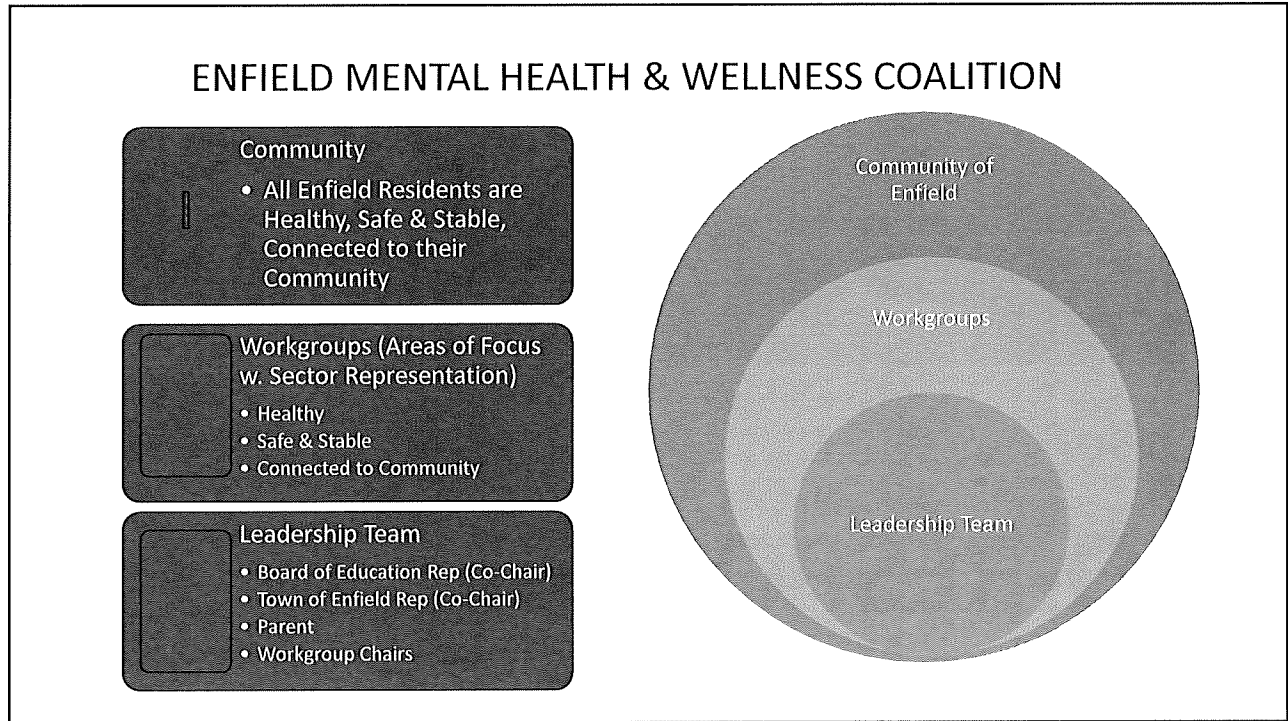
CO-RESPONSE



13



14



15



16

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
THURSDAY, MARCH 31, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Thursday, March 31, 2022. The meeting was called to order at 5:34 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Hopkins, Ludwick, Pyznar and Santanella. Councilors Finger and Mangini attended remotely. Councilors Bosco, Despard, and Unghire were absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Clerk, Sheila Bailey; Chief of Police, Alaric Fox; and Director of Finance, John Wilcox.

BUDGET DISCUSSION

The Police Department budget was reviewed. A copy of the presentation is appended to these minutes.

ADJOURNMENT

MOTION #6175 by Councilor Santanella, seconded by Councilor Hopkins to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6175** adopted 7-0-0, Councilor Cekala having left the meeting at 6:15 p.m., and the meeting stood adjourned at 7:10 p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Enfield Police Department

2022-2023 Budget Presentation

March 31, 2022

Chief Alaric J. Fox
Enfield Police Department

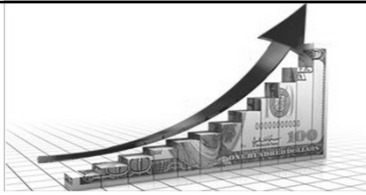
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2022-2023 Budget Summary

- **Maintains the department's sworn staffing complement of 100 officers; we are currently at 97 officers. (84 available officers, 2 out on worker's compensation, 1 out on military deployment, 10 in the training academy or FTO program, and 3 vacancies).**
- **Maintains our state and CALEA accreditation.**
- **Continues the Traffic Division, the School Resource Officer Program, the Thompsonville Walking Patrols, the elementary schools patrols, the Powder Hollow Patrols, the Community Police Officer Program, and the Detective Division (increased by one detective).**

2



Items Driving Budget Increases

- Gasoline cost increase estimated at \$55,000.
- Replacement of 41 bulletproof vests (6 new and 35 replacements) resulting in a cost increase of \$19,920.
- Replacement of 6 CREST ballistic vests and helmets resulting in a cost of \$14,795.
- Acquisition of 10 crowd control suits with ballistic helmets resulting in a cost of \$9,500.
- Replacement of one deceased and one "retiring" canine resulting in a cost of \$19,000.
- Three (mandatory) out of state/advanced training programs (high voltage recertification, EMT practical skills, explosive breacher) at a cost of \$5,900.

3



Expenses Tied to Police Accountability Legislation

- **Body Worn Camera/In-Car Camera Program:** \$248,352 annually
- **Annual Psychological Examinations:** \$10,000 (20 per year) annually
- **Steroid Drug Testing:** \$5,000 annually (as an add-on to our original \$3,755 annual cost)
- **Crowd Control Unit Members (Outfitting):** \$9,500 (one-time)
- **CALEA (Effective 1/1/2025):** *Substantial new cost for other, currently non-accredited agencies (no new cost to Enfield).*

4

What Goes Into a Line Item? An Example: Detective Bureau Supplies

Line Item 561900: "Detective Bureau Supplies": \$43,300

➤ Narcotics test kits	➤ Paper bags	➤ Snow wax
➤ Covert cameras	➤ Evidence/currency packaging	➤ Respirators
➤ Fingerprinting kits	➤ Handgun evidence box	➤ Casting kits
➤ Blood detection kits	➤ Rifle evidence box	➤ Bio-hazard filtration equipment
➤ DNA collection kits	➤ Knife evidence box	➤ Fingerprint fuming supplies
➤ FLIR/night vision equipment	➤ Sharps Tubes	➤ Security packaging for suspect cellphones
➤ Counterfeit money detection kits	➤ Crime scene tape	➤ Mumble (talkaround) radio frequency
➤ Gunshot residue kits	➤ Masks/gloves/booties	➤ Breaching equipment
➤ Sexual assault collection kits	➤ Bio-hazard clothing	➤ Infrared scanner
➤ Tents/screen scene walls	➤ Bio-hazard waste disposal	➤ Metal detectors
➤ Forensic light sources	➤ Mapping equipment	➤ Electronic surveillance & counter-surveillance equipment
➤ Fuming compounds	➤ Evidence packaging	➤ Etc.!
➤ Plastic bags	➤ Evidence seal/tape	
	➤ Collection jars	
	➤ Plaster	

5

		Operational Budget	
New Operating Budget: \$1,143,561 Current Operating Budget: ~~-\$1,018,614~~ Difference: \$ 124,947			
■ <u>Price Increase to Current Budget Items:</u>	+ \$84,235		
■ <u>New Expenses Added to Budget:</u>	+ \$69,907		
■ <u>Expenses Removed from Budget:</u>	- \$29,195		
■ <u>Summary:</u>	+ \$124,947		

6

Technical Services **Civilianization**



- **Agency technical service needs are considerable and include the following: Body worn cameras, in-car cameras, street cameras, portable surveillance cameras, Freedom of Information Act requests for camera footage, NexGen CAD/RMS system, ASAP personnel/time management system, automated fingerprint system, voice recorder system, in-building cameras, prisoner communication system, department (landline) telephones, department cellphones, domain account management, key management system, assistance on the townwide radio system, etc.**

7

Technical Services **Civilianization**



- **Please note that these are IT needs that are beyond the services of the town IT department; by their own acknowledgement these areas are outside their expertise and comfort zone.**
- **In order to satisfy these needs the police department has assigned one officer (permanently), along with a second officer (temporarily when needed) to catch up and keep up on these needs. For example, during the body-worn camera acquisition and rollout, and during the transition to the NEXGEN report writing system, this second officer was placed in a temporary duty status to assist with these functions. It is my estimation that these duties in fact require approximately 1.5 positions to catch up and permanently keep up.**

8

Technical Services Civilianization

- We recommend the creation of 1.5 civilian positions of *"public safety systems technician"* within the police department budget.
- These positions would pay \$30.00 per hour, representing an annual cost of \$93,600. (This rate of pay is viewed as the minimum necessary to attract individuals with this skill-set, with a hope that we can perhaps attract recent police retirees.)
- This approach serves to "civilianize" this function and allows us to keep sworn law enforcement personnel performing sworn law enforcement work.
- *"Hazardous duty work for hazardous duty pay."*

9



2022-2023 C.I.P. Budget Summary (1)

- **Department Vehicles: \$952,000.** The DPW Fleet Replacement Plan currently calls for the replacement of the 21 department vehicles this year. The requested amount would allow the department to acquire 17 new police vehicles and associated equipment, in order to make a significant "dent" in the current vehicle deficit, with hopes that we can make another smaller dent next year to bring us up to par.

10



2022-2023 C.I.P. Budget Summary (2)

- **Emergency Services Radio System:** \$687,000. The estimated cost for the complete upgrade to the (townwide) Enfield Public Safety Communications System is \$1,641,248.00. As of this writing there is approximately \$687,000 in CIP for this project. The second year's contribution toward this project should be another \$687,000.

11



2022-2023 C.I.P. Budget Summary (3)

- **Enfield Joint Operations Center Phase #4:** \$175,000. This phase will focus on significant investment in infrastructure or "back haul" locations, including the cost to add cameras as well as necessary fiber optic/tower work. The phase will "seal up" gaps in the current camera coverage.

12



Update: Narcotics Concerns and Available Data

- The Office of the Chief Medical Examiner reports that between 2015 and 2020 the town of Enfield suffered 73 accidental overdose deaths, for an average of 12.16 deaths per year.
- In 2020 (the last full year available) Enfield saw 19 overdose deaths.
- Additionally, 82 Narcan “saves” occurred in Enfield in 2021. Some individuals have been revived on more than one occasion.
- As to 2020 and Connecticut as a whole, our state saw 1,375 overdose deaths for the year, our highest total yet (up from 1,201 in 2019).

13



Update: Narcotics Concerns and Available Data

- Connecticut’s per capita death rate has continually ranked among the nation’s highest. An opioid is present in 94% of our overdose deaths. The synthetic opioid “fentanyl” was involved in 78% of these cases.
- On March 7, 2022, I testified (for the third year) before the Public Safety and Security subcommittee in favor of HB191, *“An Act Concerning Emergency Intervention by a Police Officer When a Person Suffers a Narcotics Overdose”*. This bill has been favorably voted out of committee.

14

And Now It's Your Turn: **Questions or Comments?**



15

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, APRIL 4, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, April 4, 2022. The meeting was called to order at 6:30pm.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Ludwick, Pyznar, and Santanella. Councilor Mangini attended remotely. Councilors Hopkins and Unghire were absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Town Clerk, Sheila Bailey; Superintendent of Schools, Christopher Drezek; and Board of Education Chair, Tina LeBlanc.

BUDGET DISCUSSION

Board of Education budget was reviewed. A copy of the presentation is appended to these minutes.

ADJOURNMENT

MOTION #6176 by Councilor Finger, seconded by Councilor Despard to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6176** adopted 8-0-0, and the meeting stood adjourned at 7:10 p.m.

Respectfully Submitted,

Sheila Bailey
Town Clerk
Clerk of the Council

ENFIELD PUBLIC SCHOOLS

Enfield Board of Education

Proposed
2022-23 Budget



1

OUR PHILOSOPHY

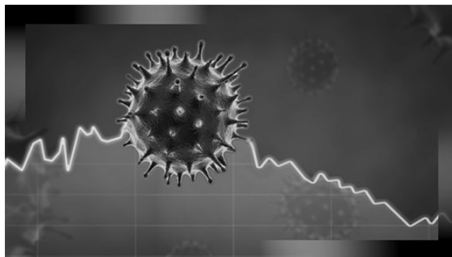
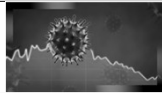


- Getting our kids through a pandemic
- Stretch funds as far as we can
 - History - we've been here before
 - 2008-2009 - ARRA funds
 - 2010 when funds disappeared
- Sustainability



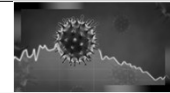
2

CORONA VIRUS RELIEF FUNDS



3

CORONA VIRUS RELIEF FUNDS



CRF- Coronavirus Relief Funds

ALLOCATION: \$ 995,687

DATE: 3/1/2020 - 10/31/2021

Object	Total	
100 Personal Services > Salaries	\$698,995.00	70%
200 Personal Services > Employee Benefits	\$7,172.00	1%
323 Pupil Services (Non-Payroll)	\$32,118.00	3%
600 Supplies	\$257,402.00	26%
	\$995,687.00	



4

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUNDS



5

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUNDS



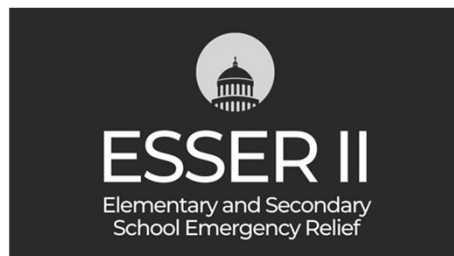
ESSER FUNDS
ALLOCATION: \$ 729,380
DATES: 3/13/2020 - 9/30/2022

	Enfield PS	Private Schools	TOTAL	
100 Personal Services > Salaries	15,000	-	15,000	2%
300 Purchased Professional and Technical Services	237,080	-	237,080	33%
600 Supplies	127,640	21,440	149,080	20%
700 Property	321,094	7,126	328,220	45%
	700,814	28,566	729,380	



6

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II FUNDS



7

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II FUNDS



ESSER II FUNDS
ALLOCATION: \$ 3,233,748
DATES: 1/5/2021 - 9/30/2023

	BUDGET	Funds Used	Available	Used	Available
100 Personal Services > Salaries	\$2,004,923	\$725,858	\$1,279,065	22.45%	39.55%
200 Personal Services > Employee Benefits	\$268,376	\$0	\$268,376	0.00%	8.30%
300 Purchased Professional and Technical Services	\$99,024	\$2,994	\$96,030	0.09%	2.97%
500 Other Purchased Services	\$473,375	\$158,856	\$314,519	4.91%	9.73%
600 Supplies	\$213,050	\$117,333	\$95,717	3.63%	2.96%
700 Property	\$175,000	\$166,765	\$8,235	5.16%	0.25%
	\$3,233,748	\$1,171,806	\$2,061,942	36%	64%

8

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUNDS II FUNDS



- Director Educational Equity
- School Social Workers- One in every building
- Behavior Technicians- 40
- Summer School- PK-12 for the first time
- ESL Students- Increased needs
- Chronic Absenteeism
- PPE Supplies



9

AMERICAN RESCUE PLAN



10

AMERICAN RESCUE PLAN



American Rescue Plan (ARP) ESSER Funds

ALLOCATION: \$ 7,225,723

DATES: 3/13/2020 - 9/30/2024

OBJECT	OBJECT NAMES	FUND AVAILABLE
100	Personal Services > Salaries	\$3,414,193.00
200	Personal Services > Employee Benefits	\$417,400.00
300	Purchased Professional and Technical Services	\$1,652,130.00
500	Other Purchased Services	\$1,100,000.00
600	Supplies	\$642,000.00
		\$7,225,723.00



11

AMERICAN RESCUE PLAN



- Sustain What You Have
- Large Capital Projects
- Stowe Early Learning Center (Playlab Expansion)



12

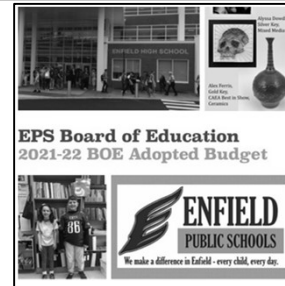
OUR PHILOSOPHY

- Getting our kids through a pandemic
- Stretch funds as far as we can
- Sustainability



13

CURRENT BUDGET: \$ 72,109,522



14

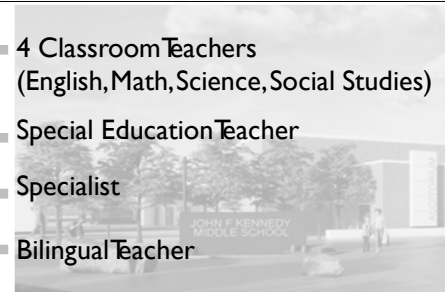
FIXED COSTS: 1.77%



15

ADDITION: 0.53% - JFK MIDDLE SCHOOL TEAM

- 4 Classroom Teachers (English, Math, Science, Social Studies)
- Special Education Teacher
- Specialist
- Bilingual Teacher



16

MINIMUM BUDGET REQUIREMENT: 0.59%

- Current year
- Included in 1.7%



17

BUDGET REQUEST: 2.31%



- 1.72 % more than MBR
- 1.19 % more without JFK additions



18

UNKNOWNNS



- Retirements
- Insurance
- Change in Personnel



19

WHAT DO WE GET?



- No reduction in programs or staff
- New Team at JFK Middle School
- Bilingual Teacher
- Keep everything we have at present.



20

HISTORICAL PERSPECTIVE

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Superintendent Request	\$ 67,463,196	\$ 69,886,938	\$ 71,874,289	\$ 71,377,477	\$ 70,977,330	\$ 72,908,042	\$ 72,527,178	\$ 73,324,979	\$ 73,775,252
Increase from Previous Year	\$ 3,201,039	\$ 5,624,781	\$ 5,990,607	\$ 3,388,028	\$ 1,288,142	\$ 1,617,917	\$ 835,312	\$ 1,633,113	\$ 1,665,730
Percent Change from Previous Year	4.98%	8.75%	9.09%	4.98%	1.85%	2.27%	1.17%	2.28%	2.31%
BOE Approved	\$ 66,187,089	\$ 68,758,341	\$ 70,647,668	\$ 71,069,371	\$ 70,977,330	\$ 71,691,866	\$ 71,691,866	\$ 72,109,522	
Increase from Previous Year	\$ 1,924,932	\$ 4,496,184	\$ 4,763,986	\$ 3,079,922	\$ 1,288,142	\$ 401,741	\$ -	\$ 417,656	
Percent Change from Previous Year	3.00%	7.00%	7.23%	4.53%	1.85%	0.56%	0.00%	0.58%	
Town Appropriated	\$ 64,262,157	\$ 65,883,682	\$ 67,989,449	\$ 69,689,185	\$ 71,290,125	\$ 71,691,866	\$ 71,691,866	\$ 72,109,522	
Increase from Previous Year	\$ -	\$ 1,621,525	\$ 2,105,767	\$ 1,699,736	\$ 1,600,940	\$ 401,741	\$ -	\$ 417,656	
Percent Change from Previous Year	0.00%	2.52%	3.20%	2.50%	2.30%	0.56%	0.00%	0.58%	



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Enfield Public Schools

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, April 4, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, April 4, 2022. The meeting was called to order at 7:10pm.

Chairman Cressotti shared some kind words about Councilor Bosco and offered his condolences to his family and friends on his passing. He dedicated many years of service to the Town of Enfield.

Former Deputy Mayor Donna Szewczak came up and shared some more kind words and memories of Joe Bosco. He was a man dedicated to his family and his community. He knew about Enfield's past, and he always knew who, what, when, where and why. We always knew why we were doing something and when asked how we can make it better is when Joey would get to work. He was a wealth of knowledge.

PRAYER- The prayer was given by Councilor Cekala.

PLEDGE OF ALLEGIANCE- The Pledge of Allegiance was recited.

ROLL-CALL- Present were Councilors Cekala, Cressotti, Despard, Finger, Ludwick, Pynar and Santanella. Councilor Mangini attended remotely. Councilor Hopkins and Unghire were absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Town Clerk, Sheila Bailey

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

MINUTES OF PRECEDING MEETINGS

MOTION #6177 by Councilor Finger seconded by Councilor Mangini to accept the minutes of the March 21, 2022, Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6177** adopted 8-0-0.

MOTION #6178 by Councilor Santanella, seconded by Councilor Mangini to accept the minutes of the March 21, 2022, Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6178** adopted 8-0-0.

SPECIAL GUESTS – None.

PUBLIC COMMUNICATIONS

Amanda Marquez, Hoover Lane

Ms. Marquez stated that Enfield has joined other towns such as Hartford, New Haven, Waterbury, Windham, Manchester, Thompson, Norwich, New London, Bridgeport and New Britain in being a school district with the lowest accountability index scores in the state. We are on the CT State Department of Education Alliance District List. We sit as the 21st worst performing school district in the state. We are in the 33 worst districts in Connecticut out of 200 districts statewide. This is based on proficiency in Math, Science and English. The scores were collected before COVID from 2017-2019. Enfield is eligible for Alliance District funding. The funds must be used to support new initiatives. What is Enfield's plan to bring our DPI scores up and get us out of this low rank status? Before we allocate any additional dollars to the schools, there needs to be a definitive plan. Families with young children looking to move always look to the school system first.

Ryan Moore, 10 Ryefield Drive

Mr. Moore stated that not getting any answers from the BOE is getting very frustrating. He said the Superintendent and Board members are dismissive. Who holds the Superintendent and Board accountable? He asked the Council to please stand up for this town and do something.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Mangini stated that beyond the numbers and statistics there are real people that go above and beyond. Our Superintendent, School Board and teachers need to be recognized for the great job they do with our children. She said our educational system is premier. She is a realtor and people come to Enfield for our schools.

Councilor Santanella attended the 56th Annual Arts Festival at Enfield High School. He was impressed with the work that the Woman's Club did to organize that event and the cooperation from the Enfield Cultural Arts Commission. There is a lot of talent here in Enfield and the portfolio class was impressive.

Councilor Santanella mentioned that there are some things coming up this week in District 2. The 4th of July Town Celebration Committee is going to be having its 16th Annual dinner dance at the Old Country Banquet and there are still tickets available.

Councilor Santanella stated that there are some public hearings going on at both of our Fire Districts. In District 1 there are nominations for members of the Fire Commission. The meeting will be April 7th at 7:30pm at the firehouse at 200 Phoenix Ave. You need to be nominated and have someone second it to be put on the ballot. The Thompsonville Fire District is also having a public hearing on April 13th to discuss with the public, the purchase of a much-needed new apparatus. They will also be going over their 2022-2023 budgets.

Councilor Santanella wanted to give a shout out to Enfield Loaves and Fishes. Last month they served over 5000 meals to the Enfield community. The organization is made up of volunteers, many who have been there for years under the direction of Maya Matthews, a lifelong Enfield resident. There have been some unfortunate comments made about Loaves and Fishes. Someone called the organization “un-American.” This is very upsetting because there is nothing more American and more reflective of what people in our community do than giving hungry people food. People who have the time to defame this organization should roll up their sleeves and go serve some meals. It would be better use of their time. He thanked Maya and her staff and volunteers for all the work that they do.

Councilor Santanella stated that over the past several months he has had the opportunity to connect with many people in the community. The people of Enfield are good, hardworking and decent people. He has seen compassion all around our community. We all come from different walks of life, yet we all call Enfield our home. All people want to be heard and respected. Each year communities around the world come together to celebrate Pride. This celebration has evolved into a celebration of the human spirit and human rights and individuality. Pride is an opportunity for people to come together and celebrate their differences. Councilor Santanella is looking for support from the Council to start flying a Pride flag at the town green from June 1 – June 30 this year and every year in support of the LGBT community as a symbol of our unity.

Councilor Pyznar also attended the 56th Annual Art Show. She said she has also gone in the past. She will continue to support our schools. She indicated that regarding the Education Alliance, it is something we should not be proud of. We don’t need to blame teachers or parents. We need to come together as a community and do what is best for our kids. She thanked the parents for coming and urged them to keep coming so we don’t forget what needs to be done.

Councilor Ludwick wanted to honor his long-time friend Joe Bosco. He wished his family some solace. He also wanted to recognize the hospice nurses and that they are very special people.

Chairman Cressotti shared that last week at JFK and Enfield High, the North Central Chamber of Commerce honored students with the Acts of Kindness Awards. At JFK, Hannah Ruby and Ethan Cemek were recognized. At Enfield High, Avery Breglia, Chris Sale, Morgan Blais and Sophie Trosset were recognized. Congratulations to all. Each student that is chosen has a donation sent to a charity of their choice in their name.

Chairman Cressotti stated that he is a firm believer and supporter of the Enfield Schools and all the people who are involved. He said that he hears what people are saying and we need to work together to make this community a good place.

Chairman Cressotti stated that in evaluating the subcommittee structures, it would be his preference to eliminate the Developmental Services Subcommittee. In speaking with the directors, there is just too much duplication. The Economic and Community Development Department already has a commission in place. He is formally making that recommendation tonight to the Town Manager.

Chairman Cressotti mentioned that the Foundation for Public Giving established funds for 29 surrounding towns in the region and Enfield is one of them. The purpose of the community funds is to support residents in taking ownership around the needs of the town and to encourage inclusive civic engagement. The Enfield Community Fund is seeking Advisory Committee nominees. If you want to apply you can go the public library or the Senior Center or selectionecf@gmail.com to submit an application. The deadline is April 30th.

TOWN MANAGER REPORT AND COMMUNICATIONS

Extension of Board of Assessment Appeals

Town Manager, Ellen Zoppo-Sassu stated that our Board of Assessment Appeals began hearings today downstairs in the Enfield Room. They will continue through the week and as needed. Due to the volume and time constraints, they are asking the town to file on their behalf an extension so that they can continue to deliberate on those appeals that are made through the month of May.

ARPA Funding

Ellen Zoppo-Sassu stated that we did front-load funding on Item G. This is for design on the Town Farm Road Multi Use Path which has been in the works for almost 2 years. This will be funded by a state LOCIP grant but we are responsible for the soft costs for design, \$80,000. We are asking the Town Council to consider this tonight to allow that project to flow and get started without waiting for the budget process.

Ms. Zoppo-Sassu stated that we have additional funds coming through from a resiliency fund that is going to target school construction issues, repairs, air filtration and boiler repairs, several of which are on our agenda to accomplish for various schools. We are constantly trying to stretch our dollars. We need to figure out which ones can be from ARPA, which ones from fund balance and which ones can come from ESSER and COVID. We need community output, it is one of the provisions of the ARPA federal guidelines. There is a community survey on the town website under the ARPA tab. There will also be hard copies at the library and Senior Center.

Councilor Pyznar stated that they submitted to the Town Manager their caucus's ideas. One of the things we feel strongly about is that the residents should be part of the ARPA funds. She is encouraging everyone to go to the website and fill out the survey.

Councilor Ludwick asked how many assessment appeals we have.

Ms. Zoppo-Sassu said it was 92 but there were some people that cancelled today.

Councilor Ludwick asked if the software that was used can be audited. It needs to be checked as there are a lot of appeals that will only get worse with car taxes. Do we know what other towns do when it comes to recording these meetings?

Ms. Zoppo-Sassu stated that you have the meetings and you come back several weeks later to do the deliberations and make decisions about those assessments. There is a recording component

whether it is via Zoom, recording or note-taking. All of these meetings are public and in accordance with FOIA. There are two exemptions. If an appeal is based on personal property, those reports are exempt from disclosure. Any personal financial data such as corporation or financials that they that they wanted to share, those are exempt.

Councilor Ludwick asked if this goes to Superior Court, do we have to produce a tape?

Ms. Zoppo-Sassu responded yes, it is for the protection of the appeal board and the residents.

Councilor Finger mentioned that last fall he asked about getting the solar crosswalk signs moved on Taylor Road. It is now spring, and the ground is getting soft. There are a few good suggestions for them. One would be by the library at JFK. He would like to see us get more of those through ARPA funds. Kids safety is number one in this town.

Ms. Zoppo-Sassu stated that we can discuss all of these pieces and requests once we have gotten community feedback. This ARPA piece is not running concurrent with the budget process. We are suggesting some long overdue facility improvements. The uses of ARPA funds are going to be very strategic.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Town Attorney James Tallberg stated that we were asked what steps were needed to set up a stand-alone Water Pollution Control Authority. From a legal perspective it is simple, it is following the statute. According to General Statute §7-246 there are two methods which a municipality can have a WPCA. You may have the legislative body serve as the WPCA, which is what Enfield has done. You can also create a new board or commission to be designated as the WPCA. In order to do this, we would need to pass an ordinance which would require a public hearing. In the ordinance you would specify the number of members. He suggests 5. You would designate whether there is compensation or not. You would designate whether they were elected or appointed. You would designate the method of appointment and removal and terms of office. Enfield Town Code 86-51 states that Enfield Town Council is the WPCA so it would need to be amended.

Councilor Ludwick asked if the stand-alone committee would have taxing authority.

Mr. Tallberg stated that it would have all the authority that a WPCA would have.

Councilor Ludwick stated that we were in a \$4 million dollar deficit back in 2017-2018 in the sewer and both councils managed it through, and the town has paid this back and is whole again. Now we want to give taxing authority to another board. He stated that if we are giving up taxing authority to another entity, he is against it.

Mr. Tallberg stated that the argument would be that you would have a smaller group with expertise in wastewater management and clean water.

Councilor Despard stated that water pollution control and sewers are the most important public service. He does not want to see us get so far behind again that we must raise our fees. He thinks it is important to look at this in a subcommittee.

Councilor Santanella asked if we can get examples of what other towns are doing. Can we have a board of experts but retain taxing authority?

Mr. Tallberg said he would get more details in writing.

REPORT OF SPECIAL COMMITTEES – None.

OLD BUSINESS – None.

NEW BUSINESS

- A. Consent Agenda – Action. None
- B. Appointments Town Council Appointed. None
- C. Appointments Town Manager Appointed/Council Approved. None
- D. P&Z Commission Appointed/Council Approved. None

ITEMS FOR DISCUSSION

CONSENT AGENDA

RESOLUTION #6179 by Councilor Mangini, seconded by Councilor Finger to adopt the Consent Agenda items.

1. RESOLVED, that Ellen Zappo-Sassu, Town Manager, is empowered to execute and deliver, in the name of and on behalf of the Town of Enfield, an application for a Targeted Grant for FY 2023 and a contract with the Connecticut State Library and NewVision Systems Corporation for a Historic Documents Preservation Grant subject to review and approval of the Town Attorney.
2. RESOLVED, that the Enfield Town Council, pursuant to Connecticut General Statute Section 12-124, does hereby abate the delinquent interest due to the Town of Enfield on motor vehicle taxes in the name of Brett Lafountain, of Enfield, Connecticut for the October 1, 2009, October 1, 2010, and October 1, 2011 Grand Lists.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **RESOLUTION #6179** adopted 8-0-0. A full text of these resolutions will be appended to these minutes.

NOMINATION #6180 by Councilor Pyznar to appoint Anne Whitney Collins (R) to the Connecticut Water Company Advisory Council Enfield Representatives for a term to expire 1/1/2024.

MOTION #6181 by Councilor Ludwick, seconded by Councilor Despard to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6181** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the chair declared Anne Whitney Collins appointed to the Connecticut Water Company Advisory Council Enfield Representatives 8-0-0.

NOMINATION #6182 by Councilor Cekala to appoint John Cox (I) to the Hazardville Water Company Advisory Council Enfield Representative for a term to expire 1/1/2024.

MOTION #6183 by Councilor Finger, seconded by Councilor Despard to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6183** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the chair declared John Cox appointed to the Hazardville Water Company Advisory Council Enfield Representatives 8-0-0.

RESOLUTION #6184 by Councilor Cekala, seconded by Councilor Santanella.

WHEREAS, the Town has submitted to the Connecticut Urban Forest Council, Inc. a grant application under the Urban Forestry Climate Change Grant Program for a project entitled Reducing the Effects of our Changing Climate: Increasing Urban Canopy in Thompsonville to increase the urban canopy along High Street and Central Avenue; and

WHEREAS, the Town and the Connecticut Urban Forest Council, Inc. will enter into the Memorandum of Understanding whereby the Connecticut Urban Forest Council, Inc. hereby agrees to provide financial assistance to the Town for the project in the form of an Urban Forestry Climate Change Grant in an amount not to exceed \$18,972.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the Memorandum of Understanding with the Connecticut Urban Forest Council, Inc.

Councilor Finger commented on the placement of the trees in the area and asked if they would be near the sidewalks. Tree roots push up the sidewalks and the sidewalks there are new.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6184** adopted 8-0-0.

RESOLUTION #6185 by Councilor Cekala, seconded by Councilor Finger.

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

FROM: Urban Forestry Climate Change Grant

Miscellaneous State Revenue	23396124-413699	\$18,972
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TO: Urban Forestry Climate Change Grant

Other Professional Services	23396124-533900	\$18,972
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 25, 2022.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6185** adopted 8-0-0.

RESOLUTION #6186 by Councilor Cekala, seconded by Councilor Santanella.

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

FROM: COVID – 19 Fund

Revenue-Grants-COVID-Federal	24540000-460004	\$80,000
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TO: COVID – 19 Fund

Town Farm Road Bike Path-Other Prof. Services	24500360-533900	\$80,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 30, 2022.

/s/ John Wilcox, Director of Finance

Councilor Ludwick asked for clarification on this.

Ms. Zoppo-Sassu stated that this was originally awarded in September 2020. We received the first review for the project on July 30, 2021. Then we received comments back late November. We then sent new cost estimates to the state November 2021. We then received approval for the estimate in mid-December. The commitment to fund letter came in February 2022. This next phase is actual design costs.

Councilor Ludwick asked if this would still start in fall 2022.

Ms. Zoppo-Sassu said yes, that is why we want to use ARPA dollars to fast track this project.

Councilor Despard commented that he is a huge fan of this project, there is a huge recreation potential here in Enfield. With distracted driving it is becoming less safe to bike and walk on roadways.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6186** adopted 8-0-0.

RESOLUTION #6187 by Councilor Finger, seconded by Councilor Cekala.

WHEREAS, the Town of Enfield wishes to appoint an alternate to the Capital Region Council of Governments (CRCOG); and

WHEREAS, the CRCOG by-laws state that an alternate may be designated by the Town's appointing authority when the Chief Elected Official is unable to attend the CRCOG Policy Board meeting; and

WHEREAS, Ellen Zoppo-Sassu is qualified to represent the Town's interests at CRCOG meetings.

NOW THEREFORE BE IT RESOLVED, that the Town of Enfield appoints Ellen Zoppo-Sassu as an alternate to the CRCOG Policy Board.

Councilor Ludwick said in his opinion it should be an elected official.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6187** adopted 6-2-0.

RESOLUTION #6188 by Councilor Cekala, seconded by Councilor Despard.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter, the Enfield Town Council does hereby temporarily waive the educational requirement in the accountant job description.

Councilor Pyznar asked for clarification on the employee's union status.

Steven Bielenda, Assistant Town Manager stated that she will be going from a clerical union to a professional and technical union. The president of the union has no problem with this waiver. There will be a time limit on this waiver because it is contingent on her getting her master's degree this August. We went out to the marketplace 3 times, and we can't fill this position. This is absorbed in the current budget.

Councilor Ludwick commented that the cover letter says she needs a bachelor's degree, and you are saying she is going for a master's degree.

Mr. Bielenda stated that the bachelor's degree is not in accounting.

Councilor Ludwick wanted to know if there is a change in line item and stated in the resolution.

Mr. Bielenda stated that the line item is already funded. The person is transferring to the other position.

Councilor Pyznar going forward would like the numbers and information to be included in the resolution to see.

Councilor Finger wanted to know what happens if she fails to get this degree. There is nothing here saying she can go back to her old job.

Mr. Bielenda stated that it is a risk she assumes by leaving this position. We will proceed to fill her old job as we do with any vacant position.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6188** adopted 8-0-0.

RESOLUTION #6189 by Councilor Finger, seconded by Councilor Despard.

WHEREAS, Collins Powder Hill Farm, LLC wishes to lease for the 2022 growing season, approximately 11+/- acres of Town-owned land located on the northeast corner of 77 Town Farm Road, commonly known as the Town of Enfield Transfer Station property, shown in the Enfield Land Records Book of Maps, Volume 226, Pages 3321 through 3324; and

WHEREAS, Collins Powder Hill Farm, LLC has previously leased this property for the 2017, 2018, 2019, 2020 and 2021 growing seasons.

NOW THEREFORE BE IT RESOLVED, that the Town Manager, Ellen Zoppo-Sassu, is empowered to enter into the attached Lease Agreement in the name and on behalf of the Town of Enfield, the Collins Powder Hill Farm, LLC.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6189** adopted 8-0-0.

RESOLUTION #6190 by Councilor Cekala, seconded by Councilor Despard.

WHEREAS, the Town of Enfield has received a request from the owners of 92 Main Street, Salas Brothers, LLC, to acquire a portion of two abutting Town owned properties,

WHEREAS, the Town 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 transfer of properties described above be referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Councilor Ludwick wanted to clarify that there is no lawsuit or settlement. He also questioned whether there should be discussion about selling or leasing before it goes to P&Z.

Mr. Tallberg stated that there is no litigation or settlement. There is even a question to the title of whether the town owns it.

Councilor Ludwick asked why it is being referred to P&Z before that question is answered.

Ms. Zoppo-Sassu stated that a referral is needed whether it is a lease or a sale.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6190** adopted 8-0-0.

PUBLIC COMMUNICATIONS – None

COUNCILOR COMMUNICATIONS

Chairman Cressotti mentioned that April 23rd is Enfield Clean Sweep put on by the Enfield Beautification Committee.

MOTION #6191 by Councilor Finger, seconded by Councilor Despard to move item B-1 to Miscellaneous.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6191** adopted 8-0-0.

NOMINATION #6192 by Councilor Pyznar, seconded by Councilor Santanella to reappoint Ignatius Maniscalco (D), to the Patriot Award Committee for a term which expires 7/31/2023.

MOTION #6193 by Councilor Finger, seconded by Councilor Despard to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6192** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the chair declared Ignatius Maniscalco reappointed to the Patriot Award Committee 8-0-0.

MOTION #6194 by Councilor Finger, seconded by Councilor Pyznar to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6193** adopted and the meeting stood adjourned at 8:34pm.

Respectfully submitted,

Kenzy Lee
Deputy Town Clerk
Acting Clerk of the Council

Tina Demers
Secretary to the Council

Consent Item #1 Appended to the
Minutes of the April 4, 2022
Town Council meeting. See page 6

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Submit an Application and to Enter
into an Agreement with the Connecticut State Library and NewVision Systems
Corporation for a Historic Documents Preservation Grant**

RESOLVED, that Ellen Zoppo-Sassu, Town Manager, is empowered to execute and deliver, in the name of and on behalf of the Town of Enfield, an application for a Targeted Grant for FY 2023 and a contract with the Connecticut State Library and NewVision Systems Corporation for a Historic Documents Preservation Grant subject to review and approval of the Town Attorney.

Prepared by: Sheila M. Bailey, Town Clerk

Date Prepared: March 22, 2022

Consent Item #2 Appended to the
Minutes of the April 4, 2022
Town Council meeting. See page 6

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLUTION TO ABATE INTEREST ON MOTOR VEHICLE TAX

RESOLVED, that the Enfield Town Council, pursuant to Connecticut General Statute Section 12-124, does hereby abate the delinquent interest due to the Town of Enfield on motor vehicle taxes in the name of Brett Lafountain, of Enfield, Connecticut for the October 1, 2009, October 1, 2010, and October 1, 2011 Grand Lists.

BE IT FURTHER RESOLVED, that if the remaining balance remains unpaid after sixty (60) days from the adoption of this resolution, this abatement shall be rescinded.

Date Submitted: March 30, 2022

Submitted by: Town Manager's Office

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
WEDNESDAY, APRIL 6, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Wednesday, April 6, 2022. The meeting was called to order at 5:30pm.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Ludwick, Mangini, Pyznar, Santanella and Unghire. Councilor Hopkins attended remotely. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Director of Finance, John Wilcox; and Town Clerk, Sheila Bailey.

BUDGET DISCUSSION

Town Manager Ellen Zoppo-Sassu, Assistant Town Manager, Steven Bielenda and Director of Finance, John Wilcox presented the proposed FY22/23 budget.

ADJOURNMENT

MOTION #6176 by Councilor Finger, seconded by Councilor Despard to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6195** adopted 10-0-0, and the meeting stood adjourned at 6:33 p.m.

Respectfully Submitted,

Sheila Bailey
Town Clerk
Clerk of the Council



TOWN OF ENFIELD

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

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

TOWN MANAGER

A majority of time has been spent on budget reviews and the eventual presentation to the Town Council last week. Concurrently, the office has been working on developing a more focused approach to Economic Development strategies and business recruitment and retention. A new model for Troubled Properties has also been launched, adding the Police, Social Services, Fire Marshal, Tax/Assessment, Health District and Town Manager/Asst Town Manager to the list. The first meeting of the new group was held last week, and significant progress was made on properties that have been at issue for several years.

LIBRARY SERVICES

Children's program numbers are back to pre-pandemic levels. In the month of March, we had 1,100 children attend our various programs.

To celebrate National Library Week, we are participating in the Passport to Connecticut Libraries program. Anyone who comes in to get their passport stamped will get a canvas bag with the library's logo, courtesy of the Friends of the Library.

The Children's Department also attended ERFC's family night. After working with the IT department, we are now able to register new library users at events like this.

Spring Break programs were held the week of 4/11. We had Bubble mania, Blanket Bingo, a magic show, and Curious Creatures lined up. On April 23rd, we will celebrate National Picnic Day on the front lawn with games and a performance by the BenAnna Band.

Pearl St. Library has begun circulating Hobby Packs. These kits will change seasonally. To kick off the spring season, Gardening Packs are currently available. Kits include gardening books, seeds, and an application for Enfield's Community Gardens.

Wednesday matinee movies have begun at the Pearl St Library.



TOWN OF ENFIELD

We have begun mailing postcards to all new Enfield residents to encourage them to come get a free library card so that they can have access to all our services.

We received two generous memorial donations over the past month. The donations were to go specifically to supporting the Instrument Lending Library and to bolster our books on quilting.

Poet Laureate, Elizabeth Szewczyk, will be putting on two programs, one for children on April 8th and one for adults on April 20th.

RECREATION

Summer 2022 temporary/seasonal job postings are available online at www.enfield-ct.gov/hr. Open positions include camp counselors, lifeguards, and swim team coaches.

Recreation hosted a 5-week Spring Basketball Clinic for youth in grades 4-7. 70 Enfield youth participated in this new program. Adult Open Gym programs continue to be popular and are slated to run through the end of April. Programs include Volleyball, Pickleball and Basketball.

Spring 2022 program registration is ongoing. Offerings include Preschool & Youth Martial Arts, Skyhawks Pre-school Multi-Sport Program, Field Hockey Clinic, Lacrosse Clinic, Chess Club, Dungeons and Dragons Club, Babysitter Safety Training, Women's Self Defense, Nutrition & Healthy Eating workshops, Yoga, and more.

A Family Fishing Trip will be held on Tuesday, May 17, 4:30 – 7:30 PM at Freshwater Pond. The event is in conjunction with the CT DEEP C.A.R.E program. This is a free program, with all equipment to fish provided. Pre-registration is required.

The Annual Youth Fishing Derby will be held on Saturday, May 21, 9 – 11 AM at Freshwater Pond. The derby is for Enfield youth ages 15 and under. This special event is in conjunction with *National Kids to Parks Day* and is co-sponsored by Dicks Sporting Goods.

Dolphins Swim Team Spring/Summer 2022 season information is now online. Interested new swimmers must pre-register for one of our two evaluations night on April 21 and 26. Returning swimmers may begin registering for the program on Friday, April 29th.

Tons-O-Fun Day Camp registration began on Friday, March 25th. Enrollment is over 75% full, only two weeks into registration. Remaining spaces are extremely limited in several weeks. The program runs in one week sessions, June 27 – August 12.

Complete Summer 2022 program information is slated to be released on Friday, April 22, with resident registration beginning on Friday, May 6. Programs will include swim lessons, open swim, sports camps, enrichment activities, special events, adult yoga and more!

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



TOWN OF ENFIELD

SENIOR CENTER

The Enfield Senior Center is once again hosting the Department of Public Health Vaccine Van on Thursdays, April 14 & 28, and May 5 & 19 from 4:00-8:00pm for ages 5 and up. Adults 50+ are now eligible for a second booster if it has been more than 4 months since their first booster. Shots will be given on a first come, first served basis – no appointments needed. This clinic is free.

Trips have returned to the Senior Center. The 2022 trip schedule was presented by Friendship tours to over 80 guests on April 7. We will be offering monthly day trips to a variety of locations. Stop by the Senior Center to see where we are travelling to this year! More information on all our programs, "The Center Connection" newsletter is available on-line or in print at the Senior Center.

POLICE

Connecticut Law Enforcement Torch Run Kickoff Event: On March 22, 2022, members of the Enfield Police Department attended this year's Connecticut Special Olympics Torch Run "kickoff event." As in years past, the Enfield Police Department will be participating in numerous events throughout the year, including this year's torch run, to raise money for the Connecticut Special Olympics. The department was recognized as a "top ten" money raising department toward this cause during the previous year.

Senior Citizen Safety Presentation: On March 24, 2022, Officer Mark Rochette conducted a senior citizen safety presentation for the All American Assisted Living Center.

CALEA Regional Advisory Group: On March 25, 2022, Chief Alaric J. Fox served as a selected member of the CALEA Regional Advisory Working Group, in review and development of new CALEA standards and policies.

Connecticut BSA Eagle Scout Induction Ceremony: On March 27, 2022, Chief Alaric J. Fox served as the keynote speaker at an Eagle Scout induction ceremony.

373rd POST Training Academy Session: On April 5th, 2022, Enfield Police Officers Braulio Heredia, Michael McHugh, Nicholas Miller, and Todd Therian graduated from the Connecticut Police Training Academy in Meriden. They will now commence a period of training within the Field Training Officer and Evaluation Program. Officer McHugh was named and recognized as the class valedictorian during this ceremony. Chief Alaric J. Fox provided the keynote speech during this event.

Troubled Properties Meeting: On April 12, 2022, members of the Enfield Police Department attended the newly formed "Troubling Properties Working Group" meeting, to provide insight into areas of concern for town action.



TOWN OF ENFIELD

PLANNING

Interviewed and hired an assistant Town Planner, Matt Davis, with a wealth of planning and zoning experience. He started on April 14, 2022.

A Public Workshop has been scheduled for the update of the Town's Plan of Conservation and Development. The meeting will be held at the Annex from 6:30-8:30 PM on April 21, 2022. Please attend, and bring your neighbor and friends so you may all share your thoughts regarding Enfield's goals for the next ten years. Please see documents at: <https://www.enfield-ct.gov/DocumentCenter/View/21078/POCD-Committee---Combined?bidId=>

ZONING COMMISSION APPLICATIONS – Approved

786 Enfield Street – Special Permit Application for Class 4 liquor permit, Shaan Realty LLC, owner; Marek Gusciora, applicant; Map 29/ Lot3, B-G Zone.

1559 King Street – Site Plan Review for modifications to site plan, Baker-Properties Limited Partnership., owner/applicant; Map 17/Lot 39, SDD Zone.

8-24 Referral – Positive referral to Discontinue a portion of Old Neelans Rd

Completed discussion on Cannabis regulations. Public Hearing scheduled for April 28, 2022

90 Elm St – Special Use Permit application for an outdoor home & product show; Enfield Square Realty LLC + Enfield, CH LLC+ Enfield Nassim LLC, Owners; NCCCC Applicant; Map 43/Lot 16; B-R Zone.

10 Hazard Avenue – Special Use Permit application for a Class 3 Liquor Permit; Equity One (Northeast Portfolio) LLC, Owner; Gaurav Bishnoi, Applicant; Map 56/Lot 22; B-R Zone.

25 Hazard Avenue – Site Plan Review for modifications to site plan, Paramount Realty Services Inc., Owner; AAA Club Alliance Inc., Applicant; Map 45/Lot 8, B-R Zone

EMS

In March 2022, EMS was requested for 610 calls for service; mutual aid was needed for 20 responses and mutual aid was provided to surrounding communities 17 times.

EMS took possession of our newest ambulance remount- replacing a 2014 chassis. The vehicle will have radio installation completed and a DPH inspection; anticipated to be "road ready" by May.

Multiple staff members completed "Question, Persuade, Refer" training, hosted by Enfield Social Services staff. Additionally, Chief Riggott met with the Town's new Elderly Care Coordinator to review our internal referral process.



TOWN OF ENFIELD

Paramedic Dylan Kessler was hired in March and has successfully completed orientation and field training. Paramedic Kessler has many years of EMS experience in Massachusetts and Connecticut.

INFORMATION TECHNOLOGY

Municipal Services: IT assisted in the physical relocation of all staff from High Street and ALAC to Alcorn Building that involved, phones, printers, and computers to be configured and secured. IT assisted in the Reorganization of Social Services to ensure all managers, supervisors, and employees were reorganized in the system to match the newly developed roles and responsibilities.

Educational Services: IT has been getting technology ready for the 4th phase of the JFK renovation. This phase includes the relocation of administration services.

Public Safety Services: IT worked with the State of Connecticut to install a new firewall required to securely create connections between Emergency Services and State Collect System.

Security: IT has completed mandatory Security Awareness Training for all employees. This allows use to keep employees actively aware of recent scams and hacking going on through phishing emails. We constantly send out simulated "phishing" emails attempts to see how our employees identify "Phish" emails and everyone has done a great job. The overall score of the organization being able to identify a "Phishing" email is 96.7% vs. industry average of 74.6%.

TOWN CLERK

Our office wishes to congratulate Meredith Lemke on her promotion to Assistant Town Clerk effective April 1, 2022. Meredith's six years of experience in the Town Clerk's office will be a great asset as she begins her new role.

After ten years serving in the Town Clerk's office, Assistant Town Clerk Amy Inagaki will retire effective April 30, 2022. Amy's skill and knowledge has earned the trust and confidence of attorneys and title searches alike as they navigate Enfield's land records. Amy has been instrumental in ensuring the Town Clerk's office continues to stay abreast of technology. We wish her well in her new endeavor.

The Town Clerk's office issued 65 fishing licenses for residents in time for opening day on April 2, 2022.

Dog licensing season is set to begin on June 1, 2022. This year, residents will be able to renew their dog licenses:

- In person in the Town Clerk's office 9:00am – 5:00pm
- By Dropbox located in the back parking lot of Town Hall during all hours
- Enfield Express drive-thru, from 9:00 am – 1:00 pm only during the month of June



TOWN OF ENFIELD

TOWN CLERK/RECORDS MANAGER

Records Management assisted the Building Department with a large scanning project of department files, coordinated with Building & Grounds to move 32 file cabinets containing the scanned records to the Annex and worked with Scanoptics to ensure that the records were removed for scanning in a timely fashion so that building could create a workspace for the newly hired Building Inspector.

Assisted Building & Grounds in moving over forty boxes of Police Department and Public Works Department records to the Annex.

The Records Manager is working with the State Archivist of the Connecticut State Library to review and amend the Electronic Records Management Policy and Standards covering born digital as well as digitized public records. Proposed policy and standards changes will be reviewed with Enfield's IT Director for suggestions prior to finalization and distribution statewide.

PUBLIC WORKS

Engineering:

ROADS 2021: – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr) Design work (VHB) started with borings and survey.

ROADS 2021: – Year 2 (Abbe Rd, Broadleaf Ln, Hillyer Dr, Meadow Lark Rd, Pearl St Ext, Storrs Rd, Trinity Dr, Yale Ct & Yale Dr)

The Engineering Office recommended Weston & Sampson for engineering design work on ROADS 2021-Year Two.

Met with WPC to discuss sanitary sewer system video record and schedule, as it pertains to the design of necessary sewer replacements. Currently, Meadow Lark Road & Broadleaf Lane are both due for replacement of their existing sanitary sewer lines.

Crack Seal Program 2022: The PO has been issued; the Contractor has been instructed to start the work during the summer/fall months.

South River Street Bridge Replacement: Design continuing through the State along with DOT rights of way office working on the land acquisitions. Anticipating May 2022 construction bidding. State is reviewing draft RFP comments from Finance. The RFP will have an addendum to include the demolition of the house in the construction contract.

Brainerd Park Softball Proposed Field: The construction contract signing is 04/12/22. The work should start the week of April 18, 2022.

Powder Hollow Baseball Field Improvements: Ongoing communications with Eversource to upgrade existing transformer at Powder Hollow Park from 208V transformer to 480V. Met with BL companies to discuss work outside the original scope of work, the Consultant, due to COVID at their office, has not responded yet with the fee for the requested additional work.



TOWN OF ENFIELD

ROADS 2015 Thompsonville Southwest: Project is substantially complete. Only punch list items remain.

ROADS 2015 River Washington: Trevor Drive pavement has been milled in preparation for paving scheduled for April 11. Contractor preparing for top course of pavement on South River Street.

Orlando Drive Culvert: Town Attorney's Office has acquired the three necessary easements. The design has received IWWA and PZC Flood approvals. Due to environmental permitting requirements, the work will start next year. Working with our Finance Dept to get RFP advertisement date. DOT has approved the Time Extension with revised cost estimate.

Freshwater Dam Improvements: The contractor has substantially completed, on time. Some punch list items will be addressed in the Spring.

Higgins Park Basketball Court: Project is substantially complete.

Elm Street Sidewalk Gap Community Connectivity Grant: Engineering Office submitted consultant selection recommendation for design work, to VHB, on March 28th.

Town Farm Road Multi-Use Path LOTCIP: Engineering Office recommended award of the design work go to AECOM.

45 Kimberly Drive Drainage Outlet Design: Working with the design consultant on design to repair a failing drainage outlet and slope stabilization. Requesting funds for construction under the CIP budget.

2022 School Parking Lot Replacements: Compiling an RFP for bidding the parking lots at Enfield Street School, Barnard School, and Hazardville Memorial School.

North Main Street brick pavers removal: PO issued to the On Call Utility Contractor to accomplish this work. The work is within the State right of way which will require that the Contractor to acquire a State Encroachment permit. Engineering Office has consulted with Police Traffic Safety Officer about temporarily closing North Main Street at Route 5 to expedite the work in the safest manner, similar to the annual North Main Street closing and detour used for the 4th of July Celebration.

Buildings and Grounds: Completed Town Hall conference room construction. Waiting on audio/visual contractor to receive and install their components.

Marked out and painted 25 soccer fields. Moved goals and bleachers into place.

Began spring ballfield preparation on 28 baseball/softball fields. BOE fields ready for use.

Patched potholes in all town building and school lots.

Completed quarterly HVAC filter changes in town buildings.

Custodial Services: Prepared for spring vacation cleaning and painting.

Filters ordered for quarterly HVAC filter change. (To be done on spring vacation.)



TOWN OF ENFIELD

Highway: Highway has received its new loader; Fleet is getting ready to put into service. Started Spring repair list for lawn damage, curb damage and other winter damage. We cleaned and removed silt and debris with the new culvert floor cleaner on the Plainfield St. culvert.

RRM: RRM started town wide yard waste pickup on April 1st and is continuing with tagging additional barrels and enforcement of the new rubbish ordinance. Cleaning up various debris and illegal dumping spots throughout town.

WPC: The daily average effluent flow for the month of March was 4.1 MGD and the total effluent flow total for the month was 126 million gallons. All NPDES permit requirements were met. The new influent flow meter stopped working just outside of its manufacturer's warranty. We have scheduled with Knapp Engineering, the original installer, to determine the cause of failure. This will require a confined space entry scheduled in mid-April.

We are very happy to report that the new 3000-gallon convault tank was installed last week and immediately put into service, thus eliminating a long-standing storm water permit violation. We started the long process of switching the primary clarifiers. We do so twice a year to ensure even wear on the equipment and perform routine maintenance and inspections. This task will be completed by the middle of April. Our optimization of the new equipment continues with the install of a new sodium hypochlorite transfer pump and associated piping. This will allow us to transfer sodium hypochlorite between the three tanks. Thus, being able to utilize every drop of chemical purchased.

Collection System:

March 2022 -

Sewer calls: 9

Manhole inspections: 65

TV camera: 5,300 feet

Sewer Jetting: 22,300 feet

CBYD: 146

Our sewer inspection camera stopped working again. We sent it out for repairs, and we were able to secure a loaner camera after two weeks with the distributor.

Lift Stations: During daily rounds it was discovered on SCADA that the Sparkle lift station pumps were operating ten times more than normal. We found that both pumps were partially clogged with wipes. The wipes were removed and both pumps are operating normally again.

Building Inspection Division:

- 33 Elm Street - New Home
- 113 North Maple - \$200,000 in HVAC work
- 31 Residential addresses - About \$1,200,000 (CV) in miscellaneous rooftop PV panels
- 1 Foundation Replacement \$89,000
- 90 Elm Street - Popeye's construction is starting
- About \$56,000 in revenue for the month with applications for 89 Building permits, 40 electrical permits, 64 HVAC permits, 17 plumbing permits, 31 Photovoltaic permits, 4 Fire Suppression/ Sprinkler permits, 1 Fire Alarm permit and 10 Building code complaints for a total of 259 records created for the month.



TOWN OF ENFIELD

- We issued Certificates of Occupancy for the following projects:
- 25 Watch Hill - Home
- 61 Palomba - Nail Salon

About 351 inspections performed in approximately 23 working days.

FINANCE:

Enfield received \$2,920,906 in ARPA funds. To date, \$2,505,016 has been expended for the following projects:

Enfield Express Acquisition:	\$725,000
Higgins Band Shell	\$200,000
Higgins Parking Lot	\$425,000
Higgins Fitness Stations	\$ 93,000
Bike Path Design (2)	\$180,000
Premium Pay Initiative	\$856,016
Covid Testing at The Annex	<u>\$ 26,000</u>
	\$2,505,016

Additional discussions will be had at the budget deliberation meetings concerning the potential use of ARPA for Capital Improvement projects and other initiatives being suggested by Town Council members.

ECONOMIC & COMMUNITY DEVELOPMENT

Enfield Historic & Architectural Resources Inventory Survey: In the fall of 2019, the Town of Enfield applied for, and received, a Historic Preservation Enhancement Grant from the Connecticut State Historic Preservation Office for the preparation of a Historic Resources Inventory completed for the Town of Enfield. The Town then hired FuturePast Preservation to conduct a survey and complete inventory forms and photographs for approximately 200 historic structures and/or sites in the Town of Enfield. This report contains the results of the study, prepared between June 2020 and January 2022. FuturePast Presentation will be giving a public presentation on the project and the survey on Wednesday April 27th at 6 pm at the Enfield Senior Center. The Historic & Architectural Resources Inventory Survey Report can be located at <https://www.enfield-ct.gov/246/Economic-Community-Development>

2022 Community Development Block Grant (\$1,500,000): The Office of Community Development is in the process of submitting a 2022 CDBG Application for \$1,500,000 in order to assist the Enfield Housing Authority with the redevelopment of their Enfield Manor Elderly/Disabled Affordable Housing Complex. The overall project is to replace all existing structures containing 80 units of housing, with two new three-story buildings that will have 99 units in total. The CDBG Grant will be utilized to fund the site improvements (Streets, Sidewalks, Parking, Sewer, etc.) would be removed, replaced, and upgraded. The application is due on 5/20/22. A virtual public hearing will be on 5/4/22 at 5 pm.

Enfield Urban Forestry Climate Change Grant Project: On 3/10/22, the Office of Community Development received a Grant for \$18,972 from the Connecticut Urban Forest Council for a tree



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replanting program located along High Street and Central Ave. The Town has been working with local tree arborist Martin McGuane of McGuanes Landscaping to assist the town in properly planning the project. As part of this project, our Enfield High School AP Environmental Science Class will receive an educational session with the tree arborist on the day of the tree planting which is currently scheduled for 5/19/22.

SOCIAL SERVICES

Child, Youth & Family - ECDC

The Child Development Center is currently serving 181 children. In February, the staff participated in a full day of Professional Development, which included QPR training by the Department's Clinical Care Coordinator, Code of Ethical Conduct scenarios with discussion, an NAEYC accreditation overview, and diversity training.

Also in February, thanks to ARPA funds from the OEC, our portable Smart Board arrived. This has been a great teaching tool to extend our toddler curriculum. It was also useful to our presenters and staff on our Professional Development Day.

On March 2nd Steve Bielenda was our guest reader for Read Across America Day, reading Green Eggs and Ham to our Toddler and Pre-K rooms. He had the pleasure of reading the story 5 times!!! Next year if COVID cases continue to decline as we are hoping, we will return to having multiple in-house readers as we have had in prior years. The children and staff then enjoyed a lunch of Green Eggs and Ham prepared by our Food and Nutrition staff. The Kitchen at ECDC is currently serving about 280 meals per day now that it is back to their regular operating hours of 6:30-5:50, and breakfast is being served to the school-age children. We have hired a full time cook but are still looking for a Facility's Assistant. The impact of COVID on supply of certain foods has impacted the menu variety.

The week of April 4th ECDC celebrated NAEYC's Week of the Young Child with several special events. Room 7 had a parent breakfast, toddlers enjoyed a Tasty Tuesday filled with food activities that the children made then enjoyed, Room 5 tie dyed t-shirts and several rooms made homemade musical instruments.

Family Resource Centers

The FRCs resumed in-person *Learning through Play* Groups for children ages birth-five and their families on March 8 at both our Barnard and Stowe sites. We are offering a total of 8 weekly in-person groups and two virtual groups. 69 adults and 80 children attended in-person groups, and 11 adults and 16 children attended our virtual groups. Families attending in-person reported being very happy to be back together with other families to provide socialization experiences for their young children, many of whom have missed out on these opportunities due to Covid. To expand access, we will be adding a weekly *Learning through Play* group at the Children's Reading Room in Asnuntuck Community College on Fridays.

Our Lead Parent Educator is offering a new series of *Circle of Security Parenting* to six parents and continues to receive referrals from Pioneer Valley Pediatrics as well as ECDC and BOE



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early childhood programs in Stowe. She partnered with KITE to plan activities for families for the Week of the Young Child.

The LEGO Group's Employee Engagement Team partnered with FRC staff to provide a virtual "Six Brick" activity for families at a *Learning through Play* Group and they donated a set of LEGO ® bricks to each participating family.

Our Family Child Care Network received positive feedback from two longtime Enfield providers who spoke at a recent KITE meeting. They reported that they feel the support and resources they have received from our Network has been invaluable and they finally feel valued as childcare providers in a field that is often isolating for them as small businesses. We shared this feedback with the OEC who funds this work. Our monthly meeting in March included a presentation from the CT Nurses about caring for children with special health care needs in their programs. In April the meeting will focus on social-emotional resources for their programs.

Youth Service Bureau

A new part-time Youth Development Worker position has been added to the Department and is responsible for design and implementation of programs and initiatives that strengthen external and internal assets, fosters leadership, and works in partnership with other departments and organizations that support overall positive youth development.

Youth Center

With the relocation and set-up completed in February, the Youth Center is now fully operational, with increasing membership. The pool tables have been moved from Lamagna and set up in our new space, the kids love having the tables back up. The kitchen is finished so they are enjoying home cooked meals again on Friday nights and the cooking club. The last 2 months brought 19 new youth to the Center from the surrounding neighborhoods, for a total of 103 registered members. The spring weather is bringing more youth to the basketball court and playscape behind Alcorn, and our Community Police Officers have engaged in some impromptu games with youth. March brought back art club and our garden club, we have also reserved 3 Community Garden plots behind the Center, and the kids are looking forward to incorporating our garden with our cooking clubs. April 29th will be our inaugural community dance for 5th graders in the Alcorn gym and Youth Center, with Community Police Officer Steve Austin DJing, and Town Manager Ellen Zoppo chaperoning.

Adult & Elderly

Food & Nutrition

Mark Twain is currently serving 30 people during the weekday meal program, and we are in the process of hiring a Site Manager. After two years of closure due to COVID restrictions, the dining room will be reopening on April 18, allowing for socialization to resume. For residents who wish to still eat in their room their meals will be delivered. We have partnered with the students at ECDC to make laminated placemats for the residents and provide artwork in the dining area to welcome them back to their common space.



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The weekend meal program at Mark Twain is serving between 35 to 40 people. We are recruiting for cooks for this program.

Transportation

- Magic Carpet provided 2409 rides for the month
- Dial-A-Ride provided 979 rides for the month

Governor Lamont passed emergency legislation allowing free fares on public transportation around the state for three months. This includes the Town of Enfield's Magic Carpet Bus service and runs from April 1st, 2022, through June 30th, 2022. The town of Enfield is extending the free rides for students up to the age of 18 through August 31st.

Care Coordination

Clinical Care Coordinator

The CCC has managed case assignments to social services staff and provided group and individual supervision. This includes 58 referrals from EPD for follow up in the aftermath of a psychiatric emergency and 10 youth referrals. The CCC has attended training on internal data collection through the Apricot system and "The Art of the Case Note". They completed landscape analyses for the Youth Service Bureau and Juvenile Review Board as required by funders. The CCC provided QPR training to all ECDC staff on February 8 and completed 1 training session with EMS staff, with several more sessions scheduled. The CCC is managing 11 new cases from the Juvenile Review Board.

On March 6, a 14 year old student at Enfield High School was tragically killed after being struck by a car while walking down the road in East Windsor. The Clinical Care Coordinator has met with family and will continue to provide ongoing support, connection to services and advocacy with schools for 2 sisters. The CCC was available to EPS staff for consultation on best practices for planning response during the week following death. In response to this death, 14 EPS, 2 CHC and 1 town staff provided grief support during the school day through psychological first aid to approximately 90+ students in week following death. In total, 5 stabilization groups were held in the week after death, servicing 61 students and facilitated by 6 EPS, 2 town and 1 CHC staff. In total, 5 coping groups were held in the 2 weeks following the services, servicing 32 students and facilitated by 8 EPS, 1 CHC and 1 town staff. 2 trained town staff provided individual and coping group support to 3 eyewitnesses, who happened to be EPS/town staff.

Elderly Services Care Coordinator

The new Elderly Services Care Coordinator (ESCC) started work on March 21st. This staff member is being trained and oriented to the Department, Town, and community services. The ESCC attended a week-long virtual training on dementia care provided by the Alzheimer's Association.

Adult & Community Social Services Workers

The Adult and Community Social Services Worker (ACSSW) has received a total of 44 referrals from Enfield Police Department: 34 police request for follow-ups for emergency evaluation, 5 Narcan saves, 3 request for homelessness outreach, 1 Domestic violence and 1 untimely death

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of an adult. ACSsW received 1 EMS, 1 Fire Marshall and 2 Senior Center referrals. ACSsW has made 51 contacts with adults resulting from community or self-referral. These contacts with adults provided linkages to resources that included access to affordable housing, energy assistance, SNAP benefits, furnace repair, Medicaid, SafeLink services, Legal Aid and connection to mental health providers. ACSsW has assisted 5 individuals experiencing chronic homelessness in Enfield to provide long-term housing security. During this time ACSsW has made 30 contacts with Elderly residents, involving linkages to resources such as support groups, home health care providers, assistance with filling out Enfield Housing Authority application and CARES registry, applying for SNAP, and connection to homeowner tax relief, renter's rebate, meal services and energy assistance. ACSsW assisted an elderly resident experiencing chronic homelessness with connection to long-term shelter placement following the closure of Enfield Safe Harbor Warming Center that was at the end of March. During this time ACSsW has attended multiple trainings including Supporting LGBTQ+ Students, Screening, Brief Intervention & Referral to Treatment (SBIRT), Dementia Training for Law Enforcement Personnel and in-service Enfield Police Department trainings on Use of Force & Biohazards, The Art of the Case Note and Buried in Treasures: The Nature and Treatment of Hoarding Disorder.

We are pleased to have hired an additional adult and community social services worker who will be outposted at the police department full time as part of a co-responding model to assist people in accessing needed social services to address mental health and substance misuse issues. This employee started on April 4th and is currently being trained and oriented to town services.

Early Childhood Social Worker

The Grandparents Raising Grandchildren Support group has returned to in person meeting as of March 7th, most recently with a guest speaker from DCF and information on the UConn Adoption Assistance Program in April. The social worker continues to facilitate a bimonthly, virtual parent support group. The social worker has 20 open cases with pending referrals to different in-home supports/outside therapy and has made 2 Child First referrals, 4 care coordination referrals, 1 Triple P referral, 4 outside therapy referrals and 1 family therapy referral. The social worker is also currently assisting with 7 PC referrals from EPD and helping to coordinate care depending on individual/family needs. The social worker is meeting weekly/bi-weekly with 11 students from ECDC for 1:1 check ins. The social worker also provided grief support at the high school and to impacted staff after the death of a student.

Youth Services Social Worker

We are currently interviewing for this position.

Case Worker

The Caseworker (CW) processed 60 additional veteran's exemptions, 181 disabled and elderly homeowner's applications and 11 Local disabilities. In addition, CW processed 12 Operation fuel applications and continues to assist the CRT worker with connections to other services and programs for matching payment options on their utility heat bills. CW continues to assist people who walk in with questions.



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Community Initiatives

Enfield Together Coalition

The Enfield Together Coalition (ETC) continues to meet monthly. The March 2022 meeting had the highest attendance by Coalition members of the last few months; members were excited to be back in-person. Members and staff worked to divide tasks related to the upcoming National Prevention Week (May 8-14, 2022) and continue to take steps in planning activities.

ETC members will attend the Enfield Department of Social Services Mental Health and Wellness Workgroup meetings which will inform action planning for the Drug-Free Communities grant. In addition, ETC will begin a self-assessment process facilitated by the CT Prevention Training and Technical Assistance Service Center to gauge Coalition effectiveness and areas for improvement.

The Enfield Youth Council presented their Gambling Prevention Public Service Announcement in the statewide showcase and won "Best Message to the Community". They will be awarded \$600 to further market their PSA and share the message of gambling prevention in the Enfield Community.

Performance Management & Quality Improvement

Grants & Performance Management

The Apricot Data System is now live! Parents/Caregivers can register their youth online for the Youth Center 5th Grade Dance and Fun Night through an URL or QR Code. The system allows for customized form creation, reporting and the ability to generate parent emails.

Train the Trainer was offered to key staff to begin the process of the Department's new PMQI system. The training provided an overview of the customized materials, demonstrated how end-users can incorporate the software in their day-to-day duties, and showed how this process relates to programs, grant deliverables and outcomes.

GPM prepared and submitted the North Central Area Agency on Aging grant FFY 23 application. DSS has proposed providing community educational training that will allow non-traditional referral sources the ability to identify, refer, and respond to isolated and/or vulnerable seniors who may need help but are unable to access it themselves.

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**Resolution Regarding Adopting the Policy and
Procedure for Enfield Town Council Meetings**

BE IT RESOLVED, that the Enfield Town Council does hereby adopt POLICY AND PROCEDURE FOR ENFIELD TOWN COUNCIL MEETINGS, dated June 1, 2020.

Date Prepared: April 18, 2022

Prepared by: Town Manager's Office

POLICY AND PROCEDURE
FOR
ENFIELD TOWN COUNCIL
MEETINGS

June 1, 2020

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Town Council Policy and Procedures

1. **Regular Meetings:**

The Council shall meet in the regular session on the first and third Mondays of each month, excepting the month of November, at 7:00 p.m. at the Town Hall Council Chambers, or at any other place as the Council may designate at its preceding meeting. In the month of November the Council shall meet on the Monday immediately following Election Day and the third Monday of the month. When Monday is a holiday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The day, time, and place of the meeting may be changed by a majority vote.

2. **Order of Business - Regular Meetings:**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by majority vote, shall suspend the rules and change the order. Executive Session shall be scheduled or added to the agenda as needed.

1. Prayer*
2. Pledge of Allegiance
3. Roll Call**
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
6. Special Guests
7. Public Communications & Petitions***
8. Councilor Communications & Petitions
9. Town Manager Report & Communications
10. Report of Special Committees of the Council
11. Unfinished Business
12. New Business
13. Any Other Business Proper to Come Before Said Meeting
14. Public Communications****
15. Councilor Communications
16. Adjournment

*(a) The Order of Roll Call, and voting on all voice votes, for all Regular Meetings shall begin with a different Council member at every meeting. The order shall be alphabetical, and if a Council member is absent, the order for that meeting will begin with the next person in alphabetical order. The Council member whose name begins the roll call for a Regular Meeting will also be the Council member who is responsible for the prayer, and voting order shall not apply to special Meetings of the Town Council.

** (b) After the general election the order for Roll call and voting will begin with the beginning of the alphabet.

*** (c) Please Decorum and Order 12(d).

**** (d) Applies only if prior to 11:00 p.m.

3. **Agenda:**

All reports, communications, ordinances, or other matters to be submitted to the Council shall, at least six days prior to each Council meeting, be delivered to the Town Manager, whereupon the Town Manager shall arrange a list of such matters according to the order of business, and furnish each member of the Council with a copy of the same at least three days prior to the Council Meeting. Simultaneously, a copy of the agenda will be posted on the first floor bulletin board of the Town Hall and on the Town's Official Website.

A Consent Agenda will be added to all Regular Meetings, which will be a separate listing of items for passage that are routine in nature and have already been discussed by the Council majority and minority leaders and require no further discussion or debate. These items will be on a separate list at Items for Discussion, Item 12a. – Consent Agenda – Review. The Consent Agenda will be under New Business. Any member of the Town Council may cause any item listed under the Consent Agenda section to be removed and considered as other New Business, by request.

Council will permit Town staff, with the consent of the Town Manager, to deliver reports and provide information regarding items on the meeting agenda during the Town Manager Report and Communications section of the agenda.

4. **Special Meetings:**

Special Meetings may be called by the Mayor, the Town Manager, or requested by any two (2) members of the Council if, in the opinion of those members of the Council, the subject matter demands immediate attention and cannot be deferred to the next regular meeting. The notice shall be served personally upon each member of the Council, Town Clerk, and Town Attorney, or left at their respective places of residence at least twenty-four hours before a Special Meeting and emailed to their Official Town of Enfield Email address. At a Special Meeting, only matters included in the notice may be voted upon and enacted by the Council. The business of all Special Meetings shall be transacted in the following order unless the Council, by a majority vote shall suspend the rules and change the order:

1. Roll Call
2. Agenda Items
3. Executive Session
4. Adjournment

Public Communication and Petitions may be added to the Special meeting Agenda when it is deemed necessary by Town Council, prior to the posting of the meeting.

The Town Council may, at its discretion, hold presentations at 6:30 PM during the Special Meeting. Any PowerPoint or similar presentation shall be provided electronically to the Councilors prior to the meeting. A paper copy will also be made available to Councilors. Any such presentations will be televised and posted on the Official Town Webpage.

Town Council Policy and Procedures

5. **Executive Sessions:**

An Executive Session is a meeting of the Council at which the public is excluded for one or more of the following purposes: (1) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a Town officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims and litigation; (3) matters concerning security, strategy or the deployment of security personnel, or devices effecting public security; (4) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Town Council when publicity regarding such matters would cause a likelihood of increased price until such time as all the property has been acquired and all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (e) of Section 1-18a of the Connecticut General Statutes.

The Council may hold an Executive Session upon the following schedule:

<u>PRESENT</u>	<u>VOTES REQUIRED</u>
11	8
10	7
9	6
8	6
7	6
6	6

At an Executive Session, attendance shall be limited to members of the Council and persons invited by the Council to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion and, provided further, that the minutes of such Executive Session shall disclose all persons who are in attendance and the matters considered.

COUNCIL PROCEDURE

6. **Privilege of the Floor:**

- (a) Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council on business and affairs of the Town and the Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any questions of legal procedure.
- (b) Except at a Public Hearing, or as otherwise provided in these rules, no person other than a member of the Council shall address the Council except by the majority vote of the Council.
- (c) Public Communications and Petitions shall be limited to one (1) hour unless extended by a majority vote of the Council. This limit applies to both Public Communications sessions of the agenda.

7. **Motions:**

- (a) When a motion is under debate, no further motion shall be received except (1) to adjourn; (2)

Town Council Policy and Procedures

to recess; (3) to table; (4) for the previous question; (5) to limit or extend debate; (6) to postpone to time certain; (7) to refer to committee; (8) to amend; (9) to postpone indefinitely; which motions shall have precedence in the order indicated.

- (b) The Presiding Officer shall have the right to make a motion, may declare any motion duly seconded, except motions made by the Presiding Officer, and may speak from the chair upon any debatable pending question.

8. **Robert's Rules of Order:**

Robert's Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise specified in these rules.

9. **Committees:**

- (a) Standing Committee: The only Standing Committee of the Council shall be the Committee of the Whole. The Mayor shall be the Presiding Officer of the Committee of the Whole, and the rules of proceedings in the Council shall be observed in the Committee of the Whole as far as the same may be applicable.
- (b) Committee of the Whole Meetings: When the Council shall meet as the Committee of the Whole, it shall not be required to meet immediately during the session of the Council, but may defer its meeting and fix such time and place as the Committee may determine, and may adjourn its meeting from time to time, and may make its report at any subsequent session of the Council.
- (c) Special Sub-Committees for a particular purpose may be appointed by the Presiding Officer subject to confirmation of the Council.
- (d) Standing Sub-Committees to facilitate the work of the Council shall be reviewed periodically, and shall include, but are not limited to the following:
 - Policy & Procedures for Town Council Meetings
 - General Government & Finance
 - Leisure
 - Public Safety
 - Public Works
 - Social Services

OFFICERS AND EMPLOYEES

10. **Presiding Officer:**

- (a) The Presiding Officer shall be designated as Mayor and shall represent the Town as titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings, and upon such occasions as his/her presence in such

Town Council Policy and Procedures

capacity may be required. (Town Charter, Chapter III, Section 2,) The Mayor or the Deputy Mayor shall take the chair at the hour appointed for the Council to meet, and the roll shall then be called by the Mayor or Deputy Mayor or Clerk, who shall enter in the minutes of the meeting the names of the members present.

- (b) Deputy Mayor: The Council shall choose one of its members as Deputy Mayor, who shall serve as Mayor during the absence or disability of the Mayor and in case of vacancy in the office of the Mayor, pending the selection of a successor.
- (c) Presiding Officer: In case of the absence of the Mayor and Deputy Mayor, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of the Council, a Presiding Officer of the meeting to act until the Mayor or Deputy Mayor appears. (Town Charter, Chapter III, Section 2)

11. **Council Privileges:**

The Presiding Officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilman by reason of his/her acting as the Presiding Officer. (Town Charter, Chapter III, Section 2)

12. **Decorum and Order:**

The Presiding Officer shall preserve decorum and decide all questions of order, subject to appeal to Council.

- (a) During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Presiding Officer or the rules of the Council. Every Councilor desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall be confined to the question under debate and shall avoid all personalities and improper language. Every Councilor desiring to question the administrative staff shall address the question to the Manager, through the Presiding Officer, who shall be entitled either to answer the inquiries himself/herself or to designate some member of the staff for that purpose. A Councilor once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the speaker yields to questions from another member.
- (b) All members of the Council shall accord the utmost courtesy to each member, to the Town employees, and to the public members appearing before the Council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- (c) Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Town Council. While the Presiding Officer shall have the authority to preserve decorum in meetings, as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town Employees under his/her direction and control.
- (d) Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any public member

Town Council Policy and Procedures

desiring to address the Council shall be recognized by the Presiding Officer, shall state his/her name and address in audible tone for the record, and shall limit his/her remarks to five (5) minutes. After each person, who desires, has had one chance to speak, those desiring to speak a second time will be permitted to do so, and shall limit his/her remarks to three (3) minutes. During Public Communications Item 7 on the Agenda, Public members addressing the Council shall limit their remarks to two rounds (8 minute). During Public Communication Item 16 on the Agenda Public Communication, Public members addressing the Council will only be limited to the one hour and time constraint as described in Agenda section of Policy and Procedures (Section 2). All remarks and questions shall be addressed to the Council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employees. No person shall enter into any discussion either directly or through a member of the Council without permission of the Presiding Officer.

- (e) Special Guests of the Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Special Guests shall limit their presentation to no more than fifteen (15) minutes.

Any PowerPoint or similar presentation shall be provided electronically to the Councilors prior to the meeting. A paper copy will also be made available to Councilors. Any presentation requiring more than 15 minutes will be presented at a Special Meeting at 6:30, will be televised, and will be posted on the Official Town Webpage.

13. **Town Manager:**

The Town Manager shall attend all meetings of the Council, including all executive sessions, unless excused by the Presiding Officer. The Town Manager shall perform his/her duties and appointments in accordance with the Charter (Town Charter, Chapter IV, Section 3 & 4). The Town Manager may present recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town. The Town Manager shall have a seat, but no vote, in the meetings of the governing body.

14. **Town Attorney:**

The Town Attorney or his or her designee shall attend all meetings of the Council, including all executive sessions, unless excused by the Presiding Officer. The Town Attorney may make recommendations to the Council and shall take part in discussions on all matters concerning their legality. (Town Charter, Chapter V, Section 1).

15. **Town Clerk:**

The Town Clerk shall be Clerk of the Council and shall keep minutes of the meetings and perform such other and further duties in the meetings as may be ordered by the Mayor, Council, or Town Manager.

Not later than three (3) days prior to the next regular meeting, the Clerk shall furnish each Councilor, the Town Manager and Town Attorney, with a copy of the minutes of the preceding meeting. (Town Charter, Chapter III, Section 3, and Town Charter, Chapter V, Section 6.)

16. **Appointments by Council or Mayor:**

All appointments made by the Council shall be by the affirmative vote of not less than six (6) members of the Council, as specified in the Town Charter. Whenever the Mayor or any member of the Council shall, at any meeting, submit an appointment exclusive of appointments provided for in the Charter, to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.

All submitted application shall be shared with all Councilors. A completed application shall be required of any person seeking consideration for any appointment and are being moved forward shall be included in the agenda packet to all councilors.

Unless otherwise specifically defined in the Town Charter, the enabling resolution, or the state statute which creates a vacancy, all applicants for appointment shall meet the qualifications of an elector of the Town of Enfield, as defined by Article 6 of Constitution of the State of Connecticut, as amended.

ORDINANCES AND RESOLUTIONS

17. **Preparation and Introduction:**

The Town Attorney shall, on request of the Town Manager, Council or any member thereof, prepare any ordinance or resolution. All ordinances and resolutions shall be introduced to the Council in printed or written form.

In the absence of the consent of any member of the Council to introduce an ordinance or resolution upon the request of the Town Manager, the Town Clerk shall cause the ordinance to be introduced with the designation "By Request." Any member of the Council may instruct the Town Clerk to endorse said designation "By Request" on any ordinance or resolution which is being introduced to the Council in his name.

18. **Review:**

- (a) Before any ordinance shall be acted upon, it shall be reviewed by and such corrections as may be necessary made therein by the Town Attorney to insure accuracy, clarity, conciseness, and consistency of text and phraseology, as well as its constitutionality and consistency with existing ordinances or statutes, and the copy of the ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made. (Town Charter, Chapter V, Section 1)
- (b) Any ordinance, except those containing an emergency clause, relating to the duties, powers and functions of any administrative department or office, or effecting, in any substantial manner, the administration of the Town Government shall, on first reading, be referred by the Presiding Officer to the Town Manager, for his/her report and recommendations, unless such ordinance shall have been previously approved by the Town Manager. Further action of such ordinance shall be deferred until the next meeting of the Council.
- (c) A mandatory review period of ten (10) calendar days exists for all labor contracts presented to the Town Council for ratification. The review period begins once the proposed labor contract has been filed with the Town Clerk. At the recommendation of the Town Manager and an affirmative vote of not less than eight (8) members, the Town Council may waive the

Town Council Policy and Procedures

requirement of a mandatory review period.

19. **Written Form:**

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in written form.

20. **Time:**

No ordinances, other than an emergency ordinance, requiring action by the Council shall be considered unless such has been filed with the Town Manager on or before 5:00 p.m. of the seventh day before the meeting at which the matter is to be introduced; provided, however, that this rule shall not prevent any member of the Council from introducing at any meeting a matter of new business which does not call for action by the Council at that meeting.

21. **Copies:**

It shall be the duty of the Town Manager, immediately upon the introduction of any ordinance, to prepare copies of such proposed ordinance, one copy of which shall be retained in the Office of the Town Clerk for public inspection, and one copy posted on the Town Bulletin Board and the Town's Official Website. The Town Manager shall also promptly furnish each member of the Council, the Town Clerk and the Town Attorney with a copy of such ordinances.

22. **Filing:**

The copy of the proposed ordinance or repeal of a vote be retained in the Town Clerk's office shall have endorsed thereon the name or names of the member or committee introducing such document, or have attached thereto the elector's petition as required under the Town Charter, Chapter II, Section 7, and at the end thereof, under the caption "Statement of Purpose," shall contain a brief statement of its purpose, which statement shall not be a part of the ordinance. Where such document is introduced by electors' petition, such copy shall be further endorsed by the Town Clerk certifying that the requirements of the Town Charter, Chapter III, Section 7, have been satisfied. The Statement of Purpose and such endorsements shall be included on all copies of the document to be prepared by the Town Manager prior to the final action taken on such document. (Town Charter, Chapter III, Sections 6 and 7.)

23. **Public Hearing:**

At least one (1) public hearing, prior notice of which shall be given, not more than fifteen (15) days nor less than five (5) days, by publication, in a newspaper having a circulation in said town, Official Town Website and by posting a notice and the full text of the ordinance in public places, including, but not limited to, Town Hall and the Central Library, shall be held by the Council before any ordinance shall be passed. (Town Charter, Chapter III, Section 6.)

24. **Passage:**

(a) Any ordinance which shall have had its public hearing shall be taken up by the Council at its next session, shall be read, and thereupon, shall be open for debate and amendment. On the close of debate, the Presiding Officer shall entertain a motion to place such ordinance on final passage. Any member, at any time when there is no motion before the Council, may

Town Council Policy and Procedures

move to put the proposed ordinance on final passage. The motion for final passage shall not be debatable and shall take precedence over all other motions except one for adjournment. Upon being seconded, the Presiding Officer shall immediately put the motion to the Council. If such motion is adopted, no further debate or amendment shall be allowed, and the Presiding Officer shall immediately call the roll for its final passage. If such motion is not adopted, the ordinance shall still be open for debate and amendment until such time as a motion for final passage is adopted.

- (b) Every ordinance, after passage, shall be given a serial number and be recorded by the Town Clerk in a book to be kept for that purpose which shall be properly indexed. Within ten (10) days after final passage, all ordinances shall be published once in their entirety in a newspaper having circulation within the Town. Every ordinance, unless it shall specify a later date, shall become effective on the fifteenth (15) day following its final passage. (Town Charter, Chapter III, Section 6,)
- (c) Any resolution may be passed at the meeting at which it is introduced.
- (d) Prior to entering any motion with respect to legislation pending before the Town Council, the Presiding Officer shall provide one of the following:
 - Reading of the legislation by title only, providing that a verbal summary of the legislation be provided to Council by an appropriate member of staff prior to the Council's debate and consideration of such legislation; or
 - A complete and full reading of the legislation by the Presiding Officer occur prior to the Council's debate and consideration of such legislation.

Nothing herein shall preclude the complete and full reading of any legislation pending before Council by motion, second, and majority vote of the Council for such legislation to be read in its entirety.

25. **Emergency Ordinance:**

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted by not less than six (6) affirmative votes in the Council. An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after such publication and no public hearing or notice of public hearing shall be required for any public emergency measure. (Town Charter, Chapter III, Section 6.)

26. **Emergency Procedure:** Only when a Natural or Unnatural Disaster prevents the assemblage of 6 Town Councilors to conduct business. The Town Manager and the Town Councilors that can assemble will act for the Council and conduct business only for emergency matters that cannot wait for the next meeting. (Town Attorney Opinion – Attachment A).

27. **Meeting Attendance:**

- (a.) In-Person: It is anticipated that all Councilors shall attend Council Meetings in person.
- (b.) Remote Participation: When a councilor cannot appear in person, but will be able to

Town Council Policy and Procedures

participate remotely, he or she shall participate in the entire meeting.

- (1) Remote participation in Council meetings shall be governed by applicable state law.

28. Amendments:

Any amendment to these rules shall be *submitted* in writing at any meeting of the Town Council and may be adopted by the affirmative vote of not less than six (6) members at a subsequent meeting of the Council. No amendment may be made to these rules which will conflict with the provisions of the Town Charter.

Town Council Policy and Procedures

LIST OF COUNCIL MEETINGS:
ADOPTION AND AMENDMENT OF POLICY AND PROCEDURE

<u>Date of Meeting</u>	<u>Adopted/Amended</u>	<u>Motion(s)/Resolution</u>
September 27, 1965	Adopted	Motion N
October 9, 1967	Amended	Motion 216
March 10, 1969	Amended	Motions 571 & 572
January 12, 1970	Amended	Motions 763, 764, 765 & 766
January 12, 1970	Adopted	Motion 768
December 13, 1971	Adopted	Motion 1355
December 10, 1973	Adopted	Motion 1899
December 8, 1975	Adopted	Motion 2575
May 17, 1976	Amended	Motion 2745
November 14, 1977	Adopted	Resolution 3175
November 13, 1979	Adopted	Resolution 3922
November 9, 1981	Adopted	Resolution 4691
February 1, 1982	Amended	Resolution 4832
November 15, 1982	Amended	Resolution 5104
November 14, 1983	Adopted	Resolution 5509
March 19, 1984	Amended	Resolution 5652
April 16, 1984	Amended	Resolution 5692
June 17, 1985	Amended	Resolution 6254
November 12, 1985	Adopted	Resolution 6450
March 17, 1986	Amended	Resolution 6685
November 9, 1987	Adopted	Resolution 7619
November 13, 1989	Adopted	Resolution 8824
February 5, 1990	Amended	Resolution 9094A
November 18, 1991	Adopted	Resolution 0238
November 8, 1993	Adopted	Resolution 1257
November 13, 1995	Adopted	Resolution 2244
November 10, 1997	Adopted	Resolution 3234
August 7, 2000	Amended	Resolution 4776
November 15, 2001	Amended	Resolution 5535
November 15, 2001	Adopted	Resolution 5536
December 1, 2003	Amended	Resolution 6849
September 20, 2004	Amended	Resolution 7396
April 3, 2006	Amended	Resolution 8730
January 7, 2008	Amended	Resolution 9613
March 3, 2008	Amended	Resolution 9712
December 21, 2009	Amended	Resolution 705
January 17, 2012	Amended	Resolution 1657
April 21, 2014	Amended	Resolution 2669
January 2, 2018	Amended	Resolution 4466
June 1, 2020	Amended	Resolution 5453



TOWN ATTORNEY'S OFFICE

TO: Lee C. Erdmann, Acting Town Manager

FROM: Christopher W. Bromson, Town Attorney

DATE: April 4, 2016

SUBJECT: Town Council-Emergency Powers

FACTS

The FACTS that have been provided to me are that a Councilor's review of the Town Council's Policy and Procedures has prompted the following question.

ISSUE

What is the emergency procedure when six Council members cannot be assembled¹?

SHORT ANSWER

There isn't one.

LAW AND DISCUSSION

Connecticut is a Home Rule state and the Charter is the organic law of the Town. See generally, Conn. Gen. Stat. §7-193; *Caulfield v. Noble*, 178 Conn. 81, 86 (1979). Enfield's Town Charter, revised in 2014, provides for the following emergency measure: Chapter VI, section 5, under the Finance section, addresses emergency appropriations for the Town. Specifically, emergency appropriations:

not exceeding one (1) percent of the current budget in any one fiscal year may be made upon the recommendation of the manager and *by a vote of not less than six (6) members of the council for the purpose of meeting a public emergency threatening the lives, health or property of the citizens*, provide a public hearing...

Chapter III, section 4 related to the Council provides in pertinent part: "Six (6) members shall constitute a quorum, but no ordinance, *resolution, or vote*, except the vote to adjourn or to fix the time and place of the next meeting, shall be adopted *by less than six (6) affirmative votes*. (Emphasis added.)

¹/Although this Office does not ordinarily answer hypothetical questions, this issue is one in which the Council may choose to take or consider whether preventative action is warranted.

Town Council Policy and Procedures

Chapter III, section 5 further addresses the Council's Powers and Duties and makes no specific provision for emergency powers.

The Council's Policy and Procedure for Council Meetings provides in pertinent part:

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted *by not less than six (6) affirmative votes in [sic] the Council.*

Note that the framers of the Charter, and the Bylaws, made it clear that six affirmative Council votes are necessary for any substantive decisions/actions. In my 26 years of association with the Town of Enfield, I recall no occasion when six members could not be assembled. Given modern technology, it would seem that currently, even in emergency cases, enough members of the Council would be able to meet via "Skype" or similar electronic communication. Failing that, there may be no ability to assemble six Councilors.

Item 8 under COUNCIL PROCEDURE directs that Robert's Rules of Order be the authority in all matters of parliamentary procedure not otherwise specified in these Rules. If the Council had to act with less than six members on account of an emergency, Robert's provides direction that when action is taken that may not comply with the proper legal process, ratification after the fact would have to take place. Robert's Rules of Order, Chapter 5, section 10, p. 121. (1990 edition.) In other words, as many Council members as could be assembled, by whatever means, would vote and then at some point when a full or majority Council could assemble, the action could then be ratified; or not.

If the Council finds unacceptable the conclusion that there is no specific provision for an emergency procedure when six Council members cannot be assembled, it is suggested that it consider another Charter revision.

c: Mayor Scott Kaupin
Deputy Mayor William Lee
Members, Town Council

K: Town Council/Councilors/Szewczak, TC Emergency Powers, 4-4-16



TOWN OF ENFIELD

April 6, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Higgins Park \$7,873

Councilors:

Highlights:

- The playscape structure at Higgins Park is complete, and the associated construction account has a surplus of \$7,873. Other projects at Higgins Park require additional funding. Specifically, the new basketball court requires the installation of a fence, which is expected to cost \$4,987. The remainder \$2,886 will be used for future illumination of the Higgins walking trail.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached request for transfer of funds.

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

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

TO: Higgins Basketball Court

Construction Services	31008211-545000,	\$4,987
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Higgins Walking Path

Construction Services	31008210-545000	\$2,886.48
-----------------------	-----------------	------------

FROM: Higgins Park Playscape

Equipment New	31008208-545000	\$7,873.48
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CERTIFICATION: I hereby certify that the above-stated funds are available as of April 7, 2022.



John A. Wilcox, Director of Finance

4/12/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4-12-22

Date:



TOWN OF ENFIELD

April 18, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Gasoline for Code Enforcement and Planning for Gas and Advertising \$1,814

Councilors:

Highlights:

- Gas from 2 divisions were being pulled from one account which caused a shortage.
- This will cover any new costs with the gasoline account for the remainder of the fiscal year for both divisions.
- Additional funds needed for fees associated with legal notice filings.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Laurie Whitten
Director of Development Services

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

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

TO: Code Enforcement

Gasoline	10606900-562600	\$632
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Planning

Gasoline	10606100-562600	\$582
----------	-----------------	-------

Code Enforcement

Advertising	10606600-554000	\$600
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FROM: Development Services

Technology Support	10600100-561300	\$415
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Code Enforcement

Legal	10606900-533200	\$799
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Community Development

Professional Development	10606600-532200	\$600
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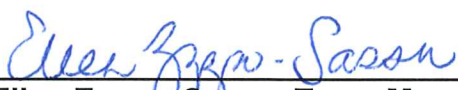
CERTIFICATION: I hereby certify that the above-stated funds are available as of April 18, 2022.



John Wilcox, Director of Finance

4/12/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4/12/22

Date:



TOWN OF ENFIELD

April 18, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Enfield Dial-A-Ride \$1,960

Councilors:

Highlights:

- There is a need to provide additional security for the Dial-a-Ride vehicles
- DPW researched and recommends Catalytic Converter Alarms for all 8 Dial-A-Ride Buses
- The product is a smart sensor that detects human activity and activates an ear-piercing 130 dB siren
- Funds are available to cover this cost due to staff vacancies

Budget Impact:

There is no impact to the budget.

Recommendation:

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

Respectfully Submitted,

Cynthia Guerreri, MSW
Director of Social Services

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

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

TO: Dial-A-Ride

Equipment Repair & Maintenance	22040412-543200	\$1,960
--------------------------------	-----------------	---------

FROM: Dial-A-Ride

Substitutes	22040412-513200	\$1,960
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CERTIFICATION: I hereby certify that the above-stated funds are available as of April 18, 2022.



John Wilcox, Director of Finance

4/12/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4/12/22

Date:



TOWN OF ENFIELD

April 18, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Congregate Living Meals Program
\$3,000**

Councilors:

Highlights:

- Due to the COVID pandemic the cost of food prices has drastically increased over the past year.
- Prior to COVID the Mark Twain Congregate Meal Program served to residents in the dining hall.
- The dining hall is opening this month after two years of closure and we are expecting numbers to rise as residents will once again be eating together and not alone in their rooms.
- Monies exist in salaries due to vacancies in positions.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Cynthia Guerrieri
Director of Social Services

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

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

TO: Congregate Living

Food	22040413-563000	\$3,000
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FROM: Congregate Living

Salaries Part Time	22040413-512000	\$ 3,000
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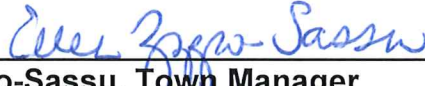
CERTIFICATION: I hereby certify that the above-stated funds are available as of April 18, 2022



John Wilcox, Director of Finance

4/12/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4-12-22

Date:



TOWN OF ENFIELD

April 11, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Town Manager to Make & Sign an Application and Execute Assistance Agreement with State of Connecticut Department of Housing for the 2022 Community Development Block Grant Small Cities Program

Councilors:

Highlights:

- Funds are currently available, on a competitive basis, through the federal Community Development Block Grant (CDBG) Small Cities Program administered by the Connecticut Department of Housing.
- The Town intends to apply for program funds of \$1,500,000 in partnership with the Enfield Housing Authority for Public Housing Modernization at the proposed Enfield Manor & Extension Housing Complex.
- The residential apartments at Enfield Manor were constructed in 1964 and 1965 for a total of 80 units within 17 one story buildings. The Enfield Housing Authority seeks to replace all existing structures containing the 80 units, with two new three-story buildings that will have 99 units in total. The existing infrastructure would also be removed and replaced. The floor area of the apartments will be increased to 755 SF. The apartments will meet ADA accessibility standards. A total of 115 parking spaces will be provided. There will be a service road that surrounds the perimeter of the buildings allowing for access of emergency vehicles. A walking path will flow through the east side of the site to encourage passive outdoor recreation.

Budget Impact

The approval of the proposed resolution will have no impact on the Town's budget.

Recommendation:

That the Town Council adopts the attached state-required resolution.

Respectfully Submitted,

Nelson Tereso
Director of Economic & Community Development

Attachments

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Authorizing Town Manager to Make and Sign an Application and Execute Assistance Agreement with State of Connecticut Department of Housing for the 2022 Community Development Block Grant Small Cities Program

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93-383, as amended; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Enfield make application to the State for \$1,500,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE ENFIELD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and
2. That the filing of an application by the Town of Enfield in an amount not to exceed \$1,500,000 Public Housing Modernization is hereby approved, and that the Town Manager is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Enfield.

Date Prepared: April 1, 2022
Prepared By: Office of Community Development



TOWN OF ENFIELD

April 1, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Endorsing the Town's Fair Housing Policy Statement

Councilors:

Highlights:

- The Town intends to apply for program funds from the 2022 Community Development Block Grant Small Cities program through the Connecticut Department of Housing.
- In accordance with Federal regulations, the Connecticut Department of Housing requires that applicants for Community Development Block Grant Small Cities Program funds adopt a fair housing resolution.
- A fair housing resolution is to be adopted by the governing body to formally embrace the goals of fair housing.
- The Town has adopted similar resolutions for past CDBG applications.
- The attached Fair Housing Resolution and accompanying Fair Housing Policy Statement indicate that the Town will follow fair housing regulations and not discriminate against any protected classes in the implementation of all federal programs.
- The policy and plan also designate the Town Manager or their representative to respond to fair housing complaints, provides contact information for same, and sets forth a complaint procedure.

Budget Impact

There will be no impact on the budget.

Recommendations

That the Town Council adopts the attached resolution.

Respectfully Submitted,

Nelson Tereso
Director of Economic & Community Development

Attachments:

1. Fair Housing Resolution
2. Fair Housing Policy Statement

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Endorsing the Town's Fair Housing Policy Statement

WHEREAS, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status, or national origin be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Enfield is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, that the Town of Enfield hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Enfield or her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Enfield and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Date Prepared: April 1, 2022
Prepared By: Office of Community Development



TOWN OF ENFIELD

TOWN OF ENFIELD

FAIR HOUSING POLICY STATEMENT

It is the policy of the Town of Enfield to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by this Town of Enfield must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Enfield or any of sub-recipient of the Town of Enfield will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Enfield.

The municipality's Office of Community Development is responsible for the enforcement and implementation of this policy. The Director of Economic & Community Development, Nelson Tereso may be reached as follows:

Town of Enfield
Nelson Tereso
820 Enfield Street
Enfield, CT 06082
(860) 253-6391
ntereso@enfield.org

Complaints pertaining to discrimination in any program funded or administered by this Town of Enfield, may be filed with the Office of Community Development. The Town may attempt to resolve complaints at the local level or forward to one or more of the following agencies:

Complaints may be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Enfield employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Enfield.

Revised April 1, 2022

Date

Ellen Zoppo-Sassu, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Nelson Tereso at (860)253-6391.

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, April 5, 2022 12:04 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	4/5/2022
First and Last Name	Kelly Davis
Address	52 Kalish Ave
City	Enfield
State	CT
Zip	06082
Phone Number	8607450560
Second Phone:	8605593587
Email	kelly-davis1@cox.net
Occupation	IT Manager
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Patriot Award Committee
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have served on this committee and am a US Air Force Veteran. I am involved in many non-profit organizations in Enfield and CT

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:

Patriots Award Committee, Zoning Board of Appeals, Economic Development Commission

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

Did not have committee members last year due to Covid

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

Field not completed.

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, March 30, 2022 12:08 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	3/30/2022
First and Last Name	Lynda Laureano
Address	12 S Maple Street
City	Enfield
State	CT
Zip	06082
Phone Number	8609707118
Second Phone:	8609707118
Email	lynda.laureano@gmail.com
Occupation	Zoning Enforcement Officer
Occupation Phone Number	860-769-3515
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Historic District Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have over 15 years of experience working in a municipal government agency, and 11 years within the land use department, including managing the Historic Preservation Commission meetings.

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

No

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

Field not completed.

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

No

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

April 6, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Building Inspections Records
Digitalization Project \$20,000**

Councilors:

Highlights:

- The Building Inspections Division of Town of Enfield Department of Public Works is currently in the process of digitalizing its legacy building records. The Town Clerk's office had graciously provided funding from a records preservation grant in the amount of \$52,000.00 for this project.
- An additional \$20,000 will be required to complete the project.
- Due to a retirement, Building Inspections currently has a surplus in its salary account totaling approximately \$12,000.
- Public Works would like to use these funds and \$8,000 from contingency to complete the digitalization project.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

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

TO: Building Inspections

Other Professional Services	10606800-533900	\$20,000
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FROM:

Building Inspections

Salaries	10606800-511000	\$12,000
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Transfers Out and Contingency

Contingency	10800092-584000	\$ 8,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of April 7, 2022.



John A. Wilcox, Director of Finance

4/13/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4/14/22

Date:



TOWN OF ENFIELD

April 6, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for design services for the Elm Street Sidewalk Gap Closure project - \$41,000.

Councilors:

Highlights:

- The Town of Enfield Department of Public Works applied for and received a Community Connectivity Grant in the amount of \$584,000.00 for the Elm Street Sidewalk Gap Closure Project. This project will install sidewalks in a high traffic section of Elm Street that currently lacks this important amenity.
- Per the Grant guidelines the funding may only be used for project construction. Design costs, totaling \$41,000.00, are the responsibility of the Town of Enfield.
- Public Works respectfully requests a transfer of \$41,000.00 from available contingency reserves for the design of the Elm Street Sidewalk Gap Closure Project.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

GENERAL FUND

FROM:

10800092-584000 \$ 41,000
General Fund - Unallocated-Contingency

TO:

10800092-593010 \$ 41,000
General Fund - Unallocated-Transfers to
Capital

CAPITAL AND NON-RECURRING FUND

FROM:

31042022-480001 \$ 41,000
CIP Fund Revenue FY21-22 - Gen Fund Transfers In

TO:

31008153-533900 \$ 41,000
Architectural & Engineer Srv – Other
Professional Srvcs

CERTIFICATION: I hereby certify that the above-stated funds are available as April 12, 2022.


John A. Wilcox, Director of Finance

APPROVED BY:  Town Manager

Date: 4/12/22



TOWN OF ENFIELD

April 6, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Auction Funds for the purchase of a Department of Public Works Vehicle - \$78,588.

Highlights:

- Pursuant to Town of Enfield policy, the Enfield Department of Public Works disposes of surplus vehicles, equipment, and sundry personal property through on-line auctions.
- Proceeds from these auctions are deposited in a revenue account, which has a current balance of \$89,763.
- The Department of Public Works Buildings and Grounds division needs a replacement for a Ford F-550 Pickup Truck with a Dump Body and Plow Package, which is past its scheduled replacement date on the Vehicle Replacement Plan and in poor condition. The replacement cost is \$78,588.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council approve the attached resolution.

Respectfully Submitted,

Donald Nunes
Public Works Director

Attachments:

1. Resolution

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

RESOLUTION NO. _____

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

TO: CIP

Light Vehicles	31008856-573200	\$78,588
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FROM: CIP Revenue

Auction Proceeds	31042015-417027	\$78,588
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CERTIFICATION: I hereby certify that the above-stated funds are available as of April 7, 2022.



John A. Wilcox, Director of Finance

4/12/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4/12/22

Date:



TOWN OF ENFIELD

April 7, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of funds for Public Works 45,000

Councilors:

Highlights:

- The Deputy Director of Public Works resigned from his position in early December of 2021, and the position has remained vacant. It is not expected that the position will be filled before the end of April. Accordingly, Public Works anticipates a surplus in excess of \$45,000 in the Public Works Administration salary account.
- Public Works requests that these surplus funds be transferred to other depleted Public Works operating accounts.
- Specifically, Public Works would like to transfer to the Building and Grounds Maintenance, Supplies, Repairs and the Fleet Vehicle Supplies and Materials account.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Donald Nunes
Director, Department of Public Works

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

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

TO: Building and Grounds

Maintenance and Building Supp.	10300340-561400	\$25,000
Building Repairs and Maintenance	10300340-543100	\$10,000

Equipment Maintenance

Vehicle Supplies and Materials	10300380-561700	\$10,000
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FROM: Administration

Salaries	10300100-511000	\$45,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of April 7, 2022.



John A. Wilcox, Director of Finance

4/12/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4-12-22

Date:



TOWN OF ENFIELD

April 13, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Waiving the Bid Requirements for Purchasing Consultant

Subject: Request for Transfer of Funds for Purchasing Consultant up to \$52,000

Councilors:

Highlights:

- The Town of Enfield anticipates a significant increase in ARPA construction projects for the upcoming year that will overwhelm the current workload of the purchasing assistant.
- In compliance with ARPA guidelines, the Town proposes using up to \$52,000 ARPA funds to hire a temporary purchasing consultant with over 30 year's experience via bid waiver to stay at the forefront of the anticipated construction RFPs.
- The consultant is an independent contractor therefore no fringe benefits are offered.
- Other Towns that have conducted request for proposals for purchasing consultants produced zero responses.
- Accordingly, the Town requests this bid waiver to hire WCPetro Consulting to oversee our ARPA programs and ensure we are spending the money in accordance with federal practices.

Budget Impact:

There will be no impact to the budget since this will be paid out of ARPA funds.

Recommendation:

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

Respectfully Submitted,

Steve V. Bielenda, Esq.
Assistant Town Manager

Attachment:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Waiving the Bid Requirements for Purchasing Consultant

WHEREAS, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is not in the best interest of the Town to require competitive bidding for a Purchasing Consultant; and

WHEREAS, that the owner of the firm "WCPETRO Consulting" has been selected to provide such services; and

NOW THEREFORE BE IT FURTHER RESOLVED, that Ellen Zoppo-Sassu, the Town Manager, is duly authorized to enter into and sign the contract on behalf of the Town of Enfield with "WCPETRO Consulting".

Date Prepared: April 12, 2022
Prepared by: Town Manager's Office

**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

Purchasing Consultant – Other Prof Services 24508217-533900 \$ 52,000

FROM: COVID – 19 Fund

Revenue – Grants-COVID-Federal 24540000-460004 \$ 52,000

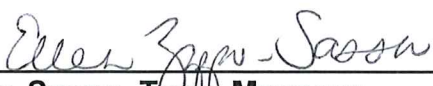
CERTIFICATION: I hereby certify that the above-stated funds are available as of April 13, 2022.



John A. Wilcox, Director of Finance

4/13/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4/13/22

Date:



TOWN OF ENFIELD

April 1, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Waiving the Bid Requirements for the Enfield Urban Forestry Climate Change Grant Project entitled "Reducing the effects of our changing climate: Increasing Urban Canopy in Thompsonville".

Councilors:

Highlights:

- On 2/22/22, the Office of Community Development submitted an Urban Forestry Climate Change Grant application for \$18,972 to the Connecticut Urban Forest Council for a tree replanting program located along High Street and Central Ave.
- As part of the CT Urban Forest Council's grant applications requirements, applicants needed to submit a Work Plan, a Budget, a Site Plan and a List of Tools and Materials which included the list of trees to be planted.
- The Town's Conservation Commission had recommended the services of local tree arborist Martin McGuane of McGuanes Landscaping to assist in developing the Site Map, Plant Placement, Plant List & Supplies, the Project Budget and to assist the town in properly planning the project.
- McGuanes Landscaping is a locally owned and family run landscaping and tree service business. They have been in business for close to 30 years. As the owner and operator, Martin McGuane is a Connecticut licensed arborist with a Custom Ground Supervisor license.
- Use of McGuanes Landscaping without conducting a formal bid process will require a bid waiver from the Council. The Conservation Commission therefore respectfully requests that the Council find that the use of Martin McGuane for these landscaping services be in the best interest of the Town and waive the public bidding requirements for this project.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

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

Respectfully Submitted,

Nelson Tereso
Director of Economic & Community Development

Attachments:

1. Resolution
2. Letter from Enfield Conservation Commission

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Waiving the Bid Requirements for the Enfield Urban Forestry Climate Change Grant Project entitled "Reducing the effects of our changing climate: Increasing Urban Canopy in Thompsonville"

WHEREAS, the Town of Enfield was awarded an Urban Forestry Climate Change Grant for \$18,972 from the Connecticut Urban Forest Council for a tree replanting program located along High Street and Central Ave; and

WHEREAS, the Town previously utilized the services of McGuanes Landscaping to assist in developing the Site Map, Plant Placement, Plant List & Supplies, the Project Budget and to assist the town in properly planning the project; and

WHEREAS, McGuanes Landscaping prior work on the grant application 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 a tree replanting program located along High Street and Central Ave.

Date prepared: April 1, 2022
Prepared by: Nelson Tereso
Director of Economic & Community Development



TOWN OF ENFIELD

TO: Honorable Members Enfield Town Council
Ms. Ellen Zoppo-Sassu – Town Manager

FROM: Enfield Conservation Commission

DATE: March 7, 2022

RE: Bid Waiver Request for Enfield Urban Forestry Climate Change Grant Project

The Enfield Conservation Commission (ECC) is requesting the Town Council waive the bid requirements for the Enfield Urban Forestry Climate Change Grant project in order to utilize McGuanes Landscaping & Tree Service Inc. The ECC contacted Martin McGuane, a Connecticut licensed tree arborist, to assist with the application for the grant project. It was highly recommended by the Connecticut Urban Forestry Council (CUFC) to utilize the services and expertise of a licensed arborist in the planning and execution of the tree planting project. This would be an added benefit to our application in the scoring during the review process.

McGuanes Landscaping & Tree Service is a locally owned and family run business with over 30 years of experience. Mr. McGuane advised the commission on the best varieties, planting placement, scheduling and cost of approximately 21 trees along High and Central Streets. His expertise was critical in ensuring the ECC submitted a project application that would be attractive, viable and meet the goals of the Climate Change Grant program. Time was of the essence to meet the application deadline. Mr. McGuane met with representatives of the ECC, staff advisors and made multiple site visits to help design a comprehensive street tree planting plan. His assistance was a key factor in the selection/award of the Enfield Urban Forestry Climate Change Grant project application. The ECC requests the bid requirements be waived in order that McGuanes Landscaping & Tree Service Inc. may implement and complete this project.

Respectfully submitted,
Enfield Conservation Commission



TOWN OF ENFIELD

April 6, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Approve the Proposed Pay Rates for Substitute Drivers for Magic Carpet and Dial-A-Ride Effective Immediately.

Councilors:

Highlights:

- Increasing starting rate of substitute drivers from \$16.65 per hour to \$20.00 per hour.
- Increasing these rates will allow the Town to be competitive within this narrow field and provide symmetry with the current collective bargaining agreement for full time drivers.
- Adopting these new rates provides stability continuing bus services within the Enfield Community and allow us to recruit and retain qualified staff.
- This starting nonunion part-time rate is the same rate used for the full-time drivers in the Teamsters Union Contract.

Budget Impact:

There will be no impact to the budget. Costs are offset by reducing the number of hours worked.

Recommendation:

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

Respectfully Submitted,

Steve V. Bielenda, Esq.
Assistant Town Manager

Attachment:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Approve the Proposed Pay Rates for Substitute Drivers in Enfield
Transportation Department Effective Immediately**

Resolved, that in accordance with Chapter VII Section II of the Town Charter, the Enfield Town Council does hereby adjust the starting pay rate for substitute bus drivers in the Enfield Transportation Department.

Date Submitted: April 6, 2022
Submitted by: Steve Bielenda, Assistant Town Manager

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Referring Proposed Town Park to the
Planning and Zoning Commission**

WHEREAS, the Pearl Street - North Main Street Bridge crosses over Freshwater Brook;
and

WHEREAS, the western portion of the bridge consists of a sidewalk and an unpaved,
grass-covered area (area shown on the attached map); and

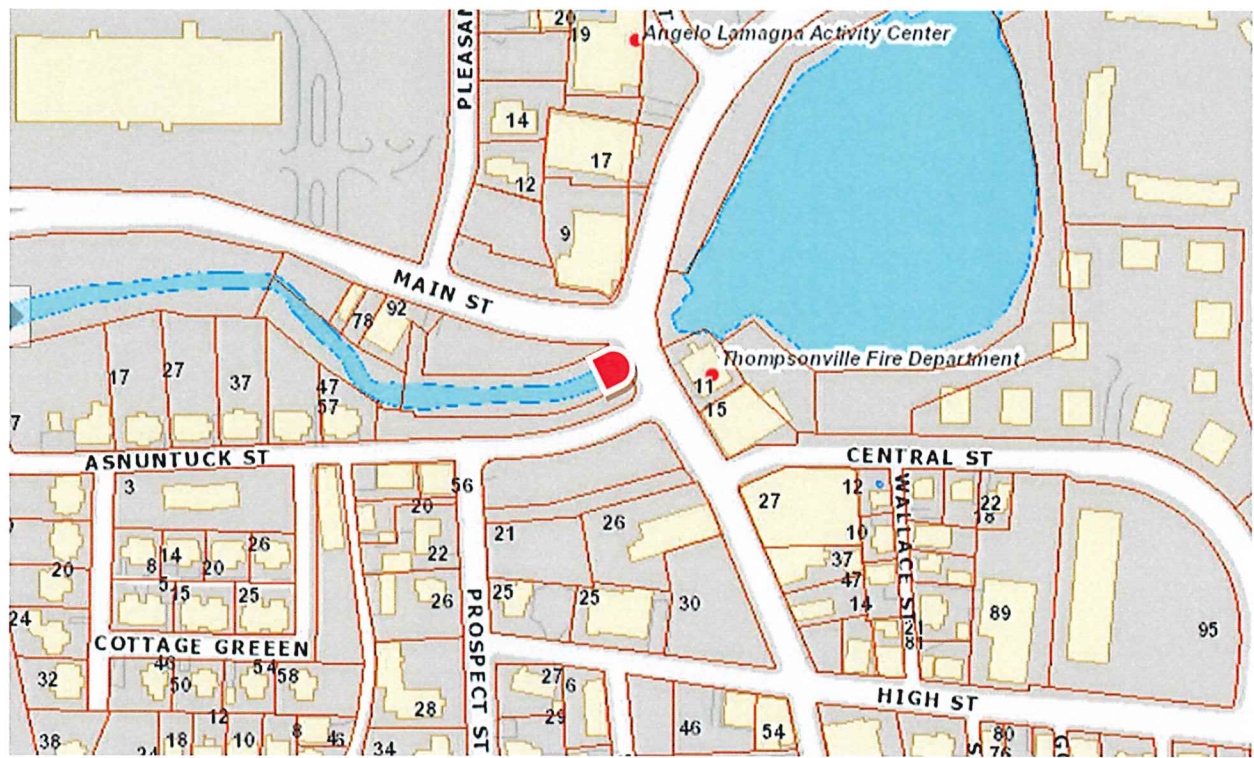
WHEREAS, the Civil War Soldiers' Monument will be relocated to this parcel; and

WHEREAS, the Town Council desires to designate the above-noted area as a Town
park; and

WHEREAS, the Town Council must refer this proposal 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 designated park described
above be referred to the Planning and Zoning Commission in conformance
with the requirements of Connecticut General Statute §8-24.

ATTACHMENT



**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

Resolution Regarding Setting Public Hearing for the 2022/2023 Budget

WHEREAS, the Town Council of the Town of Enfield values the opinions and comments of its constituents; and

WHEREAS, in accordance with Chapter VI, Section 4, of the Enfield Town Charter, any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year and for the purpose of being heard on issues of vital community importance and concern; and

WHEREAS, the Town Council shall conduct a public hearing at the Enfield Annex, 124 North Maple Street, Auditorium, Wednesday April 27, 2022 at 7 pm.

BE IT RESOLVED, that the order of business of the 2022-2023 budget hearing be arranged as follows:

1. Presentation of the Town Manager's Budget.
2. The Chairman of the Board of Education highlights Education Budget.
3. Comments from members of the public for the first time.

BE IT FURTHER RESOLVED, that each speaker be requested to register with the Town Clerk his name and address and that no speaker be allowed to speak more than five minutes each successive time the speaker's name is called. Additionally, any speaker who has not registered with the Town Clerk will be allowed to speak only after those who have registered no longer wish to speak.

Date Prepared: April 6, 2022
Prepared By: Town Manager's Office

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Sign a Real Estate
Purchase Contract and Associated Documents on Behalf of the Town of Enfield
for the Sale of 100 High Street**

WHEREAS, the Town of Enfield owns the property known as 100 High Street (Property); and

WHEREAS, the Town and The Opera House Players, Inc. (OHP) entered into a Lease with Option to Purchase the Property in 2018; and

WHEREAS, the Planning and Zoning Commission issued a favorable recommendation for the Lease with Option to Purchase, per the requirements of Connecticut General Statute §8-24, at its April 5, 2018 meeting; and

WHEREAS, pursuant to Connecticut General Statute §7-163e, the Town Council held a public hearing on April 16, 2018 regarding the Lease with Option to Purchase with the OHP; and

WHEREAS, the OHP have advised the Town that it wishes to purchase the property.

NOW THEREFORE BE IT RESOLVED, that the Town Manager, or her designee, is authorized to sign the Purchase and Sale Agreement, on behalf of the Town of Enfield, for the sale of 100 High Street to The Opera House Players, Inc.

BE IT FURTHER RESOLVED, that the Town Manager, or her designee, is authorized to sign all documents, including the deed, on behalf of the Town of Enfield, pertaining to the sale of the property to Opera House Players, Inc., subject to review and approval by the Town Attorney.

BE IT FURTHER RESOLVED, that the Town Manager, or her designee, is authorized to sign, on behalf of the Town, the Agreement with The Opera House Players, Inc. pertaining to the termination of the lease and various repairs to 100 High Street, subject to the review and approval of the Town Attorney.

Date Prepared: April 13, 2022
Prepared By: Town Managers Office