



AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
June 20, 2022
7:00 PM – Council Chambers
<https://youtu.be/-xlt6Vsn4rl>

1. PRAYER – Nick Hopkins
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. FIRE EVACUATION ANNOUNCEMENT
5. MINUTES OF PRECEDING MEETINGS
 - Special Meeting – June 6, 2022
 - Regular Meeting – June 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. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL
11. UNFINISHED BUSINESS- None
12. NEW BUSINESS- None

Discussion/Resolution: Request for a Bid Waiver to Retain an Independent Review of Revaluation Issues

A. Consent Agenda –

1. **Discussion/Resolution:** Request for Transfer of Excess Building and Grounds Funds to the Maintenance and Building Supplies Account \$2,375.
2. **Discussion/Resolution:** Request for Transfer of Funds for Vehicle Parts - \$4,250
3. **Discussion/Resolution:** Resolution Authorizing the Transfer of Funds for Social Services Administration \$2,000.
4. **Discussion/Resolution:** Resolution authorizing the transfer of Funds for Social Services Administration \$7,500.
5. **Discussion/Resolution:** Resolution authorizing the transfer of Funds for Social Services for Technology \$5,400.

6. Discussion/Resolution: Request for Transfer of Funds for American Rescue Plan Project from Budget Deliberation Fiscal year 2022 for Water Pollution Control Pump Stations \$1,828,000.

7. Discussion/Resolution: Request for Transfer of Funds for American Rescue Plan Project from Budget Deliberation for Fiscal year 2023 for Water Pollution Control Pump Stations \$1,654,000.

B. Appointment(s)–Town Council Appointed.

1. Enfield Culture and Arts Commission -The Term of Office of Joshua Hamre, (D) Expired 05/31/2022. Replacement Will be Renee Poreda, (D) until 05/31/2024.

2. *Enfield Culture and Arts Commission** -The Term of Office of Damon Patnoe, (D) Expired 05/31/2022. Reappointment or Replacement Would be until 05/31/2024.

3. *Enfield Culture and Arts Commission** -The Term of Office of Jennifer Ryan, (U) Expired 06/30/2022. Reappointment or Replacement Would be until 06/30/2024.

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

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

E. Discussion/Resolution: Resolution authorizing the transfer of Funds for Social Services Administration \$12,500.

F. Discussion/Resolution: Resolution Setting a Public Hearing to Amend Chapter 22 of the Town Code of Enfield, Article II, Enfield Culture and Arts Commission Ordinance

G. Discussion/Resolution: Resolution Authorizing the Town Manager to Sign a Preferred Developer MOU with Impact Residential Development LLC for the Strand Theater and Lamagna Center.

H. Discussion/Resolution: Resolution to Waive the Bid for Sludge Disposal Services at the Enfield Water Pollution Control Facility with MDC.

I. Discussion/Resolution: Resolution to Approve a Three Year Collective Bargaining Agreement with CSEA, Local # 2001 (Professional & Technical Union).

J. Discussion/Resolution: Resolution to Adopt the New Public Safety Systems Technician Job Description.

K. Discussion/Resolution: Resolution to Amend the Assistant Assessor Job Description.

L. Discussion: Resolution Authorizing the Town Manager to Submit Applications to the State of Connecticut for the 2022 Neighborhood Assistance Act

M. Discussion: 8-24 Referral to Planning and Zoning for 10 Maple Street for Parking for Hazardville Institute/Hazardville Village.

12. ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING.

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

14. COUNCILOR COMMUNICATIONS.

15. ADJOURNMENT.

***CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, June 6, 2022**

A Special Meeting of the Enfield Town Council was called to order by Vice-Chairman Cekala on Monday, June 6, 2022. The meeting was called to order at 5:30pm.

ROLL-CALL – Present were Vice-Chair Cekala, Councilors Despard, Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella and Unghire. Chairman Cressotti was absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Town Clerk, Sheila Bailey; Director of Economic and Community Development, Nelson Tereso.

MOTION #6261 by Councilor Mangini seconded by Councilor Pyznar to go into Executive Session to discuss Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared **MOTION #6261** adopted 9-0-0.

EXECUTIVE SESSION

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

ROLL-CALL – Present were Vice-Chair Cekala, Councilors Despard, Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella and Unghire. Absent was Chairman Cressotti. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Town Clerk, Sheila Bailey; Director of Economic and Community Development, Nelson Tereso; Paul B Bailey and Susan Bridgewater Odell of Paul B. Bailey Architects, LLC; Brad Fisher and Jessica Mullins of Impact Residential Development; and Peter Wood, AGA Consulting.

Vice-Chair Cekala reconvened the Special Meeting at 6:15 p.m. and stated during Executive Session the Council discussed Real Estate Negotiations with no action or votes being taken.

COUNCIL CHAMBERS – Registrar of Voters, Redistricting Presentation

Lou Fiore and Tom Kienzler, Registrar of Voters, presented their redistricting plan. The redistricting was done to try to balance out four districts by overall population, not by registered voters. All changes must be approved by the Town Council, a public hearing must be held, and a resolution approved. The Enfield residents must then vote to approve it at the November 2022 election for it to be in place for the November 2023 election. They presented the current districts and proposed new districts. They also presented the new State Assembly Districts. The last day for a municipality to pass a question for the ballot is 9/8/22.

A copy of the presentation will be appended to these minutes.

Councilor Mangini thanked them for all the hard work they put in doing this. She stated that the Council could vote on accepting this or not. If they accept, there would be a public hearing and a resolution, then go to referendum. Mr. Fiore and Mr. Kienzler confirmed that process.

Vice-Chair Cekala reminded everyone that there is only one meeting in July and only one in August.

Councilor Hopkins asked what would happen if we don't change the districts now.

Mr. Fiore stated that District 2 in ten years will have to be made even smaller. District 1 has not yet had the turnover of households; they are holding onto their homes there. Districts 3 and 4 have had the turnover in the last few years.

Mr. Kienzler stated that he recommends making the changes so that we don't end up with a possible magnified problem next time.

Councilor Santanella asked if we don't make the changes, is that an acceptable decision?

Mr. Fiore stated that there is a 500-person difference between the smallest and largest district. They got a legal opinion that it is okay to leave them as is, if that is what is decided.

Councilor Ludwick stated that the new plan seems fair. The difference in number is lower with the new plan. We should be able to get this done at the July meeting.

Mr. Fiore asked for clarification on if they decide not go with the new plan, will we still need a public hearing, resolution, and a referendum question?

Attorney Tallberg stated he would investigate it.

ADJOURNMENT

MOTION #6262 by Councilor Mangini, seconded by Councilor Unghire.

Upon a **SHOW-OF-HANDS** vote being taken, the vice-chair declared **MOTION #6262** adopted and the meeting stood adjourned at 6:39pm.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

Tina Demers
Secretary to the Council

Registrar of Voters

2022 Town Council redistricting
proposal presentation
June 6, 2022

1

MISSION STATEMENT

- By statute, to the best of our ability we attempted to balance out the four Municipal Council districts by overall population (not by registered voters). This can be a difficult task as the Census data is provided to us in 'census blocks' not by Street and some of those census blocks are even split between different Council districts. We were unable to account for only 278 residents out of 40,013 residents.
- Any and all proposed Municipal redistricting changes must be approved by the Town Council, via a public hearing and a resolution. In addition, during the upcoming November 2022 election, the Enfield residents must vote and hopefully approve the Municipal Redistricting plan as a referendum question, a requirement under our Town Charter. If passed, these changes will then be in effect for the November 2023 Municipal election and for all future Municipal elections after that, until 2033.
- It should be noted that the current margin between the largest District (2) and the smallest District (1) is only 560 residents. Thus, the Council can consider leaving the current Council District plan in place (plan from 2013). In the new proposed plan the margin between the largest District (4) and the smallest District (1) is only 84 residents.

2

Proposed District Changes

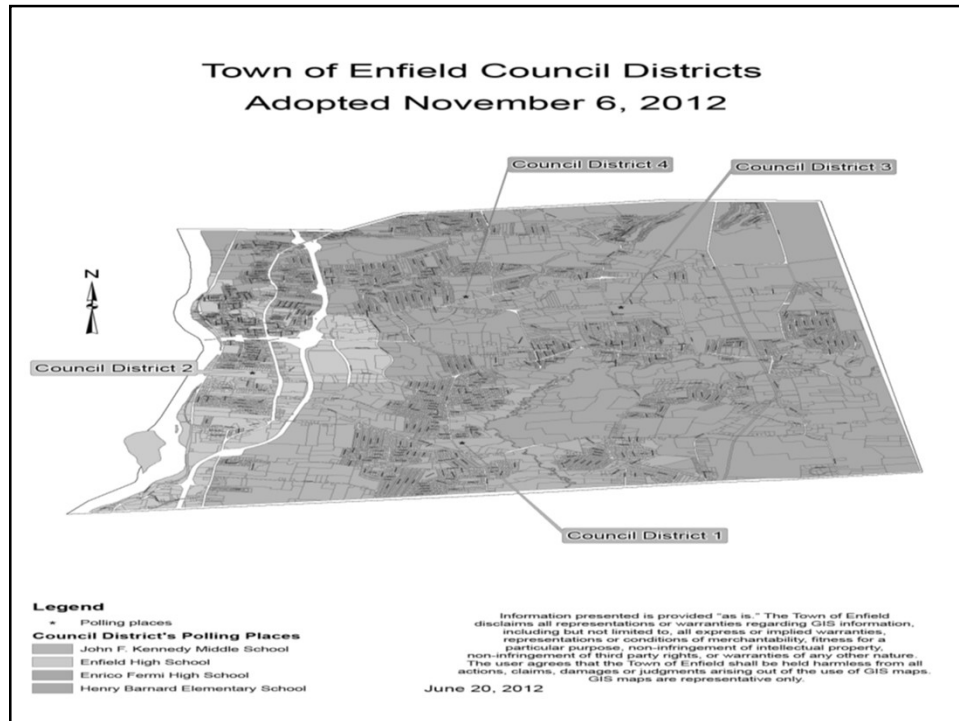
- **Into District 1** – move from District 4, south side of Middle Road, east side of Beech Road, and the Mark Twain area.
- **Into District 3** – move from District 4, the Cozy Street area.
- **Into District 4** – move from District 2, the remaining Mount Carmel neighborhood.

3

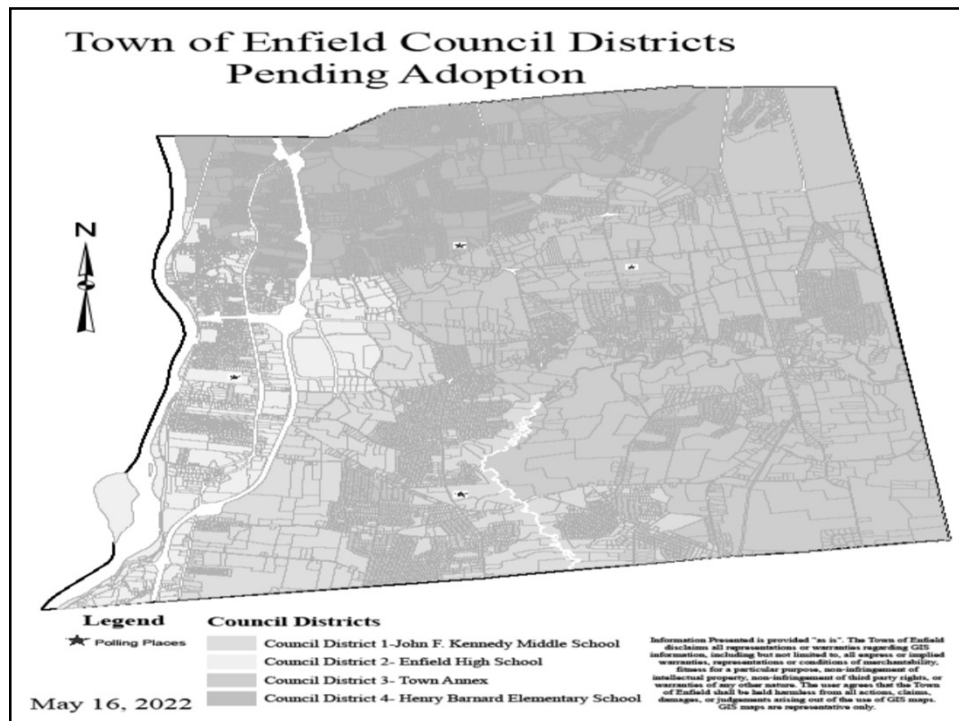
Detailed District Numbers

- **District 1** – New Plan has 9,935 residents.
Remain as is = 9,710 residents.
- **District 2** – New Plan has 9,952 residents.
Remain as is = 10,270 residents.
- **District 3** – New Plan has 9,882 residents.
Remain as is = 9,838 residents.
- **District 4** – New Plan has 9,966 residents.
Remain as is = 9,917 residents.

4



5



6

STATE ASSEMBLY DISTRICTS

- There were minor changes made to the 58th and 59th State Assembly Districts as it pertains to Enfield.
- The following streets are now completely in the 58th – Edward St, Avon St, Avon St Ext, Essex St, Beverly St, Carlisle St, top of Oldefield Farms, north side of Middle Road, and a portion of Hazard Ave.

7

SUMMARY

In summary, we have provided you with two options:

- 1) to adopt the proposed plan.
- 2) to have the current districts remain as is.

8

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JUNE 6, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Deputy Mayor Cekala on Monday, June 6, 2022. The meeting was called to order at 7:02pm.

PRAYER- The prayer was given by Councilor Finger.

PLEDGE OF ALLEGIANCE- The Pledge of Allegiance was recited.

ROLL-CALL- Present were Councilors Cekala, Despard, Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella and Unghire. Mayor Cressotti was absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Director of Social Services, Cindy Guerrerri; Director of Public Works, Donald Nunes; Director of Finance, John Wilcox; Town Clerk, Sheila Bailey

FIRE EVACUATION ANNOUNCEMENT- Deputy Mayor Cekala made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #6263 by Councilor Mangini, seconded by Councilor Pyznar to accept the minutes of the May 11, 2022, Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6263** adopted 9-0-0.

MOTION #6264 by Councilor Mangini, seconded by Councilor Santanella to accept the minutes of the May 16, 2022, Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6264** adopted 9-0-0.

SPECIAL GUESTS – Jackie Bosco, Joe Muller, Carl Sferrazza, Donna Szewczak

Deputy Mayor Cekala presented the four special guests with a framed print as a thank you for their past service. She also presented Jackie Bosco with a certificate of appreciation for Joey's 14 years of service and dedication to the town.

Councilor Ludwick said that the town is a better position and out front because of Joey. It is not the same without him.

Donna Szewczak thanked everyone for allowing her to serve in the Town of Enfield, 12 years as an elected official and 20 years in the school system.

Joe Muller thanked everyone for this honor.

Carl Sferrazza thanked Deputy Mayor Cekala and all the members of the Council. He also expressed gratitude to the people of Enfield.

Jackie Bosco thanked everyone, Joey would have been humbled by everything. He loved this town and everything he did, he did with integrity and respect.

PUBLIC COMMUNICATIONS

Juliette Leith, 3 Katherine Rd.

Ms. Leith sent condolences to Councilor Finger. She came before the Council with a request that the Historical and Revolutionary War Pine Tree Flag be displayed on the Town Hall Building, especially for the month of July. Enfield is connected to the Revolutionary War. The Pine Tree Flag is a commemoration of the patriotism before and during the War. The flag led the troops into battle as they fought the war for America's freedom.

Kelly Hemmeler, 10 Hartford Ave.

Ms. Hemmeler thanked Ms. Leith for the history lesson and thanked Ms. Bosco for coming.

She said that with the tax assessor issue, non-profits, farms, and residents have been greatly affected. The purpose of the Board of Assessment Appeals is to offer some relief to taxpayers. The Board is governed by state statute which states that the town tax office is not supposed to interfere. This year was more complicated because of the re-evaluation and because non-profits and farms were notified that they were losing their status. She said if she gives money to a non-profit, she doesn't expect that it will be paid to the town for taxes. Farms expect that their food grown be taxed at a lower rate. They grow much needed food and don't make a lot of money. The minutes of the proceedings that were on the website have disappeared, where did they go?

Ms. Hemmeler stated that the Republicans lost a giant two months ago. Joey Bosco is a loss to his family, friends, and the town. She said it is difficult thinking about someone taking his spot, but he would expect us to fill the vacancy. The Enfield Republicans did just that according to the bylaws about six weeks ago. The endorsed candidate is a good man and someone Joey knew very well. He will do his very best for Enfield. She asked the Council to vote yes for Jim Nasuta so District 1 can have their representation back.

Jason Walsh, 12 Weymouth Dr.

Mr. Walsh let the Council know he appreciates them all and thanked them for giving their time to serve. As a resident of District 1, he is concerned that Councilor Bosco's seat is still open. The Council was provided information about the endorsed candidate over a month ago. You said he wasn't a good fit and the questions he was asked were how he felt about Joe Biden stickers and teachers' conspiracies. That sounds political which is irrelevant. The endorsed candidate is much like Councilor Bosco, and everyone agrees Councilor Bosco earned that seat so why wouldn't you want someone to fill his seat that would be most like him? The fact that candidates were interviewed outside of District 1 is also concerning. It seems like you are disregarding the residents of District 1. It has been heard that members of this Council were reaching out on their own for people to fill Mr. Bosco's seat. If this Council is not unanimous in placing Mr. Nasuta in Mr. Bosco's seat, it stinks of politics. If politics is more important than the residents of the town, you should all be ashamed of yourselves. He hoped that the right decision is made.

Jonathan Grande, Spruceland Rd.

Mr. Grande stated that he also heard that Mr. Nasuta was interviewed and told he was not a good fit. Some of the questions he was asked were quite concerning, specifically about where he attends church. This borders on discrimination of someone's religious beliefs. Asking him what he believes teachers do and what their jobs are is not Town Council, it is BOE. Filling the shoes of Mr. Bosco is a big task, Jim will do a good job.

Mr. Grande also would like to know why some of the meetings were taken down from the appeals committee. It is his understanding that it is part of the rules/charter of the town. He requests that they be posted.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis stated that the January 6th Committee down in D.C. is about to continue their "circus" in a couple days. There were no Republicans allowed to sit on that committee other than the ones Nancy Pelosi picked. This Town Council is basically doing the same thing by not picking the Republican Town Committee choice. He is upset as a District 1 resident over this. He said that some council members wanted to have a special election knowing darn well that that is not in the Town Charter.

Mr. Jonaitis hopes that the credit for the new train station platform is shared because it has been a long time coming.

Mr. Jonaitis stated that he truly admired Joey Bosco and Scott Kaupin. They both epitomize what a Town Councilor should be. All should aspire to be like them.

Jessica Bosco, 74 Town Farm Rd.

Ms. Bosco thanked everyone supportive of her father, Joe Bosco. She felt it is necessary to mention things her and her family don't like to see in forums or discussions. The first is the discussion of why my father did not step down. He did not step down because we had full faith that he would be coming back. He loved Enfield and loved being a Councilor. She also stated that they see everyone make comments about what he would do. Stop. No one knew her father; he had his integrity, respect, and passion for what he believed in. That is what he made decisions based on and only he knew what those would be. She said she would like to say sorry for the predicament you have landed in, but respectfully she will not. The loss of her father was devastating and whatever inconvenience you feel is incomparable. She thanked everyone who sees compassion and not inconvenience. Her family supports Jim Nasuta and states that he was well respected by her father.

Karen LaPlante, 166 North Maple Street

Ms. LaPlante is here as a private citizen and Chair of the Agricultural Commission. As a member she was acutely aware of the issues our farming community was facing considering the recent re-evaluation. The commission nor the farmers did not come before the Town Council when the evaluations were issued. The Commission brought in Joe Nichols from the CT Farm Bureau to discuss the Public Act 490 Program for farmers. All Council were aware of the meeting, some came. The Commission offered all Council members books on the laws of implementation of Public Act 490. It is known that the non-profits came before the Council individually and were re-evaluated and did not need to go through the process of the appeal. Farmers were assured that they should contact the Assessor for another look at their evaluations. This was only successful with a few and very detrimental to others. Some said after their meetings their numbers were increased, not decreased. There were Board of Appeals reports from April and decisions made in

May, these for some reason have been removed from the Town's website. She is appalled how citizens of this town were treated by the Tax Assessor.

Art Mullen, 80 Mullen Rd.

Mr. Mullen mentioned that in dealing with Colleen Reedy, Donald Nunes and Chief Fox, if they don't answer they always get right back to him. They are true professionals and are always respectful. He stated he was there to report on "see something, say something". He received his 2021-2022 Tax Assessment statement and there were changes that did not make sense so he called the Assessor Todd Helems and he did not return his call. His sister received one for the family farmland that did not make sense either. He attended the Agricultural meeting and learned that Helems had a reputation for going after farmers, converting their Public Act 490 land into higher tax uses. He has done this in 3 other towns and has been told that this is bad practice and in many cases against the law. He decided to appeal his tax assessment. The board informed him that he could record his session. The board said they would not be recording the session to create a relaxed session. They said the assessor would not be in attendance because they did not want him to feel intimidated. Then they went on and said by the way, the assessor is sitting behind you recording the session. The assessor never introduced himself or said anything, but instead gave him a stare down. The next morning, he called Chief Fox and reported it. He said he built his house in 2007 and nothing has changed, not even the curtains. He was surprised that his living space was increased by + 60%, from 1,512 sq. ft. to 2,478 sq. ft. Regarding the family farmland, Helems took it out of PA 490 and reclassified it with an increase of value of over \$150,000. The title and usage of this property has not changed. A week ago, he received a notice saying that the changes have been struck down and we are okay. He has heard some other bad situations and suggested that the Council look into the Goodwill Industries. He ended by saying keep the professionals and get rid of the bad apples.

Walter Kruzel, 21 Charnley Rd.

Mr. Kruzel put in a claim with the Board of Assessment Appeals. They did warn him that it was being recorded and it was professional. He seconded everything Ms. LaPlante mentioned. He noticed how things were removed from the website.

Mr. Kruzel mentioned that Mr. Nasuta is a very professional person. He had the pleasure of working with him on the Enfield High Building Committee. He should be appointed for Mr. Bosco's seat tonight.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis wanted to thank the young lady that suggested that we hang the Pine Tree flag. There are a lot of cool things that happened in this town, and he suggested the Council and BOE look those things up.

Deputy Mayor Cekala declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Pyznar thanked everyone who attended the Day of Reflection with her and Councilor Mangini. There were five spiritual leaders that attended as well as residents. A special thank you to Jean Acree who led with singing "America". Thank you to Liz Szewczak for reading a beautiful poem that she wrote.

Councilor Pyznar thanked Lucien Lefevre, Tony Torres, and the entire Memorial Day parade committee. It was well attended, and Enfield showed their respect for the veterans.

Councilor Pyznar expressed to Ms. Leith that her flag idea is wonderful. She stated that we need a policy for this. She has been getting calls about different flags. We need to form a committee and set parameters.

Councilor Pyznar said she emailed the Town Manager when she went on to re-read the assessment appeals report and it was gone. She hopes we get an answer as to why. She apologized as a Councilor to anyone who was put through anything uncomfortable or sketchy. That is not what Enfield is.

Councilor Mangini mentioned that as a member of the DAR, Daughters of the American Revolution, she is interested in the Pine Tree flag. She suggested getting together with Ms. Leith. She shared that a relative marched from New Haven, through Enfield and up to Boston in 1775 and he was a recipient of a pension.

Councilor Mangini mentioned that we were honored to have the presence of our CT delegation come to town last Thursday and announce that we will get around \$13 million for the train station platform. Murphy, Blumenthal, Lamont, and Courtney were all there.

Councilor Hopkins wanted to recognize all the work that was put in to get the train station funding here in Enfield.

Councilor Hopkins thanked everyone who worked on organizing the Memorial Day Parade and everyone who participated in it. The first recipient of the Purple Heart Medal was from Enfield. Elijah Churchill in 1782 received the medal designed by George Washington called the Badge of Merit which became the Purple Heart Medal.

Councilor Hopkins would like some more information about the Board of Appeals situation. If the minutes were taken down, if so, why?

Councilor Ludwick asked if and when Wilstar Road comes due in the referendum, if we could work with the Water Co. to see if they will pay us the money instead of doing the work, ripping up the road and then the work not being done for a few years. It makes a bad situation even worse. We did this with Campania Road about five years ago.

Councilor Ludwick stated that we need to get a handle on what has happened with the Board of Assessment Appeals. If farmers sell their land, it becomes industrial land. This is an issue that must be addressed. No one person should have the power to bankrupt someone over taxes. He has been getting calls since February. There is something here and we need to look into it.

Councilor Ludwick requested that we look at getting out of the "Emergency" status. We are the Constitution State. The purpose of the Constitution is to limit the government's power, not to tell you what your rights are.

Councilor Despard mentioned that in 1948 during Harriet Truman's Whistle Stop Tour it stopped here in Enfield at the old train station.

Councilor Despard too has some concerns with the Assessor's Office. We need to investigate this because it is not how we want to be treating our tax paying citizens.

Councilor Santanella shared that it is very exciting to see the train station coming into his district. He thanked everyone for their hard work with this project.

Councilor Finger wanted to thank Danny of Danny's Pizza. He recognized the Department of Public Works last week by handing out certificates for food.

Councilor Finger seconded everything Councilor Ludwick said about Wilstar Road.

Councilor Finger asked again for an update on the sidewalk crossings.

TOWN MANAGER AND COMMUNICATIONS

Town Manager, Ellen Zoppo-Sassu reported that a lot of residents received a notice Friday or over the weekend from Comstar, the billing agent for Enfield EMS, reporting that there may have been a security breach with people's personal data. They went back 10 years and at this time there is no indication that Enfield's data was breached. It is best practice to notify everyone. Anyone who wants can sign up for free for credit rating monitoring and identity theft monitoring.

Ms. Zoppo-Sassu wanted to assure everyone that after the shooting in Texas, there have been diligent behind-the-scenes conversations between the Superintendent, Town Manager's Office, and Police Department about everything that happens here in Enfield. A lot of discrete, robust work has been done in the schools. This week there will be a joint meeting with the BOE on security issues.

Ms. Zoppo-Sassu stated that regarding the pandemic, at the 2-year mark of the resolution that was done by her predecessor, she has called it back. We are now officially out of emergency orders. She is going to check tomorrow to make sure we are officially filed with the Department of Emergency Management. She mentioned that boosters and vaccines are still being offered at the Senior Center.

Ms. Zoppo-Sassu stated that there are a lot of moving pieces with the Board of Assessment Appeals. We do have a new Assessor as of last June which was weeks before the re-evaluation process launched. It is also the year of quadrennial reports. The re-evaluation process is every 20 years. Every 20 years the re-evaluation and quadrennial coincide. The Tax Assessor's Office is understaffed compared to other towns. We are on extension for the Grand List, extension for re-evaluation, and we were just fined \$200 last week to the State of Connecticut. 77 properties have been removed from PA 490. 13 were returned to PA 490 status, 10 were noted as open space, 14 had no applications in the Assessor's Office, 4 the owner agreed that they did not belong, 11 did not have an updated application or a Forester's Report after a transfer of property, 25 were changed because a change of use. Out of that there were 64 accounts that were left out of the original 243 appeals. Of those, 28 were open space, no application, or the owner agreed with the change. She shared some the comments following the reviews. This affects people's livelihoods, and we take it with the utmost seriousness. There is a lot of work that needs to be done to bring these files back into compliance. We had competing documents that were posted, some of it handwritten or penciled in and hard to discern. She made the decision to pull both from the website so that we could gain clarity as to which document supersedes each, which one has the most reference, and which one is correct. The minutes are available for public inspection in the Town Clerk's Office according to FOI law. As soon as it is worked out it will be put back on the website. It is a two-way street and she stated that she will not tolerate anyone

casting aspersions on any town employee for any reason in a public forum without having that employee there or their advocates to speak for themselves. There are multiple sides to a story, and she does not think it was accurately represented tonight.

Councilor Ludwick stated that a conversation needs to happen, it can't wait. We have to let people tell their story, both sides. There needs to be a special meeting. The more it festers, there will be more conspiracy theories. It needs to be professionally addressed. The anger between the public and the Assessor needs to be figured out.

Councilor Ludwick stated that if Ms. Zoppo-Sassu pulled out of the Emergency status, it needs to be posted. It is a great decision that needs to be made public. He said if he has been sent an email already, he apologizes for missing it.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Mangini reported that the Fourth of July Committee has been meeting on a regular basis and the hard work and dedication of that group should be recognized. The parade and celebration are going to be great.

Deputy Mayor Cekala reported that the JFK Building Committee met last week. They are currently working on the former Admin./Library wing. They are hoping to have everything turned over by the start of the new school year. If the Council is interested, we can have the committee come in and do a final run through and presentation.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

CONSENT AGENDA

Deputy Mayor Cekala said we will do Items 1-7 altogether.

Councilor Ludwick stated that he will not be supporting 4-7 because he did not support them at budget time.

Councilor Ludwick asked for clarification on the way it was written Fiscal Year 2022 and Fiscal Year 2023. It says Fiscal Year 2022. Does that mean the money is available today or after July 1?

Director of Finance, John Wilcox stated that we now have a budget for Fiscal Year 2023. The adjustments made will be effective 7/1/22 for Fiscal Year 2023. Because of the referendum, some of the projects needed to be split over 2 years.

MOTION #6265 by Councilor Santanella, seconded by Councilor Pyznar to accept Consent Agenda 1-7.

Upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared **MOTION #6265** adopted 8-1-0.

TOWN COUNCIL APPOINTED

MOTION #6266 upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared Tanya Hughes (R) appointed to the Enfield Beautification Committee for a term that expires 12/31/2024, 8-0-0. Councilor Depard stepped out.

MOTION #6267 upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared Joanne Lynch (R) appointed to the Enfield Beautification Committee for a term that expires 12/31/2024, 8-0-0.

Item 3 remains tabled.

MOTION #6268 upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared Dean Gousse (R) appointed to the North Central District Health Department Board of Directors, Enfield Representative for a term that expires 6/30/2024, 9-0-0.

MOTION #6269 upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared Jason Walsh (R) re-appointed to the North Central District Health Department Board of Directors, Enfield Representative for a term that expires 6/30/2025, 9-0-0.

NOMINATION #6270 by Councilor Ludwick, seconded by Councilor Unghire to nominate Jim Nasuta for District 1 Councilor until 11/13/2023.

MOTION #6271 to close nominations by Councilor Ludwick, seconded by Councilor Unghire.

Councilor Mangini voiced her opinion that it is in poor taste and inconsiderate of the Council to put forward a candidate to replace Joey Bosco in the absence of the Mayor.

Council Ludwick stated that they had no idea that Mayor Cressotti was not going to be present. Also, when the late Red Edgar passed away, we replaced the seat with Bob Cressotti in less than a month.

Councilor Unghire stated that Jim Nasuta has been a member of the community for 33 years. He was in the CT Army National Guard for 10 years, the Wilson Volunteer Department for 10 years, Hazardville Volunteer Department for 10 years, Enfield Youth Hockey Director and coach for 8 years, Independent Electrical Contractors of New England Board of Directors and President for 11 years, Northeast Regional Director for 8 years, Board of Directors of CT Subcontractors Association, Enfield High Building Committee, authorized OSHA trainer and has been teaching 20 years in construction industry. He has values, integrity, and honesty and would be a perfect candidate for the seat.

Upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared **MOTION #6267** to close nominations adopted 9-0-0.

Councilor Hopkins stated that there were three applicants for this position. One was recommended by the Republican Town Committee and two applied on their own. We, as a Democratic Caucus, interviewed all three. No one was asked about their religion. One of the questions was, "Do you think Enfield teachers are grooming students"? There has been a recent conspiracy theory that there are a group of Enfield teachers who are pedophiles that are grooming children. There is no evidence of that. The reason they were asked that question was to make sure they would not engage in this kind of conspiracy. Mr. Nasuta did not deny

this issue, which is why he can't support him here. The other question was if they believe the last Presidential Election was legitimate. All three applicants said yes. He liked candidate three, candidate two does not live in district and he can't support Mr. Nasuta because of his concern.

Councilor Despard seconded what Councilor Hopkins said and added that he does not believe that these seats belong to political parties. He stated that the person we are considering right now was the least qualified of the three applicants. He will not support Mr. Nasuta. These situations need to be handled by a special election.

Councilor Finger disagreed with Councilor Mangini. We don't hold things back because members are not present. He is changing his vote tonight to Jim Nasuta.

Councilor Pyznar stated that the time it has taken to fill this vacancy for District 1 has taken way too long, mostly because the councilor we are replacing is irreplaceable. The reason she sits before everyone tonight is because of Joey; he encouraged her to run. He served Enfield without bias; he left politics at the door. He worked across party lines for 14 years. She has spoken with majority and minority caucuses, and she said let's just leave the seat empty. If we are going to play politics, leave it empty. In her time in politics in this town, five years, she has seen six vacancies and they were all filled within the time and filled with respect. She is appalled and asked why we can't just do what is right for the people in Enfield. She will vote for Jim Nasuta.

Councilor Mangini stated that they had a candidate for replacement years ago, Tom Arnone. He was blocked by the Republican side because he was a Democratic candidate to fill a seat. Tom had to go out and win his seat, which he did. She was not aware that this issue was coming forward tonight. There is no application in the packet, so she felt blind-sided. Lastly, she sticks to her point that the Mayor is not present.

Councilor Unghire mentioned that was in 2011 and he wasn't appointed because he had just lost the previous election a few months earlier. There were five other people that have stepped down and we have agreed and placed all those people in those seats. There is a process that we go through. The Republican Town Committee accepts applications, an executive committee goes through all the applications, and we come up with a candidate. When he was asked about the teachers, he said he would look into it. If you don't know the answer, you're going to say I'll look into it. There is no reason to hold that against a candidate with all these credentials.

Vice-Chair Cekala stated that she is in the middle as to where she stands on this. She has seen a lot of vacancies filled and this is not how they are filled. When we have had vacancies the majority party goes to the minority party and asks for three names. They will be interviewed, and we will let you know who we like. She seen names accepted and rejected by the majority party. She said they asked for months for more than one candidate and were told no. There were two other applicants but not endorsed by the Republican Committee. She does believe, however, that a Republican seat is a Republican seat.

Councilor Ludwick stated that they had a candidate back in April and that was our candidate. We have never interviewed three people for the two open positions that we appointed Bob to. One candidate, we interview and put him on the council. On record we did not ask for three candidates.

Councilor Unghire stated that she has full confidence in Deputy Mayor Cekala and conducting the vote.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **NOMINATION #6270** failed 4-5-0.

TOWN MANAGER APPOINTED/COUNCIL APPROVED – None.

P&Z COMMISSION APPOINTED/COUNCIL APPROVED – None.

RESOLUTION #6272 by Councilor Mangini, seconded by Councilor Despard.

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

TO: Water Pollution Control

Other Equipment	21003350-573900	\$41,996
-----------------	-----------------	----------

FROM: Water Pollution Control

Shift	21003350-515100	\$4,300
Social Security (FICA)	21003350-522000	\$16,800
Medicare	21003350-522100	\$3,600
Tuition Reimbursements	21003350-525000	\$3,000
Construct. Related Services	21003350-535000	\$14,296

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 25, 2022.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6272** adopted 9-0-0.

RESOLUTION #6273 by Councilor Mangini, seconded by Councilor Santanella.

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

TO: Town Attorney

Legal	10130000-533200	\$100,000
-------	-----------------	-----------

FROM: General Fund

Employee Benefits	10800091-523000	\$100,000
Municipal Pension		

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 24, 2022.

/s/ John Wilcox, Director of Finance

Councilor Pyznar asked for status on the following properties.

Ms. Zoppo-Sassu replied by saying:

- 11 Thompson Court is resolved and has been demolished
- 15 Debbie Lane motion was granted foreclosure by sale on May 19, sale date August 6
- 1 Knox is going to trial, no date set
- 43 Wheeler & 56 College are waiting final judgement from the court

Attorney Tallberg stated that of the \$100,000, \$17,500 is for outside council. \$75,000 is for Shipman & Goodwin for a federal subpoena.

Councilor Ludwick asked about Debbie Lane.

Ms. Zoppo-Sassu said that is probably the next demolition.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6273** adopted 9-0-0.

RESOLUTION #6274 by Councilor Mangini, seconded by Councilor Santanella.

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

TO: INFORMATION TECHNOLOGY

Technology Services	24012100-533400	\$70,000
Technology Equipment	24012100-573400	\$79,000
Telephone Services	24012100-553100	\$20,000

FROM: INFORMATION TECHNOLOGY FUND

Miscellaneous State Revenue 24040000-413699	\$169,000
---	-----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 20, 2022.

/s/ John Wilcox, Director of Finance

Paul Russell, IT stated that the money is being moved from a grant fund that we get reimbursed for.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6274** adopted 9-0-0.

RESOLUTION #6275 by Councilor Mangini, seconded by Councilor Despard.

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

POSITION	SALARY PROPOSED
Senior Center Program Coordinator (effective June 6, 2022)	\$50,000

Steven Bielenda, Assistant Town Manager stated that this will not affect the mill rate or fiscal budget. There was a \$75,000 surplus in the library budget. We need to retain this employee. The Senior Center is going through accreditation and she is the only employee that has institutional knowledge going back to the accreditation process. It is a difficult market in retaining employees.

Councilor Hopkins wanted to know where the \$75,000 was going.

Mr. Bielenda said it was only around \$10,000 being taken to increase the salary to \$50,000.

Councilor Ludwick asked what we are getting accredited for.

Mr. Bielenda stated that there is an agency state or national that accredits Senior Centers. It gives a seal of approval that we meet certain standards.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6275** adopted 9-0-0.

RESOLUTION #6276 by Councilor Mangini, seconded by Councilor Despard.

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

TO: Senior Center

Salaries	22505520-51000	\$9,685
Stipends	22505520-516000	\$291
Social Security	22505520-522000	\$601
Medicare	22505520-522100	\$141

FROM: Senior Center

Appropriated Fund Balance	22505520-499000	\$10,718
---------------------------	-----------------	----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 27, 2022.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6276** adopted 8-0-0, Councilor Ludwick having left the room.

RESOLUTION #6277 by Councilor Mangini, seconded by Councilor Despard.

WHEREAS, Chapter III, Section II of the Town Charter states that the council shall annually designate an independent public accountant or firm to audit the books and accounts of the Town and

WHEREAS, the Director of Finance solicited and reviewed bids for such services and therefore recommends the appointment of the firm CliftonLarsonAllen LLP to audit the town's accounts for fiscal year ending June 30, 2022.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby designate the audit firm CliftonLarsonAllen LLP to audit the town's accounts for the fiscal year ending June 30, 2022, in accordance with the above recommendation.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6277** adopted 8-0-0.

RESOLUTION #6278 by Councilor Mangini, seconded by Councilor Hopkins.

MOTION #6279 to waive the reading by Councilor Mangini, seconded by Councilor Hopkins.

Upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared **MOTION #6279** adopted 9-0-0.

Councilor Hopkins stated this came out of a recent Blight Review meeting. They are looking to reduce the fines to one-third the amount.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6278** adopted 9-0-0.

RESOLUTION #6280 by Councilor Mangini, seconded by Councilor Despard.

WHEREAS, a public hearing was held on June 6, 2022 to allow interested citizens an opportunity to express their opinion regarding which programs shall be included on The Town of Enfield's application under the provisions of the "Neighborhood Assistance Act"; and

WHEREAS, three proposals were submitted by the Hazardville Institute Conservancy Society, Inc (1) and the Opera House Players, Inc. (2); and

WHEREAS, the following are acceptable to the Enfield Town Council within the guidelines for proposed programs under the "Neighborhood Assistance Act".

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Town of Enfield's 2022 proposed program applications be submitted to the State of CT Department of Revenue under the provisions of the "Neighborhood Assistance Act" and shall consist of the proposals identified in the preceding paragraph.
2. The Enfield Town Manager is hereby authorized to submit these applications to the State Department of Revenue, and to approve any donations received as a result of the application.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6280** adopted 9-0-0.

RESOLUTION #6281 by Councilor Mangini, seconded by Councilor Hopkins.

WHEREAS, in March 1982, the Enfield Town Council authorized the town to execute a promissory note in the amount of \$16,000 to North Central CT Mental Health Systems, Inc. and place a lien on property located at 1077 Enfield Street; and

WHEREAS, the Town of Enfield placed a lien on the property located at 1077 Enfield Street in 1982; and

WHEREAS, after extensive physical and accounting research, we found no documentation that a loan was advanced nor that a receivable ever existed to support the lien; and

WHEREAS, the Town of Enfield wishes to release the lien.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby approve release of the lien on property located at 1077 Enfield Street.

Ms. Zoppo-Sassu commented that the successor of Mental Health Systems is CHR.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6281** adopted 9-0-0.

RESOLUTION #6282 by Councilor Mangini, seconded by Councilor Unghire.

RESOLVED, that the Enfield Town Council does hereby cancel the Regular Meetings of the Council scheduled for July 18, 2022 and August 15, 2022.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6282** adopted 9-0-0.

RESOLUTION #6283 by Councilor Mangini, seconded by Councilor Unghire.

WHEREAS, the Town of Enfield wishes to create a Senior Tax Relief Committee comprised of five (5) residents of the Town, for a one-year term; and

WHEREAS, the Town currently participates in a State Senior and Disabled Tax Relief program under Connecticut General Statute section 12-170aa. This two-year program that had 486 applicants during the 2019 and 2020 Grand List years. Although this program should be reimbursed by the state, during the period for the 2019 and 2020 Grand List, the Town did not receive State reimbursement and paid approximately \$300,000 through its budget to cover this program obligation. The Town has adopted a parallel program that closely matches the State program, so the Town obligation has been a total of approximately \$600,000 for the time period stated; and

WHEREAS, Connecticut General Statute section 12-129n allows the Town, at its discretion, to adopt and additional Senior and Disabled Tax Relief program to be funded completely through the Town Budget. As required by the Statute, a five member committee shall be formed to study and investigate a Town sponsored program and to report the fiscal effect of such a program on the Town's tax revenue, and recommend the form and extent of the tax relief program.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council hereby does create a Senior Tax Relief Committee pursuant to Connecticut General Statute section 12-129n, to study and investigate for a Town sponsored senior and disabled tax relief program.

BE IT FURTHER RESOLVED, that Committee will consult with Town Staff to discuss the fiscal impact of the program.

Councilor Ludwick wants to know how these five members will know what tax relief is appropriate and what is not.

Ms. Zoppo-Sassu stated that you are allowed to form this committee by state law, whereas some of the creative conversations we had over the course of the budget were not enabled by state legislation.

Councilor Ludwick asked if we could take a look at Senior housing in town.

Ms. Zoppo-Sassu did not know the answer to that, but she will take a look and find out.

Deputy Mayor Cekala shared that she thinks this is a great idea, it was discussed in leadership.

Councilor Mangini asked how we were soliciting residents to apply for this position.

Ms. Zoppo-Sassu stated that there were names brought forward by both political affiliations. They can apply in the online application and there will most likely be a press release.

Upon a **ROLL-CALL** vote being taken, the Vice-Chair declared **RESOLUTION #6283** adopted 9-0-0.

ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING - None.

PUBLIC COMMUNICATIONS

Donna Szewczak, 35 South Rd.

Ms. Szewczak clarified that Republicans have always sent forward one candidate. They have always interviewed their candidates. She has been involved in six of them and one BOE. When Red passed, we put Bob in within two weeks. Bob was the chosen candidate, he went in. She said Councilor Mangini has an axe to grind over Tom from years ago. When Councilor Sarno resigned, there was an endorsed candidate and an applied candidate. We chose the endorsed. When Bill Kiner stepped down, we put Bob back in again. This three-candidate business has never happened. You wonder why people don't volunteer; this is why. Tonight, she is ashamed of what happened.

Walter Kruzel, 11 Charnley Rd.

Mr. Kruzel paid respect to Councilor Finger for his loss.

Mr. Kruzel stated that it has always been one candidate, not three, and he named a bunch of circumstances. He said shame on all of you. He stated that after the Pledge of Allegiance, he used to say God Bless America and now he says God Bless Enfield and today it is God Help Enfield.

Vice-Chair Cekala declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Finger mentioned the Boy Scout in the back and said if he is here to earn a badge, he gets two.

Councilor Mangini wanted to recognize an event that most of them attended, the Proclamation for Pride Month. It was a forum of unity for the people of Enfield.

Councilor Pyznar wanted to remind everyone what Joey Bosco's daughter said tonight in saying that Jim Nasuta was someone her father wanted in that seat. She asked for everyone to reflect on that.

Councilor Unghire thanked Donna and Walter for their kind words and wisdom.

MOTION #6284 by Councilor Mangini, seconded by Councilor Despard.

Upon a SHOW-OF-HANDS vote being taken, the Vice-chair declared MOTION #6284 adopted and the meeting stood adjourned at 9:14pm.

Respectfully submitted,

Sheila M. Bailey
Clerk of the Council
Town Clerk

Tina Demers
Secretary to the Council



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Ellen Zoppo-Sassu, Town Manager
Steve Bielenda, Assistant Town Manager

DATE: June 20, 2022

RE: Projects & Activities Report (PAR)

CC: Town Direct Reports

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

TOWN MANAGER:

The Office has been planning the transition of staff as well as attending a variety of meetings. Notable ones included the Train Platform announcement; the Pride event; and meetings with various department heads to plan implementation of July 1 funded projects. Contract negotiations are ongoing with several bargaining units; as well as working on future economic development projects. The Troubled Properties/Code Enforcement team inspection model is in process, as is the reorganization of Community Promotions, establishment of DEI initiatives and evaluation of economic development initiatives for recruitment and retention of businesses as well as the tools necessary to recruit and retain. The Economic Development Commission has begun the process of reviewing parameters for ARPA Small Business Assistance.

LIBRARY SERVICES:

Library

The library now has a fully functional app available for download from the Android or Apple app store. The app was developed in partnership with our consortium, Library Connection. Library patrons can easily search the library catalog and reserve items, add library accounts to their device, manage holds and checkouts, access online learning resources and more! The app can be found by searching for "Library Connection Mobile" in the app store.

With the success of the snowshoe program, the library has begun circulating lawn games for the summer. Current games include ladder ball, croquet and washer toss. More information is available at <https://www.enfieldpubliclibrary.org/seasonal-activities>.

Our very popular vehicle day returns for the first time since Covid began. In addition to town residents bringing their vehicles, the Police Department, EMS and DPW have offered to bring vehicles.



TOWN OF ENFIELD

Head of Information Services, Samantha Lee, has won the Connecticut Library Consortium's Jan Gluz Cooperative Spirit Award for her work on the Connecticut Library Association's Intellectual Freedom Committee. Sam has assisted many libraries around the state when faced with book challenges and censorship.

Recreation

The Annual Youth Fishing Derby sponsored by *Dick's Sporting Goods* of Enfield took place on Saturday, May 21, 2022. This event was in conjunction with *National Kids to Parks Day*. The derby was held at Freshwater Pond for youth ages 15 and under. Prizes were awarded to the largest fish caught in each age category.

- **Girls 5 and under:** Addy Lipiec (5 years old), caught a trout 12.75 inches long and weighted .68 lbs.
- **Boys 5 and under:** Bentley Joseph Grimes (5 years old), caught a trout 12 inches long and weighted .57 lbs.
- **Girls 6-10 years:** Addlae Dupuis (7 years old), caught a carp 18 inches long and weighted 2.16 lbs.
- **Boys 6-10 years:** Aiden Caron (6 years old), caught a trout 15 inches long and weighted 1.04 lbs.
- **Girls 11-15 years:** Isabella Ruz (11 years old) caught a blue gill 5 inches long and weighted .15 lbs.
- **Boys 11-15 years:** No entries

Dolphins Swim Team Spring/Summer 2022 season began on May 24th. 61 participants are swimming for the team this session. Practices and home meets will be held at the Annex pool through the first week of August.

Seasonal staff training will be held this month in preparation for summer programming starting on Monday, June 27. Trainings include CPR/First Aid/AED certification, Lifeguarding re-certification, Epi-Pen and Medication Administration certification, DCF Mandated Reporter training, CCHRO Sexual Harassment training, Safety and Security training (with Police/Fire/EMS) as well as Department and program policies training. This summer, Recreation is welcoming 2 new lifeguards and 8 new camp counselors to our summer staffing team. The Department is still accepting employment applications for lifeguard positions. Apply online at www.enfield-ct.gov/hr.

Tons-O-Fun Day Camp registration is full for the summer. The program runs in seven, one week sessions, June 27 – August 12.

Summer 2022 program registration is well underway. Summer program offerings include progressive swim lessons, open swim, picnic pack rentals, a children's entertainment series, fishing field trips, youth martial arts, multi-sport camps, cooking camp, youth cross country races, track and field club, chess club, babysitter safety course, modeling/fashion camp, field hockey camp, youth art camp, adult self-defense, adult yoga, adult tai chi and more! Registration can be done online, by mail or in person at the Recreation office.



TOWN OF ENFIELD

July is National Parks and Recreation Month. The theme for 2022 is "*We Rise Up for Parks and Recreation!*". We will be rolling out a month-long celebration of Recreation in Enfield this July. Information can be found on our Facebook and Twitter pages starting on July 1st.

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

Senior Center

On Friday, June 3, the Senior Center hosted the long-awaited Police Picnic. This annual event was put on hold for the past few years due to COVID but came back with a bang. The Enfield Police Union and the Enfield Police Benevolent Association grilled up hamburgers and hot dogs for over 300 Seniors. The Enfield Senior Center sponsored "Rock Solid Alibi" who provided music from the 60's through the 90's. The Friends of the Senior Center and TRIAD provided handouts and free cookies. The weather cooperated at the last minute to round out a great afternoon. Thank you to the Police for sponsoring this annual event which officially kicks off summer.

The Senior Center has applied for re-accreditation through the NCOA's (National Council on Aging) National Institute of Senior Centers (NISC) program which offers the nation's only National Senior Center Accreditation program. The purpose of the accreditation process is to advance the quality of senior centers nationwide. The NISC developed the program with nine standards of excellence for senior center operations. These standards will serve as a guide to improve operations. The center will do a self-evaluation process now through Thanksgiving and will go through a peer review December 2022 through March 2023. The Enfield Senior Center is one of six centers in Connecticut and just over 200 in the country that are nationally accredited. More information on all our programs, "The Center Connection" newsletter is available on-line or in print at the Senior Center.

EMS:

In May 2022, EMS responded to 682 calls for service; mutual aid was needed for 44 responses and mutual aid was provided to surrounding communities 37 times.

EMS celebrated National EMS week during the week of May 16th. It is a nationally recognized week that celebrates and recognizes the important contributions that EMS providers make to ensuring the health, safety, and wellbeing of their communities.

EMS participated in a vaccination clinic preparedness drill held by the North Central District Health Department on May 20th, which was very successful. Additionally, EMS is preparing for the Town's Fourth of July Celebration and participating in pre-planning meetings.

EMS has hired EMT Izabella Raviv to join our team. Ms. Raviv has previous experience in CT, and is currently in her training phase with the department.



TOWN OF ENFIELD

POLICE:

Enfield Police Department Drone Training Exercise: On May 16, 2022, members of the Enfield Police Department partnered with area fire departments for search and rescue training on the Connecticut River. Department personnel deployed our agency drone to simulate providing a rescue to a victim needing emergency service while in the river.

Enfield Police Department Citizen's Police Academy: On May 17, 2022, Chief Alaric J. Fox provided a block of instruction in constitutional law to the (ongoing) Enfield Police Department Citizens' Police Academy.

Enfield Health District Drill: On May 20, 2022, Chief Alaric J. Fox and other members of the Enfield Police Department provided assistance at an Enfield Health District pandemic-mass inoculation drill conducted at Asnuntuck Community College.

Enfield Recreation Freshwater Pond Fishing Event: On May 21, 2022, members of the Enfield Police Department provided assistance at the Recreation Department's Freshwater Pond youth fishing derby.

Enfield Police Department Youth Academy: On May 24, 2022 (and onward) the Enfield Police Department commenced advertising for the 2022 Enfield Police Youth Academy, which will run from 07/25/22 to 07/29/22 and again from 08/01/22 to 08/05/22, for youth between 10 and 14 years of age.

Enfield Memorial Day Parade: On May 29, 2022, members of the Enfield Police Department command staff and the Enfield Police Department Explorer Program participated in the Enfield Memorial Day parade, with on-duty personnel providing traffic control for the event itself.

Swearing In of Two New Enfield Police Officers: On June 1, 2022, the Enfield Police Department formally swore in Officer Domenic Cerasani and Officer Shane Lewis as the newest members of the Enfield Police Department. Both officers have been assigned to attend the Police Officers Standards and Training Council Academy in Meriden, which commenced on June 3, 2022.

Special Olympics Torch Run: On June 2, 2022, members of the Enfield Police Department participated in the Special Olympics Torch Run through the town of Enfield, passing the torch on to the East Windsor Police Department for their leg of the run thereafter.

Train Platform Press Event: On June 2, 2022, members of the Enfield Police Department command staff attended the Train Platform Press Event with on-duty personnel providing traffic control for the event itself.

Enfield Police Department Explorers: On June 4, 2022, the Enfield Police Department Explorer Program hosted a cookout event at the American Legion Lodge. Events such as this allows the police explorer post to be self-sustaining and in turn, to provide their services free of charge to the town and community residents and programs.



TOWN OF ENFIELD

NESPAC/NESPIN Quarterly Meeting: On June 7, 2022, and June 8, 2022, Chief Alaric J. Fox attended the Board of Directors meeting for the New England State Police Administrator's Compact/New England State Police Intelligence Network as the Connecticut Chiefs of Police assigned delegate.

ZONING APPLICATIONS - APPROVED:

At their Regular Meetings on Thursday May 26, and June 9, 2022, approved with conditions the following applications:

- a. **PH#3024- 100 Elm Street-** Application for the interior addition of a deli; Christopher Algoo, Applicant; Alliance Energy, LLC, Owner; Map 43/ Lot 15; BR Zone.
- b. **PH#3034MA-1706 King St-**Zone change request from BG to I-1; Josh Sullivan, Applicant; Burlington Coat Factory/Warehouse Corporations, Owner; Map 14/Lot 26; BG Zone.
- c. **PH# 3041- 98 Prospect Street-** Application for outdoor storage; David Weeks; Town of Enfield, Owner; Map 21/ Lot 20; I-1 Zone. *This will allow the Town to transfer the brownfield property to Mr. Weeks (aka Kelley Fradet) so he can utilize the property and put the parcel back on the tax roles.*
- d. **SPR# 1891 - 9 Moody Rd, Unit 3a-** Application for a fabrication facility and window wraps for vehicles; Shaun Mayo, Applicant; Anderson Properties, LLC, Owner; Map 75/Lot 36; I-1 Zone.
- e. **SPR# 1892 - 53 Manning Road-** Application requesting approval for an indoor long term parking facility; Walter LaBonte, Applicant; KBRC Realty, LLC, Owner; Map 32/ Lot 15; I-1 Zone
- f. **PH #3038 – 370 N. Maple St –** Modification to allow fencing in lieu of an earthen berm; Mayfield Place, LLC, Applicant /Owner Map 78/lot 30; MFHD Zone
- g. **PH#3039- 53 Neelans Road-** Application for the expansion of a non-conforming structure; Peter + Karen Falk, Owners; Map 86/ Lot 283; R88 Zone.

Discussion Item: The PZC decided to amend the regulations such that any **Warehouse/Distribution Center** 200,000 sf or greater will require a special permit. The public hearing for the text amendment will be held on July 14, 2022

PZC – June 30, 2022. The Felician Sisters has resubmitted their proposal for a zone change on their Enfield Street campus. The proposal for development has been modified significantly from the original with more clustered development, more open space and minimized density. The Public Hearing for the zone change will be held on June 30, 2022



TOWN OF ENFIELD

PLANNING:

Traffic Impact Study around the Enfield Square Mall. A summary of what has occurred to date and plans for next steps will be presented to the PZC on June 30, 2022.

Staffing: Administrative Secretary III Cheryl Eckenroth has accepted the position of Executive Secretary in the Town Manager's Office. Although we are sad to see her leave our department, we are happy for her and the advancement in her career.

ECONOMIC AND COMMUNITY DEVELOPMENT:

Demolition of Structures at 19 Church Street (Former Lamagna Center) and at 17 North Main Street (Former Strand Theater) – The Town recently issued the RFP for this project on 6/14/22. Sealed proposals for this project will be received by the Town on Tuesday, July 12, 2022. The Town is requesting a lump sum base proposal for both the demolition and environmental abatement at both 19 Church Street and 17 North Main Street. There shall be no work or operations performed within the roadways and sidewalks for this project. The roadways shall be free of any obstructions and emergency access shall be maintained at all times throughout the project. The selected contractor shall utilize both 16 Pleasant Street to access the project site, as the Staging Area for this project, and for the Storage of Equipment, Machinery & Dumpsters. Conversations are ongoing with affected neighbors.

98 Prospect Street Environmental Remediation Project – The Town is tentatively scheduled to go out to bid for this project in early July with bids due sometime in August. Work consists of all labor, tools, materials and equipment necessary to conduct environmental remediation work at the 98 Prospect Street Site. Work may include the excavation of soil hotspots, on-site soil stockpiling and management, off-site soil disposal at licensed disposal facilities, soil consolidation and capping of non-compliant soils with asphalt. Site cleanup activities also include the removal of four underground storage tanks and the removal of solid waste, building debris, and former buildings slabs and foundations. Based on the approved site plan that Kelly Fradet received for this property, it is understood that a proposed paved out storage lot across the site will be constructed as part to this redevelopment plan to support Kelly Fradet's business expansion.

PUBLIC WORKS:

Engineering:

ROADS 2021: – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr) Following items are complete: surveying & geotechnical recommendations. The Contractor working on the 50% PD plans.

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

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

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



TOWN OF ENFIELD

Surveying work is complete on the Meadow Lark Area, ongoing in Abbe Road.

On June 7, 2022, the Designer was given the notice to proceed with the sanitary sewer work on the Meadow Lark Area.

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: Construction RFP advertised on May 4 for opening date has been extended to July 6, 2022, due to testing for house demolition. The RFP will have an addendum to include the demolition of the house in the construction contract.

Brainerd Park Softball Proposed Field: The following items have been completed: site clearing, drainage, electrical conduit; dry wells, grading of the field, topsoil. Installation of the irrigation system is ongoing. MUSCO Lighting installation scheduled for the week of June 20, 2022.

Powder Hollow Baseball Field Improvements: Eversource has not returned emails regarding upgrade existing transformer at Powder Hollow Park from 208V transformer to 480V. Design work is on hold due to work outside the original scope of work.

ROADs 2015 Thompsonville Southwest: Project is substantially complete. Working with Contractor to address a ponding issue on South St.

ROADs 2015 River Washington: Project is substantially complete.

Orlando Drive Culvert: Town Attorney's Office has acquired the three necessary easements. The design has received IWWA and PZC Flood approvals. RFP advertised; RFP opening scheduled for June 22, 2022.

Freshwater Dam Improvements: The contractor has substantially completed, on time. The consultant has submitted as-built mark up plans along with a request to DEEP for final acceptance of the improvements, based on the permitting. DEEP scheduled to make their inspection, end of June 2022.

Higgins Park: Project is substantially complete. Staked out 15 trees for volunteers to plant around the playscape area, as directed.

Elm Street Sidewalk Gap Community Connectivity Grant: On April 27, 2022, the Designer was given the notice to proceed with the work.



TOWN OF ENFIELD

Town Farm Road Multi-Use Path LOTCIP: On May 4, 2022, the Designer was given the notice to proceed with the work. On May 24, 2020, site walked the project street with design consultant.

45 Kimberly Drive Drainage Outlet Design: Requested funds for construction moved to next fiscal under the CIP budget.

2022 School Parking Lot Replacements: RFP for the parking lots at Enfield Street School, Barnard School, and Hazardville Memorial School advertised, RFP opening June 13, 2022.

North Main Street brick pavers removal: On Call Utility Contractor accomplished this work.

Public Works Administration: Eli Whitney and Hazardville Memorial Roofs – Anticipate mobilizing the week of the 27th of June. Pre-construction meeting is being scheduled for no later than the week of the 20th of June.
Enfield Street School Fire Protection – Evaluating pricing per State Contract.

Buildings and Grounds: Annex Storage Building – Evaluating options.

Highway: Had to make more temporary repairs to the Orlando culvert washing out. Put out 350 American flags throughout town. Mason and pothole repairs ongoing. Street sweeping has been completed. Roadside mowing has started and ongoing vegetation spraying around guardrails has been completed.

RRM: Two new trucks have been put into service. The division has had 4 men out on long term leave. Highway has been supplying manpower to fill in. Transfer Station construction has started.

WPC: The daily average effluent flow for the month of March was 3.8 MGD and the total effluent flow total for the month was 118 million gallons. All NPDES permit requirements were met.

Collection System – May 2022

Sewer calls: 6

Manhole Inspections: 87

TV camera: 11,862 feet

Sewer Jetting: 14,999 feet

Call Before You Dig: 226

While attempting to perform routine maintenance on the Cranbrook siphon chamber we found it inaccessible due to beavers damming up the brook and turning the area into a pond. We



TOWN OF ENFIELD

worked with our Inland Wetlands and Watercourses Agency and the DEEP to acquire the necessary permits to remove the dam and the beavers. DPW removed the dam allowing the newly created pond to drain thus allowing us access to the siphon chamber where maintenance is scheduled for the month of May.

Building Inspection Division:

472 Taylor/ Shaker Heights - 2 new houses

113 North Maple - \$2.2 million for the fit out for Eppendorf

1699 King Street - Stifel Investment banking \$45,000 (new tenant) electrical

1559 King Street - prep the space for Turf Products another \$360,000 for work

33 Palomba - \$125,000 in work for On Point Communications new fit out

27 Litchfield - \$250,000 for fire damage repairs

175 Freshwater - \$220,00 in roofing at Eppendorf

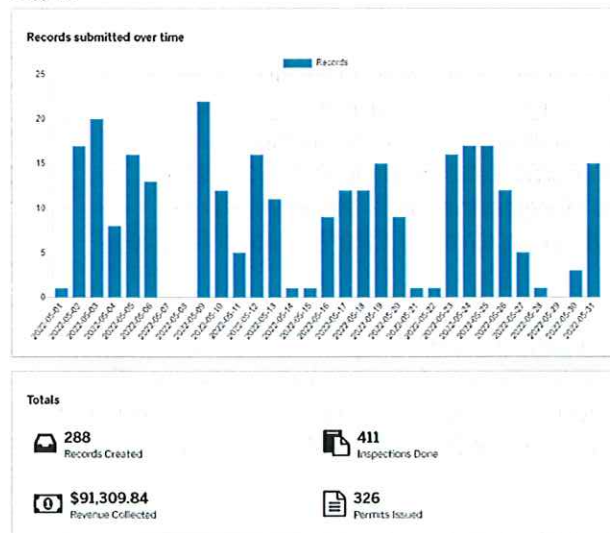
9 North Main - \$90,000 for window replacements

22 Residential addresses - About \$973,000 (CV) in miscellaneous Rooftop PV panels

About \$91,000 in revenue for the month with applications for 108 Building permits, 64 electrical permits, 45 HVAC permits, 38 plumbing permits, 22 Photovoltaic permits, 2 Fire Suppression/ Sprinkler permits, 1 Fire Alarm permit and 8 Building code complaints for a total of 288 records created for the month.

About 411 inspections performed in approximately 24 working days

Analytics





TOWN OF ENFIELD

SOCIAL SERVICES:

Child, Youth & Family

- **ECDC**

The Child Development Center is currently serving 180 children.

Over the past several weeks classrooms have been meeting with families to review spring conference forms, and creating individualized goals for the summer and next school year.

Our Middle Pre-K classroom held an after-hours art show and family movie night. The event was well attended, and several families were observed catching up after not seeing each other since the start of the pandemic.

The older toddler rooms utilized the FRC at Stowe, and with the help of Erin Grimes, created an in-house library visit. The children had their own "library card" and were able to check out books for the night. This was a wonderful collaboration between 2 programs located within Stowe. The rooms plan to have another visit to the FRC library in the coming weeks.

Our School-Age Program is working on a kindness tree that will continue through the summer. Teachers place a heart on the tree when they observe kind and helpful acts from the children. The tree is in the School-Age hallway for all to see when dropping off or picking up their children.

- **Family Resource Centers**

The FRC held its first family event at the Alcorn location with a planting activity for children ages birth to five and their families using our two Community Garden beds. The Town's Community Garden Coordinator also attended and provided vegetables which the children will be able to come back to pick. After planting, children and families enjoyed playing on the playground. This activity helped introduce children to science and nature and brought more awareness to families about the opportunities available at Alcorn.

The FRC at Henry Barnard School partnered with the PTO to provide an end of year carnival for families from Barnard and Crandall schools. Approximately 300 families attended the event which included bounce houses, carnival games, food and music. It was a positive way to bring families together after not having family events for a long time due to Covid.

The FRC is partnering with KITE and the Enfield Public Schools to hold a Kindergarten Readiness Camp that will take place in August for children who have not had any Kindergarten experience. The FRC will be funding the certified teachers with ESSER Two funding as well as assisting families with registering for the camp, scheduling enrichment programs and providing support in the classroom as needed.



TOWN OF ENFIELD

- **Youth Service Bureau**

The Youth Development Worker is in the process of designing two programs to help build developmental assets in youth. An Art Club will take place for students attending Enfield Child Development Center in July and will focus on self-expression, teamwork, and communication for children in grades 4 and 5. A STEAM Club will take place in July at the Youth Center for youth in the community and will focus on planning and organizing skills, developing empathy, and working with adults all with a science/technology lens. A Dance Club will be organized with the end result of performing at the Enfield Police Department's celebration of National Night Out in August.

The Youth Council is working on recruiting new members for the fall and are holding a Meet and Greet event for potentially interested students on June 20. They will have an end of the year field trip to an Escape Room.

- **Youth Center**

There are 93 members, with an average daily attendance of 22. Focus of staff is building on developmental assets towards better coping skills and spending quality time with positive adult role models.

Field trips/clubs continue to gain momentum with the anticipation of summer, with a total of 57 youth that attend any one or more of the following.

Half day of school hike, Art Club, Cooking Club, Garden Club (3 Community Garden plots). We are looking forward to combining the garden and cooking clubs at the end of the summer.

We also collaborated with the Alternative Education Program and brought 5 senior students to tour the manufacturing programs offered at Asnuntuck Community College.

Adult & Elderly

- **Food & Nutrition**

The Kitchen at ECDC is currently serving about 290 people. We are still looking to hire a facility assistant. There is still a food shortage, so we are having a tough time providing different foods for the children. We are now having trouble getting supplies in a lot of the products are backordered.

Mark Twain is currently serving 35 people during the weekday meal program. We are in the process of hiring as Site Manager during the week. The dining room is now open and most of the residents still wish to eat in their room. We are currently delivering to 21-23 people, and serving 10 to 12 people in the dining room.

The weekend meal program at Mark Twain is serving anywhere between 35 to 40 people. We are still having staffing issues for the weekend/holiday meal program and are actively recruiting.



TOWN OF ENFIELD

Care Coordination

- **Clinical Care Coordinator**

The CCC has been orienting and training the new youth social worker, who started on 5/23 as well as providing weekly supervision to staff and biweekly Care Coordination Team meetings. The CCC has attended trainings related to police social work and change management. The CCC participated in 2 meetings with the police department to enhance the co-responding model between PD and social services. The CCC met with Enfield High School health staff to consult on and plan for suicide prevention trainings for students for the fall of 2022. The CCC continues to carry a small active caseload.

- **Adult & Community Social Services Workers (2)**

1. A total of 75 contacts to engage with Enfield residents, which reflects phone, office, and community visits in some instances multiple contacts with a client. There have been 41 Police Request for Emergency Evaluation (PREE) follow-ups conducted, and 15 from referrals by EMS and Fire. The remaining referrals result from community providers in various sectors and on a self-referral basis. Provided immediate assistance to identified fire of a multi-family unit to help provided connection to essential resources. Conducted three outreach attempts to engage individuals identified as experiencing chronic homelessness, made two referrals to outreach teams that service the Greater Hartford area, and connected 2 chronically homeless individuals to housing programs to provided long-term stability. Assisted a family experiencing intimate partner violence, connecting to resources to provide long-term stability. Provided numerous referrals for residents to organizations such as Gifts of Love, SNAP, Medicaid, Energy Assistance, Affordable Connectivity Program, Greater Hartford Legal Aid, Enfield Housing Authority, food and clothing resources. Attended a webinar on Immigration Law and Support. In addition, maintained attendance at Greater Hartford Coordinated Access Network meetings. continues to attend and provide social services support to the Juvenile Review Board and provide on-site service at the Enfield Police Department.
2. Continued to orient and attend trainings as on-boarding continues. Additionally, responded to 40 referrals from Officers, community organizations and self-referrals. Connections were made and information provided regarding Access line, AA meetings, CHR, Amplify resource guide, Detox programs, Food Shelf, Meals on Wheels, Dial A Ride, SNAP, Fuel assistance. Provided assistance to 3 individuals referred due to Narcan saves, sharing NA meeting list, Narcan info., GHARC brochure, Amplify resource guide, mobile crisis info. and detox. Info. Met with grandmother of one individual and offered her assistance with Nar-anon groups. Home visit to another family due to issue of Alzheimer. Information provided regarding Alzheimer's Association in CT. Participated in GH CAN meeting regarding homelessness in CT, attended training on Veterans in Crisis, Understanding Community Resilience Model, NASW conference and Housing – Know Your Rights.



TOWN OF ENFIELD

- **Family Resource Center Social Worker**

The FRC social worker facilitated the Grandparents Raising Grandchildren support group and had guest speaker Robert Kanehl from CT Poison Control come out to present on House Safety and Proper Storage of medicines and cleaning products. We had seven attendees in total. Childcare was also provided to five of the grandchildren.

The FRC social worker still offers her Parent Support Group virtually every other Wednesday via ZOOM from 6:30-7:30 p.m. We had three attendees on 5/25.

The FRC Social Worker currently has fifteen open cases which she provides follow up to weekly until other providers or supports are in place and working with the family. The FRC social worker has made 3 referrals to Child First, 2 referrals to play groups, 2 referrals to care coordination, and 3 referrals for parents/caregivers in seeking help for their own mental health. The FRC social worker has also attended four meetings at various schools to support and advocate for parents/caregivers in IEP/504 meetings, and to see that client's needs are being met and adhered to.

- **Youth Services Social Worker**

YSW has received 11 referrals during this reporting period. Of the 13 referrals received, 7 were initiated by PREE's/PC's, 4 were initiated by the school, 2 were initiated from JRB's, and 2 cases were transferred from CCC to YSW. YSW is conducting ongoing outreach and support for these cases to address the needs of the youth and families.

YSW has completed the following trainings/onboarding orientations:

- HR Orientation
 - Town of Enfield - Understanding Trauma
 - CHRO Sexual Harassment Prevention
 - Security Awareness
 - Restorative Justice
 - De-escalation Training
 - Youth Mental Health First Aid
- **Case Worker**

The caseworker saw 30 residents for Homeowner tax credit and 11 residents for additional veteran's tax credit. The caseworker served 38 residents for rental rebate applications. The caseworker continues to take phone calls for appointments and for information. The caseworker helped 10 residents complete their application for entitlement programs. Continues to support the CRT worker for energy assistance.

Community Initiatives

- **Enfield Together Coalition**

The Coalition completed the *Coalition Vitality Assessment* tool and completed two workgroup meetings on May 17th and 19th. TTASC led the group through the assessment, determining what action steps were most important to take in the



TOWN OF ENFIELD

immediate future. Steps identified were to best support the Coalition in sustainability planning and building coalition/community capacity.

The ETC general membership meeting is off for the summer. Their last meeting was May 24th and they will resume in September. The management team will have their last meeting for the summer on June 15th. Summer work will focus on using tools from TTASC to create new bylaws and materials for onboarding new members in fall.

The Department of Social Services is working on applying for the Sober Truths on Prevention (STOP) Underage Drinking Act Grant which would afford the ETC additional funds to work on alcohol prevention over a 4-year period. This would aid in sustainability of the coalition work in the community.

TOWN CLERK:

June is dog licensing month! So far, our office has licensed 1286 dogs. Dogs can be licensed in one of the following ways:

- Town Hall dropbox – 24 hours
- Enfield Express drive-thru M-F 9:00am – 1:00pm
- US Mail
- In Person Town Clerk's office M-F 9:00am – 5:00pm

Fees: Spayed or Neutered \$8.00. Unaltered - \$19.00. Cash or check only
Proof of rabies is required. All paperwork will be returned.

We are excited to announce that Deputy Town Clerk, Kenzy Lee, has completed her courses and succeeded in passing the State of Connecticut's Town Clerk Certification exam. Please join us in congratulating her!

FINANCE:

Tax Collection

Fiscal Year 2023 Billing: FY2023 tax bills are currently being prepared. They will be printed and mailed the last week of June.

Elderly Tax Credits: Participants in the elderly tax program are required to submit an application every 2 years. Participants who were required to submit an application in 2022 were sent a reminder and those who did not submit an application were sent a reminder notice. Enfield has 486 residents participating in the program for collection.



TOWN OF ENFIELD

Sewer Use Fees: Since March 2018, the Tax Division has referred 1,285 delinquent sewer accounts to state marshals for collection. As of April 30, 2022, we have collected \$1,883,765 in principal and interest on those accounts.

General Services

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

- Demolition of Structures at 19 Church Street and 17 North Main Street
- Replacement of Bridge No. 048012 Orlando Drive Over Beemans Brook

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

- On-Call Consulting & Engineering Services
- Enfield Street School & Henry Barnard School Parking Lot Improvements

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

- Sodium Permanganate 20%
- Auditing Services

Treasury

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

General Fund Revenue and Expenditure Analysis:

We have reviewed the General Fund revenues and expenditures through the month of March for fiscal year 2022 and compared them with 2021. The comparisons are attached. Some highlights from comparisons are:

Revenues

- Tax collections (largest source of revenue) are slightly lower as a percentage of budget from the prior year. The percentage of the budget collected in FY22 is 98.69% versus 99.81% in FY21.
- Intergovernmental revenues increased by \$800 thousand in FY22 year to date. This is due to increases in the grants from FY21.
- Use of money and property increased due to an increase in the bond premiums.

Expenditures by Function

- General Government-Actual expenditures as a percentage of budget decreased by approximately 8% from FY21. This was caused by vacant positions during FY22.
- Public Safety-Actual expenditures as a percentage of budget decreased by approximately 10% from FY21. This was caused by increases in Public Safety budgets



TOWN OF ENFIELD

for new positions and for settling the contract with the police union. Actual expenditures also decreased overall due to a reduction in technology equipment for the body and car cameras acquired in FY21.

- Planning and Development -Actual expenses decreased to 60.4% of the budget in FY22 from 68.6% of the budget in FY21. This decrease is due to an increase in the FY22 budget for an additional Assistant Building Official (\$87,000) and grant funded studies environmental studies (\$222,000).
- Non-departmental Expenditures - Expenses decreased to 38% of budget from 52.5% in FY21. This decrease was caused by an increase in the capital expenditure budget of approximately \$4 million for projects such as: the Higgins Park Basketball Court and Walking Path, the Brainerd Park Softball Field, the Powder Hollow Baseball Field Upgrades, EPD Dispatch/Radio System and Enfield High School Track/Football Field Turf.

Expenditures by Division

- Town Manager expenditures decreased due to a reduction in salary expenditures.
- Town Attorney expenditures decreased due to a reduction in outside legal fees.
- Treasury expenditures decreased due to the retirement of one employee.
- Police Services expenditure decreased due to a reduction of Technology Equipment for the acquisition of body and car cameras that were obtained in FY21.
- Public Works Administration expenditures decreased due the departure of the Deputy Director of Operations position and a reduction in design work for the Stowe and Alcorn boilers.
- Building and Grounds Maintenance expenditures increased due to increases in salaries and medical expenditures.
- Custodial Maintenance costs increased due to medical insurance costs and an increase in cleaning supplies.
- Thompsonville Revitalization expenses decreased due to a reduction in police overtime. Police overtime increased in FY21 due to the pandemic.
- Employee Benefit costs decreased due to a reduction in pension costs. This was the result of a comparison of our plan cost assumptions to actual results. The comparison was done by our plan administrator and resulted in a reduction of \$1.1million in our pension contribution.
- Unallocated Charges decreased due to a decrease in transfers to capital. This is a timing difference.



TOWN OF ENFIELD

Town of Enfield General Fund Revenues vs Budget Fiscal Year 2022 vs 2021 July to March

Description	2022 Revised Budget	2022 Actual	%of Budget	2021 Revised Budget	2021 Actual	%of Budget
Taxes	103,634,057	103,334,738		100,605,831	100,811,365	100.20%
license and Permits	944,200	901,485		689,805	678,319	98.33%
Intergovernmental	32,988,427	17,827,800		31,709,040	17,014,704	53.66%
Charges for services	1,410,000	1,557,457		1,317,000	1,447,053	109.87%
Fines and Forfeitures	14,000	6,195		12,000	9,518	79.32%
Use of money and property	185,000	1,043,495		185,000	326,950	176.73%
Miscellaneous	468,067	679,357		529,028	451,458	85.34%
Intragovernmental Transfers	540,517			640,517		0.00%
Appropriated Fund Balance	8,804,923			7,617,198		0.00%
Total	148,989,191	125,350,527		143,305,419	120,739,368	84.25%

Current Year Tax Collections vs Current Year Budget	2022 Budget	Collections		2021 Budget	Collections	
Real Estate	82,552,260	81,672,785	98.93%	81,096,365	80,685,083	99.49%
Motor Vehicle	10,515,603	10,202,188	97.02%	10,039,296	9,605,876	95.68%
Personal Property	8,758,694	8,612,783	98.33%	7,962,670	7,994,898	100.40%
	101,826,557	100,487,756	98.69%	99,098,331	98,285,857	99.18%

Current Year Tax Collections vs Current Year Billings	2022 Taxes Billed	Collections		2021 Taxes Billed	Collections	
Real Estate	83,568,133	81,672,785	97.73%	82,421,243	80,685,083	97.89%
Motor Vehicle	11,683,736	10,202,188	87.32%	9,229,490	9,605,876	104.08%
Personal Property	8,967,844	8,612,783	96.04%	8,193,945	7,994,898	97.57%
	104,219,713	100,487,756	96.42%	99,844,678	98,285,857	98.44%



TOWN OF ENFIELD

Town of Enfield General Fund Expenditures By Function vs Budget Fiscal Year 2022 vs 2021 July to March

Function	Revised Budget 202209	Actual 2022 09	% Expended	Revised Budget 202109	Actual 2021 09	% Expended
General Government	\$ 3,743,297	2,392,006	63.9%	\$ 3,544,120	2,559,848	72.2%
Public Safety	\$ 15,379,534	10,158,273	66.1%	\$ 13,556,272	10,323,427	76.2%
Public Works	\$ 17,503,612	11,881,496	67.9%	\$ 17,370,241	11,653,651	67.1%
Planning and Development	\$ 1,972,968	1,192,438	60.4%	\$ 1,720,404	1,180,380	68.6%
Intergovernmental and agency	\$ 445,351	350,515	78.7%	\$ 418,764	338,016	80.7%
Non-departmental	\$ 37,645,339	14,294,416	38.0%	\$ 35,292,984	18,541,890	52.5%
	76,690,100	40,269,144	53%	71,902,786	44,597,211	62.0%



TOWN OF ENFIELD

Town of Enfield
General Fund Expenditures by Division vs Budget Fiscal Year 2022 vs 2021
July to March

ACCOUNT DESCRIPTION	2022			2021		
	REVISED BUDGET	YTD EXPENDED	%USED	REVISED BUDGET	YTD EXPENDED	%USED
10110000 COUNCIL	7,520.00	2,992.85	39.80%	7,520	3,408.02	45.32%
10120000 TOWN MANAGER	530,767.00	334,041.79	62.94%	470,559	377,544.85	80.23%
10130000 TOWN ATTORNEY	424,503.00	273,221.82	64.36%	420,928	319,122.93	75.81%
10140000 PROBATE COURT	42,385.00	19,280.87	45.49%	42,385	17,573.07	41.46%
10150000 REGISTRAR OF VOTERS	129,800.00	80,483.37	62.01%	149,325	95,329.85	63.84%
10160100 TOWN CLERK	548,659.00	351,177.10	64.01% --	491,517	362,486.20	73.75%
10161600 RECORDS MANAGEMENT	86,417.00	63,190.58	73.12%"	82,606	61,249.63	74.15%
10170000 HUMAN RESOURCES	424,294.00	272,312.72	64.18%	405,511	292,599.69	72.16%
10180100 FINANCE ADMINISTRATIO	309,930.00	238,477.73	76.95%	294,759	226,314.56	76.78%
10181000 TREASURY	373,991.00	226,765.34	60.63%	374,852	266,640.11	71.13%
10183000 ASSESSOR	639,099.81	388,509.03	60.79%	587,964	408,165.09	69.42%
10184000 GENERAL SERVICES	156,966.00	110,928.58	70.67%	154,735	115,471.76	74.63%
10190905 BOARD OF ASSESMENT AP	10,076.00	1,090.88	10.83%	4,791	998.57	20.84%
10190925 ETHICS COMMITTEE	0	0.00	#DIV/0!	SO	0.00	0.00%
10190955 BEAUTIFICATION COMMIT	9,034.00	1,317.45	14.58%	9,034	1,225.57	13.57%
10190960 HISTORIC DISTRICT COM	4,424.00	2,526.74	57.11%	3,938	1,259.28	31.98%
10190961 PLANNING AND ZONING C	15,092.00	6,954.79	46.08%	15,115	4,695.77	31.07%
10190962 ZONING BOARD OF APPEA	5,320.00	1,604.43	30.16%	5,326	1,459.62	27.41%
10190963 INLAND WETLANDS AND W	8,783.00	6,225.35	70.88%	8,791	2,844.31	32.35%
10190964 AGRICULTURE/CONSERVAT	3,004.00	1,613.55	53.71%	3,004	1,168.85	38.91%
10190970 FAIR RENT COMMISSION			#DIV/0!	300	0.00	0.00%
10190980 JOINT FACILITIES COMM	2,869.00					
10190990 CULTURAL ARTS COMMITT	9,000.00	9,000.00	100.00%	9,000	0.00	0.00%
10190991 PRISON LIAISON COMMIT		96.88	#DIV/0! --	247	96.88	39.22%
10190993 LOAN REVIEW COMMITTEE	200.00		0.00%	200	0.00	0.00%
10190996 ECONOMIC DEVELOPMENT	1,163.00	193.76	16.66%	1,163	193.77	16.66%
10190997 COMMUNITY EMERGENCY R	0	0.00	#DIV/0!	500	0.00	0.00%
General Government	\$ 3,743,296.81	\$ 2,392,005.61	63.90%	\$ 3,544,119.77	\$ 2,559,848.38	72.23%
10200250 PUBLIC SAFETY COMMUN I	1,691,418.00	1,056,504.05	62.46%	1,511,026	1,071,377.57	70.90%
10200270 SCHOOL SECURITY	253,625.00	143,959.40	56.76%	253,625	104,015.42	41.01%
	13,427,888.58	8,953,060.67				
10200500 POLICE SERVICES			66.68%	11,787,734	9,143,266.06	77.57%
10250000 EMERGENCY MANAGEMENT	6,602.00	4,748.88	71.93% "	3,887	4,767.51	122.65%
Public Safety	\$ 15,379,533.58	\$ 10,158,273.00	66.05%	\$ 13,556,271.98	\$ 10,323,426.56	76.15%
10300100 PUBLICS WORKS ADMINIS	879,194.80	574,672.60	65.36%	917,293	656,821.20	71.60%
10300340 BUILDINGS AND GROUNDS	5,140,139.16	3,513,065.24	68.35%	5,185,350	3,408,508.95	65.73%
10300345 CUSTODIAL MAINTENANCE	4,658,219.80	3,194,411.36	68.58% =	4,603,825	3,116,097.99	67.68%
10300370 HIGHWAY MAINTENANCE	1,924,346.62	1,160,062.48	60.28%	1,859,849	1,122,195.47	60.34%
10300380 EQUIPMENT MAINT & REP	1,273,918.00	922,891.24	72.45%	1,245,610	906,265.00	72.76%
10300390 REFUSE COLLECTION AND	3,627,794.00	2,516,393.49	69.36%	3,558,314	2,443,762.17	68.68%
Public Works	\$ 17,503,612.38	\$ 11,881,496.41	67.88%	\$ 17,370,241.48	\$ 11,653,650.78	67.09%
10600100 DEVELOP SERV ADMIN/ECO	240,334.58	175,920.17	73.20%	237,723	181,969.39	76.55%
10606100 PLANNING	363,459.00	207,860.39	57.19%	441,004	240,942.86	54.64%
10606155 THOMPSONVILLE REVITAL	209,881.00	97,863.90	46.63%	169,953	141,864.73	83.47%
10606600 COMMUNITY DEVELOPMENT	451,310.00	217,985.05	48.30% w	230,162	157,932.53	68.62%
10606800 BUILDING INSPECTION	622,849.00	433,118.59	69.54%,	567,428	415,340.94	73.20%
10606900 CODE ENFORCEMENT	85,134.00	59,690.39	70.11% "	74,134	42,329.51	57.10%
Planning & Development	\$ 1,972,967.58	\$ 1,192,438.49	60.44%	\$ 1,720,404.00	\$ 1,180,379.96	68.61%



TOWN OF ENFIELD

ACCOUNT DESCRIPTION	2022			2021		
	REVISED BUDGET	YTD EXPENDED	%USED	REVISED BUDGET	YTD EXPENDED	%USED
10700710 CAPITAL REG COUNCIL G	31,465.00	31,465.00	100.00%	32,484	31,465.00	96.86%
10700712 METROHARTFORD ALLIANC	8,732.00	8,731.80	100.00%	8,931	8,887.00	99.51%
10700715 ENFIELD CEMETERY ASSO	39,000.00	39,000.00	100.00%	39,000	39,000.00	100.00%
10700716 ENFIELD HISTORICAL SO	17,800.00	17,800.00	100.00%	17,800	17,800.00	100.00%
10700720 CT CONFERENCE OF MUN	32,132.00	32,132.00	100.00%	32,132	32,132.00	100.00%
10700725 NATIONAL LEAGUE OF CI	3,900.00	3,900.00	100.00%	3,813	3,813.00	100.00%
10700730 ENFIELD VETERANS COUN	34,789.00	34,789.00	100.00%	37,575	28,575.00	76.05%
10700735 DISTRICT FIRE MARSHAL	0	0.00	#DIV/0!	1,000	0.00	0.00%
10700760 NORTH CENTRAL HEALTH	203,888.00	152,915.64	75.00%	207,657	155,742.18	75.00%
10700770 CLEAN ENERGY COMMITTE	\$	\$	0.00%	\$	\$	0.00%
10700780 CELEBRATIONS AND SPEC	65,000.00	21,136.19	32.52%	24,765	11,706.78	47.27%
10700782 SAFE GRADUATION COMMI	0	0.00	#DIV/0!	1,000	0.00	0.00%
10700785 GRTR HARTFORD TRANSIT	7,145.00	7,145.00	100.00%	7,145	7,145.00	100.00%
10700796 HOUSING EDUC RESOURCE	0	0.00	#DIV/0!	3,712	0.00	0.00%
10700798 ATHLETIC HALL OF FAME	1,500.00	1,500.00	100.00%	1,750	1,750.00	100.00%
Intergovernmental and Agency	\$ 445,351.00	\$ 350,514.63	78.71%	\$ 418,764.00	\$ 338,015.96	80.72%
10800090 LIABILITY INSURANCE	708,411.00		0.00%	904,286	0.00	0.00%
10800091 EMPLOYEE BENEFITS	5,308,580.00	2,396,672.78	45.15%	5,642,932	3,500,625.69	62.04%
10800092 UNALLOCATED CHARGES	18,535,201.88	1,109,560.67	5.99%	16,280,200	4,194,373.44	25.76%
10800096 DEBT SERVICE	13,093,146.00	10,788,182.53	82.40%	12,465,566	10,846,890.51	87.01%
Non departmental	\$ 37,645,338.88	\$ 14,294,415.98	37.97%	\$ 35,292,984.48	\$ 18,541,889.64	52.54%
Grand Total	\$ 76,690,100.23	\$ 40,269,144.12	52.51%	\$ 71,902,785.71	\$ 44,597,211.28	62.02%

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Waiving the Bid Requirements to Retain
Independent Review of Revaluation Issues**

WHEREAS, the Town Council wishes to have an independent review conducted regarding various issues concerning the Town's recent revaluation process; and

WHEREAS, that the Town Council wants the review to commence without delay; and

WHEREAS, that the Town desires to retain the law firm of Berchem Moses PC to conduct this review.

NOW THEREFORE BE IT FURTHER RESOLVED, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is not in the best interest of the Town to require competitive bidding and authorizes the Town Manager or her designee to sign a retainer agreement with Berchem Moses PC.

Date Prepared: June 17, 2022
Prepared by: Town Attorney's Office



Consent
A.1

TOWN OF ENFIELD

June 10, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Excess Building and Grounds Funds to the Maintenance and Building Supplies Account \$2,375

Councilors:

Highlights:

- Due to the difficult labor market the Buildings and Grounds Division was not able to fully staff its temporary summer work program, resulting in a surplus of \$2,182 in the Seasonal Worker Salary Account. Buildings and Grounds also has a surplus of \$193 in the Health Services account, which is used for employee hearing tests.
- Building and Grounds has depleted the Maintenance and Building Supplies account. Additional funding is required in this account for the remainder of the year.

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: Public Works - Buildings and Grounds

Maintenance and Building Supplies 10300340-561400 \$2,375

FROM: Public Works - Buildings and Grounds

Salaries – Temporary/Seasonal 10300340-513000 \$2,182

Health Services 10300340-533300 \$193

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 10, 2022.



John Wilcox, Director of Finance

6/13/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

6/13/22

Date:



TOWN OF ENFIELD

Consent
A.2

June 10, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Vehicle Parts - \$4,250

Councilors:

Highlights:

- The Public Works Equipment Maintenance and Repair Division's overtime, stipend, and social security accounts are anticipated to end the current fiscal year with surpluses of \$1,000, \$250, and \$3,000.00 respectively. Equipment Maintenance and Repair needs additional funding for vehicle parts and materials. The Department of Public Works respectfully requests that the Council transfer the surplus funds in the health insurance and social security accounts to the vehicle parts 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 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: Public Works Equipment Maintenance and Repair

Vehicle Supplies/Materials	10300380-561700	\$4,250
----------------------------	-----------------	---------

FROM: Public Works Equipment Maintenance and Repair

Overtime	10300380-514000	\$1,000
----------	-----------------	---------

Stipend	10300380-516000	\$250
---------	-----------------	-------

Social Security	10300380-522000	\$3,000
-----------------	-----------------	---------

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 10, 2022.



John A. Wilcox, Director of Finance

4/13/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

4/13/22

Date:



Consent
A.3

TOWN OF ENFIELD

June 20, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Resolution authorizing the transfer of Funds for Social Services
Administration \$2,000**

Councilors:

Highlights:

- The Youth Center moved to Alcorn in January 2022. The Youth Center members expressed an interest in having a large blank wall painted in the newly renovated space.
- A focus of the Youth Center is developing positive assets which help young people succeed. A muralist will be working with the members on designing a mural for the wall.
- This will be an educational opportunity for the youth to be involved in the design, budgeting and purchasing aspects of the project.
- Youth need opportunities to develop new skills and interests with other youth and adults. The muralist is an Art major at a local University.
- The funds are available in Youth Center part time salaries due to vacancies.

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: Social Services Administration

Other Professional Services	22040001-533900	\$2,000
-----------------------------	-----------------	---------

FROM: Youth Services

PT Salaries	22040450-51200	\$ 2,000
-------------	----------------	----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 20, 2022.



John Wilcox, Director of Finance

6/13/22

Date:



APPROVED BY: Ellen Zoppo-Sassu, Town Manager

6/13/2022

Date:



Consent
A.4

TOWN OF ENFIELD

June 20, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the transfer of Funds for Social Services Administration \$7,500

Councilors:

Highlights:

- The Department of Social Services is collaborating with the Police Department in implementation of a Crisis Response Team to be comprised of both Officers and Social Services Workers.
- The CT Alliance to Benefit Law Enforcement (CABLE) provides Crisis Intervention Training (CIT) to law enforcement and social workers to equip them to assist individuals in mental health crises.
- Enfield is able to send 2 Teams – 3 Officers and 2 Social Service staff – each to a one week/40 hour training offered in CT in August and September.
- The Department needs \$7,500 to help cover the cost of Officer coverage for those attending the training, travel and associated cost of the training for attendees.
- These funds are available in Youth Services full time salaries due to vacancies.

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 Guerri
Director of Social Services

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

FY 2023

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

TO: Social Services Administration

FT Salaries	22040001-511000	\$5,000
Professional Development	22040001-532200	\$2,500

FROM: Social Services Administration

Appropriated Fund Balance	22044001-499000	\$ 7,500
---------------------------	-----------------	----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 20, 2022.



John Wilcox, Director of Finance

6/15/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

6/13/22

Date:



TOWN OF ENFIELD

Consent
A.5

June 20, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Resolution authorizing the transfer of Funds for Social Services
Administration \$5,400.00**

Councilors:

Highlights:

- In the beginning of the pandemic, the Social Services department conducted many virtual meetings.
- When Social Services moved to Alcorn, we acquired a large conference room which is not equipped with camera and microphone access.
- These funds will allow for the entire department to conduct high quality virtual meetings as many organizations continue to meet virtually.
- In working in conjunction with the IT department, the Department needs \$5,400 to enhance the quality of virtual meetings so that the participants can see and hear the person who is speaking. These funds are available in travel which are unspent due to the reduction in travel.

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 Guerri
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.

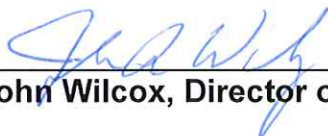
TO: Social Services Administration

Technology & Equipment 22040001-573400 \$5,400

FROM: Youth Services

Travel 22040450- 558000 \$ 5,400

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 20, 2022.



John Wilcox, Director of Finance

6/13/22

Date:

APPROVED BY: 
Ellen Zoppo-Sassu , Town Manager

6/13/22

Date:



TOWN OF ENFIELD

Consent
A.C

June 13, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Requests for Transfer of Funds for American Rescue Plan Projects from Budget Deliberations – FY22 and FY23

Councilors:

Highlights:

- During budget deliberations, we set aside American Rescue Plan (ARPA) funds for Water Pollution Control Pump Stations, though we did not determine which stations. We also set aside funds for assistance to businesses and not-for-profit organizations.
- We have now determined that the funds should be used for the Grape Brook and Sparkle Street stations.
- Due to the town charter requirements and estimated cost, these projects need to be appropriated in multiple fiscal years. Accordingly, we have attached 1 transfer for fiscal year 2022 and another for fiscal year 2023.
- At its June 6, 2022 meeting, Council approved a resolution allowing Finance to carry unspent funds into future fiscal years until the funds are spent or the project is complete. The resolution will apply to these projects as well.

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,

John A. Wilcox, CPA
Director of Finance

Attachments:

1. Resolutions (2).

**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.

Fiscal Year 2022

TO: COVID – 19 Fund

Grape Brook Pump Station - Construction Services	24508327-545000	\$689,000
Sparkle Street Pump Station - Construction Services	24508328-545000	\$689,000
Business Assistance – Misc Expenditures	24508329-589000	\$250,000
Not-for-Profit Assistance - Misc Expenditures	24508330-589000	\$200,000

FROM: COVID – 19 Fund

Revenue – Grants-COVID-Federal	24540000-460004	\$1,828,000
--------------------------------	-----------------	-------------

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 27, 2022.



John A. Wilcox, Director of Finance

6/13/22

Date:



APPROVED BY: Ellen Zoppo-Sassu, Town Manager

6/13/22

Date:

Consent
A.7.

**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.

Fiscal Year 2023

TO: COVID – 19 Fund

Grape Brook Pump Station - Construction Services	24508327-545000	\$827,000
Sparkle Street Pump Station - Construction Services	24508328-545000	\$827,000

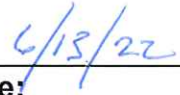
FROM: COVID – 19 Fund

Revenue – Grants-COVID-Federal	24540000-460004	\$1,654,000
--------------------------------	-----------------	-------------

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 27, 2022.



John A. Wilcox, Director of Finance



Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager



Date:

McCarthy, Debra

From: noreply@civicplus.com
Sent: Saturday, October 23, 2021 3:00 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	10/23/2021
First and Last Name	Renee Poreda
Address	17 Frew Terrace
City	Enfield
State	CT
Zip	06082
Phone Number	4133884202
Second Phone:	4133884202
Email	reneedanp@yahoo.com
Occupation	<i>Field not completed.</i>
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I've always been very passionate art the arts. I am very organized and have plenty of time to volunteer.

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 served:

Field not completed.

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

Field not completed.

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

No

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, June 8, 2022 9:54 AM
To: McCarthy, Debra; Town Manager
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	6/8/2022
First and Last Name	Damon Patnoe
Address	11 Arbor Rd
City	Enfield
State	Connecticut
Zip	06082
Phone Number	8603947576
Second Phone:	8603947576
Email	Damon.patnoe@gmail.com
Occupation	General Manager
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	D
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been on the Commision as a member for 7 years. I have held the position of Treasure for a majority of this time. I am an active participant in ECAC and would like to continue.

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

Yes

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

Enfield Culture and Arts

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

10

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

No

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

From: noreply@civicplus.com
Sent: Wednesday, June 8, 2022 6:28 PM
To: McCarthy, Debra; Town Manager
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	6/8/2022
First and Last Name	Jennefer Ryan
Address	116 sheridan rd
City	Enfield
State	CT
Zip	06082
Phone Number	2034947563
Second Phone:	Na
Email	jenwason@hotmail.com
Occupation	Marketing & Graphic Design
Occupation Phone Number	Field not completed.
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been on the commission for about 10 years and have worked to raise visibility through social media and traditional PR. I look forward to serving the community by funding cultural arts projects and events for residents. I have over 20 years of Ad Agency experience and over 15 years in Marketing launching a Pro Audio company distributed in over 20 countries

to Grammy and Emmy Award winning musicians and film producers. I also hold a BA in Fine Arts with a minor in graphics and photography. I am very excited to continue this work.

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

Yes

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

ECAC 10 years, MAC 7 years

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

8

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

No

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



TOWN OF ENFIELD

E.

June 20, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Resolution authorizing the transfer of Funds for Social Services
Administration - \$12,500**

Councilors:

Highlights:

- On June 7, 2021, Town Council approved \$25,000 to hire a consultant to develop a strategic plan and co-responding model for the Social Services Department. The Plan was completed; however the remainder of the funds were re-couped into general fund at the end of that fiscal year.
- The Department needs to replenish the remainder of the funds identified for planning in order to design a high quality, structured model that deliberately links the Town's law enforcement, emergency medical services, and social services departments in a coordinated response to citizens in distress.
- These funds are available in Youth Services full time salaries due to vacancies.
- The funds would be transferred into Social Services Administration, Other Professional Services as to retain the consultant to complete the work.

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 Guerreri
Director of Social Services

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

FY2023

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

TO: Social Services Administration

Other Professional Services	22040001-533900	\$12,500
-----------------------------	-----------------	----------

FROM: Youth Services

Appropriated Fund Balance	22044001-499000	\$12,500
---------------------------	-----------------	----------

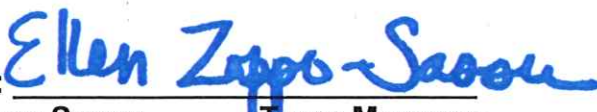
CERTIFICATION: I hereby certify that the above-stated funds are available as of June 20, 2022.



John Wilcox, Director of Finance

6/13/22

Date:

APPROVED BY: 

Ellen Zoppo-Sassu, Town Manager

6/13/22

Date:

F.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Setting a Public Hearing to Amend Chapter 22 of the Town Code of Enfield, Article II, Enfield Culture and Arts Commission

WHEREAS, Chapter 22, Article II of the Town Code establishes the Enfield Culture and Arts Commission; and

WHEREAS, the Town Council wishes to amend the Ordinance to add a Board of Education Liaison to be determined by the Board of Education; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendments.

NOW THEREFORE BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, July 5, 2022 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the Proposed Amendments to Chapter 22 of the Town Code of Enfield, Article II, the Enfield Culture and Arts Commission Ordinance.

Date Prepared: June 13, 2022
Prepared by: Town Manager's Office

PART IV - CODE OF ORDINANCES
Chapter 22 - CIVIC AND CULTURAL AFFAIRS
ARTICLE II. CULTURE AND ARTS COMMISSION

ARTICLE II. CULTURE AND ARTS COMMISSION¹

Sec. 22-31. Establishment of commission.

The town council has established the Enfield Culture and Arts Commission.
(Code 1967, § 2-71; Ord. No. 16-2, 3-21-2016)

Sec. 22-32. Definitions.

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

Commission means the Enfield Culture and Arts Commission.
(Ord. No. 16-2, 3-21-2016)

Sec. 22-33. Purpose of commission.

The purpose of the commission shall be to plan, produce, coordinate, or otherwise provide assistance to sponsors of events or activities and to encourage participation therein, which promote or develop the artistic, historic, cultural and heritage resources of and within the community of Enfield.
(Code 1967, § 2-72; Ord. No. 14-5, 10-20-2014)

Sec. 22-34. Members; qualifications, appointment, terms of office.

- (a) Members of the commission shall be appointed by the town council and shall be selected from a broad cross section of the residential and business community so as to create a diverse body of members who are interested in the aims and purposes of this commission as set forth in this article.
- (b) The commission shall consist of seven resident electors, who shall serve for two-year overlapping terms, which shall commence on June 1 of the year of their appointment; two town council member liaisons; and, one town staff member liaison.
- (c) Annually, during the month of June, the members of the commission shall meet, organize and from among their members elect a chair, a vice-chair and a secretary.

(Code 1967, § 2-73; Ord. No. 14-5, 10-20-2014; Ord. No. 18-1, 1-2-2018)

¹Editor's note(s)—Ord. No. 16-2, adopted March 21, 2016, changed the title of Art. II from "Cultural Arts Commission" to read as herein set out.

Sec. 22-35. Vacancies.

Any vacancy in the term of any member of the commission shall be filled by appointment by the town council for the unexpired term in accordance with section 22-34(a).

(Code 1967, § 2-74)

Sec. 22-36. Expenses and assistance.

The members of the commission shall serve without compensation. The commission may receive federal, state, municipal or private monies for the purposes of fostering, assisting and encouraging the arts and to encourage the participation in, and promotion, development and appreciation of Enfield history, culture and heritage.

(Code 1967, § 2-75; Ord. No. 14-5, 10-20-2014)

Sec. 22-37. Meetings.

The commission shall fix the time and place of its regular monthly meetings and may hold such special meetings as may from time to time be required. The commission shall keep a record of its proceedings, deliberations and actions and shall annually report to the town council in writing its activities and goals. The commission may, within the limit of funds available, employ clerical help or solicit any technical assistance or consultants that may be required.

(Code 1967, § 2-76; Ord. No. 14-5, 10-20-2014)

Sec. 22-38. Auxiliary services.

The facilities and services of the various agencies and departments of the town shall be available to the commission as it may reasonably require.

(Code 1967, § 2-77)



TOWN OF ENFIELD

June 10, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Sign the Memorandum of Agreement with Impact Residential Development

Councilors:

Highlights:

- In March of 2022, the Town released an RFP/RFQ to developers for redeveloping the former Strand Theater Property and Lamagna Activity Center Properties.
- The Town is seeking public-private partnership in providing a redevelopment project which will bring people and business to Thompsonville Village.
- The Town is looking to select Impact Residential Development (IRD) as the preferred developer to plan the project, complete its due diligence and develop a final design.
- Once the redevelopment plan is locally approved, IRD will then enter into a purchase & sales agreement with the town, subject to Town Council approval, for the purchase of the project site.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council authorizes the Town Manager to sign the Memorandum of Agreement and Term Sheet with Impact Residential Development.

Respectfully Submitted,

Nelson Tereso
Director of Economic & Community Development

Attachments:

1. Resolution

G.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN
THE MEMORANDUM OF AGREEMENT WITH IMPACT RESIDENTIAL
DEVELOPMENT, LLC**

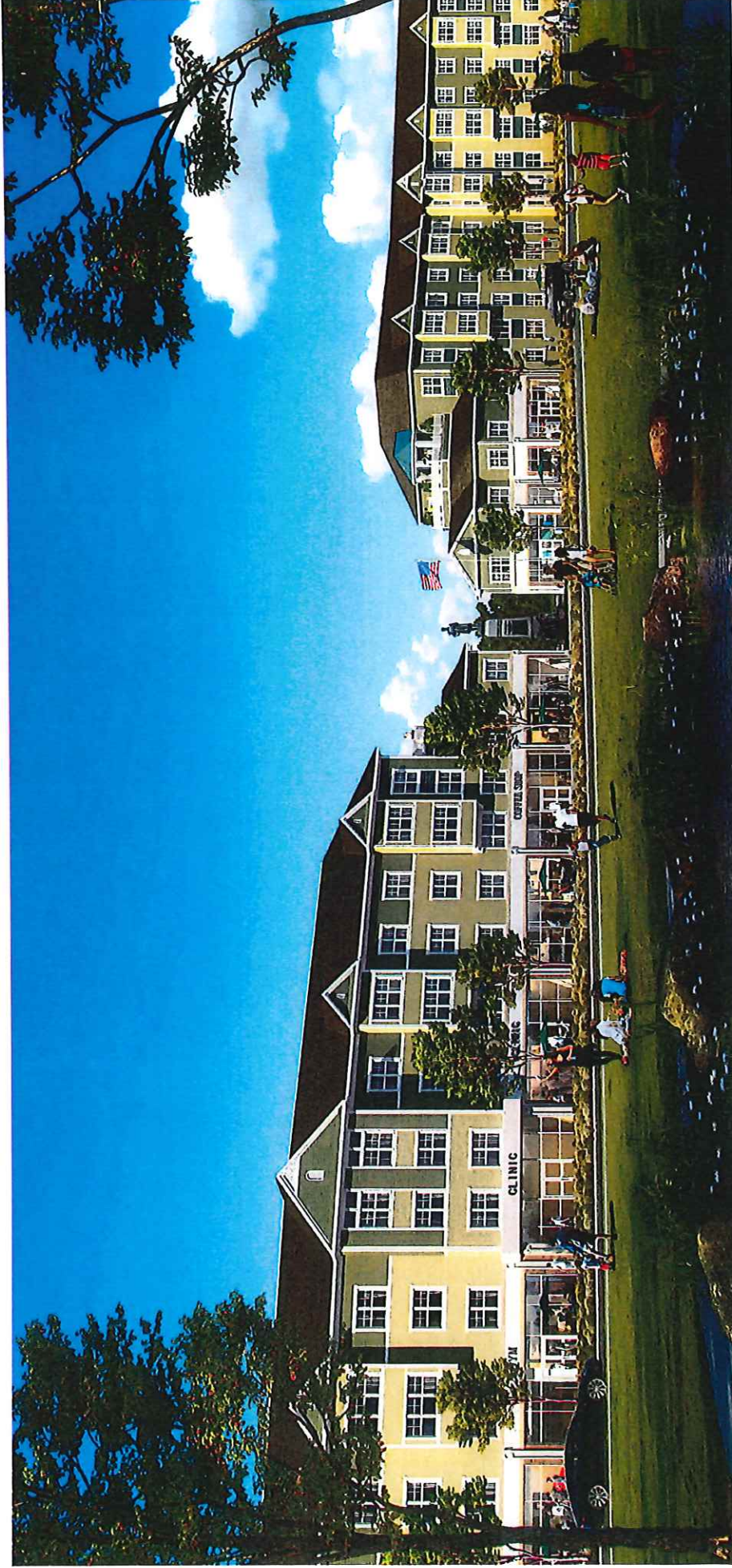
WHEREAS, Impact Residential Development, LLC (IRD) has submitted a Memorandum of Agreement to the Town as to the proposed redevelopment project for the former Strand Theater property and Lamagna Activity Center properties; and

WHEREAS, IRD will be the preferred developer to plan the mixed-use redevelopment project, complete its due diligence, and develop a final design.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the Memorandum of Agreement with Impact Residential Development, LLC, subject to review by the Town Attorney.

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

Date Prepared: June 10, 2022

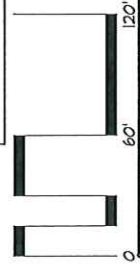


◆ **THOMPSONVILLE MIXED USE** ◆

ENFIELD, CONNECTICUT

APRIL 21, 2022





SITE PLAN

◆ **THOMPSONVILLE MIXED USE** ◆

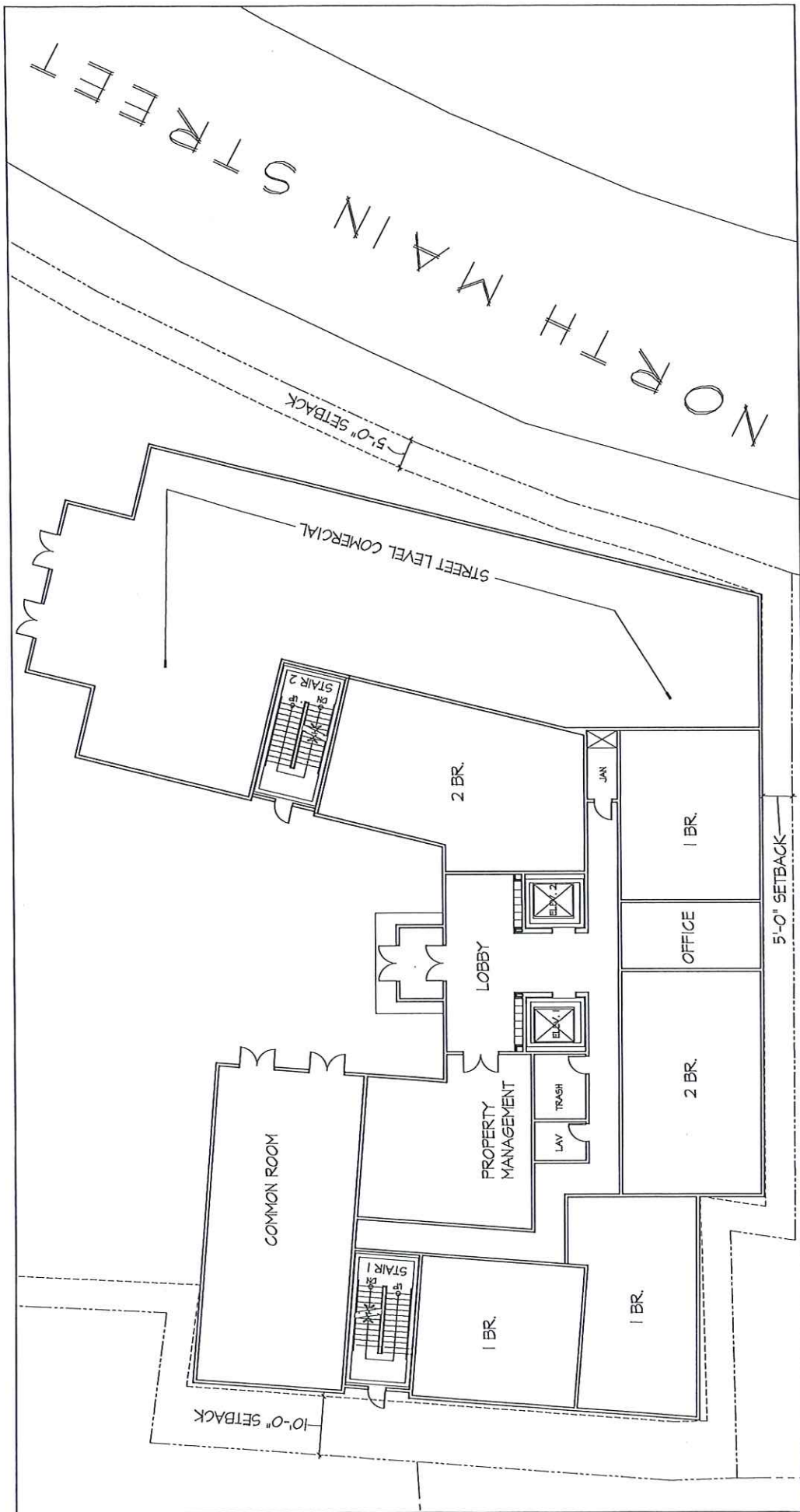
ENFIELD, CONNECTICUT

APRIL 21, 2022



SP

PAUL B. BAILEY
• ARCHITECT •



BUILDING A FIRST FLOOR PLAN

BA1.1



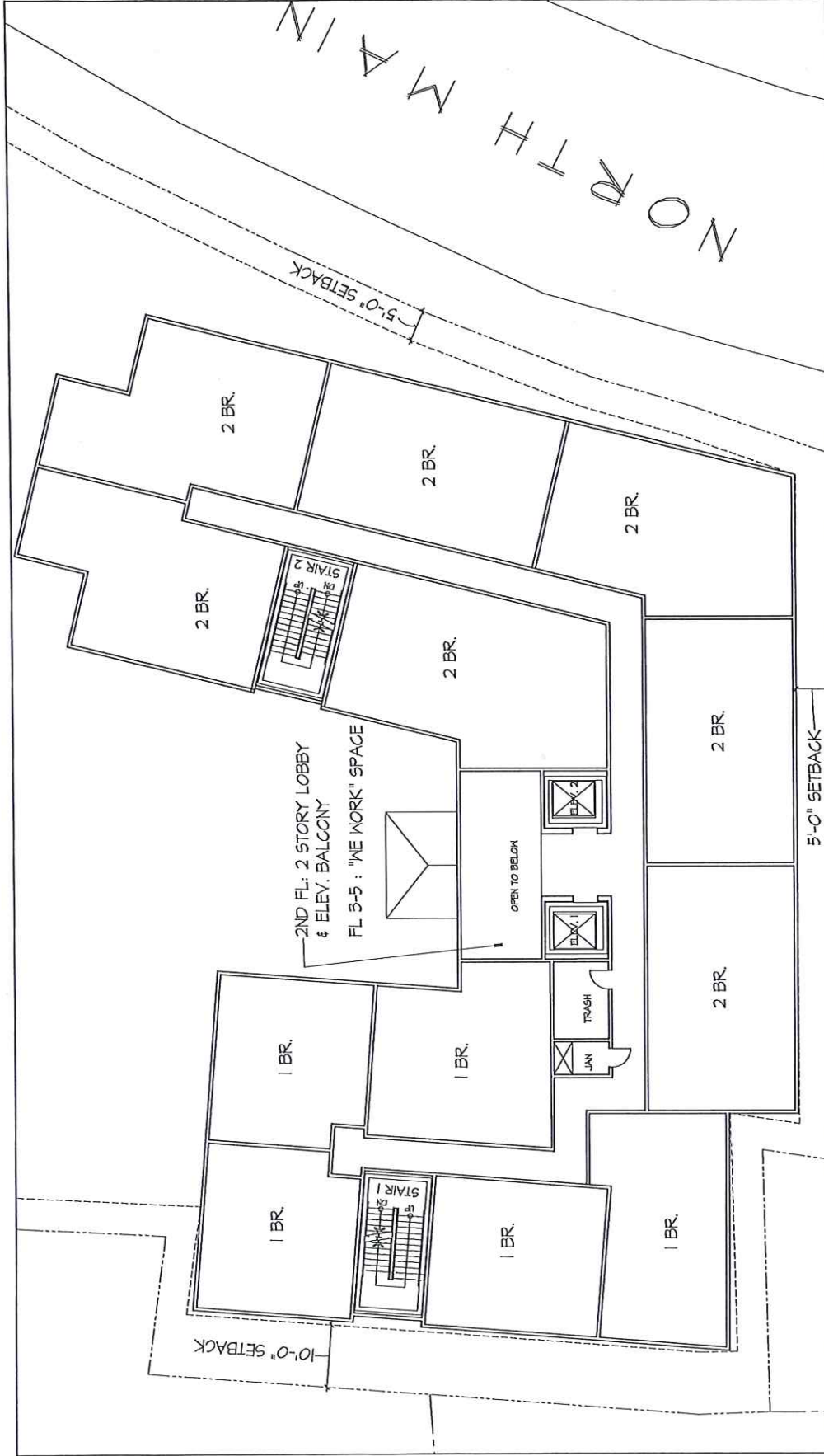
◆ **THOMPSONVILLE MIXED USE** ◆

ENFIELD, CONNECTICUT

APRIL 21, 2022

PAUL B. BAILEY
ARCHITECT.





BUILDING A TYPICAL UPPER FLOOR PLAN

BA1.2

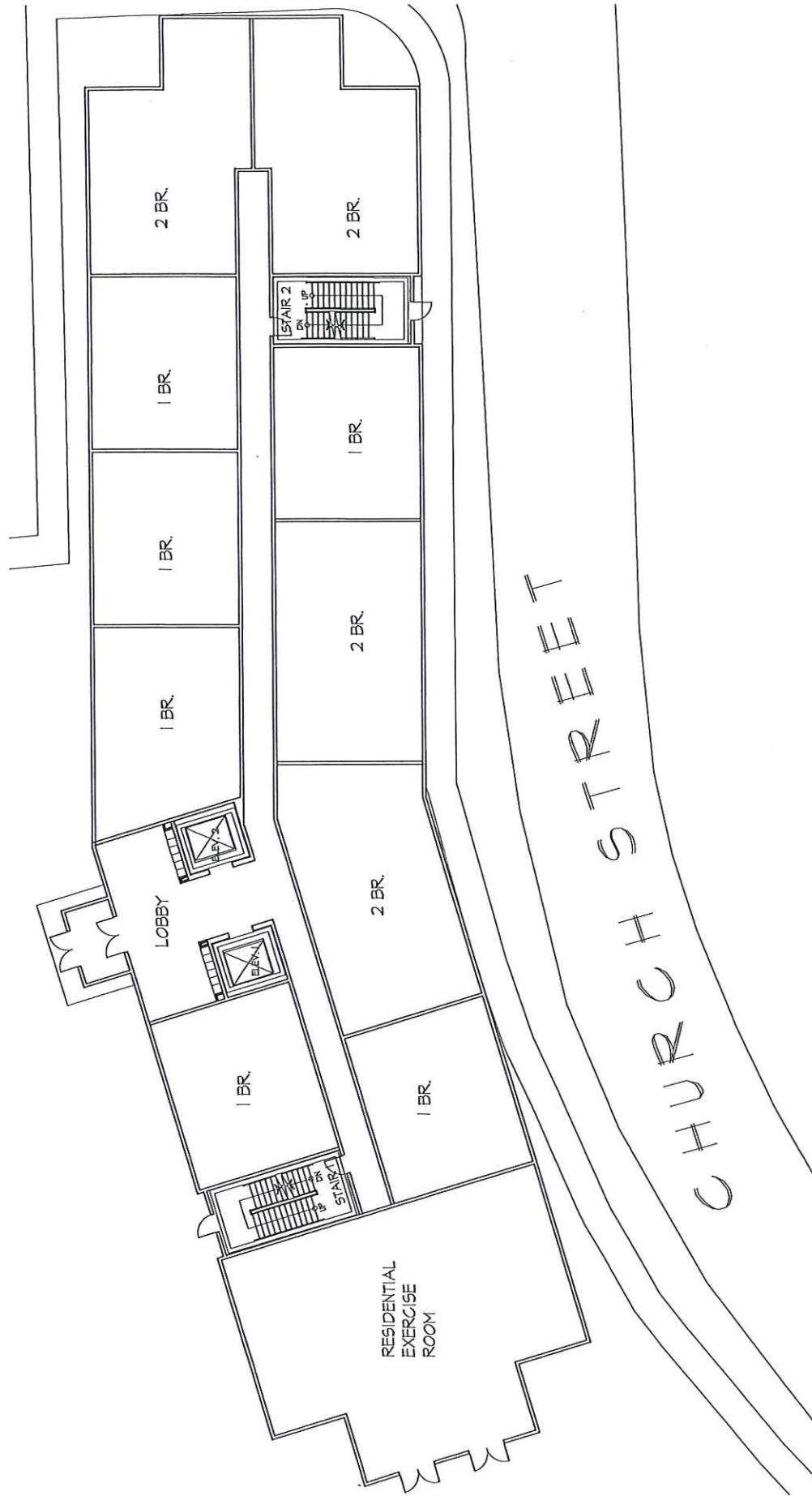


THOMPSONVILLE MIXED USE

ENFIELD, CONNECTICUT

APRIL 21, 2022





BUILDING B FIRST FLOOR PLAN

BB1.1



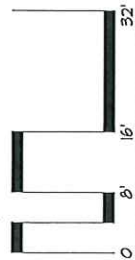
◆ **THOMPSONVILLE MIXED USE** ◆

ENFIELD, CONNECTICUT

APRIL 21, 2022

PAUL B. BAILEY
• ARCHITECT •





BB1.2



ENFIELD, CONNECTICUT

APRIL 21, 2022



PAUL B. BAILEY
ARCHITECT.



H.

TOWN OF ENFIELD

June 8, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Waiving Bids for Sludge Disposal Services at the Enfield Water Pollution Control Facility (WPCF)

Councilors:

Highlights:

- The Enfield WPCF generates approximately 1,500 dry tons of sludge each year. In 2013, the Town executed a three-year contract with the Metropolitan District Commission (MDC) to incinerate sludge generated at the Enfield WPCF.
- In late 2015, the Enfield WPCF conducted a study of available disposal facilities and determined that the MDC was the only facility within reasonable driving range with the capacity and the ability to process Enfield's sludge. A recent review confirms that the circumstances have not changed. As a consequence, the Council has continued to approve bid waivers and contract extensions with the MDC. The current extension expires on June 30, 2022.
- The Department of Public Works therefore requests that the Council approve the attached bid waiver resolution and authorize the Town Manager to execute a contract extension.

Budget Impact:

There is no impact to the Town or WPC operating budget

Recommendation:

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

Respectfully Submitted,

Donald Nunes
Director of Public Works

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. ____

Resolution Waiving Bids for Sludge Disposal Services at the Enfield Water Pollution Control Facility

WHEREAS, the Enfield Water Pollution Control Facility (WPCF) generates approximately 1,500 dry tons of sludge each year; and

WHEREAS, the Town has utilized the Metropolitan District Commission (MDC) for disposal of said sludge for at least the last nine years; and

WHEREAS, the MDC has provided reliable and efficient service; and

WHEREAS, the WPCF has determined that there are no alternative nearby facilities with the capacity to process the Town's sludge.

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 Sludge Disposal Services at the Enfield Water Pollution Control Facility.

Date Submitted: June 8, 2022
Prepared by: The Department of Public Works



TOWN OF ENFIELD

I.

June 13, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to approve a three-year collective bargaining agreement with CSEA-SEIU, Local # 2001 (Professional & Technical Union)

Councilors:

Highlights:

- On May 24, 2022, contract negotiations for a successor contract commenced between CSEA-SEIU, Local # 2001 (Professional & Technical Union) and the Town of Enfield.
- The Professional and Technical Union represents approximately 39 employees.
- Consistent with other recently adopted contracts, this contract addresses the overall lagging wage scale with a (3%) wage increase for FY22-23, (3 %) wage increase for FY 23-24 and a 3.25% wage increase FY 24-25.
- In addition, the Town proposed market wage adjustments in several positions and a revised job description that increases the responsibilities of the current position.
- The Union majority ratified these contract changes on June 7, 2022.
- Consistent with the Town's 10 day posting policy, this drafted contract was posted on the Town's HR website and with the Town Clerk's office on June 10th, 2022.
- To meet the statutory deadline, the Town Council must act on this contract no later than July 5, 2022 or else this contract will be deemed "approved" under § C.G.S. Sec. 7-474.
- Documents can be found on the website under HR at the following link:
<https://www.enfield-ct.gov/DocumentCenter/View/21579/DRAFT-Professional-and-Technical-Contract---2022-2025-PDF>

Budget Impact:

The estimated net increase to the budget over a three-year period is \$232,149 dollars or averaged approximately to 3.00% annually.

Recommendation:

That the Town Council approve the attached Resolution.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Assistant Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to approve a three year collective bargaining agreement with CSEA, Local # 2001 (Professional & Technical Union)

RESOLVED, that the Enfield Town Council does hereby approve the three (3) year collective bargaining agreement between the Town of Enfield and the Connecticut State Employee's Union ("CSEA"), Local # 2001 dated July 1, 2022 through June 30, 2025.

Date Prepared: June 13, 2022

Prepared by: Steven Bielenda



J.

TOWN OF ENFIELD

June 13, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Adopt the New "Public Safety Systems Technician" Job Description.

Highlights:

- The Police Chief proposed a new position in the Enfield Police Department that the Town Council approved in the recent adoption of the Town budget.
- Specifically, the new position is a "Public Safety Systems Technician."
- This is a nonunion position.

Budget Impact:

There is no budget impact since the position was recently approved in the upcoming 2022-2023 fiscal year budget.

Recommendation:

The Town Council approve the attached Resolution.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Assistant Town Manager

Attachments:

1. Resolution
2. Job Description (Public Safety Systems Technician)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Adopt the New Public Safety Systems Technician
Job Description.**

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the position of Public Safety Systems Technician.

Date Submitted: June 13, 2022
Submitted by: Steven Bielenda, Assistant Town Manager



TOWN OF ENFIELD

K.

June 13, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to amend the "Assistant Assessor" job description.

Highlights:

- The Finance Director proposes amending the "Assistant Assessor" job description to meet the current updated needs of the Tax/Assessor Division;
- This is a nonunion position.

Budget Impact:

There is no budget impact since the position was recently approved in the upcoming 2022-2023 fiscal year budget.

Recommendation:

The Town Council approve the attached Resolution.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Assistant Town Manager

Attachments:

1. Resolution
2. Job Description (Assistant Assessor)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Amend the Assistant Assessor Job Description

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the following amendment of job description for Assistant Assessor.

Date Submitted: June 14, 2022
Submitted by: Steve Bielenda, Human Resources Director

TOWN OF ENFIELD

TITLE: Assistant Assessor/~~Tax Collector~~

SALARY: \$60,000

DEPARTMENT: Finance

DATE: PENDING

GENERAL STATEMENT OF DUTIES: This position is responsible in assisting the Assessor in planning, organizing and directing the activities and statutory responsibilities within the Town of Enfield; Town wide real and personal property assessments in accordance with the General Statutes. May act as Assessor in the Assessor's absence.

SUPERVISION RECEIVED: Works under the direction of the Assessor or his/her designee.

SUPERVISION EXERCISED: Supervises clerical staff as required.

ESSENTIAL JOB FUNCTIONS:

- Assists in the administration of assessments, organizes and directs in the Assessment of all types of properties.
- Appraises and evaluates residential properties; measures and lists real property by performing data collection on all real property; ensures completeness and accuracy of all certificates of correction, prices various motor vehicles;
- May assist with pricing for accounts on the Business Personal Property List;
- Assists in defending assessments of improvements on a yearly basis;
- Receives complaints and makes recommendations concerning abatements;
- Supervises record keeping of the office; shares in the responsibility of general decennial revaluation;
- Assists in the completion of forms and examines same for compliance and accuracy; supervises or completes transfers and record keeping of the office of recorded documents;
- Assists Assessor in preparation of yearly grand list (under the supervision of the Assessor).
- ~~Participates in the collection of monies owed the Town for taxes, interest, liens, sewer assessments and sewer usage charges;~~
- ~~Maintains accurate records and accounts of monies, fees and assessments collected;~~
- ~~Anticipates in the handling, recording and disposing of funds collected;~~
- ~~Prepares periodic reports of collections made, checks and verifies claims for exemptions, balances rate books monthly;~~
- ~~Submits annual and monthly financials reports as required by law;~~
- ~~Prepares delinquent and motor vehicle listings, lien notices, releases of liens, suspension list, tax sales and list of outstanding taxes;~~
- ~~Prepares and submits departmental budget, orders supplies;~~
- Assist the public, attorneys, bank personnel and realtors; ~~determines demands, warrants, tax sale items, lien releases, placing of liens;~~
- ~~Evaluates current collection practices and procedures;~~
- Regular & punctual attendance.

OTHER JOB FUNCTIONS:

- Assists in the completion of forms and examines the same for legal compliance concerning tax exemption programs;
- Performs related work as required.
- Assists in the various daily functions required in the Assessment office ~~and/or Collection of Revenue offices~~ to comply with the Connecticut General Statutes.

KNOWLEDGE, SKILL AND ABILITY:

- Thorough understanding of economic principles which command market value;
- Good understanding of the Cost, Direct Sales, and Income Approaches to value;
- Thorough knowledge of appraisal technique;
- Knowledge of construction materials, quality of construction and design along with their effects on value; considerable knowledge of the theory, principles, methods and techniques of real and personal property evaluation for assessment purposes;
- Considerable ability in the analysis of and solution to administrative and assessment related problems and the development of data and recommendations influencing policy;
- Knowledge of the basic principles of accounting and ability to apply accounting principles in the field of municipal assessment;
- Thorough knowledge of Connecticut General Statutes pertaining to Assessment Law and implementation of such.
- Ability to establish and maintain effective working relationships with co-workers and with the public.
- ~~Knowledge of accounting principles and practices; thorough knowledge of municipal revenue and tax laws; requirements and procedures;~~
- Knowledge of modern office methods; equipment and practices; including the utilization of data processing; ~~particularly as related to collection and billing work;~~ ability to plan; organize and supervise the work of clerical subordinates.

QUALIFICATIONS: High School Graduate. ~~Certification by the Connecticut Association of Assessing Officers as a Certified Connecticut Assessor or certification by the International Association of Assessment Officers as a Certified Assessment Evaluator is required.~~

Must have at least 2 years' experience in discovery, listing, and valuing real and all personal property, as well as all other areas of the assessment office.

Familiar with CAMA system, preferably with the "Vision Appraisal Technology" CAMA system. The completion of the required courses and receive a Certified Connecticut Municipal Assessor Certification (CCMA) designation within 6 years of employment to the position.

Must possess valid driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to climb or balance; stoop; kneel, crouch and crawl. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must frequently sit, stand, talk and hear.

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

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee must be able to perform highly complex and varied tasks requiring independent knowledge as well as exercise independent judgment. The noise level in the work environment is usually moderately quiet in the office and moderate to loud in the field.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



L.

TOWN OF ENFIELD

June 6, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Submit an Additional Application to the State of Connecticut for the 2022 Neighborhood Assistance Act

Councilors:

Highlights:

- The Neighborhood Assistance Act (NAA) is a State program which allows non-profit organizations and government agencies to solicit private sector enterprises for donations to support specific community service projects.
- A public hearing was held on June 6, 2022 to allow interested citizens an opportunity to express their opinion regarding which programs shall be included on the Town of Enfield's application under the provisions of the "Neighborhood Assistance Act".
- At this public hearing, a representative of St. Patrick's Church spoke requesting to submit a proposal for their project to replace a roof on the Community Center at the church.
- St. Patrick's Church submitted a proposal to the Town Manager's Office June 16, 2022.
- If the proposal application is deemed acceptable to the Enfield Town Council within the guidelines for proposed programs under the "Neighborhood Assistance Act", we are requesting that the Enfield Town Manager be authorized to submit the proposal applications to the State Department of Revenue.

Budget Impact:

There is no budget impact.

Recommendation:

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

Respectfully Submitted,

Nelson Tereso
Director of Economic & Community Development

Attachments:

1. Resolution
2. Proposal (1)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**2022 Connecticut Neighborhood Assistance Act (NAA)
Program Additional Proposal**

WHEREAS, a public hearing was held on June 6, 2022 to allow interested citizens an opportunity to express their opinion regarding which programs shall be included on the Town of Enfield's application under the provisions of the "Neighborhood Assistance Act"; and

WHEREAS, at this public hearing, a representative of St. Patrick's Church spoke requesting to submit a proposal for their project to replace a roof on the Community Center at the church; and

WHEREAS, St. Patrick's Church submitted a proposal to the Town Manager's Office; and

WHEREAS, the following proposal is acceptable to the Enfield Town Council within the guidelines for proposed programs under the "Neighborhood Assistance Act".

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Town of Enfield's additional 2022 proposed program proposal be submitted to the State of Connecticut Department of Revenue under the provision of the "Neighborhood Assistance Act" and shall consist of the proposal identified in the preceding paragraph.
2. The Enfield Town Manager is hereby authorized to submit this application to the State Department of Revenue, and to approve any donations received as a result of this application.

Date Prepared: June 20, 2022
Prepared by: Office of Community Development

M.

May 4, 2022

10 North Maple Street LLC
35 South Road
Enfield, CT 06082

Town of Enfield
820 Enfield Street
Enfield, CT 06082

Attn: Ms. Ellen Sassu Zoppo, Town Manager

RE: Land for Hazardville Village Parking

Dear Ellen:

In January of 2021, 10 North Maple Street LLC, submitted paperwork to then Town Manager Christopher Bromson. On April 28, 2022 there was a meeting at the Town Hall to go over the parking plan and the land required.

Per the January 2021 Submission:

1. 10 North Maple Street LLC will donate land from the west side of the right of way to the east property line.
 - a. At the April meeting, the Town requested that additional land at the entrance of the proposed parking was required for the drive lane.
 - b. We are proposing that the west boundary line of the donated land will align with the west side of the Sewer Easement in favor of the Town of Enfield, which would include the following:
 - i. Along the south property line extend approximately twenty-eight (28') feet from the property marker (between Kim's Nails - 319 Hazard Ave. and Scruples - 325 Hazard Ave.) to the west,
 - ii. Along the north property line from the iron pipe easement marker to the east side for the remainder of the property.
 - c. This area is highlighted on the attached survey (Palmberg & Son Survey Dated 11/20/2014 Assessors Map 83, Lot 252 and .Map Vol 266 page 38 recorded 1/8/2015) showing the proposed new property line.
 - i. This was also marked on the ground surface by 10 North Maple Street LLC for Town review.
 - ii. We believe this will lessen the impact on the existing 10 North Maple Street property and the parking layout of the existing shopping center. (Subway and Kim's Nails).

May 4, 2022

2. Town will be responsible for all costs associated with separating this section of the lot from the 10 North Maple Street lot. (This lot is known as 10 Maple Street in Assessors Cards).
 - a. The value of land will not be changed, so there will be no impact on the tax revenue from the property.
 - b. Note: The LLC will be donating approximately 6,183 SF of the existing total 19,242 SF lot.
3. This donated section will be merged with the parcel that is owned by the town, to the east of the donated section, but not necessarily be limited to only the parcel to the east.
 - a. Parcel to the east of donated land was foreclosed upon in anticipation of using it as part of the parking for the Hazardville Village parking.
 - b. Parcel to the north of the donated land was purchased by the town to have the right of way to access the parking.
4. The new merged parcel will have deed restriction that the land will be used for municipal parking for the betterment of the Hazardville Village which includes the Hazardville Institute.
5. The Town will also be responsible for the design of the Parking layout and presentation to the Zoning boards which:
 - a. Should meet the needs of the Hazardville Village
 - b. Should incorporate the needs of the Commercial Shopping Center (Kim's Nail and Subway)
 - c. Should include fencing and additional landscaping to provide privacy along the west property line abutting the existing residential properties.

Let us know if you need any additional information or with any questions or comments.

Yours truly,

10 North Maple Street LLC
Richard Szewczak (860) 202-7510
Gretchen Pfeifer-Hall (860) 212 0779
Donna Szewczak (860) 212-3046
Lloyd Hall – (860) 996 0940

