



AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
September 19, 2022
7:00 PM – Council Chambers
<https://youtu.be/sjoZEBmEGMo>

1. PRAYER – John Santanella
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. FIRE EVACUATION ANNOUNCEMENT
5. MINUTES OF PRECEDING MEETINGS
 - Special Meeting – August 29, 2022
 - Regular Meeting – August 29, 2022
6. SPECIAL GUESTS
 - Constitution Week – Daughters of the American Revolution
 - Wreaths Across America – Pamela Townsend
7. PUBLIC COMMUNICATIONS AND PETITIONS
8. COUNCILOR COMMUNICATIONS AND PETITIONS
9. TOWN MANAGER REPORT AND COMMUNICATIONS
 - Project and Activity Report
10. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Consent Agenda –
 1. **Discussion/Resolution:** Request for Transfer of Funds for Absentee Ballot Support Grant \$11,492
 2. **Discussion/Resolution:** Request to Authorize the Town Manager to Sign the Sparkler Learning Agreement for Grant Funds Awarded to the Family Resource Center from the Connecticut Office of Early Childhood for the Period of September 1, 2022-February 28, 2023 \$13,000
 3. **Discussion/Resolution:** To Cancel the November 7th Regular Meeting of the Town Council Due to Election Preparations.

B. Appointment(s)–Town Council Appointed.

1. **Enfield Culture and Arts Commission** – A Vacancy Exists Due to the Resignation of Jennefer Ryan (U). Replacement Will be Joyce Bolanos (D) until 5/31/2024.
2. **Enfield Culture and Arts Commission** – A Vacancy Exists Due to the Resignation of Joshua Hamre (D). Replacement Will be Nzima Sherylle Hutchings (D) until 5/31/2024.
3. *****Historic District Commission** – The Term of Office of Nancy Smyth (U) Expires on 8/31/2022. Reappointment Would be Until 8/31/2027.
4. *****Historic District Commission – Alternate** – The Term of Office of Lillian Troiano (D) Expires on 8/31/2022. Reappointment Would be Until 8/31/2027.
5. **District 1 Councilor** – A Vacancy Exists for District 1 Councilor. Replacement Will be Ken Nelson, Jr. (R) Until 11/13/2023.

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

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

E. Discussion/Resolution: Resolution to Approve a Two-Year Collective Bargaining Agreement with the Enfield Police Employees Association (Police Union).

F. Discussion/Resolution: Resolution to Approve Revised/New Job Descriptions and Impact Bargained Wage Adjustments for the Enfield Transportation Services Employees

G. Discussion/Resolution: Raffia Land Swap Referral Sec 8-24 to Planning and Zoning Commission.

H. Discussion/Resolution: Resolution Authorizing the Town Manager to Sign the Temporary Easement Agreement by and between the Town and KKR, LLC and Ellington Storage Center, LLC.

I. Discussion/Resolution: Endorsement of ARPA Small Business Grant Program.

J. Discussion/Resolution: To Refer the Request from the Conservation Commission for a PA 490 Open Space Ordinance to the Planning & Zoning Commission.

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 AUGUST 29, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, August 29, 2022. The meeting was called to order at 5:30pm.

ROLL-CALL – Present were Deputy Mayor Cekala, Mayor Cressotti, Councilors Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella, and Unghire. Councilor Despard was absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Chief of Police Alaric Fox; Director of Finance John Wilcox; and Deputy Town Clerk, Kenzy Lee.

ARPA UPDATE

Town Manager Ellen Zoppo-Sassu provided an update on ARPA projects and funding.

RAILS TO TRAILS UPDATE

Town Manager Ellen Zoppo-Sassu provided an update on the rails to trails projects. She discussed possible involvement of neighboring towns on the projects.

MOTION #6335 by Councilor Mangini, seconded by Councilor Cekala to go into Executive Session to discuss the ratified police union contract.

Upon a **SHOW-OF-HANDS** vote being taken, the Vice-Chair declared **MOTION #6335** adopted 8-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Vice-Chairman Cekala at 6:03pm.

Councilor Despard joined the meeting at 6:10pm.

ADJOURNMENT

MOTION #6336 by Councilor Cekala, seconded by Councilor Pyznar to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6336** adopted 10-0-0, and the meeting stood adjourned at 6:26pm.

Respectfully Submitted,

Kenzy Lee
Deputy Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY AUGUST 29, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, August 29, 2022. The meeting was called to order at 7:23pm.

PRAYER – The Prayer was given by Councilor Mangini.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Deputy Mayor Cekala, Mayor Cressotti, Councilors Despard, Finger, Hopkins, Ludwick, Mangini, Pyznar, Santanella, and Unghire. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda, Republican Registrar of Voters, Tom Kienzler; Democratic Registrar of Voters, Lewis Fiore; Chief of Police Alaric Fox; Chief of Emergency Management Services, Erin Riggott; Director of Finance, John Wilcox; and Deputy Town Clerk, Kenzy Lee.

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

Councilor Cekala, asked for a motion to move up items M, K & L in the agenda and vote on them now.

MOTION #6337 by Councilor Cekala, seconded by Councilor Mangini to move up item M, K & L in the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6337** adopted 10-0-0.

MOTION #6338 by Councilor Cekala, seconded by Councilor Mangini to waive the reading of item M.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6338** adopted 10-0-0.

RESOLUTION #6339 by Councilor Cekala, seconded by Councilor Pyznar.

A full text of this resolution is appended to the minutes.

Low Fiore and Tom Kienzler from the Registrar of Voters were present. They stated that the council can accept or reject the redistricting presented back in June. The difference between the highest and lowest district is only about 550 voters. The cost has been budgeted in the budget

approved in May. It will be around \$1,500-\$1,700 to implement this for postage and new maps. It is best going forward to try and keep the districts as balanced as possible.

Councilor Pyznar asked for clarification that this change would be for the 2023 election, not the 2022 election.

Mr. Kienzler and Mr. Fiore confirmed that to be correct.

Mr. Fiore explained the impact of changes with regards to the census every ten years on the voting districts.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6339 rejected 3-7-0 with Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Mangini and Santanella voting against.

MOTION #6340 by Councilor Cekala, seconded by Councilor Mangini to waive the reading of item K.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6340 adopted 10-0-0.

RESOLUTION #6341 by Councilor Cekala, seconded by Councilor Despard.

A full text of this resolution is appended to the minutes.

Chief Alaric Fox of the Enfield Police Department and Chief Erin Riggott of Emergency Management Services were present. Councilor Pyznar inquired as to the timeline of the construction with regards to Police and EMS services. Chief Fox indicated he would need to defer to Donald Nunes for a concrete timeline.

Councilor Ludwick commented on the costs associated with the project and how it may be affected by current inflation.

Chief Fox highlighted the benefits of a regional training facility and the needs of the police department based on current circumstances.

Chief Riggott discussed the needs of adequate space for the EMS staff as their call volume increases. Their services are dependent on temperature regulation, and they are challenged to maintain it with their current space.

Councilor Unghire commented that the costs associated with upgrades to the current police station and EMS facilities would likely increase if the town chose to postpone the issue as the state funding could be lost if the project was delayed.

Director of Finance John Wilcox discussed the financial impact of the bonding of this project. He explained that based on his projections, the Town of Enfield is not in jeopardy of a potential rating downgrade if the town assumed bonding for this project. He also calculated that the highest tax impact would be in FY 2027 and would add 6 cents to the mill rate. For a homeowner with a home's fair market value at \$200,000, they would see an increase of \$9.00 per year in their taxes. This would equate to \$137 over a 20-year period if the town needed to bond the \$2.3 million dollars and did not seek other resources.

Attorney Matt Ritter of the firm Shipman and Goodwin was present. He discussed the issues regarding violation of state statute when using the town's resources to promote or advocate the project once it goes to referendum.

Deputy Mayor Cekala discussed the costs associated with making individual upgrades to the current police station and EMS facilities against the projected costs of a new public safety complex.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6341 adopted 9-1-0.

RESOLUTION #6342 by Councilor Cekala, seconded by Councilor Mangini.

BE IT RESOLVED:

SECTION 1. That the following appropriation and bonding resolution approved by the Town Council heretofore at this meeting shall be submitted to a referendum vote on the voting tabulators or paper ballots by Town electors and qualified voters for approval or disapproval in conjunction with the election to be held on Tuesday, November 8, 2022 between the hours of 6:00 a.m. and 8:00 p.m. (Eastern Time):

RESOLUTION TO APPROPRIATE \$15,100,000 FOR THE CONSTRUCTION OF AN ADDITION TO THE TOWN'S PUBLIC SAFETY COMPLEX TO PROVIDE SPACE FOR THE TOWN'S EMERGENCY MEDICAL SERVICES AND POLICE DEPARTMENT AND AUTHORIZE THE ISSUANCE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$2,300,000 TO FINANCE THE APPROPRIATION, WITH THE REMAINING \$12,800,000 TO BE FUNDED BY STATE GRANTS AND OTHER AVAILABLE FUNDS

SECTION 2. That the polling places used by the Town for the election shall be utilized by Town electors for purposes of the referendum vote on the voting tabulators or paper ballots. Voters qualified to vote who are not electors shall vote at the Enfield Town Hall in accordance with the procedures contained in Section 9-369d of the Connecticut General Statutes, which procedures the Town hereby chooses to apply. Absentee ballots will be available from the Town Clerk's Office.

SECTION 3. That the appropriation and bonding resolution approved above shall be placed upon the voting tabulators under the following heading:

“SHALL THE TOWN OF ENFIELD APPROPRIATE \$15,100,000 FOR THE CONSTRUCTION OF AN ADDITION TO THE TOWN’S PUBLIC SAFETY COMPLEX TO PROVIDE SPACE FOR THE TOWN’S EMERGENCY MEDICAL SERVICES AND POLICE DEPARTMENT AND AUTHORIZE THE ISSUANCE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$2,300,000 TO FINANCE THE APPROPRIATION, WITH THE REMAINING \$12,800,000 TO BE FUNDED BY STATE GRANTS AND OTHER AVAILABLE FUNDS?”

YES

NO

SECTION 4. That the Warning of the referendum vote shall state that the full text of the resolution adopted by the Town Council heretofore at this meeting is on file and open to public inspection in the Town Clerk's Office.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6342 adopted 9-1-0.

MINUTES OF PRECEDING MEETINGS

MOTION #6343 by Councilor Mangini, seconded by Councilor Cekala to accept the minutes of the August 8, 2022 Regular Meeting.

MOTION #6344 by Councilor Ludwick, seconded by Councilor Finger to amend the minutes of the August 8, 2022 Regular Meeting.

Attorney Tallberg discussed the requirements for public meeting minutes and the town’s procedures for preparing minutes of meetings of the Town Council.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6344 rejected 4-6-0 with Councilors Cekala, Cressotti, Mangini, Despard, Hopkins and Santanella voting against.

Town Manager Ellen Zoppo-Sassu further discussed the town’s procedures for preparing minutes of meetings of the Town Council and how they are to be amended.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6343 adopted 6-4-0 with Councilors Ludwick, Pyznar, Unghire and Finger voting against.

MOTION #6345 by Councilor Despard, seconded by Councilor Cekala to accept the minutes of the August 17, 2022 Special Meeting.

Councilor Mangini indicated she would abstain from the vote as she was not present for the meeting.

Councilor Despard indicated he would abstain from the vote as he was not present for the entire meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6345** adopted 7-0-3 with Councilors Ludwick, Mangini and Despard abstaining.

SPECIAL GUESTS – Economic Development Commission – ARPA Small Business Grant Program

Economic Development Commission chairperson Mary Ann Turner was present along with commission member Richard Stroiney. Mary Ann Turner described the purpose of the ARPA funds and an overview of the ARPA Small Business Grant program. The commission is seeking advice and guidance from the Council on how the Economic Development Commission can direct the funds through a one-time grant for local businesses' future projects. Mary Ann Turner confirmed that the funds will not be used to pay or reimburse businesses recovering from the pandemic for a previous project or safety measures during the pandemic. It is for a future upgrade, project or an enhancement for sole proprietor, partnership, LLC or corporation. Residential real estate investors, elected officials and immediate family are excluded from the program. She further detailed the requirements of the program and the follow up process with the applicants.

Councilor Ludwick requested that priority is given to businesses that were open during the pandemic. Commissioner Turner confirmed that new businesses, existing businesses and those that closed and wanted to reopen could apply.

Councilor Cekala inquired about the application for the grant and if the information regarding accepted PPP loans during the pandemic would preclude the applicant from receiving the grant program funds. Commissioner Stroiney clarified that the funds for this program are aimed at future projects and that while the commission could see the data about loan programs accepted through certain websites, it would not be a determining factor for eligibility of the program.

Commissioner Turner explained that through the process of developing the program, the commission looked at what other towns were doing and found that they were too specific. The commission's goal is to provide an opportunity for Enfield businesses to move forward. Commissioner Turner asked the council and town manager for guidance on their program's requirements to ensure they comply with guidelines and rules.

PUBLIC COMMUNICATIONS

Lewis Fiore, 14 Cartier Road

Mr. Fiore reminded the council this year there is an election on Tuesday November 8, 2022 and that in years past, the council has cancelled their meeting that takes place the day prior to the election. The Registrars of Voters use council chambers for election day reporting.

Reverend Greg Gray, 1449 Enfield Street

Rev. Gray thanked the town manager, council and board of education for putting together the community conversation last week. He was disappointed in the lack of participation by the leaders of other faith communities in town. Three clergy members were present and one of those was from Suffield. He is using his voice to ask other faith leaders in town where they stand regarding racism and white supremacy. Starting on Thursday September 8, 2022 his congregation will begin a book study "How to be Anti-Racist," by Ibram X Kendi. Everyone is welcome to attend but let him know ahead of time so they have enough books ordered. Everyone is also invited to attend a vigil for International Overdose Awareness Day at 7 p.m. on August 31, 2022.

Jack Sheridan, 7 Buchanan Road

Mr. Sheridan expressed that he was in support of the Public Safety Complex project last year. Now he is against it because money is tighter. He inquired about the \$300,000 allocated to the roof. He also believes that back in 2008 there were proposed savings in the Siemens contract when the town did the school audits. He has yet to see a report on the promised savings. He provided information to the council and board of education regarding savings analysis and the potential to fund \$9,700,000 in facility upgrades over a 20-year contract. He wants to know if we have saved any money. If we didn't save, Siemens was to pay. He commented on the issues the Town of Stafford Springs was facing with their geo-thermal project and contract.

Rob Kwasnicki, 123 Wynwood Drive

Mr. Kwasnicki is a small business owner and feels that state government actions in response to the pandemic that caused a lot of the challenges for small business owners. He is frustrated that businesses need to ask for help from the government when their actions caused the challenges.

Lynn Costa, 13 Teach Street

Ms. Costa moved to town 21 years ago because she thought Enfield was a wonderful town with a great school system and community togetherness. She expressed that she is registered unaffiliated voter because she was dissatisfied with both major parties when she attended their meetings. She also expressed her concerns about the condition of the roads in town. She doesn't feel that the procedure for taking the lowest bidder for road repairs does not work. The person who is the lowest bidder does not always do the right job.

Brandon Jewel, 1114 Gateway Drive

Mr. Jewel is in the leadership of Enfield Pride. They exist to promote community, fellowship and support around lesbian, gay, bisexual, transgender and queer issues in the greater Enfield area. He attended the community conversation last week and was pleased with the work done there but it is not over. 2020 was the last time there was a study done by the National LGBTQ Task Force that indicates black trans people have a 26% unemployment rate. This is twice as high as the unemployment rate for transgender people of all racial and ethnic background. He detailed more statistics and feels the town must come together more to continue the conversation started last week.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis stated that he hopes all of the comments tonight are included in the minutes and what the council says on other topics. He feels that important comments were left out with what was said between Councilor Ludwick and the Town Manager. He has concerns about an outside agency leaving out the comments. He reminded the council that they were elected to represent the entire town and need to work together. He urged the council to let the Republican Town Committee fill the empty seat on the council. If the town wanted to help businesses, they should readjust their assessment. The town manager is there for the council's resources, and they need to give her some direction. There are decisions that need to be made and items to be addressed and the council will not agree on everything they do. He urged the council to work together for all of the residents of Enfield.

Kelly Hemmeler, 10 Hartford Avenue

Ms. Hemmeler stated that comments made at the last council meeting were publicly humiliating to the chair of the Enfield Culture and Arts Commission. There needs to be some clarification. It was one of her subcommittees and she enjoyed it. She stated their mission was to "plan, produce, coordinate, or otherwise provide assistance to sponsors of events or activities to encourage participation therein which promote or develop the artistic, historic, cultural and heritage resources of and within the community of Enfield." They are a small group and it was not fair for people to say they did not do anything. She feels the chair did a great job and the commission did a lot of work. She described the grant program of \$500 and how they were cognizant of taxpayer money. She thinks it makes no sense to have a Board of Education Liaison because they do not give the commission money. She wants someone to look into the \$30,000 transfer.

Rob Anderson, 34 Bass Drive

Mr. Anderson highlighted that Teach Street is located in District 1 and the resident with concerns would talk to the Councilor for District 1. He also feels that it doesn't matter what side of the fence he is on, he needs to trust the council's intentions even if he doesn't agree. He saw the emails between the Town Manager and the ECAC and felt they were rude. He is also concerned about the meeting minutes comments disappearing. He thanked Councilor Finger.

Zach Zannoni, 6 Howard Street

Mr. Zannoni is an educator and a student. He finds it offensive that there was an interview that someone who is supposed to represent the highest body in this town could not give a definitive answer on whether teachers were engaging in inappropriate behavior. People have a right to address their concerns with the council. He feels the minutes should have been corrected. He has reached out to many members of the council regardless of whether they were his councilor. They always responded. He agrees the seat should be filled as there were other applicants that should have been considered. They need to put forward another name.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel stated the District 1 seat was held by a Republican then it became vacant. The procedure is the party that the seat belonged to chooses its successor. It has been like this for many years and is like this on the Board of Education. It should have been a rubber stamp. He feels the questions were inappropriate. He served on the building committee for the high school where he served with Jim Nasuta. He recounted working will with Councilor Kiner in the past and he was of a different political party. He urged the council to vote Jim Nasuta as Councilor for District 1. He commented that the Registrars of Voters worked on the redistricting plan all summer and it is not being voted on.

Ann Marie Nasuta, 44 Play Road

Ms. Nasuta is the spouse of Jim Nasuta. She stated that the meeting notes from the Democratic interview that they proposed and had with Jim did not have all of the answers correct. There was no correspondence from any periodical with her husband to ask him any questions specific to the election or appointment. She feels the press was able to say things he did not say and no one reputed. She finds the process deplorable.

Sandy Hayward, 22 Charnley Road

Ms. Hayward grew up in Enfield and learned about civics and government and it made an impact on her. When she retired she felt it was time to do something for her town. She has been watching and learning. Taxation without representation was one of the reasons the United States was created. Every citizen within a town has the right to be represented by someone in their district. We elect our officials. There was someone put forward to fill Joe Bosco's seat. It was dismaying to her that he was not chosen. A whole part of the town was left without representation.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Mangini reminded everyone that school starts tomorrow. She urged everyone to be cautious and to watch for school buses. Children are coming from all different directions. Be careful.

Councilor Finger was sad to sell his Harley the other day because he almost got into an accident. He reminded everyone not to text and drive and to watch out for motorcyclists, bicyclists on the side of the road and people crossing the street. He thanked the people who have thanked him. He wants the seat filled as people speak about it being empty each week. We are not a council of ten but a council of eleven.

Councilor Hopkins thanked everyone who attended the community conversation. Important and heartfelt things were shared. He thanked the Town Manager for organizing it. He hopes there are future events where people can speak candidly in a respectful way. He thanked the Social Services Department for staffing the small group portion. He would like to look into how to attract a more diverse pool of teachers to Enfield. There were more suggestions from the group to consider. With regards to the District 1 opening, it is important to understand the rule. The charter states that the council by a majority must seat an open town council seat with a member of that party. The rules past that are just customary and have fluctuated over the years. In this case three candidates applied and were interviewed. Some were basic and some were more sensitive. His question verbatim was "Do you believe that Enfield teachers are grooming students?" He asked because there are toxic conspiracy theories out there. He was not happy with the answer. He wants the seat to be filled.

Councilor Despard reminded everyone that non-governmental employees who worked during the pandemic can go to connecticutessentialworkerrelief.org and apply for up to \$1,000 in premium pay. He is proud of the town for having the community conversation. He works with a group called Enfield Surge and they are having a zoom meeting tomorrow night. Anyone interested can go to the Enfield Surge page on Facebook. He is ready to work to fill the seat for District 1 when the Republican Town Committee can put forth other names.

Councilor Cekala wished the kids and parents good luck on the first day of school. She would also like an update from the Town Manager on the security updates in the schools. She thanked the Town Manager for spearheading the community conversation and the Social Services and community leaders who showed up. She hopes it is the first of many that we have. She stated that the minutes were not prevented from being amended and described how to get minutes amended. With regards to filling the District 1 seat, there have been many ways in the past it has been done.

Councilor Ludwick disagrees with Councilor Cekala. He asked the Town Manager to make sure a formal request goes to the Superintendent with regards to the Columbia dogs issue.

Councilor Unghire is surprised that Jim's comments were misrepresented and thanked Anne Marie for attending. She attended the community conversation. She was disappointed that she was not approached for planning of the event as she would have liked to assist.

Chairman Cressotti welcomed back the students, teachers, staff and administrators for school starting. He reminded everyone that school buses are out on the road and that the fines for passing the buses with lights on are high. He wants to recognize former Enfield coach and

teacher Cookie Bromage is being inducted into the National Field Hockey Hall of Fame. He also thanked Steve Bielenda and his staff for all of their work organizing the employee recognition event. It was a great event and he was able to talk to many employees who attended. Chairman Cressotti wanted to welcome the new officers to the Enfield Police Department, Nick Ferracci and Carlos Paris. He also had the privilege and opportunity to speak at the Eagle Scout Court of Honor ceremony and wanted to congratulate Tyler Drouin, Ryan Miller and Aaron Ryan for their accomplishments. With regards to the community conversation, he thought the facilitator was awesome and that the focus was cultural humility. He commented that we can do much better and be much better. He thanked all involved and it was long overdue. He mentioned that our community is changing and that 23% of the townspeople are of color. With change we also have to change. He also indicated that there will be discussions on the topic of opioids. He plans to attend the Wednesday night awareness meeting. It is a community effort. He recognized the Athletic Director, Cory O'Connell for his volunteering as a host to a special Olympian. He also recognized Donald Crabtree for his volunteering at the event. With regards to District 1, he would like to see that seat filled. He reiterated that 6 votes are needed and they do not have 6 votes. There are councilors who live in District 1 that could volunteer to take that seat.

Councilor Ludwick commented that to fill the seat, one of them would have to resign and get voted back in.

TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Ellen Zoppo-Sassu reviewed that the town has received \$13 million of ARPA funds. A large amount of that was allocated through the budget process. \$250,000 was given for small business assistance. \$200,000 was given non-profit assistance which has not yet been lost. Due to significant cost savings with the Henry Barnard and Enfield Street School parking lots, we are returning \$508,000 to the ARPA fund. Three expenditures are being presented tonight which would bring us down to about \$880,000. The Town Council can consider other needs within the community that can be funded. \$966,529 is currently in the account. If the three expenditures are voted in, they need to be dealt with within the next 18 months. The entire ARPA process concluded by December 2024. There is a chance that additional projects will see cost savings and those would be returned to the fund. There is also a chance that a few projects may see a slight overage. The town is in pretty good shape.

The community conversation did go well but there are other topics to look at, such as the opioid crisis. The emergence of fentanyl in our community and is happening everywhere. There have been a lot of Narcan saves and a significant amount of overdose deaths within the last seven months. From a family standpoint, stigma standpoint, community standpoint and identifying resources, it is likely to be the next topic for a community conversation. Traditionally, for people who are struggling to get or stay in recovery, Thanksgiving, Christmas and New Years is known as the *Bermuda Triangle* in recovery. It would be beneficial to have a conversation in that timeframe.

A plan is being put together that will not violate the premise of which Attorney Ritter discussed with regards to the Public Safety Complex. The price that was given will most likely hold. She spoke with Mr. Nunes and the price that was sketched out and validated by Silver Petricelli is high end and the market fluctuations can realize a significant savings by using different materials.

She provided an update on the issue raised by Councilor Cekala regarding school security updates. A team of school security, police and building and grounds have gone to all of the schools. Each visit takes three to four hours based on the items they need to look at. The report is in process. It will go to joint security and executive session as it has been handled in the past.

Ms. Zoppo-Sassu feels that the council has a lot of items on their table and that a set of minutes is a distraction and not something they should have to deal with. She quickly looked at the minutes and asked for someone to make a motion to bring back the minutes so they can be modified to address the typo on page 6. A second motion could be made to modify the minutes to reflect that the Town Manager Zoppo-Sassu reflected that Mr. Tallarita invited her to the event that she attended because the Congressional Majority Leader of the United States Congress was present in Thompsonville. And in the past she has supported Congressman Courtney through the role that he played in her previous employment at the Connecticut Pharmacists Association via Tricare, PBM's for pharmacy benefit transparency and many other items. She encouraged them to accept it so that the minutes could accurately reflect that as well as the typo on page 5.

MOTION #6346 by Councilor Despard, seconded by Councilor Ungire to bring the minutes of the August 8, 2022 Regular Meeting back to the table.

Points of order were discussed.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6346** rejected 0-0-10 with all Councilors voting against.

Assistant Town Manager Steven Bielenda provided an update on the accountant position in the finance department. Back in March, he asked for a waiver for the position because the person temporarily placed in that position did not have the requisite degree to satisfy the job description. The waiver was to expire on September 15th. Steve has received the transcript to indicate that she earned her Master's degree in accounting with a 3.87 GPA. He offered his congratulations to Danielle Mucci in finance department.

Attorney Tallberg announced that on September 15, 2022 there will be a land use workshop co-sponsored by the office of the Town Attorney and the Development Services Department. The workshop consists of basic legal concepts applicable to the volunteers who serve on land use boards. It will take place in the Scitico Room at 7pm and will last 1 hour. It is intended to be a primer for the required January 1, 2023 under PA 21-29 mandatory land use training. Additionally, he also provided an update on the WPCA upgrade. The town finally received

approval of the plan for an earthen berm with sheet pile in it to protect against flood. This will allow the town to finally finish the project by the December 31, 2022 deadline.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Cressotti reported that the Leisure Services Subcommittee met to discuss the resurfacing of the pickleball courts at Twain. There was an option to resurface the courts or replace them. It would cost \$300,000 for concrete resurfacing. It would cost \$200,000 for a blacktop resurfacing. The lights for the courts would cost \$67,000. The resurfacing for the tennis courts would cost approximately \$9,500. The committee also discussed putting in a 9-hole disc golf course. Goldy Disc Course Designs prepared a presentation for them. A possible location would be Lafayette Park or the area across from the transfer station. The approximate cost for the project would be between \$6,000 to \$7,000. The third item discussed by the committee was outdoor fitness stations. Athletic Recreation Director Allison Alberghini brought forth a project for a 7 movement full body workout fitness court. There is a national grant funding award of \$30,000 to defray the costs of the project. The full cost of the project would be \$135,000. The proposed location for the project would be at the Annex to be close to the Recreation Department.

Councilor Cekala provided an update from the General Government and Finance Committee. The committee met to discuss some recommendations regarding the use of some ARPA funds. One recommendation was to apply a one-time cost of \$25,000 to the Social Services Mental Health and Wellness Coalition for their organizational structure to assist in all of their work. Another suggestion would be to apply \$10,000 per year for a discretionary fund in order to provide a one-time cost of assistance to individuals and families who need it. Lastly, the committee discussed spending up to \$50,000 to hire a contracted grant writer to apply for any funds that Enfield can be eligible to receive.

RESOLUTION #6347 by Councilor Mangini, seconded by Councilor Cekala.

BE IT RESOLVED that the Enfield Town Council does hereby allocate up to \$85,000 from ARPA funds in accordance with the above recommendation.

FROM: 24540000 460004	\$25,000	TO: 24500370 533900
ARPA Grants Covid Federal		ARPA SS Mental Health Coal.
FROM: 24540000 460004	\$10,000	TO: 24500380 589000
ARPA Grants Covid Federal		ARPA Miscellaneous Expense
FROM: 24540000 460004	\$50,000	TO: 24500390 533900
ARPA Grants Covid Federal		ARPA Other Professional Services

Councilor Pyznar confirmed with the Town Manager that this would be a contracted position capped at \$50,000.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6347 adopted 10-0-0.

UNFINISHED BUSINESS

RESOLUTION #6348 by Councilor Mangini, seconded by Councilor Despard.

BE IT RESOLVED, that the Enfield Town Council does hereby approve the recommendation to retain Berchem Moses, P.C. and to authorize the Town Attorney to negotiate the fee and timeline utilizing the proposed scope in the attached Memorandum of Understanding.

Councilor Finger does not feel that the memorandum of understanding is a true memorandum of understanding. It appears to be a list of questions rather than an agreement with signatures. He also does not agree with the way the resolution was written. It was his understanding that the council would be voting on which firm the town would hire for the review. He did not expect to see a specific firm listed on the resolution.

Councilor Unghire stated that the council voted no for this particular firm at a previous meeting. She indicated that the council was told there were no connections to this firm but found out that there are several.

Councilor Pyznar stated she agrees with Councilor Finger. She stated that they had a special meeting and interviewed three attorneys. Tonight was to be the vote. She feels there was no transparency.

Councilor Cekala agrees it is not a memorandum of understanding and more of a list of questions. Other councilors would have additional questions and they would be submitted to have a conversation with whichever attorney is chosen for the review. She was not sure of what connections there are but stated there is no actual conflict of interest. She stated that there would be a vote tonight and there are ten equal votes.

AMENDMENT #1 by Councilor Ludwick, seconded by Councilor Pyznar to replace the name of Berchem Moses P.C. with the Office of Lloyd Langhammer.

Councilor Mangini discussed that the Town Attorney had vetted law firms and came back with this firm based on his legal opinion and expertise. This was not acceptable to the council so they interviewed others. She is upset with the disrespect shown. She is standing behind the staff as they are competent and qualified and will stand behind them.

Councilor Hopkins feels the tax assessment issue is significant and needs to be investigated. He is concerned about getting into a gridlock over the issue and no investigation happens. He feels the questions listed are sufficient to cover the issues raised. He also is concerned about what's going into the tax assessment here in Enfield. There needs to be a law firm that six people will vote for so that this can move very quickly.

Councilor Finger explained he is upset over the attorney selection process.

Councilor Unghire agrees and stated that an assumption was made before the vote.

Councilor Finger expressed that is why he is upset.

Upon a SHOW-OF-HANDS vote being taken, the chair declared AMENDMENT #1 rejected 3-7-0 with Councilors Cekala, Cressotti, Mangini, Despard, Hopkins and Santanella voting against.

Councilor Despard stated expediency is needed on this. He is prepared to support the resolution.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6348 adopted 6-4-0 with Councilors Finger, Ludwick, Pyznar and Unghire voting against.

NEW BUSINESS

CONSENT AGENDA

MOTION #6349 by Councilor Cressotti to accept the Consent Agenda.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6349 adopted 10-0-0.

APPOINTMENTS/TOWN COUNCIL APPOINTED

MOTION #6350 by Councilor Cressotti to appoint Philip Kober (R) to the Inland Wetlands and Watercourses Agency for a term that will expire 06/30/2023.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6350 adopted 10-0-0.

MOTION #6351 by Councilor Cressotti to appoint Julie Cotnoir as Representative to the Central Regional Tourism District for a 3-year term.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6351 adopted 10-0-0.

APPOINTMENTS/TOWN MANAGER APPOINTED/COUNCIL APPROVED – None.

APPOINTMENTS/P&Z APPOINTED/COUNCIL APPROVED – None.

RESOLUTION #6352 by Councilor Mangini, seconded by Councilor Cekala.

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

FROM: Capital and Non-recurring Fund
School Paving – Construction Services 31008501-545000 \$50,000

TO: Capital and Non-recurring Fund
Arch & Engineering-Construction Services 31008853-545000 \$50,000

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6352** adopted 10-0-0.

RESOLUTION #6353 by Councilor Mangini, seconded by Councilor Unghire.

BE IT RESOLVED that the Enfield Town Council hereby waives the \$72,699.00 in property maintenance fines for the three property maintenance violations that have been corrected at 15 Till Street; and

BE IT FURTHER RESOLVED that the Town Manager or her designee is authorized to execute a release of the property maintenance lien referenced above.

Councilor Hopkins stated this was a recommendation made by the Blight Review Committee. This property has accrued over \$70,000 in blight fines. The homeowner is now deceased and the blight issues have been corrected. A family member is now looking to purchase the home and would like the liens released.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6353** adopted 10-0-0.

RESOLUTION #6354 by Councilor Mangini, seconded by Councilor Despard.

BE IT RESOLVED, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the wage adjustment of the teacher aide position to \$15 hour.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6354** adopted 9-0-1 with Councilor Ludwick abstaining.

RESOLUTION #6355 by Councilor Mangini, seconded by Councilor Cekala.

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

FROM: Capital Non-recurring Fund
CNR Fund Rev. – FY22-23

31042023-417000 \$ 700,000

TO: Grant Funded Projects

School Rec. Facilities-Construction Services

31008139-545000 \$ 700,000

Councilor Ludwick asked Director of Finance John Wilcox if the money for this project was from the board funding.

Mr. Wilcox explained that the project would be administered by the Department of Public Works. However, the Board of Education has issued a check and it needs to be issued against one of their accounts. The Town has to budget it on our side so that we can administer the project.

Councilor Ludwick recalled that this money was budgeted specifically to address the drainage issues.

Mr. Wilcox explained that there was a plan to resurface the track and this is to enhance the remaining areas of the field.

Councilor Cekala requested a timeline as to when the turn would be done. She also asked as to why this has come up now during football season.

Town Manager Zoppo-Sassu confirmed that the work should be completed by November 4, 2022 to allow for field hockey, soccer and football to be played on the fields at the end of their seasons. A lot of effort was put into the purchase order process. The process was delayed in order to put in all of the paperwork correctly as it is a large project. Work will begin the second week of September. There was some scheduling issues as this work can only be done in certain temperatures. This has to be done now before the cold weather comes.

Councilor Finger asked about the plan to properly maintain the terrain once the project is completed. He understands it is expensive to maintain and wants to ensure that we have the proper people to work on it or it can get ruined. He indicated that there is a trailer in the back of 40 Moody Road with pellets/turf and suggested that it could be used when it comes time to do maintenance. He suggested investing in proper equipment and training for maintenance.

Town Manager Zoppo-Sassu confirmed she will check on the planning and zoning site plan drainage issues as part of the current plan versus the money came before it. She will also check on potential equipment needed and training. She understands that the current field is past its expiration and this is a new type of turf being installed but is unsure of the maintenance involved with it.

Councilor Ludwick inquired about the specifics of the money allocation. He wants to be clear on what the \$700,00 is for. He recalls that a deal was made with the Board of Education. The town

would take care of the turf. He thinks the amount doesn't sound correct for turf with bleachers and locker rooms.

Town Manager Zoppo-Sassu explained the bleachers would be enclosed.

Councilor Ludwick requested a schematic of the plan.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6355 adopted 10-0-0 with Councilor Ludwick abstaining.

RESOLUTION #6356 by Councilor Mangini, seconded by Councilor Cekala.

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

FROM: Capital and Non-recurring Fund		
School Paving – Construction Services	31008501-545000	\$541,000
TO: Capital and Non-recurring Fund		
Ballfield Improvements	31008853-545000	\$541,000

Councilor Pyznar plans to vote against. She feels the kids should be playing at Enfield High School and the money should be used towards the high school field.

Councilor Ludwick states that the town has put in close to \$1,000,000 into Powder Hollow Park. He stated that this money should be rolled back into the general fund to be used to address other issues. Spending another \$500,000 on Powder Hollow seems excessive.

Councilor Cekala stated that she would support this. She suggested it would cost millions of dollars to fix the drainage at the school and recalls that over the past several years work was being done to try to figure out a way to get it done. She wanted to also mention the issues regarding the fencing. It needs to be moved in order to make it a legitimate field. While it is not on the list, it's important to mention. In addition, she hopes that some of the estimates come in really low so bathrooms can be considered in the plan.

Town Manager Zoppo-Sassu confirmed that a bathroom will be included within the concession stand.

Councilor Cressotti stated he was in support of this and it was long overdue. The town lacks a sufficient baseball facility so work needs to be done at Powder Hollow Park. He has concerns about the safety of the dugouts. Money was initially set aside for the project and this is a change order to make it a really good facility.

Councilor Hopkins stated that this is not an insignificant amount of money. While the money can be used towards many other projects, he feels this one is an economic driver for the town. He also stated it is important to ensure the facility is properly maintained to get the best bang for our buck.

Councilor Finger stated he is against this proposal. He visited the park and explained the deficiencies he saw. He was not aware that the park was intended to be used as the High School's playing field. He asked why the town is not using the fields at the Annex. It is his opinion that repairs such as this should not cost over half a million. He agrees to repair some things and build a new concession stand but not this current plan. Additionally, he wanted the Mayor and Town Manager to make note of the dead tree by the concession stand and the signs indicating to beware of poison ivy.

Councilor Cekala clarified that Asnuntuck Community College's diamond is 57 feet. There is no 60 foot diamond so they can't play there. JFK has been playing at the Annex because their fields are not ready yet.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6356 adopted 6-4-0 with Councilors Finger, Ludwick, Pyznar and Unghire voting against.

RESOLUTION #6357 by Councilor Mangini, seconded by Councilor Cekala.

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

FROM: Capital Non-recurring Fund		
CNR Fund Rev. – FY22-23	31042023-417000	\$ 827,000
TO: Capital Non-recurring Fund		
Tennis Courts-Construction Services	31008801-545000	\$ 827,000

Councilor Pyznar stated she recalls the budget originally allotted \$600,000 and this resolution requests \$827,000 and wanted clarification on the difference.

Town Manager Zoppo-Sassu commented that Director of Finance John Wilcox is better suited to answer and that the total project is \$850,000.

Mr. Wilcox understood the entire project to cost \$850,000. The school is going to pick up the \$827,000 that was appropriated this year and the town set aside \$23,000 in last year's budget and we did a transfer. There were original estimates that Donald Nunes thought would cost \$600,000.

Councilor Pyznar expressed she had a difficult time accepting \$600,000 as the estimate.

Mr. Wilcox didn't want to comment further as he doesn't know what is involved in the total project.

Councilor Ludwick would like schematics to show exactly what is being done with the money. It doesn't make sense to him why it would cost more than the two parking lots with greater square footage to be done cost.

Councilor Hopkins agrees with Councilor Ludwick's concerns. He would like additional information.

Town Manager Zoppo-Sassu confirmed that it would be a complete replacement of all of the tennis courts, which are of the highest use in town.

Upon a ROLL-CALL vote being taken, the chair declared RESOLUTION #6357 adopted 7-3-0 with Councilors Ludwick, Pyznar and Unghire voting against.

MOTION #6358 by Councilor Mangini, seconded by Councilor Despard to adjourn.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6358 adopted 10-0-0 and the meeting stood adjourned at 11:13pm.

Respectfully submitted,

Kenzy Lee
Clerk of the Council
Deputy Town Clerk

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ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Altering the Boundaries of the Council Districts for the Town of Enfield

RESOLVED, that the Enfield Town Council does hereby alter the boundaries of the Council Districts, subject to the approval by a majority of the electors of the Town of Enfield at a Referendum to be held on Tuesday, November 8, 2022 as follows:

PROPOSED TOWN OF ENFIELD VOTING DISTRICTS 2022

The boundaries of the voting districts are as follows which incorporates the two State Assembly Districts and the four Town Council Districts:

DISTRICT 1A-58a (John F Kennedy Middle School polling location)

Commences at the point where the centerline of Hazard Avenue (Route 190)
Intersects with the centerline of Freshwater Blvd
Then runs east along the centerline of Hazard Avenue (Route 190) to the intersection
centerline of Middle Road
Then runs south along the centerline of Middle Road to the intersection centerline of
Beech Road
Then runs south along the centerline of Beach Road to the intersection centerline of
South Road
Then runs west along the centerline of South Road to the intersection centerline of
Freshwater Blvd
Then runs north along the centerline of Freshwater Blvd to the intersection centerline
of Hazard Avenue (Route 190)

DISTRICT 1A-58b (John F Kennedy Middle School polling location)

Commences at a point where the centerline of Route 91 intersects with the centerline
of Oliver Road
Then runs east along the centerline of Oliver Road to the centerline of Post Office
Road
Then runs southeast along the centerline of Post Office Road to the centerline of
Steele Road
Then goes south along the centerline of Steele Road to the southern border of the
Enfield town line
Then runs west along southern border of the Enfield town line to the centerline of
King Street (Route 5)
Then runs north along the centerline of King Street (Route 5) to the intersection and
centerline of Route 91.
Then runs north along the centerline of 191 to the centerline of Oliver Road

DISTRICT 1A-59 (John F Kennedy Middle School polling location)

Commences at a point where Route 91 intersects with the centerline of Oliver Road

Then runs north along the centerline of Route 91 to the centerline of South Road
Then runs east along the centerline of South Road to the intersection centerline of Indian Run
Then runs south along the centerline of Indian Run to the intersection centerline of Dune Road
Then runs east along the centerline of Dune Road to the intersection centerline line of Indian Run
Then runs west along the centerline of Indian Run to the intersection centerline of Chief Street
Then runs south along the centerline of Chief Street to the property line between 7 and 9 Chief Street. (Assessor map 66, lots 321 and 322)
Then runs east from above said position to the center point of the Scantic River
Then runs south along the center point of the Scantic River to the centerline of Town Farm Road
Then runs east along the centerline of Town Farm Road to the centerline of Pierce Brook
Then runs south along the centerline of Pierce Brook until the intersection centerline of Buckhorn Brook
Then runs southeast along the centerline of Buckhorn Brook to the centerline of Broadbrook Road
Then runs south along the centerline of Broadbrook Road to the southern border of the Enfield town line
Then runs west along the centerline of the southern border with East Windsor where it intersects with the centerline of Steele Road
Then runs north along the centerline of Steele Road to the centerline of Post Office Road
Then runs west along the centerline of Post Office Road to the centerline of Oliver Road
Then runs west along the centerline of Oliver Road to the centerline of Route 91

DISTRICT 2A-58 (Enfield Street School polling location)

Commences at the point along the centerline of the southern border with East Windsor where it intersects with the centerline of King Street (Route 5)
Then runs north along the centerline of King Street (Route 5) to the intersection centerline of Route 91
Then runs north along the centerline of Route 91 to the centerline of South Road
Then runs east along the centerline of South Road to the centerline of Freshwater Boulevard
Then runs north along the centerline of Freshwater Blvd to the centerline of Hazard Avenue (Route 190)
Then runs east along the centerline of Hazard Avenue (Route 190) to the centerline of Palomba Drive
Then continues north along the centerline of Palomba Drive to the centerline of Elm Street (Route 220)
Then runs west along the centerline of Elm Street (Route 220) to the intersection centerline of Enfield Street (Route 5)
Then runs north along Enfield Street (Route 5) to the intersection centerline of Grape Brook

Then runs west and then north along Grape Brook to the intersection centerline of the Connecticut River

Then runs south to the southern border of the Enfield town line

Then runs east along the southern border to the intersection centerline of King Street (Route 5)

DISTRICT 3A-58 (Enfield Town Annex polling location)

Commences at the point where the centerline of Elm Street intersects with the centerline of Palomba Drive

Then runs south along the centerline of Palomba Drive to the intersection centerlines of Hazard Avenue (Route 190) and Middle Road

Then runs southeast along the centerline of Middle Road to the intersection centerline of Hazard Avenue (Route 190)

Then runs east along the centerline of Hazard Avenue (Route 190) to the centerline of Elm Street

Then runs north along the centerline of Elm Street to the intersection of North Street

Then runs east along the centerline of North Street to the centerline of North Maple Street

Then runs north along the centerline of North Maple Street to the intersection centerline of Jawbuck Brook

Then runs southwest along the center point of Jawbuck Brook, to the intersection centerline of Oakwood Street

Then runs west along Oakwood Street to the centerline of George Washington Road

Then runs south along the centerline of George Washington Road to the centerline of Shaker Road

Then runs west along the centerline of Shaker Road to the intersection centerline of Elm Street

Then runs west along the centerline of Elm Street to the centerline of Palomba Drive.

DISTRICT 3A-59 (Enfield Town Annex polling location)

Commences at the point where the centerline of the railroad tracks in the northeast corner intersects with the Massachusetts border

Then runs east along the Massachusetts border to the Somers town line

Then runs south along the Enfield town line to the southern border of the Enfield town line

Then runs west along the southern border of the Enfield town line to the centerline of Broadbrook Road

Then runs north along the centerline of Broadbrook Road to the center point of Buckhorn Brook

Then runs northwest along the center point of the Buckhorn Brook to the intersection center point of Pierce Brook

Then runs north along the center point of Pierce Brook to the intersection centerline of Town Farm Road

Then continues west along the centerline of Town Farm Road to the intersection center point of the Scantic River

Then runs northeast along the Scantic River centerline to a point set in a straight line continued from the property line between 7 and 9 Chief Street (Assessor map 66, lots 321 and 322)

The runs east from the said point to the intersection centerline of Chief Street
Then runs north along the centerline of Chief Street to its intersection with the
centerline of Indian Run
Then runs east along the centerline of Indian Run to its intersection centerline with
Dune Road
Then runs west along the centerline of Dune Road to the intersection centerline of
Tie Street
Then runs north along the centerline of Tie Street to the intersection centerline of
Indian Run
Then run north along the centerline of Indian Run to the intersection centerline of
South Road
Then runs west along the centerline of South Road to the centerline of Beech Road
Then runs north along the centerline of Beech Road to the center line of Middle Road
Then runs northeast along the centerline of Middle Road to the intersection
centerline with Hazard Avenue (Route 190)
Then runs east along the centerline of Hazard Avenue (Route 190) to the centerline
of Elm Street.
Then runs north along the centerline of Elm Street to the intersection of North Street
Then runs east along the centerline of North Street to the centerline of North Maple
Street
Then runs north along the centerline of North Maple Street to the intersection
centerline of Bacon Road
Then continues southeast along the centerline of Bacon Road to the centerline of
Shaker Road
Then runs east along the centerline of Shaker Road to the railroad tracks
Then runs north along the centerline of the railroad tracks to the northern border of
the Enfield Town line

DISTRICT 4A-58 (Henry Barnard School polling location)

Commences at the point where the centerline of the Connecticut River intersects with
the centerline of the Massachusetts Border
Then runs east along the centerline of the Massachusetts border to the intersection
centerline of North Maple Street
Then runs southeast along the centerline of North Maple Street to the intersection
centerline of Jawbuck Brook
Then runs southwest along the centerline of Jawbuck Brook to the intersection
centerline of Oakwood Street
Then runs west along the centerline of Oakwood Street to the centerline of George
Washington Road
Then runs south along the centerline of George Washington Road to the centerline of
Shaker Road
Then runs west along the centerline of Shaker Road to the intersection centerline of
Elm Street
Then runs west along the centerline of Elm Street (Route 220) to the intersection
centerline of Enfield Street (Route 5)
Then runs north along Enfield Street (Route 5) to the intersection centerline of Grape
Brook

Then runs west and then north along Grape Brook to the intersection centerline of the Connecticut River

Then runs north along the centerline of the Connecticut River to the intersection of the Massachusetts Border

DISTRICT 4A-59 (Henry Barnard School polling location)

Commences at the point on the Massachusetts border where it intersects on the centerline of the railroad tracks in the northeast corner

Then runs south along the centerline of the railroad tracks to the centerline of Shaker Road

Then runs west along the centerline of Shaker Road to the centerline of Bacon Road

Then runs northwest along the centerline of Bacon Road to the intersection center line of North Maple Street

Then runs north along the centerline of North Maple Street to the intersection of the Massachusetts border

Then runs east along the Massachusetts border to the intersection centerline of the railroad tracks.

Date Prepared: June 14, 2022

Prepared by: Town Manager's Office

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Authorizing the Explanatory Text for Proposed Alterations to the Boundaries of the Council Districts for the Town of Enfield

RESOLVED, that the Town prepare and print a concise explanatory text of the resolution which, by vote of the Town Council, has been submitted to a referendum vote on the voting machines or paper ballots of the Town, said explanatory text to be prepared in accordance with Connecticut General Statute Section 9-369b, which text shall advocate neither approval nor disapproval of the question:

Shall the altered boundaries of the Council Districts as approved by Enfield Town Council at its regular meeting dated August 29, 2022 and more particularly described by the resolution and map on file in the office of the Town Clerk be approved?

Date Prepared: June 14, 2022
Prepared by: Town Manager's Office

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to Submit to Referendum the Altered Boundaries of the Council Districts

RESOLVED, that the electors of the Town of Enfield be duly warned that a referendum conducted as a special municipal election will be held in conjunction with the State election on Tuesday, November 8, 2022 between the hours of 6:00 a.m. and 8 p.m. (E.S.T.) for the purpose of approving or disapproving the following questions:

Shall the altered boundaries of the Council Districts as approved by the Enfield Town Council at its regular meeting dated August 29, 2022 and more particularly described by the resolution and map on file in the office of the Town Clerk be approved?

That the polling places used by the Town for the State election shall be utilized by Town electors for the purpose of the referendum vote on the voting machines or paper ballots.

That the ballot label for said question read as follows:

**"SHALL THE ALTERED BOUNDARIES OF THE COUNCIL DISTRICTS AS
APPROVED BY THE ENFIELD TOWN COUNCIL AT ITS REGULAR MEETING
DATED AUGUST 29, 2022 BE APPROVED?**

YES _____ NO _____"

That the Warning of the referendum vote shall state that the full text of the resolution adopted by the Town Council is on file and open to public inspection in the Town Clerk's Office.

Date Prepared: June 14, 2022
Prepared by: Town Manager's Office

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RESOLUTION TO APPROPRIATE \$15,100,000 FOR THE CONSTRUCTION OF AN ADDITION TO THE TOWN'S PUBLIC SAFETY COMPLEX TO PROVIDE SPACE FOR THE TOWN'S EMERGENCY MEDICAL SERVICES AND POLICE DEPARTMENT AND TO AUTHORIZE THE ISSUANCE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$2,300,000 TO FINANCE THE APPROPRIATION, WITH THE REMAINING \$12,800,000 TO BE FUNDED BY STATE GRANTS AND OTHER AVAILABLE FUNDS

BE IT RESOLVED:

SECTION 1. That the Town of Enfield (the "Town") appropriate \$15,100,000 for costs related to the construction of an addition to the Town's public safety complex to provide space for the Town's Emergency Medical Services and Police Department (the "Project"). The Project will be completed substantially as described in the "Referendum 2022" presentation delivered to the Enfield Town Council on August 29, 2022. The appropriation may be expended for site improvements, design and construction costs, plumbing and electrical costs, installation costs, equipment, fixtures, materials, professional fees, and for administrative, printing, legal and financing costs and other costs related to the Project. The appropriation shall include any federal or state grants-in-aid received for the Project. The appropriation may be expended for all or any portion of the Project.

SECTION 2. That the Town of Enfield finance the appropriation by (i) issuing the Town's bonds or notes in an amount not to exceed \$2,300,000, (ii) using any federal, state or other grants-in-aid or other funds received for the Project, (iii) using monies available in the unappropriated and unencumbered general fund cash balance (in accordance with the procedures in Chapter VI, Section 8(g) of the Town Charter), and (iv) using monies available from other sources as determined by resolution of the Town Council. The bonds or notes shall be issued pursuant to the Connecticut General Statutes, as amended, and may be issued in one or more series in the amount necessary to meet the appropriation. The bonds or notes may be sold as a single issue or consolidated with any other authorized issues of bonds or notes of the Town. The Director of Finance shall keep a record of the bonds or notes. The bonds or notes shall be signed in the name and on behalf of the Town by the Town Manager and Director of Finance and shall bear the Town seal or a facsimile thereof. The bonds or notes shall each recite that every requirement of law relating to its issue has been fully complied with, that such bond or note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The terms, details and particulars of such bonds or notes shall be determined by the Town Manager and Director of Finance. Said bonds or notes shall be sold by the Town Manager and Director of Finance at public sale or by negotiation in their discretion.

SECTION 3. That the Town Manager and Director of Finance are authorized to issue temporary notes in anticipation of the receipt of the proceeds of said bonds or notes. The notes shall be issued with maturity dates in accordance with the Connecticut General Statutes, as amended. The notes shall be signed by the Town Manager and Director of Finance and shall bear the Town seal or a facsimile thereof. The notes shall each recite that every requirement of law relating to its issue has been fully complied with, that such note is within every debt and other

limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing, and marketing such notes, to the extent paid from the proceeds from the issuance of bonds or notes, shall be included as a cost of the Project.

SECTION 4. That the Town hereby declares its official intent under Treasury Regulation Section 1.150-2 of the Internal Revenue Code of 1986, as amended, that costs of the Project may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized for the Project; that the Town Manager and Director of Finance are authorized to bind the Town pursuant to such representations and agreements as they deem necessary or advisable in order to ensure and maintain the continued exemption from Federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years; and that the Town Manager and Director of Finance are authorized to make representations and agreements for the benefit of the holders of the bonds, notes or temporary notes to provide secondary market disclosure information and to execute and deliver on behalf of the Town an agreement to provide such information with such terms and conditions as they, with the advice of bond counsel, deem necessary and appropriate.

SECTION 5. That the Town Manager is authorized to apply for any other federal, state or other grants-in-aid for the Project and to accept or reject such grants on behalf of the Town. The Town Council, Town Manager, Director of Finance and other Town officials and employees are authorized to take all actions necessary and proper to carry out the Project and to issue the bonds, notes or temporary notes to finance the appropriation.

SECTION 6. That the Town Council hereby refers the Project to the Town of Enfield Planning and Zoning Commission for a report under Section 8-24 of the Connecticut General Statutes.

SECTION 7. That the Town Clerk is authorized to prepare a concise, explanatory text of this appropriation and bonding resolution which has been submitted to a referendum vote on the voting machines of the Town. Subject to the approval of the Town Attorney, the Town Council authorizes the Town Manager to prepare and print explanatory materials regarding this resolution, such explanatory text and explanatory materials to be prepared in accordance with Connecticut General Statutes Section 9-369b.

SECTION 8. That this resolution shall take effect upon publication of its passage by the Town Council in a newspaper having a circulation in the Town, in the manner provided in the Town Charter, and when the same shall have been approved by a majority of those voting thereon at a referendum called and warned for such purpose. The date of such referendum shall be determined by resolution of the Town Council. In the event that this resolution shall not be approved at such referendum, it shall be null and void and of no effect.

Appended to the minutes of the
August 29, 2022 Council meeting.
See page 14. Consent Agenda
Item #1



A1

TOWN OF ENFIELD

Date: August 22, 2022

Subject: Request for Transfer of Funds from the Historic Documents Preservation Grant
\$7,500

Highlights:

- The Town of Enfield was awarded a grant in the amount of \$7,500 from the State of Connecticut.
- Enfield has traditionally conducted the statutorily required land records audit one year in arrears, potentially leaving an indexing error unidentified for one full year
- These funds will be used to modify our existing contract with NewVision Systems Corporation and accelerate the audit process until it is brought current
- Completion of this grant project will ensure that attorneys and title searches will have access to the most current and accurate land records indexing data available. Upon completion, NewVision Systems will continue to provide audit services on a monthly basis.

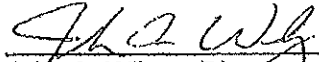
Budget Impact:

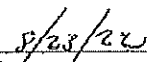
There will be no impact on the town budget.

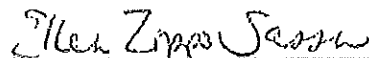
Recommendation:

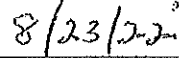
That the Town of Enfield Town Council approve the attached resolution of authorization.

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


John A. Wilcox, Director of Finance


Date: 8/23/22


Ellen Zoppo-Sassu, Town Manager


Date: 8/23/22

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

FROM: General Fund Revenue

Miscellaneous State Revenue 10040000-413699 \$7,500

TO: Town Clerk

Other Professional Services 10160100-533900 \$7,500

Date Prepared: August 22, 2022
Prepared By: Sheila M. Bailey, Town Clerk

Appended to the minutes of the
August 29, 2022 Council meeting.
See page 14. Consent Agenda
Item #2



A2

TOWN OF ENFIELD

Date: August 29, 2022

Subject: Request to appropriate additional funds from the CT Office of Early Childhood (OEC)
to the Enfield Child Development Center (ECDC) in the amount of \$48,600

Request to carry forward unspent funds into the following fiscal year.

Highlights:

- The ECDC received additional funding from the Office of Early Childhood (OEC) which is to be used in various capacities over the course of the next 2 years at the Center.
- The purpose of the additional funds from OEC is to assist the ECDC with addressing impacts caused by the pandemic and to enhance operations, including physical plant upgrades.

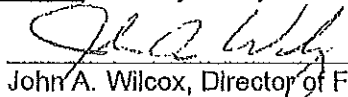
Budget Impact:

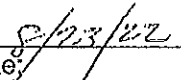
There will be no impact on the town budget.

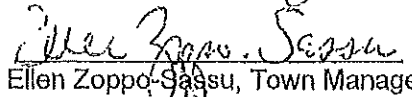
Recommendation:

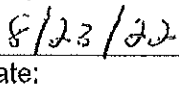
That the Town of Enfield Town Council approve the attached resolution of authorization.

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


John A. Wilcox, Director of Finance


Date: 8/23/22


Ellen Zoppo-Sassu, Town Manager


Date: 8/23/22

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

FROM: COVID-19 Fund

Child Day Care Grant Revenue	24544432-413660	\$ 48,600
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TO: COVID-19 Fund

Child Day Care -- Prof. Development	24540432-532200	\$ 13,600
Child Day Care -- Equipment	24540432-573000	\$ 35,000

Date Prepared: August 22, 2022
Prepared By: Cynthia Guerrieri, Director of Social Services

Attachment: Carryforward Resolution

Appended to the minutes of the
August 29, 2022 Council meeting.
See page 14. Consent Agenda
Item #3

A3

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution authorizing unspent funds from the Office of Early Childhood (OEC) grant at end of FY 23 to be carried forward.

WHEREAS, Enfield Child Development Center received additional COVID-19 funds from the OEC in the amount of \$48,600 and;

WHEREAS OEC allows these funds to be spent through state fiscal year 2023-24

NOW THEREFORE BE IT RESOLVED, that any remaining unspent funds at the end of FY 23 be carried forward into FY24.

Submitted: August 22, 2022

Submitted by: Cynthia Guerrieri, Director of Social Services

Appended to the minutes of the
August 29, 2022 Council meeting.
See page 14. Consent Agenda
Item #4



A4

TOWN OF ENFIELD

August 22, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Increasing the Registrar of Voters Election Workers rate per hour.

Councillors:

Highlights:

- The State has passed a statute increasing the Minimum wage to \$15+ dollars an hour. Thus, over the last few years we have been requesting these types of gradual increases in order to completely comply.
- We are severely underpaying these temporary Election Day Workers compared to other Municipalities.
- Election Day Workers as listed below will be increased \$1 per hour:
 - Moderators, Assistant Registrars/Moderators, Checkers, Ballot Clerks, Demonstrators, Tabulator Tenders and Head-Moderator
- These employee's work from 5pm until 7pm the night before an election and then back again at 5:30am the next morning until approx 9pm on Election night. This demonstrates a fantastic commitment by these employees that should be compensated accordingly.

Budget Impact:

There is no budget impact, as these increases were included in the 2022/2023 Municipal budget, that was passed by the Town Council in May of 2022.

Recommendation:

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

Respectfully Submitted,
Lewis Fiore
Thomas Kienzler
Enfield Registrar of Voters

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Increasing the Registrar of Voters Election
Workers Rate Per Hour**

BE IT RESOLVED, that in accordance with Chapter V, Section 14 of the Town Charter, the rates of pay for the following election workers will be increased to the following:

Checkers, Ballot Clerks, Tabulator Tenders and Demonstrators

\$15.00 per hour effective September 27, 2022

BE IT FURTHER RESOLVED, that in accordance with Chapter V, section 14 of the Town Charter, the rates of pay for the following election workers will be increased to the following:

Head Moderator \$23.00 per hour effective September 27, 2022

Moderators \$20.00 per hour effective September 27, 2022

Assistant Registrars/Moderators \$17.00 per hour effective September 27, 2022



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Ellen Zoppo-Sassu, Town Manager

DATE: September 19, 2022

RE: Projects & Activities Report (PAR)

CC: Town Direct Reports

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

TOWN MANAGER:

The summer was spent working on initiatives funded as of July 1st, creating an economic development strategy, dealing with the racial tensions and the subsequent Community Conversation, Farmers Market planning, interaction with department heads on projects and responding to Town Council concerns.

LIBRARY SERVICES:

Summer Reading: The children's department of the library had a busy summer with 337 youth participating in the reading incentive programs, they put on 65 activity programs with almost 1,800 attendees and also made 13 outreach visits to Enfield daycares, camps and local events. The adult program participation was up almost 10% from last year.

Fine Free: On July 1, the Enfield Public Libraries joined over 100 other Connecticut libraries and went fine free on most items. Patrons will still be responsible for paying for lost and damaged items.

Community Gardens: The additional Community Garden beds at the library were all taken. The grounds look great with all of the flowers and fresh vegetables.

CPR Training: Chief Riggott provided a CPR refresher course to all library staff.

Art Exhibit: The ECAC sponsored community art display, "How We Heal," was at the Central Library. This exhibition was designed to bring community members together through art as a part of the ongoing process of overcoming the personal and communal hardships the Covid-19 pandemic has created.

Fiber to the Library Internal Connections Assessment: The library applied for and was awarded a grant through the State Library to assess the library's fiber connection. The vendor worked with our IT Department on the assessment. Recommendations for efficiencies and 2nd grant cycle to cover costs of improvement forthcoming.



TOWN OF ENFIELD

CCM Trainings: Director Jason Neely and Deputy Director Katie Werth attended the CCM webinar Responding to Racial Tension in Your Community; Neely also attended the CCM webinar, Ethics, Accountability and Conflicts of Interest.

Print on Demand Museum Passes: The Enfield Public Library is starting to offer printable passes through MuseumKey. Currently, only the Eric Carle Museum is available in printable format, but others will be added throughout the year.

Library Card Sign Up Month: September is Library Card Sign Up month. New cardholders and those who renew cards this month will be entered into a prize drawing. Social media advertisements were used to reach out to residents who don't have cards and email blasts were sent to card holders who have expired cards.

Pearl St. Library Outreach: Aimee Sixt, Pearl St. Librarian, has reached out to the Enfield Food Shelf, Loaves and Fishes and Bigelow Commons to spread the word about the services available at the Pearl St. Library.

Historic Newspaper Digitization: Staff from Enfield Public Library will speak on a panel about our digitization of the Enfield/Thompsonville Press. The Connecticut State Library is organizing the talk, in conjunction with CT Humanities and the CT League of History Organizations (CLHO)

PC Management Software: Deputy Director Katie Werth has been working with the IT Department to update the software that is used to manage the public PCs.

Recreation

Staffing:

22 seasonal staff were hired for the summer 2022 season. Extensive pre-season training for aquatics and day camp staff was held prior to the summer season beginning in June.

Program Coordinator, Cliff Zimmer was promoted to the Assistant Recreation Manager position, effective July 1, 2022.

Assistant Recreation Manager, Cliff Zimmer attended CCM's "The Nuts and Bolts of Being a Supervisor" training on August 17th. Recreation Manager, Alison Alberghini attended CCM's "Responding to Racial Tension in Your Municipality" training on August 31st.

The Recreation Department is currently accepting temp/seasonal applications for Lifeguards and Assistant Swim Coaches. Apply online at www.enfield-ct.gov/hr.

Summer Wrap-up:

- Dolphins Swim Team was able to swim a "normal" season for the first time since before COVID-19. 63 participants swam on the team this past season. Daily practices and 7 meets, including Championships, were held.
- Swim lessons for youth ages 5 and up were offered in three, two-week sessions, this summer. A total of 250 participants registered for the Learn to Swim program



TOWN OF ENFIELD

- Weekend Open Swim was held on Saturdays and Sundays, July 9 – August 7 at the Enfield Annex Pool. A total of 361 participants took advantage of Open Swim.
- Tons-O-Fun Summer Camp hosted 558 campers in the regular day program and 199 campers in the extended day program. Camp was held for 7 weeks at the Enfield Annex, including sports, games, arts/crafts, daily open swim time and a weekly field trip.
- The Annual Children's Entertainment Series was held in the Enfield Annex Auditorium, three Wednesday evenings, in July. A total of 776 people attended the performances.
- An additional 23 specialty camps and programs were held this summer. Programs included Babysitter Training, Field Hockey, Track & Field Club, Chess Club, Cooking Camp, Art Camp, Modeling Camp, Adult Yoga and more.
- All-program attendance for the summer session exceeded 9,000 participants

Fall/Winter Programs:

Fall/Winter program registration began on Friday, September 9 for Enfield residents and Friday, September 16 for non-residents. Registration can be done in-person, by mail or online at www.enfieldrec.com.

A wide variety of Fall/Winter programs are being offered in the upcoming season. **Returning programs include**, CARE CT DEEP Fishing Field Trip, Skyhawks Multi-Tots Classes, Pre-School Martial Arts, Youth Martial Arts Clinic, Youth Chess Club, Bully Safe Kids Night, Babysitter Safety Course, High School Open Gym Volleyball, Adult Yoga, AM & PM Adult Open Gym Pickleball, Adult Open Gym Basketball, Adult Open Gym Volleyball and Adult Co-Ed Volleyball League. **New programs include**, a Preschool Foods Workshop, Preschool Parent/Child Cookie Decorating Class, Art-ventures One Day Arts/Crafts Workshops, Youth Cookie Decorating Class, a Food Explorers Cooking Workshop, Mad Science Spy Academy, Magic The Gathering Game Day, Pet CPR and First Aid Class, and an Adult Fall Cookie Decorating Class.

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

Senior Center

The Enfield Senior Center was busy this summer. The following highlights some of our activities:

Attendance: Visitors to the Senior Center

June – 5,619

July – 4,996

August – 5,736

Programming: Average per month - 17 Fitness Classes, 9 Arts & Crafts Classes, 9 Support Service Programs, 13 Recreation Programs, 9 Special/Other Events.

Trips: The Senior Center traveled 3 times this summer –

June – Lake Sunapee Luncheon Cruise, New Hampshire – 50 participants

July – Log Cabin, Holyoke MA - Dinner & the Best of Paul Anka Show – 50 participants

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

August – Newport Playhouse, Newport, RI – Dinner & Murder at the Howard Johnsons Show – 35 participants

Community Partners: The Senior Center partnered with:

Parkway Pavilion & Rehab, Comfort Keepers, Home Helpers, Enfield Central Library, Pedi-Care LLC, Congressman Joe Courtney's Enfield Office, AARP, Enfield Police Department, Community Renewal Team (CRT), Stateline Senior Services, Bay Path University, Enfield Social Services, Enfield Recreation, All American Assisted Living, Friends of the Senior Center, Shirleen Peabody (Realtor), Jack Welch (CPA), Tyler & Tyler (attorneys), Kramer & Hess (attorneys), Enfield Garden Club.

Special Events:

June – Police Picnic, Afternoon Dance, two COVID Vaccine Clinics, Outdoor Concert.

July – Medicare Workshop, Veterans Meeting with Joe Courtney, 4th of July Social, Concert.

August – AARP Safe Driving Class, Yosemite & Yellowstone Chair Tour, One Summer America Presentation, Outdoor Concert.

Other: The Senior Center also houses our Library, Computer Room, Prime Fitness Center, Gift Shop, the Meals on Wheels program, the Community Café, the Transportation Office (Social Services Department), and Tuesday Night Bingo (helps fund the Friends of the Senior Center). We provide a free medical equipment loan program, give referrals on all things Senior related, host outside organizational meetings, liaison with the Enfield Athletic Hall of Fame, and helped to recruit volunteers for the Rotary Garden to a name a few.

Staff: In June we welcomed Gary Lucero as our Program Assistant who works at the front desk. Mary Keller, Senior Center Manager and Nancy Darrah, Program Coordinator started the Re-Accreditation process. All Senior Center staff has been tasked with one of the 9 Accreditation Standards. We also have volunteer subcommittees working on 7 of the 9 standards.

POLICE:

Girl Scout Troop Tour and Canine Demonstration: On June 6, 2022, members of the Enfield Police Department provided a department tour and canine demonstration to a Girl Scout troop.

Juneteenth Celebration: On June 19, 2022, members of the Enfield Police Department command staff attended the Juneteenth Celebration on the Enfield Town Green.

Enfield Fourth of July Celebration: From July 8, 2022, through July 10, 2022, all members of the Enfield Police Department were committed to assorted shifts in association with the Enfield July 4th weekend celebration.

Meeting with Governor Ned Lamont: On July 20, 2022, the Connecticut Police Chief's Association Board of Directors, including Chief Alaric J. Fox, met with Governor Ned Lamont to discuss assorted areas of law enforcement concern. A follow-up meeting with staffers from the governor's office was conducted on August 3, 2022.



TOWN OF ENFIELD

Scantic River State Park Meeting: On July 20, 2022, Chief Alaric J. Fox met with assorted town, state, and community stakeholders at the Scantic River State Park in regard to the community concerns at this facility.

Enfield Police Department Promotional Ceremony: On July 21, 2022, the Enfield Police Department conducted a promotional ceremony for Officer Steven Prior, elevating him to the position of Detective Steven Prior. The detective division is now fully staffed.

Newly Assigned Enfield Supervisory State's Attorney: On July 27, 2022, members of the Enfield Police Department executive command staff met with newly appointed Supervisory Assistant State's Attorney Ed Azzaro as to prosecutorial matters originating from the town of Enfield.

374th POST Academy Graduation Exercises: On July 28, 2022, Enfield Police Officers Michael Golowiejko and Freddie Kemp graduated as members of the 374th Training Session. Officer Kemp also served as the class leader for this training session. Both officers have now been assigned to the Enfield Police Department sixteen-week Field Training Program.

Enfield's National Night Out: On August 2, 2022, members of the Community Policing Unit organized and conducted Enfield's "National Night Out" on the Enfield Town Green.

Vape Compliance Check: On August 11, 2022, members of the Enfield Police Department and Enfield Police Department Explorer Program conducted a vape compliance check. The purpose of the exercise was to educate the public regarding purchasing tobacco products for underage persons. The two youths approached 68 different customers who were entering the store and requested that they purchase vaping products for them. Of the sixty-eight spoken to fourteen agreed to make the purchase. Each person encountered was given a pamphlet from Close Community out of Longmeadow and the Enfield Together Coalition.

Swearing In: Officer Nicholas Ferracci: On August 17, 2022, Officer Nicholas Ferracci was sworn in as a member of the Enfield Police Department. Officer Ferracci has a Bachelor's Degree in Criminology and Sociology from Eastern Connecticut State University and he also serves in the Connecticut Army National Guard. Officer Ferracci is at the Hartford Police Academy.

Backpack Donation: On August 23, 2022, the Enfield Teachers Association made a sizeable donation of backpacks, each containing a book and a teddy bear, for the use of Enfield Police Officers in our future interaction with and comforting of children in distress.

Community Conversation on Race, Equity and Inclusion: On August 23, 2022, members of the Enfield Police Department executive command staff participated in the town forum on race, equity, and inclusion, held at Enfield High School.

Swearing In: Officer Carlos Paris: On August 24, 2022, Officer Carlos Paris was sworn in as a member of the Enfield Police Department. Officer Paris has served as an Enfield Auxiliary Police Officer and is a volunteer firefighter with the North Thompsonville Fire Department. Officer Paris has commenced a six-month training program at the Waterbury Police Academy.



TOWN OF ENFIELD

CALEA Reaccreditation – Second Year Compliance: On August 26, 2022, the Enfield Police Department received its second year reaccreditation compliance, as a part of its current four-year reaccreditation cycle.

Planning Department - ZONING APPLICATIONS - APPROVED:

PH#3040MA – 1297 Enfield St–Zone change request from HR-33 to SDD; Felician Sisters of North America Real Estate, Applicant/Owner; Map 49/Lot 2; HR-33 Zone. This application was received in June and public hearings have been held until last Thursday, September 8, 2022. At this meeting the public hearing was closed. **The PZC has 65 days to take action on the application.**

XZA# 3041 - Text Amendment for Section 6.20 to require Special Permits for warehouses and distribution buildings equal to or greater than 200,000 square feet in the Industrial Zones. In response to the public's concerns with large warehouse/distribution centers, the PZC sponsored and approved a text amendment that would require a special permit, (thus a public hearing) for any warehouse/distribution center greater than 200,000 sq. ft.

FLD# 44- 55 Cottage Road- Application for the demolition and construction of a single-family home with a 2-car garage; Randy and Stacy Daigle, Owners/Applicants; Map 80/ Lot 55; R-33 Zone/Lake Overlay District - APPROVED

SPR# 1895- 238 Shaker Road- Application for a Site Plan Modification to eliminate a curb cut; Guy Burns, Applicant; 238 Shaker Road LLC, Owner; Map 94/Lot 14; I-2 Zone. APPROVED

SPR# 1898- 95 High Street – Application for a Site Plan Modification for the expansion of use of the restaurant; Cutbertu Chavez, Applicant; Molina LLC, Owner; Map 25/Lot 6; TD-5.- APPROVED

XSP# 3045 – 155 Raffia Road- Application for a freestanding sign; JFK Middle School Renovation Building Committee, Applicant; Town of Enfield, Owner; Map 68/ Lot 149; R-88 Zone. APPROVED

Plan Of Conservation and Development –

POCD Workshop on Thompsonville – An interactive workshop was held to gain feedback from Thompsonville residents, business and property owners. This was fun and well attended with approximately 40 residents from the area participating.

The POCD Steering Committee met over the summer. To date, we have a draft plan which the PZC and POCD Steering Committee are currently reviewing. The POCD is anticipated to be adopted by year end. All things POCD may be found on the Planning webpage <https://www.enfield-ct.gov/1303/2021-Plan-of-Conservation-Development>



TOWN OF ENFIELD

GIS – The staff continues to work with IT and GIS (Geographic Information Systems) Consultant to upgrade and add more layers to the GIS. This is an incredibly useful tool for Planning, and many other departments.

Staff– In early summer, just prior to the reorganization, Development Services Secretary 3 - Cheryl Eckenroth moved to the Town Manager's Office. Zoning Technician Nicole Maruca gave her notice for a career change. Jennifer McKenzie has been hired to replace Cheryl. Although we are down one for now, we are moving forward with revising our internal procedures, and cleaning out the Planning Office. Much of the month of August included cleaning out the Planning Office of loads of paper that was no longer needed, and files that are now archived to the point that we have been able to create another workstation. We have also hired two new Recording Secretaries for the Land Use Commissions - Rebecca Jones and Sandra Barone.

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 has entered into a construction contract with Wiese Construction for the demolition and environmental abatement at both 19 Church Street and 17 North Main Street. The work is currently proceeding according to schedule and budget. The project is scheduled to be completed by November of 2022.

98 Prospect Street Environmental Remediation Project – The Town recently received the bid results for this project on 9/8/22. The Town is currently working with Tighe & Bond on evaluating the bids and is expected to select a contractor in order to proceed with the project by the end of the month so that the clean-up can be completed before the winter. Based on the approved site plan that Kelly Fradet received for this property, a paved outdoor storage lot will be constructed as part to this redevelopment plan to support Kelly Fradet's business expansion.

Enfield ARPA Small Business Grant Program – The Economic Development Commission met with the Town Council on 9/5/22 to unveil the program guidelines and application for the \$250K in ARPA funds that the Town Council appropriated for this program. These funds will be used to assist businesses recovering from the pandemic by enhancing their business with a future project. The guidelines and application are now available. Completed applications will be accepted between October 1 and November 18, 2022.

Enfield On-Call Grant Writing Services RFP/RFQ - The Town is seeking a qualified and experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants. Primary responsibilities include responding to grant opportunities selected by the Town and providing guidance. The RFP/RFQ will be issued this month with proposals due in October.



TOWN OF ENFIELD

EMS:

Enfield EMS responded to 676 calls for service in June 2022, 693 calls in July 2022, and 634 calls in August 2022. In total, mutual aid was needed for 83 responses through the summer months and mutual aid was provided to surrounding communities 75 times.

In June, all EMS providers completed training on the updated EMS protocols released by the state of CT. Additionally, staff completed difficult airway training, with the assistance of New Britain's Paramedic Program instructors. Chief Riggott provided a CPR course to town CERT members.

In July, EMS fully participated in the Town's Fourth of July Celebration on the town green. The department participated in Enfield Police's Youth Academy, with a show and tell of EMS equipment and vehicles. EMS trained Enfield Library staff on CPR and AED use, and will offer this program to all town departments in the fall.

In August, EMS offered protocol training sessions to Fire Department personnel. Enfield EMS provided CPR re-certification to the Enfield Board of Ed School Nurses. JMH EMS Coordinator Paul Wentworth provided mental health training to department staff, and the department had a meet and greet with Trinity Physician Dr. Matt Cauchon, who will be Enfield EMS's Medical Oversight Physician starting in the fall.

EMS has hired Paramedic Paul LaFontaine to join our team. Mr. LaFontaine has several years of paramedic experience in CT and completed his training and precepting phase this summer.

INFORMATION TECHNOLOGY:

Cyber Security Alert:

Scams on the rise include text messages from Banks, Amazon, and other on-line retailers that indicate the accounts have been locked due to unauthorized activity [Click Here](#) to resolve. Once the person clicks the link and enters in the account information, they are now compromised by the hackers. If you receive such a notice – DO NOT click on any embedded links in the message. Go to your smartphone App, or business website and log in to see if there are any issues.

Enfield Public Schools:

We welcomed in the new freshman class with brand new iPads to begin their High School Journey. These devices are managed to ensure all applications and security patches are up-to-date and ready for safe use. Jen Penquite, Brad Mills, Cindy Andersen, and Jason Allan all were very instrumental in making sure all student devices (5400+) were ready for school.

JFK Building Phase 4 has been completed, all networking computer and telephones were up and running for the first day of school thanks to the efforts of Carl Merrick and Lori Parker.



TOWN OF ENFIELD

Municipal and Public Safety:

IT has been working with departments to prepare for an upgrade of the Munis Financial System. Being a customer of the System as a Service (SaaS) puts the town in the forefront of getting upgrades and updates on a regular basis ensuring our software is safe and compliant with the latest cybersecurity and federal/state laws and regulations. Many municipalities that run these systems inhouse often are left behind and usually required to pay large sums of money to catch up and keep up with hardware and software requirements.

PUBLIC WORKS:

Engineering: June 2022

ROADS 2021: Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr) The Consultant submitted 50% PD plans, which were reviewed by the Engineering Office and sent back to VHB to continue with the design work.

ROADS 2021: Year 2 (Abbe Rd, Broadleaf Ln, Hillyer Dr, Meadow Lark Rd, Pearl St Ext, Storrs Rd, Trinity Dr, Yale Ct & Yale Dr) Surveying work is complete on the Meadow Lark area & on Abbe Road. The Consultant is working on the Geotechnical Report & mapping the PD plans.

Crack Seal Program 2022: The work is scheduled to start early September 2022.

South River Street Bridge Replacement: Construction RFP opened on July 6, 2022. The demolition of the house is scheduled this construction season with the bridge removal and replacement in the Spring of 2023.

Brainerd Park Softball Proposed Field: The electrical sub-contractor is onsite installing the MUSCO lighting system. Fence work should start next week.

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.

Orlando Drive Culvert: Construction RFP opened on June 22, 2022. The work has been awarded to Dayton Const. The culvert is scheduled to be replaced this construction season.

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 rescheduled to make their inspection, end of July 14, 2022, due to COVID.

Higgins Park: Project is substantially complete. 15 trees have been planted by volunteers around the playscape area.



TOWN OF ENFIELD

Elm Street Sidewalk Gap Community Connectivity Grant: Survey work is tentatively scheduled to start on the week of July 18, 2022.

Town Farm Road Multi-Use Path LOTCIP: Survey work has not started yet, the Consultant is hesitant to start the work because the current On-Call Contract has expired, and the new contract has not been received by them for signature.

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

Enfield Street School Parking Lot Improvements: The parking lot has been reclaimed; concrete work has started as well as rough grading and drainage work.

Henry Barnard School Parking Lot Improvements: The parking lot has been reclaimed; concrete work has started, drainage work as well.

July 2022

ROADS 2021 – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr) The Consultant submitted 50% PD plans, which were reviewed by the Engineering Office and sent back to VHB to continue with the design work. Consultant continues with design work. IWWA and DEEP permit applications scheduled for submission within the next week.

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

Surveying work is complete on the Meadow Lark Area and on Abbe Road. The Consultant is working on the Geotechnical Report & mapping the PD plans. PD plans scheduled for review submission by August 5, 2022.

Crack Seal Program 2022 - The work is scheduled to start early September 2022.

South River Street Bridge Replacement - Construction RFP opened on July 6, 2002. Working on construction contract award approval. Expecting to get FHWA approval by August 11, 2022. The demolition of the house is scheduled this construction season with the bridge removal and replacement in the Spring of 2023.

Brainerd Park Softball Proposed Field - The MUSCO lighting system has been installed. Fence work is ongoing. The site is being prepped for asphalt placement.

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. Contractor addressed a ponding issue on South St. along with the other punchlist items.



TOWN OF ENFIELD

Orlando Drive Culvert - Construction RFP opened on June 22, 2022. The work has been awarded to Dayton Const. The culvert is scheduled to be replaced this construction season.

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 rescheduled to make their inspection, end of July 14, 2022, due to COVID.

Higgins Park - Project is substantially complete. 15 trees have been planted by volunteers around the playscape area.

Elm Street Sidewalk Gap Community Connectivity Grant - Survey work has been completed.

Town Farm Road Multi-Use Path LOTCIP - Survey work has been completed.

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

Enfield Street School Parking Lot Improvements - The parking lot has been paved. Line striping is scheduled for August 2, 2022.

Henry Barnard School Parking Lot Improvements - The parking lot has been reclaimed and fine graded. The oil tank has been removed under separate contract. Concrete sidewalks are substantially completed. Paving is scheduled for August 4 and 5.

August 2022

ROADS 2021 – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr)
The Consultant is working towards submitting the final design plans. The Project Manual has been sent to DPW for its revision before submitting to Finance.

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

The Consultant submitted the PD plans which were reviewed by Engineering Office with comments sent back to the Consultant.

Crack Seal Program 2022 - The work is scheduled to start late September 2022.

South River Street Bridge Replacement - Construction Contract was signed. The demolition of the house is scheduled this construction season with the bridge removal and replacement in the Spring of 2023.

Brainerd Park Softball Proposed Field - The improvements are substantially complete. Waiting on the dugouts (October delivery) & foul poles.



TOWN OF ENFIELD

Powder Hollow Baseball Field Improvements - Eversource has a transformer for replacement of the 208V transformer at Powder Hollow Park. Electrical room needs to be upgraded to higher amperage by the Town before making the transformer switch.

Met with design consultant (BL Companies) to negotiate the change order amount for the additional design work on a nicer field. The Consultant will submit an official change order for approval to continue with the design work.

ROADs 2015 Thompsonville Southwest - Project is complete. Ponding issue on South St has been resolved.

Orlando Drive Culvert - Construction Contract is signed. Culvert replacement is scheduled to start in October.

Freshwater Dam Improvements - The project is complete, on time. DEEP has signed off on the dam improvements and the EAP (Emergency Action Plan).

Elm Street Sidewalk Gap Community Connectivity Grant - Survey work is tentatively scheduled to start on the week of July 18, 2022.

Town Farm Road Multi-Use Path LOTCIP - The PD design plans has been submitted & reviewed by the Engineering Office, the Consultants continues moving forward on the design.

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

Public Works Administration:

June 2022

Eli Whitney and Hazardville Memorial Roofs – Work is ongoing. No major issues.

Enfield Street School Fire Protection – Working with vendor to finalize the pricing. Estimate receiving the final proposal within 1 week.

July 2022

August 2022

Eli Whitney and Hazardville Memorial Roofs – Work is ongoing.

Enfield Street School Fire Protection – Work beginning Columbus Day and continuing for the remainder of the week. Columbus Day was picked due to no school Mon-Tue of that week.

Annex Scoreboards – Pricing complete, submitting pay req this week for purchasing. Hopeful for a Nov-Dec install.

School Door Security – Inspections are ongoing with Donald Crabtree. Two buildings remaining, then a repair/replacement plan will be put together.



TOWN OF ENFIELD

DEEP MS4 Inspection – Staff has been working to put together the required materials and preparation for the inspection on 9/22.

Macy's - Complete

33 N. River St Demo – work continues with Amtrack and ESI to finish the cleanup. A meeting is scheduled onsite for 9/8 to discuss next steps.

Buildings and Grounds:

Set up and takedown of Eli Whitney graduation. Set up and takedown of EHS graduation. Set up and takedown of July celebration. Reconstruction at Eli Whitney offices.

Began winter equipment PM's

Began Enfield express renovations

Prepped School and town sports fields for fall play

Installed 8 AC units in various schools

Installed transformer and outlets at the Annex fields

Drained and installed bottom covers and repaired lane lines, Pool is back in operation

Refinished Annex field scoreboard and changed Falcons to Eagles

Custodial Services

Summer cleaning; Sanded and refinished Annex and ESS gym floors; Refinished ETLA hallways and classrooms; Refinished IT hallways and offices.

Highway:

Made more temporary repairs to the Orlando culvert washing out. Received new 10-ton trailer and excavator. PO has gone through, and we should receive machine in the next week or so. Mason and pothole repairs are ongoing. Closed North Main St for celebration and put out barricades for the parade, swept race route and provided 6 plow trucks for moving barricades for fireworks. Roadside mowing has started, we have made one complete pass throughout town, and started the second pass. Contractor line striping has been completed. The catch basin cleaning contractor has started and work is ongoing.

Received the new Cat Excavator and Vac-con root cutter and camera system. Mason, tree trimming, signage repairs, mowing and pothole repairs ongoing, contractor has finished cleaning 2,745 storm basins.

RRM:

The division has had 4 men out on long term leave. Two have come back, two still out.

Highway has been supplying manpower to fill in. Transfer Station construction is ongoing. New scale has been delivered. Started to go out to give friendly reminders to residents to put out and bring in tippers in the proper time frame within the ordinance.



TOWN OF ENFIELD

WPC:

June 2022 The daily average effluent flow for the month of June was 3.6 MGD and the total effluent flow total for the month was 109 million gallons. All NPDES permit requirements met.

The Town of Manchester notified us that they are no longer accepting wastewater treatment facilities screenings and grit at their landfill. They were the last landfill in the state of Connecticut accepting this type of waste stream. We are in the process of having our screenings changed from a special waste to municipal waste thus allowing us more options for disposal and we are working with the DEEP to determine how we will dispose of grit.

We had a power loss incident occur at the plant, this resulted in numerous systems shutting down that required several of our staff to come in and restart the systems. Blower number two and WAS pump number three lost communications to our SCADA system. We were able to get blower two back online with the help of the manufacture. We are having difficulty finding a replacement card for the WAS pump because of the computer chip shortage.

We assisted the Highway department for a storm water collapse on Play Road. Our team performed an inspection of the system that required a confined space entry.

Collection System – May 2022:

Sewer calls: 4

Manhole Inspections: 93

TV camera: 12,596 feet

Sewer Jetting: 14,537 feet

Call Before You Dig: 212

Lift Stations: The South Maple Street generator failed to run during routine testing a day before possible thunderstorms were forecasted. RRM and our staff installed one of our portable generators, the following day we had a power outage at this location without incident. It was determined the alternator went bad, being an older generator our contractor who maintains our generators is having difficulty finding a compatible replacement. Sparkle Street experienced an ASCO valve failure. We performed a confined space entry to replace the valve.

July 2022 The daily average effluent flow for the month of July was only 3.2 MGD and the effluent flow total for the month was only 100.5 million gallons. All NPDES permit requirements were met. As mentioned in last month's PAR the Town of Manchester as of September 2022 is no longer accepting wastewater treatment facilities screenings and grit at their landfill. They were the last remaining landfill available in our state that accepted this waste stream. With a few modifications to our existing equipment, we can reclassify our screenings from the special waste category and change it to the municipal category. However, we are in the process to determine what to do with the grit that is generated because it is in the special waste category.

We received an alarm that the main building's basement was flooding. Upon investigation we found our potable water backflow preventer had failed and flooded the basement with approximately two inches of water. The basement does have sumps with pumps, but they were



TOWN OF ENFIELD

quickly overtaken by the sheer volume of water. We quickly isolated the unit and were able to acquire the parts necessary to repair it inhouse.

The new cover for structure two finally arrived, we placed the order for it in late 2020. When it arrived, it did not fit as the contractor or perhaps the manufacturer did not measure it correctly. The contractor was able to make modifications to the structures foundation to make it fit.

Collection System – July 2022

Sewer calls: 7

Manhole Inspections: 53

TV camera: 6,291

Sewer Jetting: 4,836

Call Before You Dig: 166

We responded to a decent sized sink hole that occurred at Enfield Street Elementary School. An inspection of the lines found a section of the pipe collapsed with several more sections in extremely poor shape. We replaced a total of 370 feet of 8-inch sewer main. During routine sewer cleanings and inspections, we discovered a large section collapsed sewer pipe located on Woodard Avenue. We replaced the failed sewer main and several laterals.

Lift Stations - We worked with Huntington Power and performed routine generator maintenance to all our lift stations. Also, we had to replace a failed pump with a new one at High Meadow.

August 2022 The daily average effluent flow for the month of August was only 3.0 MGD and the effluent flow total was only 93 million gallons. All NPDES permit requirements were met.

We are very pleased to announce that two of our operators in training have successfully passed the grade one wastewater operator exam. We have another operator in training scheduled to take the exam in September.

Originally, we had scheduled the cleaning of our western grit channel in mid to late October. We opted to complete this task in August because the Town of Manchester is permanently closing its landfill to wastewater treatment facilities in September of this year. The Eastern grit channel cleaning is scheduled to occur in April of 2023, and we are in the process of finding a new disposal site for the grit.

Collection System – August 2022

Sewer calls: 5

Manhole Inspections: 97

TV camera: 13,111

Sewer Jetting: 12,284

Call Before You Dig: 168

Confined Space Entry Permits: 11

During routine maintenance for the sewer main located on Laurel Street we discovered an object that did not belong. It was a difficult task to remove it and required several confined



TOWN OF ENFIELD

space entries. The object turned out to be an intact fifty-foot length of garden hose that someone managed to get into the sewer main.

We worked with Hinkley construction and made repairs to a manhole and replaced a failing lateral on Roseland Avenue.

Lift Stations: Last year at the Grape brook Lift station we upgraded the grinder with new technology to reduce pump failures caused by flushable wipes. This has significantly reduced the amount of pump failures at this location. We have scheduled to upgrade the Simon Road and South Maple Lift stations with the same technology in September.

Building Inspection Division: June 2022

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

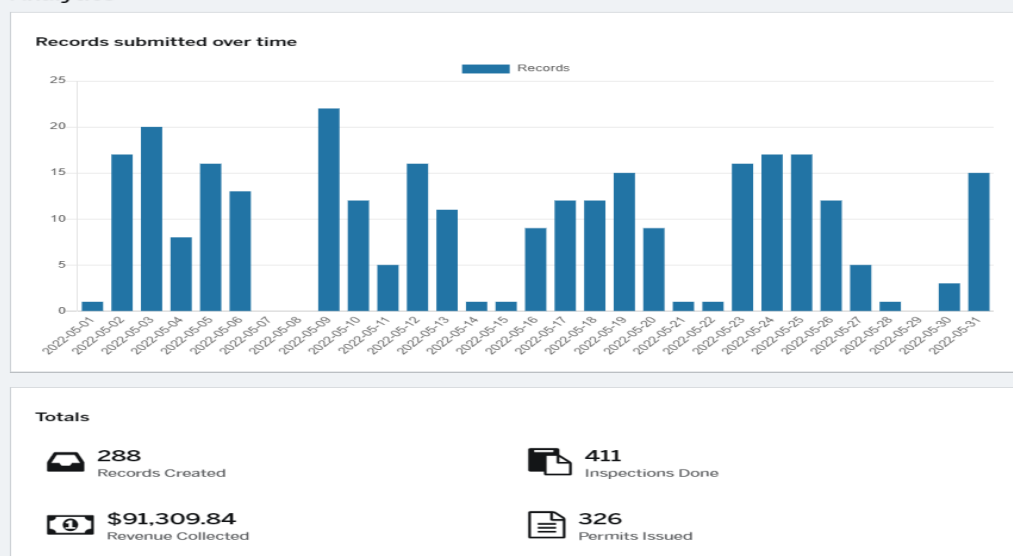
175 Freshwater - \$220,00 in roofing at Eppendorf

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

July 2022

30 Woodlawn Avenue - 1 new house \$185,000

160 Spring Street - new building for Kelley Fradet \$1,173,950

612 Hazard Avenue - \$1.2 million remodel at Blair Manor.

190 Elm Street - \$790,000 for the Noble car wash and \$2.9 million for the gas station.

109 Elm Street - \$1,564,500 for the new Golden Nozzle car wash.

113 Maple Street - \$200,000 for HVAC \$268,800 for plumbing.

16 Residential addresses - About \$656,000 (CV) in miscellaneous Rooftop PV panels

About \$150,000 in revenue for the month with applications for 98 Building permits, 41 electrical permits, 47 HVAC permits, 24 plumbing permits, 16 Photovoltaic permits, 16 Fire Suppression/Sprinkler permits, 1 Fire Alarm permits and 10 Building code complaints for a total of 237 records created for the month. About 357 inspections performed in 23 working days.

August 2022

148 Hazard Avenue - about \$3 million in electrical for the Trinity Health project.

113 Maple - about \$2 million in electrical and fire alarm for Winnstanley.

878 Enfield St. - Demolition

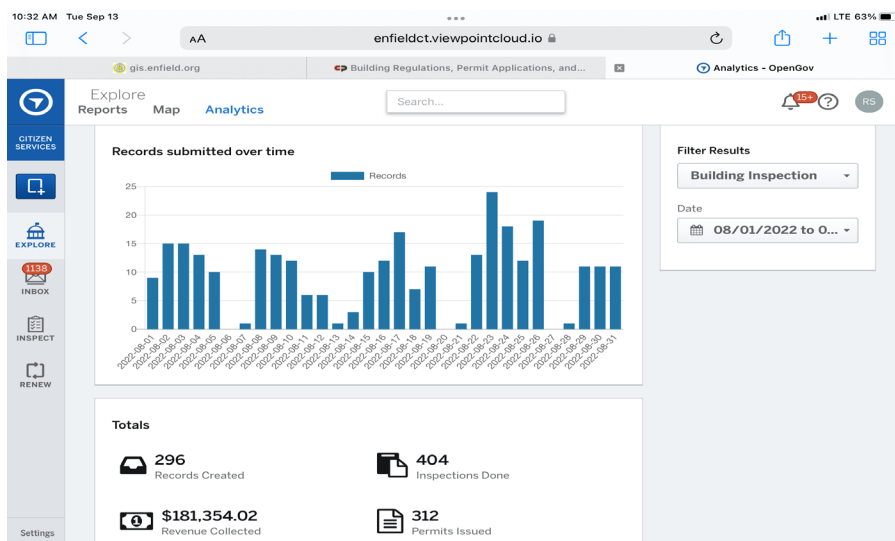
19 Church - Demolition

Strand and Lamanga - Demolition

About 5 new or replacement houses.

20 Residential addresses - About \$656,000 (CV) in miscellaneous Rooftop PV panels

About \$180,000 in revenue for the month with applications for 110 Building permits, 62 electrical permits, 59 HVAC permits, 33 plumbing permits, 20 Photovoltaic permits, 4 Fire Suppression/Sprinkler permits, 1 Fire Alarm permits and 6 Building code complaints for a total of 237 records created for the month. About 404 inspections performed in approximately 23 working days.





TOWN OF ENFIELD

SOCIAL SERVICES:

Child, Youth & Family ECDC

The Child Development Center is currently serving 200 children. The CDC has had a busy summer. Some field trip locations included: Auerfarm, Jumpin' Joeys, Sonny's Place, The CT Science Center, Spare Time and the East Windsor Reservoir.

Our Toddler and Pre-K programs collaborated with other divisions in town; one of the town's librarians for story time, and our school-age program used the Fire Department's Smoke House to learn how to safely evacuate in a fire.

Two staff members have retired after many years of service to the town. Joanne Brunette retired in July after 16 years of service as a Full-Time Aide, and Cindy Pillion retired in August after 20 years working as an Assistant Teacher.

In August our playground re-surfacing project was completed, and the children are now enjoying their new poured rubber play surfaces and climbers. This project was made possible through COVID funds.

ECDC participated in a full day training on Conscious Discipline. This training taught the staff how to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying, develop pro-social behaviors, and to become more conscious of their reactions to conflict.

Family Resource Centers

The FRCs continued in-person *Learning through Play* Groups for children ages birth-five and their families through July at both our Barnard and Stowe sites. A total of 8 weekly in-person groups were offered. 77 adults and 88 children attend in-person groups. We were excited to invite school age siblings to participate in our outdoor water play activities when the school year ended in June. This increased our attendance to 100 children participating during that time. We were also able to continue with a weekly *Learning through Play* group at the Children's Reading Room at Asnuntuck Community College on Fridays.

The Parent Educators offered a one-week preschool camp during the last week of July. This camp was open to FRC participants who would be heading to preschool in the fall for the very first time. The camp gave children an opportunity to experience what it would be like to separate from their parents, be in a classroom setting and have time to play and learn with friends. We had 17 children attend the camp.

The FRC in partnership with KITE and The Enfield Public Schools offered a two-week camp at the beginning of August for kids entering Kindergarten in the fall. The children who attended had no prior preschool experience or limited preschool experience. We were able to have two Kindergarten teachers from the district each lead a classroom and give the children an opportunity to see what a Kindergarten day would be like to make their transition into kindergarten smoother. We were able to include "specials" in their daily schedule such as; music, art, library time and then ending each week with an in-house fieldtrip provided by Riverside Reptiles and Forest Park Zoo on the Go. Each child was provided with a backpack



TOWN OF ENFIELD

filled with supplies. They were also given a themed kit to take home at the end of each week that included a book and play activity to encourage continued learning at home. We had 38 children attend the camp which the Parent Educators assisted with planning and coordinating. 100 percent of families completing a final survey shared that the camp provided skills that will help their children transition to kindergarten.

The FRC staff attended the ERFC Summer Celebration on the Town Green in Enfield on Saturday, August 13th from 9am to 2pm. It was a well-attended event by many families in Enfield and allowed us to share information on our programs offered.

Our Parent Educators have been preparing for fall playgroups to begin mid-September. We are excited to share that our FRC newsletter is back, and we are able to offer bonus play events for families to participate in, in addition to attending playgroup once a week.

Youth Service Bureau

The Youth Council recruited new members by holding a Meet & Greet. Youth Council members and the Youth Development Worker advertised the Meet & Greet in schools and in the community using flyers and posters. Youth Council members identified activities and refreshments for the Meet & Greet in advance. Members also presented information about the Youth Council and its mission to potential new members. 15 youth attended. The newly formed Youth Council has held 6 biweekly meetings. During these meetings youth discuss and prepare for upcoming events such as radio shows and tabling events and will be setting goals for the new school year.

The Youth Council has conducted 6 interviews to be aired on *The Enfield Youth Services Show* on 107.7 WACC at Asnuntuck Community College. Radio show interviews concerned local programs such as the Senior Minor Home Repair Program, Celebrate Recovery and KITE. Youth also had the opportunity to interview the Town Manager, Ujima African American Alliance, and a Youth Development Worker.

The Youth Council had the opportunity to go on 3 field trips during the summer season. The first field trip celebrated their work throughout the year and the graduating seniors. Youth participated in an escape room and had lunch at Cheesecake Factory. Second, youth went to the KISS 95.7 radio station to record their show. While there, the youth were given a tour of the building. Third, youth went to the Story Barn in Somers, CT for team building. The youth participated in an art activity and discussed their individual strengths.

The Youth Council participated in the ERfC Summer Celebration on the Town Green in August. Youth had a table where they offered families information on substance abuse prevention. Youth engaged with younger children at the event using a prize wheel and trivia questions. Youth also offered face painting to children.

The Youth Development Worker held several positive youth development programs over the summer including an Art Club, a STEAM Club, and a Dance Club which culminated in a dance performance at National Night Out in August. A babysitting course was offered to youth



TOWN OF ENFIELD

attending ECDC and the Youth Center and 7 children were certified. A parent survey has been distributed to help inform future youth programming for the new school year.

Youth Center

June brought the end of the 21-22 season; we ended the year with a total of 93 members. June had an average daily attendance of 23 youth per day, we saw 497 youth this month.

July brought a new year for Youth Center members, we have 20 members, with an average daily attendance of 11, we have seen 165 youth this month.

Field trips/clubs continue to gain momentum with new members and the anticipation of summer winding down. A total of 51 youth that attended any one or more of the following trips or clubs, Stanley Park Hike, Art Club, Hammonasset Beach Trip, Movies, Harkness State Park. Garden Club (3 Community Garden plots, youth have been enjoying fresh cucumbers, zucchini, cherry tomatoes and are looking forward to harvesting the basil for homemade pesto sauce.

We also collaborated with the Enfield Police Department and offered team building for the Youth Academy at JFK, 16 youth participated.

In August we had a total of 22 members, with an average daily attendance of 10 youth. We saw 215 youth this month.

Summer field trips and clubs are ending, a total of 31 youth attended any one or more of the following activities, bowling trip, full moon night hike at Skinner State Park in Hadley, MA, garden club, cooking club and art club. The focus of staff is building on developmental assets towards better coping skills and spending quality time with positive adult role models. Field trips have focused on creative use of free time, away from electronics, meeting new people and experiencing time in nature.

The landscape mural has been completed on our stage; it brings a welcoming pop of color to our space. The mural was completed by a local Art major attending Springfield College.

The Youth Center participated in the annual backpack event on the town green, we met families and handed out flyers with our new QR code, we met some new friends and reconnected with familiar faces on a beautiful August afternoon.

Our final trip was a collaboration with the Enfield Child Development Center and the Youth Center, 5th grade ECDC participants who were aging out of the program and entering the Middle school were treated to a day at 6 Flags that ended with families picking them up at the Youth Center.

A week and a half into September and we have 26 members, average daily attendance of 22, we have seen 108 youth this month.



TOWN OF ENFIELD

Adult & Elderly Food & Nutrition

During the summer the kitchen staff at ECDC served about 240 people. School has started and we will be serving around 300 people. We are still looking to hire a Facilities Assistant. Due to the food shortage, we are still having issues providing the students with a variety of foods. The supplies shortage has improved but there are still some items that we cannot receive. Mark Twain weekday program is currently serving around 34 residents. We have hired a Site Manager for the weekday program. We are currently still delivering and serving in the dining room. We deliver around 17 to 20 meals and we serve around 14 in the dining room. Mark Twain weekend meal program is serving 30 to 35 residents.

Elderly Services Care Coordinator

Over the past few months, the Elderly Services Care Coordinator (ECSS) attended 4 training webinars for serving elderly communities and assisting individuals in seeking housing, 13 CHOICES assistance sessions, and encountered 107 individuals from the community (19 of which are ongoing) and attended a 5-day Crisis Intervention Training (CIT) with members from the Enfield Police Department. Referrals were received through emails from other social service staff and Enfield Police Department, Fire Department, EMS, and the Senior Center. Many of the Enfield residents that contacted the ECSS number were seeking assistance with finding a home health agency, understanding Medicare/Medicaid paperwork, seeking assistance in caring for individuals suffering from dementia, needing assistance with navigating/applying for the services provided in the Directory of Senior Citizen Services booklet, and most commonly; looking for assistance with affordable housing.

Case Examples:

ESCC worked with a resident that had left Baystate against medical advice (AMA) to return home with no home health services. The resident was recovering from a fall that was caused by excessive alcohol consumption, which resulted in bruises and lacerations on his arms and head. When working with the resident and their relatives, it was clear that they could not remember the date, time, or my name, and forgot about the bandages on his arm when his sister tried to change them. ESCC assisted the resident in calling their personal care physician (PCP) and scheduling an appointment as a follow-up for their AMA from Baystate. Coordinated with resident's relative to ensure care occurred. ESCC provided follow-up and confirmed that home health services were set to start in the coming days.

ESCC was contacted by a 64-year-old, disabled resident that is living in a relative's home that had passed away and is currently pending a short sale as they could not afford to maintain it on their own. This resident was assisted with 4 housing authority applications as well as 1 for the Mark Twain Congregate Housing, of which the resident is now on the waiting list for. ESCC is still working with this resident towards achieving potential housing and is contacted multiple times a week for follow-up.

ESCC informed that the home of a 65-year-old disabled resident was tagged for being unfit for human habitation. The ESCC worked with the tenants to secure safe temporary housing at a hotel and communicated with the landlord concerning timely repairs. The ESCC coordinated with the building department and landlord to ensure residents were able to return safely to their home once repairs were made.



TOWN OF ENFIELD

Transportation

Magic Carpet provided the following rides: in June there were 3255 rides, in July there were 2987 rides and in August there were 3456 rides. Ridership continues to increase partly due to free fares and as people are getting back to work and leisure activities. Dial-A-Ride provided 1055 rides in June, 943 rides in July and 1168 rides in August. Enfield Transit provided Transportation for the following events: Fourth of July Parade, Vehicle Day, and the Annex Pool on the weekends. Hours have had to be temporarily reduced for Magic Carpet as we are actively recruiting for cdl drivers.

Care Coordination Clinical Care Coordinator

The Clinical Care Coordinator has continued to meet with all direct care staff for regular supervision regarding cases. The Care Coordination team also meets twice a month to review cases as a group.

A focus of the summer has been working with law enforcement partners on reviewing Juvenile Review Board Policies and Procedures and updating them to be more in line with the best practices outlined by the Connecticut Youth Services Association. This will allow us to more effectively and efficiently serve Enfield youth and families referred diversion from court.

The CCC coordinated a number of trainings for staff through Riverside Trauma Center in June. Direct care social services staff attended an advanced trauma informed care training on June 28th and all Department of Social services staff attended a training on June 29th entitled "Fostering Resilience". These trainings highlighted the ways staff can best respond to and support residents' needs as well as to prioritize self-care in the helping field.

Over the summer CCC interviewed and on boarded 2 master's level social work interns that will be completing their internship hours with the Department of Social services for the 22-23 school year. These interns will assist with direct service as well as projects within the department, under the supervision of the CCC.

The CCC coordinated crisis response outreach to three families since June who experienced the sudden or traumatic loss of a loved one. The CCC and department staff also provided 3 days of outreach support to Loaves and Fishes in the aftermath of a death of a homeless individual. The following week, the CCC provided two sessions of QPR (Question, Persuade, Refer – suicide prevention training) to Loaves and Fishes staff and volunteers. This gatekeeper training trains anyone on how to recognize the signs of someone in mental distress, how to question and talk to them and how to get them to appropriate care.

Adult & Community Social Services Workers (2)

Adult & Community Social Services Worker (ACSsW) during this time has made 129 contacts with Enfield residents. These contacts reflect a combination of office and community-based interactions. ACSsW has responded to 31 Police Request for Emergency Follow up to provide connection to mental health and supportive resources. ACSsW works collaboratively inter-departmentally within Social Services Division, Enfield Police Department, Emergency Medical Services, Fire Departments, and other community providers in variety of sectors.



TOWN OF ENFIELD

ACSsW has assisted an elderly resident with accessing MyHome CT to connect with financial relief eligible Connecticut homeowners that have been affected by the COVID pandemic. In addition, ACSsW has provided follow care to three incidences of individuals and families that have experienced a fire within the Town. These interactions involved providing access to basic necessities including food, clothing, immediate shelter, and interventions to assist with long-term housing stability. Adult & Community Social Services Worker has assisted individuals and families that are experiencing the housing court eviction process connecting to resources for legal aid, security deposit and when needed accessing 211 for emergency shelter stay. ACSsW has provided an individual experiencing chronic homelessness in Enfield with a sustainable housing voucher to provide as a long-term housing stability solution. ACSsW has contacted individuals on the CARES Registry during times of extreme weather conditions like the serve heat waves to ensure residents are connected to life saving resources. ACSsW has attended webinars for Fostering Resilience, Understanding Trauma and Community Driven Harm Reduction Innovation and Adaptation. ACSsW has continued to attend Greater Hartford Coordinated Access Network meetings to access resources within the region. The ACSsW will be on maternity leave from September – December and needs arising during this time will be covered by other members of the Care Coordination Team.

The ACSsW outposted at the police department followed up on 46 Police Requests for Emergency Examination. Of those that were able to be contacted, information was provided for Access Line, AA meetings, CHR, the Amplify resource guide, The Network, EHA, and detox programs. Ongoing follow up has been provided with several of the individuals.

The ACSsW received 28 referrals from the Police Department. These were followed up on and provided assistance to the individuals via Food Bank, Meals on Wheels, Dial A Ride, CHR, SNAP, Fuel assistance information, EHA, NAMI, Alzheimer's support services and counseling services.

During this time, the ACSsW followed up with the 8 individuals who overdosed on opioids and were revived with Narcan overdoses. Provided psychoeducation and connection to resources such as NA meeting list, Narcan information, GHARC brochure, Amplify resource guide, mobile crisis information and local detox information. The ACSsW met with or contacted family members by phone when able to offer support to those impacted by the substance use.

The ACSsW followed up with the families of 4 individuals who were classified as untimely deaths. 3 were unresponsive to outreach. The ACSsW provided support at the scene to the fourth referral and additional resources were shared. The ACSsW received 10 referrals that came directly into the department. Support and follow-up ranged for these but included home visits, applying for aid with cash assistance, mental health referrals, assistance with housing applications, resource information given. Ongoing assistance will be provided to the individuals in need of services.

Participated in GH CAN meeting in regard to homelessness in CT. Attended training on Veterans in Crisis, Understanding Community Resilience Model, NASW conference and Housing – Know Your Rights CAN 101 Training, QPR Pathfinder Plus Adult Edition and Cable Crisis Intervention Team 5-day training.



TOWN OF ENFIELD

Family Resource Center Social Worker

The Family Resource Center Social Worker currently has 10 open cases. This includes working with outside providers such as Care Coordination, IICAPS, Triple P, and outside therapists after releases are signed. The FRC Social Worker has had 22 Brief Encounters with families which included connecting to services dependent upon individual/family needs. The FRC social worker has made five Care Coordination referrals, three IICAPS referrals, and six referrals for outside therapists.

The FRC social worker held her Grandparents Group in June with six people in attendance. A highlight from June's group was having Robert Kanehl join us from CT Poison Control to speak to the group about House Safety and Proper Storage of Medicines and Hazardous Wastes. In July we had five grandparents in attendance and Gloria Williams joined us to speak to us about her efforts in Springfield, MA, and about the work she does with her grandparents' group there. We also were able to help nine of our kinship families through the members of the Commission on Aging, who generously donated money so that the grand families had a chance to participate in an activity of their liking over the summer months. The Women's Club of Enfield also helps each summer by providing additional funding to our grandparents for help with summer camps, daycare expenses and extracurricular activities. In August we had six people in attendance. Tessa Ridel came as our Youth Service worker to speak to the group about what she does.

The FRC social worker also had her parent support group meeting throughout the summer which still meets virtually every other Wednesday from 6:30-7:30 p.m. The FRC social worker assisted in a Crisis Response after the death of an incoming 9th grade student and provided support to staff members from JFK and Enfield High School.

Youth Services Social Worker

YSW has received 38 referrals during this reporting period. Of the 36 referrals received, 8 were initiated by PREE's/PC's, 2 were initiated by the police department for Cannabis use, 7 were initiated from JRB's, 4 were call ins from the community, 12 were adult clients (walk in/calls/case coverage), 1 internal referral, and 2 case was transferred. There were approximately 5-10 additional clients that SSW assisted with general questions/support. YSW is conducting ongoing outreach, linkage to services/supports, referrals and care coordination for 21 cases to address the needs of the youth and families

YSW has completed the following trainings/onboarding orientations:

- Understanding Trauma Part 2
- Fostering Resilience
- The New Marijuana, CT's Laws, and You
- Prevention 201 | Child Development & Harm Reduction Techniques
- Understanding the Effects of Family Violence Through a Trauma Lense - THE CONNECTION TRAINING
- IForum: An Introduction to Tenant Protections: Connecticut and Beyond

Case Worker

During this period, the case worker processed 93 Renters Rebate applications, 7 homeowners' extensions, 2 State of Connecticut Department of Social Services renewal applications, 1



TOWN OF ENFIELD

operation fuel applications, 1 local disability for taxes, and 3 Allied's Attic letters. The Case Worker continues to assist with daily phone call inquiries and walk ins.

Community Initiatives

Enfield Together Coalition

In June, the Enfield Together Coalition had their last management team meeting and general membership meeting of the year, before pausing for the summer months. On June 28th the ETC membership came together for an ice cream social to celebrate a year of accomplishments and to discuss any programming / events happening over the summer.

The social service prevention staff had their CDC CARA/DFC Site Visit on June 29th. The staff presented information regarding the work of the two grants and their financials to the federal officers: answering questions and addressing concerns of the federal officers regarding spending and action plan completion. The site visit went well and received favorable reviews. ETC also attended the Enfield July 4th celebration with Alex's Army hosing the Hidden in Plain Sight trailer.

ETC started an Ad Hoc workgroup to work on restructuring the ETC, revising mission and vision statements, as well as creating formal documentation around roles and responsibilities and workgroup expectations to use moving forward as formal bylaws. The group utilized the CVAT results previously gone over to propel this initiative.

ETC attended the Asnuntuck Student Orientation and Welcome Week for 2 days providing new students with substance prevention and mental health promotion materials.

ETC provided handouts to Alex's Army to utilize during the International Overdose Awareness Event at Enfield Congregational on August 31.

ETC collaborated with the Close Community (coalition) out of East Longmeadow and the Enfield Police Department to complete vape compliance checks on August 11. The purpose of the exercise was to educate the public regarding purchasing tobacco products for underage persons. No enforcement action was taken as a result. The two youths approached 68 different customers who were entering the store and requested that they purchase vaping products for them. Of the 68 spoken to 14 had agreed to make the purchase. Each person encountered was given a pamphlet from Close Community out of Longmeadow and the Enfield Together Coalition as well as a \$5 Dunkin gift card provided by the Enfield Together Coalition.

Grants & Performance Management

The Grants & Performance Manager (GPM) is working to implement Apricot across DSS. Initial beta testing began with the front office @Alcorn to capture the volume and type of service requests.

July DSS Front Staff Received

76 Phone Calls
24 Walk-In Visits

August DSS Front Staff Received

172 Phone Calls
43 Walk-In Visits



TOWN OF ENFIELD

July Top 3 Reason for Calls/Visit

1. Basic Needs
2. Financial Assistance
3. Senior Minor Home Repair

August Top 3 Reason for Calls/Visits

1. Basic Needs
2. Senior Minor Home Repair
3. Financial Assistance

July DSS Response to Call/Visit

- 50 Referral to Staff for Action
- 36 Referral to Outside Agencies
- 7 Resource/Information Sent
- 6 Appointment Scheduled

August DSS Response to Call/Visit

- 101 Outside Agency Referral
- 76 Staff Referral for Action
- 16 Appointment Scheduled
- 9 Resource/Information Sent

- July data entered by one Secretary over a 3-week period and in August for a 4-week period
- Basic Needs captures Housing, Clothing, Transportation, CRT, WIC Food, Utilities, SNAP, Operation Fuel. Financial Assistance captures Renters Rebate, Veterans Tax Credit, Homeowners Tax Credit
- Response to Call/Visit can contain multiple actions

-GPM and the Clinical Care Coordinator have created a workflow to onboard the Care Coordination team. The Apricot workflow is being designed to improve service delivery and client outcomes by streamlining data, allowing quicker access to client information, and fostering DSS collaboration.

-The Family Resource Center Playgroup and Youth Center enrollment forms are now available for parents/caregivers to complete through a QR Code or URL in the Apricot system.

<https://a113102.socialsolutionsportal.com/apricot-intake/6ad93f25-55fa-4c45-9578-a2e959c38dbb>

<https://a113102.socialsolutionsportal.com/apricot-intake/5c09f798-b7f3-41ca-9bca-1a60d99567b7>

-The Boards & Commission grant reporting form was updated to reflect 2022-2023 grant application language.

TOWN CLERK:

Connecticut Town Clerk Certification: During the second week of September, the Town Clerk and Deputy Town Clerk will attend the semi-annual Town Clerks Conference where Deputy Town Clerk, Kenzy Lee, will be presented with her Certified Connecticut Town Clerk accreditation.

Per C.G.S. §7-22a, a Certification Committee was created to establish a training program for certification of Town Clerks, Deputy/Assistant Town Clerks, and other Town Clerk staff. The requirements of becoming certified involve successfully completing five training modules, i.e., Municipal Records Management, Land Records, Elections, Vital Statistics, and Miscellaneous Records and Other Duties; a minimum of two years of working in the municipal clerk field; and successfully passing a written final exam. Congratulations, Kenzy Lee!



TOWN OF ENFIELD

YTD Revenue Collection: Despite the rise in interest rates, land records continue to be remarkably busy. Our office has collected \$1,042,745 total revenue YTD compared with \$928,934 during this same period last year.

Connecticut State Library Preservation Grant: In July, the Town of Enfield received grant funds from the Connecticut State Library's Preservation Grant Program to assist us in becoming current with our state-mandated land records audit. Enfield has traditionally conducted the land records audit one year in arrears, potentially leaving an indexing error unidentified and uncorrected for one full year. We are happy to report that by collaborating with our outside auditor, the land records audit is currently completed through May of 2022, helping to ensure that attorneys and title searchers have access to the most accurate land records indexing data possible. The goal is to have all land records audited and identified errors corrected within a month following receipt.

Absentee Ballot Assistance Grant: The State of Connecticut has released grant funds to every town in the state to assist with what is once again anticipated to be record-breaking usage of absentee ballots during the November 8, 2022 Election. Enfield's grant of \$11,492 will be used to hire temporary help, purchase additional election supplies, as well as for additional ballot printing and postage. The Secretary of the State will finalize the list of candidates in mid-September at which time the Town Clerk will place the ballot order.

Absentee Ballots: Absentee ballot boxes have been opened and residents may utilize them to drop off their absentee ballot applications. Applications can be downloaded from our website as well as the Secretary of the State's website. The ballots themselves will become available on October 7, 2022.

RECORDS MANAGEMENT:

State Electronic Records Policy and Standards: The Records Manager continues to work with the State Public Records Administrator to develop and review the proposed Electronic Records Policy and Standards. The Records Manager, Building Inspector, IT Director as well as IT staff reviewed, discussed the proposed policy, and determined that because of proactive planning on behalf of our IT Department, the Town of Enfield is already prepared and able to comply with the proposed Policy and Standards. Information was shared with the State Records Administrator to assist in the development of statewide policies and standards.

Building Department Scanning Project: Records Management continues assisting the Building Department with its scanning project by scheduling the return of the original, scanned Building records to the Town Annex. On July 13th, Records Management, along with Linda Campbell (Building Permit Technician) and Adam (Annex Building Custodian) received and moved into storage eight pallets of scanned records. The boxes are currently stored at the Annex until the records can be removed from the boxes and returned to the filing cabinets stored at the Annex.

Planning Department Remodel: The Director of Planning contacted Records Management to assist them during the remodel of their office to create new workstations for a new Planner and a new Administrative Assistant. Disposals were drafted for eligible records and duplicate non-records were identified and disposed of. Records were removed and archived, which allowed for enough room to create space for the new cubicles



TOWN OF ENFIELD

Date: September 19, 2022

Subject: Request for Transfer of Funds for Absentee Ballot Support Grant \$11,492**Highlights:**

- The Town of Enfield is in receipt of a grant from the State of Connecticut to provide resources to Town Clerk offices to process, mail and count an anticipated significant increase of absentee ballots for the 2022 election
- Funds will be used to cover increases in costs associated with processing these ballots such as, temporary help, postage, office supplies and printing of additional ballots

Budget Impact:

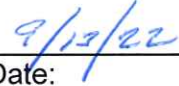
There will be no impact on the town budget.

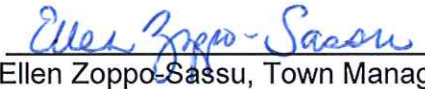
Recommendation:

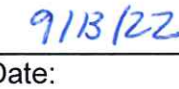
That the Town of Enfield Town Council approve the following resolution of authorization:

Certification: I hereby certify that the above-stated funds are available as of August 23, 2022.


 John A. Wilcox, Director of Finance


 Date: 9/13/22


 Ellen Zoppo-Sassu, Town Manager


 Date: 9/13/22

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

FROM: Misc. State Revenue

Absentee Ballot Support Grant 10040000-413699 \$ 11,492.00

TO: Town Clerk

Salaries Part-Time	10160100-512000	\$ 2655.00
FICA	10160100-522000	\$ 275.00
Medicare	10160100-522100	\$ 70.00
Postage	10160100-553500	\$ 4,100.00
Printing & Reproduction	10160100-555000	\$ 3,500.00
Office Supplies	10160100-561200	\$ 892.00

Date Prepared: September 19, 2022
 Prepared By: Sheila M. Bailey, Town Clerk



Date: September 19, 2022

TOWN OF ENFIELD

Subject: Request to authorize the Town Manager to sign the Sparkler Learning Agreement for funds awarded to the Family Resource Center from the Connecticut Office of Early Childhood for the period of September 1, 2022-February 28, 2023

Highlights:

- The Family Resource Center (FRC) has been awarded a grant in the amount of \$13,000 to expand use of the Sparkler Developmental Screening and Promotion app for families with young children in Enfield.
- Sparkler is an app that is available to all families in Connecticut which provides a way to monitor young children's development through the Ages and Stages Questionnaires (ASQs). The FRC has been using Sparkler with families for the past two years as a more efficient way of providing ASQs in lieu of completing on paper.
- These funds have been awarded to the FRC to assist the staff of Enfield Child Development Center (ECDC) to transition from completing ASQs on paper to utilizing Sparkler. Funds will also be used to promote Sparkler more widely throughout the community.

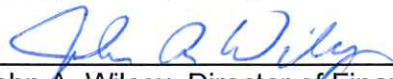
Budget Impact:

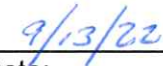
There will be no impact on the town budget.

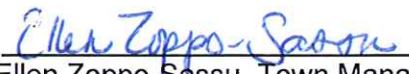
Recommendation:

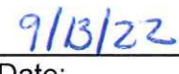
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of September 19, 2022.


John A. Wilcox, Director of Finance


Date:


Ellen Zoppo-Sassu, Town Manager


Date:

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

FROM: Child Development Center

Other Revenue	22040416 413699	\$ 13,000
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TO: Child Development Center

Salaries	22040416- 511000	\$3,000
Printing	22040416- 555000	\$2,000
Supplies/Materials	22040416- 560000	\$3,625
Instructional Supplies	22040416- 561100	\$2,375
Food	22040416- 563000	\$2,000

Date Prepared: September 9, 2022
Prepared By: Cindy Guerreri, Director of Social Services

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Tuesday, June 28, 2022 11:12 AM
To: Eckenroth, Cheryl
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	6/28/2022
First and Last Name	Joyce Bolanos
Address	43 moody Road
City	Enfield
State	CT
Zip	06082
Phone Number	860-944-1347
Second Phone:	860-944-1347
Email	joycebolanosmedia@gmail.com
Occupation	Teacher
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 was on the board of the Culture & Arts Commission for the City of Hartford

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

Yes

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

Culture & Arts Commission City of Hartford

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.](#)

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Tuesday, August 30, 2022 3:58 PM
To: Eckenroth, Cheryl
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	8/30/2022
First and Last Name	Nzima Sherylle Hutchings
Address	22 West View
City	Enfield
State	Connecticut
Zip	06082
Phone Number	8605974353
Second Phone:	860-216-7913
Email	2nzimah@gmail.com
Occupation	Independent contractor artist advocate, Certified Sexual Assault Counselor for the YWCA
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:	Nzima Hutchings is a longtime resident of Enfield, CT. She has dedicated herself to producing and participating in building a community through cultural arts. Being both an artist and advocate would be a benefit and a compliment on the board, She is an Author, Poet, and Literary Wellness Coach. Nzima is

a teaching artist advocate. Recently, she taught high school students the art of cultural and social justice expression, through spoken word performance and poetry at the Hartford Arts Academy in partnership with the Act-up Arts Theater Academy and Bulkeley High. Nzima is a Board Member and Cultural Literary Arts Educator and Advisor of the non-profit organization of Ujima

African American Alliance in Enfield Connecticut. Nzima Hutchings has written three poetry books, a self-help reflective Expressive writing prompts and journal book, and a children's book. Nzima is the editor, curator, and author of two number one bestsellers, Poetry Anthology; of Every Kinda Lady, and Her Sisters'

Pages, 2020 Poetic Anthology and Every Kinda Lady, and Her Sisters' Pages

She is a member of the National Association for Poetry Therapy, Monologues in Poetry.

the Connecticut Poetry Society, and Journey Writers Inc, a nonprofit writer's

organization. Nzima's latest outreach engagement was with the Hartford Public School system back-to-school initiative with a performance at the Hartford Yard Goats. Nzima is a visionary. curator, CEO, and Founder of

Hartford's Literary Integrated Trailblazers and the Hartford Annual Book Festival. The sole owner of Every Kinda Lady Co. N'zimah Sensory Essentials; as well as, the visionary and producer of the I am KNIA Project in memory of her beloved daughter. In addition, she facilitated poetry and diverse journaling workshops for Trinity Health of New England; Saint Francis Hospital Family Advocacy Center for youth survivors of sexual assault, and continues to facilitate the Parent Engagement Program. Nzima led workshops by blending her poetic talent and other written art forms and advocacy with Toivo Wellness Center, Pro Healing festivals, and Mount Holyoke College.

Nzima Presented performed and directed symposiums on healing, women empowerment, cultural art inclusion, poetry, and wellness at Asnuntuck Community College, Long Wharf Theatre, Connecticut Alliance, Nuyorican Poets Café, Barnes and Noble UConn Hartford, Massachusetts Women of Color, an organization

supporting women of color survivors. She is an active CO-Host on Women When Speak.

Nzima is the host/podcaster: Every Kinda Lady Café Hr. on Spotify and

iTunes. Currently, Nzima offers and facilitates weekly writing workshops and

curates/hosts an Annual Literary Art Wellness Weekend Retreat.

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

Yes

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

Ujima African American Alliance Board Member, as the Cultural Literary Art Educator Advisor

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.](#)

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Friday, June 3, 2022 11:57 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	6/3/2022
First and Last Name	Nancy Smyth
Address	1259 Enfield Street
City	Enfield
State	CT
Zip	06082
Phone Number	8607452913
Second Phone:	8603052239
Email	nancy.smyth10@gmail.com
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Historic District Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am presently a Regular member of the Historic District Commission since 1991 and currently serve as Clerk. My commission will be ending on August 31, 2022 and I am requesting reappointment. My attendance record is excellent and as a resident of the District, the preservation of the area is very important to me

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

~~No~~ Yes

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

Historic District Commission for 31 years

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

9

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.](#)

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Tuesday, May 31, 2022 1:24 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

External Email: Use Caution when opening attachments or clicking links.

Application for Vacancy on Boards, Agencies & Commissions

Date	5/31/2022
First and Last Name	Lillian Troiano
Address	1364 Enfield St
City	Enfield
State	CT
Zip	06082
Phone Number	860-745-8242
Second Phone:	860-989-1833
Email	liltroiano@att.net
Occupation	N/A
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Historic District Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	My term on the Enfield Historic Commission expires on 8/31/22 and I would like to be considered for re-appointment as an alternate member. My experience serving on this commission for over 20 years has been to help protect and preserve the historic district and look forward to doing so for another term.

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

Yes

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

Member of Board of Directors of Little Sisters of the Poor

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

9

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.](#)

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Sunday, September 11, 2022 1:37 PM
To: Eckenroth, Cheryl
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	9/12/2022
First and Last Name	Ken Nelson Jr
Address	17 Louise Drive
City	Enfield
State	CT
Zip	06082
Phone Number	860-214-7826
Second Phone:	none
Email	ukenown@gmail.com
Occupation	Real Estate Broker and Licensed Contractor
Occupation Phone Number	860-214-7826
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	~~Planning & Zoning Commission~~
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Applying to be appointed to Town Council District 1 I served 6 years on the town council and 4 years as deputy mayor. Town Council 2005-2011 Deputy Mayor 2007-2011

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

Yes

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

Enfield Town Council 2005-2011
Deputy Mayor 2007-2011
Planning and Zoning 2017-2021
Planning and Zoning Chairman 2019-2021
Public Safety Chairman
DPW Chairman
North Central Liaison
Athletic Fields Liaison
EHS Liaison
Prison Liaison
North Central Health District, Board Member

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

Field not completed.

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

Yes

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



TOWN OF ENFIELD

Date: September 7, 2022

Title: Resolution to Approve a Two-Year Collective Bargaining Agreement With the Enfield Police Employees Association (Police Union)

Highlights:

- In May 2022, contract negotiations for a successor collective bargaining agreement commenced between the Enfield Police Employees Association ("EPEA") and the Town of Enfield.
- The Police Union represents approximately 98 employees including Animal Control Officers.
- To address the Town's lagging wages compared vis-à-vis to other Hartford county police departments, the Town agreed to a one-time wage adjustment of .96 cents/hr. for all bargaining unit positions. In addition, this contract offers a 3.25% wage increase for FY 22-23 and a 3.25% wage increase for FY 23-24.
- In addition, the Town made some health insurance changes regarding Health Savings Account contributions consistent with the other union agreements and slightly modified the drug use policy.
- The Union majority ratified these contract changes 54-1 in favor on August 19th, 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 September 8, 2022.
- To meet the statutory deadline, the Town Council must act on this contract no later than September 19, 2022 or else this contract will be deemed "approved" under § C.G.S. Sec. 7-474.

Budget Impact:

The estimated net increase to the budget over a two-year period is \$551,981 dollars or averaged approximately to 3.25% annually.

Recommendation:

That the Town Council approve the attached Resolution.

BE IT RESOLVED that the Enfield Town Council does hereby approve the two (2) year collective bargaining agreement between the Town of Enfield and the Enfield Police Employees Association ("EPEA") dated July 1, 2022, through June 30, 2024.

Date Prepared: September 7, 2022
Prepared by: Steve Bielenda, Esq., Assistant Town Manager

**THE TOWN OF ENFIELD, CONNECTICUT
and
ENFIELD POLICE EMPLOYEES ASSOCIATION**

~~**July 1, 2018 - June 30, 2022**~~

July 1, 2022 - June 30, 2024

TABLE OF CONTENTS

PREAMBLE	4
ARTICLE 1 - RECOGNITION	4
ARTICLE 2 - UNION SECURITY	4
ARTICLE 3 - DUES CHECK-OFF	4
ARTICLE 4 - HOURS OF WORK	5
ARTICLE 5 - RATES OF PAY	7
ARTICLE 6 - OVERTIME	9
ARTICLE 7 - CALL TIME	10
ARTICLE 8 - TRAINING	11
ARTICLE 9 - HOLIDAYS AND VACATIONS	11
ARTICLE 10 - INSURANCE	14
ARTICLE 11 - SICK LEAVE PROGRAM	17
ARTICLE 12 - INJURY LEAVE	19
ARTICLE 13 - MILITARY LEAVE	20
ARTICLE 14 - BEREAVEMENT LEAVE	20
ARTICLE 15 - SENIORITY	20
ARTICLE 16 - GRIEVANCE PROCEDURE	22
ARTICLE 17 - SUSPENSION AND DISCHARGE	24
ARTICLE 18 - UNIFORM ALLOWANCE	24
ARTICLE 19 - PROMOTIONS	26
ARTICLE 20 - EXTRA WORK	27
ARTICLE 21 - GENERAL PROVISIONS	30
ARTICLE 22 - MANAGEMENT RIGHTS	30
ARTICLE 23 - PRIOR PRACTICES	31
ARTICLE 24 - POLICE PENSION PLAN	31
ARTICLE 25 - PERSONAL LEAVE	37
ARTICLE 26 - EFFECTIVE DATE	38
ARTICLE 27 - SAVING CLAUSE	38
ARTICLE 28 - DISCRIMINATION CLAUSE	38
ARTICLE 29 - RESIDENCY	38
ARTICLE 30 - PHYSICAL FITNESS PROGRAM	38
ARTICLE 31 - SERVICE RATING	39
ARTICLE 32 - FSA AND CHET PLANS	40

ARTICLE 33 - JURY DUTY.....	40
ARTICLE 34 - DEGREE INCENTIVE PROGRAM.....	40
ARTICLE 35 - DRUG TESTING	40
ARTICLE 36 – TOBACCO PRODUCTS.....	40
ARTICLE 37 TATTOO AND BODY MODIFICATION POLICY	41
ARTICLE 38 - DURATION.....	42
APPENDIX A	43
APPENDIX B.....	45
APPENDIX C	46
APPENDIX D	48
APPENDIX E.....	51
APPENDIX F	73
APPENDIX G	75

PREAMBLE

This Agreement, entered into by the TOWN OF ENFIELD, CONNECTICUT, hereinafter referred to as the EMPLOYER, and ENFIELD POLICE EMPLOYEES ASSOCIATION, hereinafter referred to as the UNION, has, as its purpose, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 - RECOGNITION

SECTION 1. The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of bargaining for the establishment of salaries, wages, hours and other conditions of employment for all sworn police officers of the Enfield Police Department up to and including the rank of Lieutenant. Animal Control Officers employed by the Town of Enfield shall also be included.

SECTION 1A. The parties expressly acknowledge that the positions of Chief of Police, Deputy Chief and Captain(s) are excluded from the bargaining unit represented by the Union.

SECTION 2. The term “employee” or “employees” as used in this Agreement shall mean any and all sworn Police Officers of the Enfield Police Department up to and including Lieutenants, and unless expressly specified to the contrary, herein, shall also include Animal Control Officers.

SECTION 3. There shall be a probationary period from the commencement of employment until six (6) months after satisfactory completion of the Field Training Program for newly appointed employees provided that such probationary period not exceed eighteen (18) months, nor be less than twelve (12) months. This shall not preclude a probationary employee from moving to the next pay step following the probationary rate on his/her anniversary date. The probationary period for all promotions shall be six (6) months.

ARTICLE 2 - UNION SECURITY

SECTION 1. All present employees covered by this Agreement shall, as a condition of employment, become and remain members of the Union, in good stature thirty (30) days after the signing of the Agreement. All future employees shall be required to become and remain members of the Union six (6) months after their appointment to the Enfield Police Department. The Employer agrees to inform all applicants to the Enfield Police Department of this condition of employment. The Union agrees to provide the necessary membership and dues deduction forms.

ARTICLE 3 - DUES CHECK-OFF

SECTION 1. The Employer agrees to deduct Union membership initiation fee and weekly dues from the pay of those employees who individually request in writing that such deduction shall be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union, and the aggregate deductions of all

employees shall be remitted to the Treasurer of the Union by the last Friday (pay day) of the current month, after such deductions are made.

ARTICLE 4 - HOURS OF WORK

SECTION 1. The work period shall consist of five (5) consecutive workdays between days off as defined in Section 3. Employees shall be compensated a minimum of forty (40) hours per week for their regularly scheduled work week, unless all or part of the work week is charged to an unpaid leave of absence.

SECTION 2. The normal scheduled shifts, inclusive of roll-call, rest period, meal period and debriefing reports prior to the end-of-duty hours, shall encompass the following schedule:

1st shift 0700-1500/0800-1600

2nd shift 1500-2300/1600-2400

3rd shift 2300-0700/2400-0800

The Employer may revise and establish additional shifts according to the needs of the Dept.

SECTION 2A. The normal schedule for part-time Animal Control Officers shall be mutually agreed upon by the Town and the Union. The Town may revise and establish additional hours according to the needs of the Department.

SECTION 3. The work schedule for all employees except those employees in Administrative Positions shall consist of a cycle of five days of work followed by two days off, followed by five days of work, followed by three days off, after which the cycle shall be continuously repeated with the result that employees shall continuously receive alternating days off of two days and three days after each five day work period.

Provided, however, to fulfill the needs and requirements of the department, the Chief of Police may designate certain positions as "Administrative Positions." The days of work, shift hours and days off applicable to said, "Administrative Positions," shall be determined by the Chief of Police and shall be subject to bid. No employee in an "Administrative Position" shall be scheduled to work in excess of five days in a work week. Detectives in Administrative Positions who are regularly scheduled to work a shift on a weekend, may once per month, subject to the needs of the Department, swap a weekday off in the same work week for the normally scheduled shift on the weekend. No more than one Detective normally scheduled to work the scheduled weekend shift may swap in the same week.

SECTION 4. Employees shall have the right to bid by seniority available hours of work on regular shifts as posted. Patrol assignments shall also be bid by seniority. Such bid availability shall be posted at least four (4) weeks prior to being effective.

- a. Spares shall be assigned on regularly scheduled shifts to particular beats or duties by their

commanding officer on a daily basis.

- b. Employees who fail to bid their shift preferential, as available, prior to the effective date of any such bid, shall be assigned to a particular shift by the Chief of Police or his designee.

SECTION 4A. The Town reserves the right to adjust the assignment and/or work hours of a member in the event the member is put in a position of directly supervising or being directly supervised by a Spouse or a Parent, Grandparent, Sibling or Child of the member or the parent, sibling, or child of the employee's spouse. Such adjustment may be made to either or both of the employees and such adjustment will be made without regard to other applicable articles of this agreement. Any adjustment made in accordance with this article will not impact the bidding rights and scheduling of a more senior member. (The officer being moved cannot displace a more senior member from their place on the work schedule.) This is not intended to limit or preclude a member from working a short-term assignment such as extra-duty or an overtime shift when the other such employee may also be working at the same time in a supervisory or other capacity.

SECTION 4B. New graduates of the FTO program are excluded from the bid process for two full bids plus the partial bid when they complete the FTO program. These new graduates will be assigned to a shift by Management during the aforesaid period that they are exempt from the bid process. Said exempt new graduates will still be subject to being "forced," if needed, similar to any other officer.

SECTION 5. The duration of the assignment, subject to bid, shall be a maximum of fifteen (15) weeks, and said duration shall be posted at the time the assignments are bid. The duration time may be extended by mutual agreement between the Town and the Union. If additional assignments are established prior to the duration posted at the time of bid, the bid shall be reopened on posting of the additional assignment. Bids will take effect the first Sunday at 0000 hours in each bid period. Two consecutive fifteen week bid periods will be bid simultaneously.

SECTION 6. The positions of Full Time Animal Control Officer shall be designated to be an "Administrative Position".

SECTION 7. Officers may return to their work stations fifteen (15) minutes before the termination hour of their shift, if work demands permit, for the purpose of preparing reports, notifying oncoming officers of any beat conditions, and to notify the supervisor of any unusual occurrences they may have encountered during their shift.

SECTION 8. An employee shall be required to work on his regularly scheduled day off only in the case of an emergency, which is defined as a situation that cannot be anticipated by at least four (4) hours.

- a. It is understood that the normal conditions resulting from formal parades, vacations, and elections do not constitute emergency.

SECTION 9. SHIFT ASSIGNMENTS: Employees may exchange shift assignments (“swaps”) with other employees by mutual agreement and advance notice of eight (8) hours to the Captain or his/her designee.

Swaps between 2 employees shall be permitted subject to compliance with all federal laws and shall not under any circumstances result in any additional cost to the Town of Enfield.

The employee requesting the swap will do so in writing and both employees will provide their signature to acknowledge their obligations regarding the same or on a recorded line to the Captain or his/her designee.

There will be a limit of two swaps per employee per month within the same bid period. Partial swaps are prohibited: employees must swap their shift assignments in full increments, unless authorized by the Chief or designee.

No swaps during the months of April, May or June, unless authorized by Chief or designee. Members may swap during this period, if benefit time was denied or member does not have any benefit time available.

ARTICLE 5 - RATES OF PAY

SECTION 1A. Effective July 1, 1990 all employees who maintain their status as Emergency Medical Technicians (EMT’s) shall be paid a sum of two hundred fifty dollars (\$250.00). Effective July 1, 1993, this sum shall increase to three hundred dollars (\$300.00). This money shall be paid in one lump sum the first pay period of December 1990 and each December of each fiscal year thereafter.

~~**SECTION 2A** Effective July 1, 2018, all rates of pay on the pay plan in effect on June 30, 2018 shall remain in effect.~~

~~**SECTION 2B** Effective and retroactive to July 1, 2019, all rates of pay on the pay plan in effect on June 30, 2019, shall be increased by three percent (3.0%).~~

~~**SECTION 2C** Effective and retroactive to July 1, 2020, all rates of pay on the pay plan in effect on June 30, 2020, shall be increased by three percent (3.0%).~~

~~**SECTION 2D** Effective July 1, 2021, all rates of pay on the pay plan in effect on June 30, 2021, shall be increased by two and one quarter percent (2.25%).~~

~~**SECTION 2E** Effective and retroactive to July 1, 2019, and before calculation of the general wage increase provided for in Section 2B above, the following ranks will receive the indicated one time bump in annual pay:~~

~~Detective, one thousand five hundred dollars (\$1,500); Sergeant, two thousand dollars (\$2,000); Lieutenant, two thousand five hundred dollars (\$2,500).~~

SECTION 2A. The annualized sum of \$2,000 shall be added to each member prior to application of the general wage increase to be effective and retroactive to July 1, 2022;

SECTION 2B- Effective and retroactive to July 1, 2022, all rates of pay on the pay plan in effect on June 30, 2022, shall be increased by three-point two five percent (3.25%).¹

SECTION 2C- Effective to July 1, 2023, all rates of pay on the pay plan in effect on June 30, 2023, shall be increased by three-point two five percent (3.25%).

SECTION 3. Salary step increases for newly hired or promoted employees shall be based upon anniversary date of employment or promotion.

SECTION 4. All regular employees requested to work in a classification higher than his own shall be paid the salary for the higher classification. The following procedure shall apply:

- a. The period of work shall be a minimum of eight (8) hours.
- b. Pay shall be at the rate of the beginning step of the higher classification, or the next step of the employee, whichever is the larger.
- c. Application of this Section shall be to the temporary rank of Detective, Sergeant, or Lieutenant, no rank above, on official replacement only.

SECTION 5. Effective January 1, 2007 all employees will be paid through direct deposit and will furnish the Finance Department with the necessary information to arrange for said deposit.

SECTION 6. Employees hired after July 1, 2009 who are certified police officers prior to their employment with the Town, will be given credit for each full year of full time police experience, up to seven (7) years, that they had before their employment with the Town. For each year of credit they will advance one step on the patrol officer pay plan in Appendix A. The maximum rate of pay a patrol officer may start at is Step 7 of the pay plan. This credit does not apply to seniority or any other benefit under the contract. For purposes of this section, any employee that meets the above requirements will be applied retroactively to July 1, 2013.

¹ The retroactive payment to July 1, 2022 for the wage adjustment and general wage increases set forth in subsections 2(a) and 2(b) shall apply to base pay and overtime.

ARTICLE 6 - OVERTIME

SECTION 1. Effective upon the issuance of the arbitration award for Case No. 2003-MBA-33, an employee required to work in excess of eight (8) hours per day, in excess of his/her scheduled eight (8) hour shift or in excess of his regularly scheduled work week, shall receive time and one-half (1 ½) for such overtime work.

SECTION 1A. Part-time Animal Control Officers shall receive time and one-half (1 ½) of their regular rate of pay for hours worked in excess of forty (40) hours in one week.

SECTION 2. All overtime assignments must be authorized in advance by the Chief of Police or his designee.

SECTION 3. In all overtime assignments, regular full time members of the Department shall be given preference. All overtime, except for that specified in Section 5, shall be allocated by means of a computer tally list bearing the names of employees who have indicated their desire for overtime work. Said tally sheet shall be maintained by the Chief of Police or his designated agent and he shall keep an on-going count of overtime hours charged and overtime hours worked, provided that no employee shall be charged for overtime that is less than two (2) hours in duration. As overtime becomes available, it shall be offered on a rotation basis starting with the employee with the least number of hours charged. The computer tally list shall be started by seniority in each division and classification beginning with all overtime assignments scheduled for July 1 or thereafter of that year. The number of hours charged on the tally list begins with zero (0) hours. Officers on benefit days shall be offered overtime but shall not be charged if declined. Officers on days off in conjunction with five or more benefit days shall be offered overtime but shall not be charged for same if declined. Employees on Military Leave or off-duty illness/injury shall not be charged. Employees that have accepted overtime and now wish to cancel said overtime must provide a minimum of two (2) hour notice.

SECTION 4. New employees shall be eligible for overtime work upon completion of the Connecticut Municipal Training Academy except as provided in Section 5.

SECTION 5. All overtime shall normally be on a voluntary basis except:

- a. Where there is a declared emergency by the Town Manager or the Chief of Police.
- b. Where such overtime is contiguous with the initial and terminal hours of the employee's shift.
- c. Where the Town is unable to fill its overtime schedule, in which case the least senior employee who has completed the Connecticut Municipal Training Academy will be required to work overtime, provided that such overtime work will not result in the employee's working in excess of sixteen (16) consecutive hours.
- d. Probationary employees who have not yet completed their training at the Connecticut Municipal Training Academy may be required to work overtime for unforeseen and unanticipated incidents, such as but not limited to, a national disaster, civil disobedience or labor dispute when the Town is unable to fill overtime needs with officers who volunteer for said overtime.

ARTICLE 7 - CALL TIME

SECTION 1. Employees who may be required to return to work duty to perform overtime duties on a regular working day, and when such hours are not contiguous with the initial or terminal hour of the regular shift hours, shall be paid not less than two (2) hours of pay at time and one-half (1 ½). For the purpose of this section, a regular working day shall be an entire twenty-four (24) hour period commencing at midnight during which the employee is scheduled for a regular tour of duty.

SECTION 1A. Employees required to appear in their official capacity in court or work related hearings due to Department related cases outside of their regularly scheduled work hours, shall be paid at time and one-half (1 ½) for this time per Article 6 or Article 7, whichever applies. Part-time Animal Control Officers shall be compensated for this time in accordance with Article 6.

SECTION 2. The full time Animal Control Officer reporting for call or duty after regularly scheduled hours shall receive a minimum of two (2) hours regular compensation at time and one-half (1 ½).

SECTION 3. The Detective and Traffic Officer who are “on-call” shall be paid five (5) hours of overtime (time and one-half (1 ½)) for each seven (7) day block the employee is “on call.” Only one detective and one traffic officer shall be “on call.” The on-call detective/traffic officer shall only be required to respond when there is no detective or traffic officer, respectively, working. Otherwise, any additional need for a detective(s) or traffic officer(s) shall be filled off the overtime list unless the need cannot be filled off said list in which event the least senior detective or traffic officer will be forced in.

SECTION 4. Employees shall be paid time and one-half (1 ½) from receipt of the call until the employee returns home. “On call” employees shall respond as soon as possible but no later than within two (2) hours of receipt of the call. Employees shall be provided the option of a take home vehicle for the “on call” week under current practice.

SECTION 5. Identification of the “on call” week shall be under the current practice for each division which currently has “on call” employees.

SECTION 6. (a) If an employee is on a regular day off, or a benefit day and an emergency arises as defined in the collective bargaining agreement, and the employee receives a voicemail message from a department supervisor or supervisory designee directing the employee to return the call, the employee will return the call within two hours of the delivery of the voicemail message. Employees

will be exempted from the two-hour return-call requirement in the event of an out of state travel, in-state vacation of one work week or more, military leave, bereavement leave, or FMLA status. Additional exemptions, of a reasonable nature, will be granted on a case-by-case basis as approved by the on-duty supervisor.

(b) If an employee is on their normal roster working day and receives a voicemail message from a department supervisor or supervisory designee directing the employee to return the call, the employee will return the call within two hours of the delivery of the voicemail message.

ARTICLE 8 - TRAINING

SECTION 1. All department scheduled training shall be considered as hours worked and any training in excess of forty (40) hours in a work week shall be compensated at time and one-half (1 ½).

SECTION 2. An employee(s) shall have their hours and days of work scheduled or rescheduled as required according to the needs of the training assignment, provided that employees are notified of any changes of the hours of work or days off at least forty-eight (48) hours (exclusive of normally scheduled time off), in advance of such training assignment.

ARTICLE 9 - HOLIDAYS AND VACATIONS

SECTION 1. Paid holidays shall be allowed for all regular employees of the Enfield Police Department and will not have to be earned before using said holiday. These holidays shall include the following:

- a. New Year's Day
- b. Martin Luther King Day
- c. Lincoln's Birthday
- d. Washington's Birthday
- e. Good Friday
- f. Memorial Day
- g. Independence Day
- h. Labor Day
- i. Columbus Day
- j. Veterans' Day
- k. Thanksgiving Day
- l. Christmas Day
- m. The birthday of all regular employees shall be included as an annual paid holiday commencing July 1, 1971.

- n. In the event of an unforeseen National or State holiday and it is declared by the Town Manager as such and is, in fact, celebrated by the Town, each employee shall be entitled to the holiday in addition to the total holidays provided for in Section 1.
- o. Effective April 16, 1991, any employee who works on one of the following holidays shall be paid time and one-half (1 ½) his/her regular rate of pay for the hours worked on said holiday:
Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day.
Effective upon the issuance of the binding arbitration award for Case No. 9192-MBA-343, any employee who works on one of the holidays listed as a. through l. in this section shall be paid time and one-half (1 ½) his/her regular rate of pay for the hours worked on said holiday. Any employee who works on a holiday shall be allowed to take the holiday at another time of his/her choosing.
Effective upon issuance of the arbitration award for Case No. 9192-MBA-343, whenever an employee is required to work on one of the holidays specified in Section 1, subsections a. through l., and such work was not part of the employee's scheduled hours of work, s/he shall be compensated at two (2) times his/her regular rate of pay (2x base hourly rate) for such hours worked.

SECTION 1A. Effective July 1, 1985, those employees who work the five-two, five-three schedule shall be permitted to take eleven (11) paid holidays in any fiscal year, forfeiting Lincoln's birthday and the Employee Birthday without any compensation in lieu thereof. If an employee on the 5-2, 5-3 schedule works on Lincoln's Birthday or his/her own birthday, s/he shall not receive the premium pay or additional day off provided under Sections 1.0, and 1.0 (1) above.

SECTION 1B. Effective July 1, 1984, the Union agrees to allow the Town to give other Town employees the day after Thanksgiving off without seeking compensation.

SECTION 2. In the event of the death of an employee, the spouse and/or designated beneficiary of the employee shall receive compensation for any earned but unused holidays.

SECTION 3. In the event an employee retires, he shall be compensated for any earned but unused holidays at the time of retirement as severance pay.

SECTION 4. Effective upon the date of vacation selection for the fiscal year beginning July 1, 1985, members shall be allowed the following vacation periods during each fiscal year at basic straight time pay:

- a. At least 1 year but less than 5 years, 10 work days of vacation earned per fiscal year.
- b. At least 5 years but less than 12 years, 15 workdays of vacation earned per fiscal year.
- c. At least 12 years but less than 20 years, 20 workdays of vacation earned per fiscal year.
- d. 20 or more years, 25 workdays of vacation earned per fiscal year.

SECTION 4A. Vacation entitlement in any vacation year shall be determined by the years of service an employee has on his anniversary date.

SECTION 4B.Effective July 1, 1985 employees working in Administrative Positions shall be allowed the following vacation periods during each fiscal year at basic straight time pay:

- a. At least 1 year but less than 5 years, 15 work days of vacation earned per fiscal year.
- b. At least 5 years but less than 12 years, 20 workdays of vacation earned per fiscal year.
- c. At least 12 years but less than 20 years, 25 workdays of vacation earned per fiscal year.
- d. At least 20 years, 30 workdays of vacation.

SECTION 4C

- a. **For police officers hired as “lateral” candidates (certified as Connecticut police officers at time of hire) or for police officers hired as lateral candidates (certified as out of state police officers at time of hire who are being assigned to complete a comparative certification course), such officer(s) shall be entitled to 40 hours of vacation time, upon successful completion of the FTO program, for that year, or part of a year, from July 1 to June 30, of their first year of employment.”**
- b. **The approval/granting of this vacation time shall be fully dependent upon agency staffing and manpower needs.**

SECTION 5. In the event of the death of an employee, the spouse and/or designated beneficiary of the employee shall be compensated for any earned but unused vacation time the employee may have.

SECTION 6. In the event the employee retires, he shall be compensated for any earned but unused vacation time as severance pay on a monthly pro rata basis. An employee shall retain his right to use his full annual vacation allotment notwithstanding subsequent retirement during the fiscal year provided he complies with the bid and prior approval provisions of Section 8 of this Article of the collective bargaining agreement. The Town will not seek compensation, reimbursement, or repayment of vacation time used by an employee with prior approval. Compensation for this Section and Section 5 shall be at the employee’s current rate of pay.

SECTION 7. In the event of illness during an employee’s vacation period, the employee shall be given the option of charging the sick days to his sick leave, providing a doctor’s certificate verifying illness and period of illness is presented.

SECTION 8.The bid calendar shall be made available in the first week of the month prior to the effective date of the bid period. Vacations, paid holidays and shifts shall be bid and slips submitted by seniority before the end of the one month bid periods. Vacation and Paid Holiday will be approved or denied not later than 30 days before requested time off.

- a. Separate vacation bid calendar shall be prepared for the following and employees shall be approved their vacation time as specified within 15 days of closing of the bid. Vacation shall be granted before paid holiday during bidding process.

Traffic 1 man	Patrolmen 6 men
Juvenile 1 man	Sergeants 1 man
Detectives 1 man	Lieutenants 1 man

Employees shall have the right to select their vacation dates in accordance with seniority, but shall not schedule vacation that shall create an overtime expenditure in providing such leave of absence. The Town shall employ its best efforts to accommodate the employee's vacation. Employees may have their scheduled vacation canceled due to an emergency situation and such emergency is so declared by the Town Manager. An exception shall prevail as to accommodate overlapping conditions not to exceed one (1) or two (2) days, one extra man from each unit shall be allowed off.

- b. Vacation shall be scheduled between the normal days off of the covered employees.
- c. In the cases of personal emergency, a man shall be allowed to change his vacation time from the original bid to a new time to cope with said emergency if such new time is available.
- d. In the event an employee wishes to change his bid vacation time and the alternate vacation time is open, the employee shall be allowed to change his bid vacation time. Changes must be made at least two (2) weeks in advance.
- e. Vacations and five (5) or more paid holidays shall be bid for each of the two consecutive 15 week bid periods commencing in accordance with Article 4 section 5.
- f. Vacations are not cumulative and must be taken prior to June 30th of each fiscal year unless otherwise approved by the Chief.

SECTION 9.Recruitment Benefit Day. Any current officer in his or her official or unofficial capacity that successfully recruits another to join the department and the recruit successfully completes the new hire probationary period will be entitled to one (1) benefit day. This benefit day is limited to one (1) benefit day per fiscal year regardless of how many officers he or she recruited for that fiscal year.

ARTICLE 10 - INSURANCE

SECTION 1.Effective within sixty (60) days following the date this contract becomes final and binding, the town shall provide the following insurance programs for those employees and their eligible dependents that choose to enroll in such insurance programs.

The Town shall provide health insurance coverage for all bargaining unit members exclusively through a

High Deductible/Health Savings Account plan (“HSA plan”) as set forth in Appendix E (See attached). In addition, the following terms apply:

The Town will fund fifty percent (50%) of the applicable HSA deductible amount. ~~For the 2014-2015 and 2015-2016 contract years,~~ **Effective 2023-2024,** the full amount of the Town’s contribution toward the deductible will be deposited in the HSA accounts on or before July 15th. ~~Effective 2016-2017 contract year, one half of the Town’s contribution toward the deductible will be deposited into the HSA accounts on or before July 15th and the remaining one half will be deposited in the HSA accounts on or before January 15th.~~

The parties acknowledge that the Town’s HSA contributions are not an element of the underlying health insurance plan, but rather relate to the manner in which the deductible shall be funded for actively employed bargaining unit members.

Employees who retire before age 65 may elect to continue with their health insurance under the same terms of the contract at the time of their retirement, with the Town paying thirty-five percent (35%) of the cost of retiree coverage for the retiree, only, regardless of coverage tier. If a retiree elects to stay with the Town’s health insurance, or opts in after having retired without continuing coverage, then the Town will continue to pay said 35% of single coverage and fund 50% of the retiree’s HSA deductible amount based on the actual coverage, as outlined in the health insurance plan. However, once the retiree reaches age 65, the Town shall have no obligation to make any HSA contribution. Nothing in this provision shall change the terms already afforded to retirees under Article 10, Section 4 of this contract. **The provisions of this paragraph, in regard to retiree health insurance, shall apply to only those EPEA bargaining unit members hired prior to the date of ratification of the 7/1/2018 – 6/30/2022 Collective Bargaining Agreement, that is, August 4, 2020. Said EPEA members who retire under the rule of seventy, after ten or more years of service with the Town shall be eligible for the retiree health coverage, as provided for in Article 10 of the Collective Bargaining Agreement. This provision shall take effect upon mutual ratification of this Tentative Agreement.**

SECTION 2. The employee premium contribution (pursuant to IRS Sec. 125) through payroll deduction for the benefits provided under Appendix E shall be:

~~Effective July 1, 2018, bargaining unit members shall continue to contribute fifteen percent (15%) of the cost of his or her insurance coverage through payroll deductions.~~

~~Effective July 1, 2021, bargaining unit members shall be required to contribute seventeen percent (17%) of the cost of his or her insurance coverage through payroll deductions, plus an additional two percent (2%) if employee, only, fails to comply with the “Wellness Program” requirements described in Appendix F.~~

Effective July 1, 2022, bargaining unit members shall be required to contribute seventeen percent (17%) of the cost of his or her insurance coverage through payroll deductions, plus an additional two percent (2%) if employee, only, fails to comply with the “Wellness Program” requirements described in Appendix F.

Effective July 1, 2023, bargaining unit members shall be required to contribute seventeen percent (17%) of the cost of his or her insurance coverage through payroll deductions, plus an additional two percent (2%) if employee, only, fails to comply with the “Wellness Program” requirements described in Appendix F.

SECTION 3. Effective upon the issuance of the arbitration award for Case No. 2003-MBA-33, the Town agrees to provide and pay for a life insurance policy in the amount of \$50,000 for all employees covered by this Agreement. Any employee who retires on or after July 1, 1987 shall be provided with a life insurance policy paid by the Town in the amount of \$5,000 effective July 1, 1988.

SECTION 4. Effective July 1, 1974, retired employees shall receive Blue Cross 65 and Blue Shield 65, if eligible. Effective on the date of the arbitration award in Case No. 8990-MBA-120, the Town will continue to pay one hundred percent (100%) toward the premium costs, for retirees only, for such health insurance coverage as may be provided by the Town. Spouses, however, can elect to enroll in this coverage at cost.

SECTION 5. Accidental Death and Dismemberment (Off-Duty). This insurance, in addition to the life insurance plan, is payable if an employee suffers any of the losses listed below as a result of and within ninety (90) days from the date of an accident occurring while insured as provided by the insurance contract then in force. The Town shall pay the full premium for such coverage.

For loss of: Life	\$30,000
Both hands, both feet, or sight of both eyes	\$30,000
Any combination of foot, hand, or sight of one eye.	\$30,000

One hand, one foot, or sight of one eye

\$15,000

SECTION 6.Weekly Income Insurance. All employees shall be covered by the Town's Weekly Income Insurance in the event the employee becomes totally disabled as a result of non-occupational injury or sickness. Said employee shall receive a weekly disability of one hundred and fifty (\$150.00) dollars per week for a maximum of thirteen (13) weeks under the provisions of the insurance contract currently in effect.

SECTION 7. An employee who is covered under alternate health insurance through another employer (e.g. spouse) may elect in writing, on a form provided by the Town, to waive coverage under the Town's health and dental insurance programs. Such employee shall receive a minimum amount of \$500.00 or one-quarter of the premium share paid by the Town for the Blue Cross PPO plan whichever is greater on or about December 1 of each year, and prorated as necessary based on the number of calendar months out of the preceding 12 months during which the Town was not required to pay any premiums for health/dental coverage for the employee or his/her dependents. Re-entry into the Town's insurance program shall be permitted on the first day of January, April, July or October.

SECTION 8. The Town may from time to time change the carriers for any of the foregoing insurance provided that the benefits shall be equivalent or better than those provided in the above referenced coverages.

ARTICLE 11 - SICK LEAVE PROGRAM

SECTION 1. Employees hired prior to April 1, 1996 shall accrue sick leave without limit. Employees hired on or after April 1, 1996 shall accrue sick leave to a maximum of 120 days. Employees may be entitled to use sick leave with full pay as has accrued to their credit pursuant to the following provisions.

SECTION 1A. Employees shall not be entitled to sick leave with pay prior to the satisfactory completion of his/her probationary period.

SECTION 1B.Accrual of sick leave

- a. A new employee shall receive no sick leave credits until satisfactory completion of the Connecticut Municipal Training Academy, however, such employee shall accrue sick leave at the annual rate of ten (10) days to be credited upon satisfactory completion of the Connecticut Municipal Training Academy.
- b. An employee with more than one year, but less than five years of continuous service, shall receive ten (10) sick leave days per year.
- c. An employee with five (5) or more years of continuous service shall receive twelve (12) sick leave days per year.
- d. An employee with ten (10) or more years of continuous service hired before the issuance of the award

in SBMA case no. 2003-MBA-33 shall receive fifteen (15) sick leave days per year.

- e. Sick leave shall be accrued on a monthly basis commencing with the employee's anniversary date of employment.

SECTION 2. Sick leave shall be defined as time off the job because of:

1. Personal illness
2. Physical incapacity
3. Enforced quarantine
4. For illness or physical incapacity in the employee's immediate family requiring employee's personal attendance.

SECTION 3. Employees shall inform the Commanding Officer or Superior Officer on duty, whichever is appropriate, of their need to be absent at least two (2) hours prior to their regularly scheduled starting time the first day and each day thereafter when return to work is doubtful as a result of illness, injury or disease.

SECTION 4. Before any sick leave compensation is paid, the Town may request, and is entitled to receive from an employee who has been absent more than three (3) days in succession, a certificate signed by a competent physician or other medical attendant, certifying to the fact that the absence was in fact due to sickness and not otherwise. The Town also reserves the right to have an examination made at any reasonable time of any person claiming absence by reason of sickness; such examination may be made when the Town deems the same reasonably necessary to verify the sickness claimed and may be made on behalf of the Town by any competent person designated by the Town. This shall not preclude the Town from taking other appropriate action in cases where there is abuse of sick leave.

SECTION 5. There shall be maintained by the Enfield Police Department a record of each employee of all sick leave taken and accumulated.

SECTION 6. A. An employee hired prior to April 1, 1996, upon retirement, shall receive on the basis of his current wages, full compensation for any unused accumulative sick leave as severance pay, in accordance with Section 1 of this Article, not to exceed one hundred and twenty (120) days. B. An employee hired on or after April 1, 1996 shall receive on the basis of his current wages, full compensation for any unused accumulative sick leave as severance pay, in accordance with Section 1 of this article, not to exceed seventy five percent (75%) of his accrual, to a maximum of 75% of one hundred and twenty days (120) days.

SECTION 7. In the event of an employee's death, his spouse and/or designated family member shall receive, on the basis of the employee's current wages, full compensation for any of the employee's sick leave accumulation, in accordance with Section 1 of this Article, not to exceed one hundred and twenty (120) days.

SECTION 8. Employees on authorized sick leave shall be considered sick from the time of notification through the effected day. Employees shall not work overtime or extra work for eight (8) hours commencing

from the completion of their scheduled shift on which they called in sick.

SECTION 9. Employees shall provide a physician's certificate to the Employer confirming nature and duration of illness or injury for any absence of three (3) days duration or longer upon request.

SECTION 10. Employees shall not be required to provide to the Employer a physician's certificate for the first five (5) one (1) day absences in any fiscal year; however, thereafter, a physician's certificate shall be required for any absence resulting from sickness or injury during such fiscal year upon request.

SECTION 11. Employees, may at their option, use vacation credits or holiday credits to extend sick leave.

SECTION 12. In the event that an employee has used his entire sick leave accumulation as a result of a non-occupational, prolonged terminal illness requiring hospitalization, or because of a catastrophic illness or injury which has disabled him for more than thirty (30) calendar days, other employees may donate sick time to the employee and said sick time shall be deducted from the accumulation of the employee making the donation. The establishment of this sick leave bank is subject to approval by the Town Manager, and/or the Chief of Police. At some future time, the employee receiving this donated sick time, upon accumulation of sick time on his own shall compensate his donor by signing off said sick time to the donor, if donor so requests.

SECTION 13. The parties agree to add the attached Sick Leave Policy as Appendix C of this contract.

ARTICLE 12 - INJURY LEAVE

SECTION 1. Injury leave shall be defined as time off the job, as a result of a physical incapacity, caused by an accident, injury or occupational disease, arising out of and in the course of employment.

SECTION 2. An employee who sustains a work-related accident and/or injury shall forthwith notify the Commanding Officer on duty who shall implement Worker's Compensation Insurance Procedures for timely reporting to the Personnel Office.

SECTION 3. In the event that an employee covered by this Agreement is injured while at work, and as a consequence of said injury, receives Workers' Compensation disability pay, said employee shall receive Workers' Compensation and supplemental pay so that the employee shall be compensated at the rate of pay to which the employee would be entitled pursuant to Article 5 (Rates of Pay) prior to such injury or disease for a period not to exceed a total accumulation of two years for heart and hypertension claims and one (1) year for all others. At the end of this period such supplemental benefits shall cease. Sick leave benefits will no longer accrue after 30 calendar days on worker's compensation (exclusive of heart and hypertension claims). The town shall assume the cost for the first three (3) days of the on-the-job injury or any recurrence thereof. The supplemental pay for part-time Animal Control Officers shall be based on the number of their regularly scheduled hours.

ARTICLE 13 - MILITARY LEAVE

SECTION 1. Military leave shall be granted, not to exceed thirty (30) days in any calendar year, to regular employees when required to serve on active duty with the military reserve or the National Guard. During this period, if the employee's daily basic military pay is less than his or her daily regular police pay, he or she shall be paid the difference by the Town. Prior to granting military leave, the Town of Enfield shall receive a written copy of the military leave requirements from the employee. Basic military pay rate will be construed as to include flight pay and incentive pay, but will not include meals and quarters allowances, or any other additional benefits relating to out-of-pocket expenses. Daily military pay shall be the pay defined above multiplied by the number of calendar days of military duty. Whenever an employee is granted a leave of absence for six (6) months or more, upon reinstatement to the Police service, he shall be entitled to and shall receive instructions and training to acquaint him or her fully with police procedures and methods followed by the department at the time of his or her reinstatement. Time on military leave shall be included in computing seniority earned in the police service.

ARTICLE 14 - BEREAVEMENT LEAVE

SECTION 1. Three (3) days special leave with pay shall be granted for death in the immediate family of an employee or the immediate family of his/her spouse. "Immediate family" for the purposes of this clause is defined as parents, grandparents, spouse, brother, sister, child or grandchild, step-relation, son-in-law, daughter-in-law, uncles, aunts, and also any relation domiciled in the employee's household.

ARTICLE 15 - SENIORITY

SECTION 1. Seniority, which officers accumulate, is of two (2) types:

- a. Total length of continuous time served with the department shall be known as Department Seniority and
- b. Total length of time served within a job classification shall be known as Classification Seniority.

SECTION 2. Department seniority shall commence from the date the police officer entered into the service of the Enfield Police Department as a regular, full-time member and thereafter maintains consecutive years of service. Consecutive years of service shall not be broken by vacation time, temporary layoff, sick time, or any approved leave of absence or suspension.

When more than one (1) officer is appointed to the department on the same date, the departmental seniority of such appointees shall be determined by their relative positions on the eligibility list.

SECTION 3. Classification seniority shall commence from the date of the appointment of an employee into a job classification. Consecutive years of service shall not be broken by vacation time, temporary layoff, sick time, any approved leave of absence, or suspension. Classifications shall consist of patrol officers, detectives,

sergeants, and lieutenants.

SECTION 4. Seniority shall apply within each division. Seniority lists shall be by classification appointment. The member with the least seniority in classification shall be considered and placed at the bottom of the respective seniority list.

SECTION 5. In the event of a reduction in the number of police officers employed by the Town, layoffs shall be made in the inverse order of the department seniority of police officers, irrespective of the division to which they are assigned. In the event of a reduction of the number of Animal Control Officers, part-time employees shall be laid off first in the inverse order of seniority based upon their date of hire.

SECTION 5A. In the event of a reduction of manpower within divisions or classifications, and this reduction is not made voluntarily by the employee, said reduction shall be by seniority with the least senior employee in said division or classification being eliminated first, and so on down the line. Further if said employee is returned to the patrol division, said employee shall have the option of trading his classification or division seniority in for equal amount of patrol seniority, thereby returning to his patrol slot held prior to entering said division or classification. Once division or classification seniority is traded in, it is lost and cannot be regained unless the employee starts at the bottom of the seniority list in said division or classification.

SECTION 6. The established seniority list of the Enfield Police Department shall be brought up-to-date July 1 of each year, and a copy of this list shall be delivered to the Union ten (10) days prior to the effective date of this contract and annexed to this contract. Any objection to this list shall be made during this ten (10) day period to the Executive Board of the Union.

SECTION 7. In the event of any personnel action by the Chief of Police where seniority appears not to have been given consideration, the officer involved shall have the right to seek correction by way of the provisions outlined in the Grievance Procedure of this contract.

SECTION 8.

- a. Transfers within divisions will be instituted by the Chief of Police or his designee according to the needs of the department. These transfers are not considered promotions and are on a voluntary basis. Consideration shall be given to the employee with the highest department seniority provided such employee is THE BEST qualified as demonstrated by his work record, ability to perform the job and specific need. JOB QUALIFICATIONS AND REQUIREMENTS SHALL BE POSTED IN ADVANCE.
- b. Temporary transfers to maintain shift requirements within divisions shall continue to be filled by seniority. Senior men shall be given preference; in the event all senior men decline, the least senior man must comply. In the event the employer involuntarily changes an officer's shift resulting in an

officer working 16 hours during a 17 consecutive hour period over two consecutive days, the hours worked over 8 hours will be paid at time and one-half.

- c. In determining temporary transfers to other divisions, candidates MUST MEET position classification requirements and requirements UNDER SECTION 8.a.
- d. Any temporary transfers shall be on a voluntary basis. Such temporary transfer or temporary special assignment shall not involve any promotion or permanent job reclassification.

SECTION 9. Employees shall lose their seniority as a result of the following:

- a. Voluntary termination
- b. Discharge for just cause
- c. Failure to return to work upon expiration of an approved leave of absence
- d. Layoff for two (2) years or more

ARTICLE 16 - GRIEVANCE PROCEDURE

SECTION 1.Purpose. The purpose of this grievance procedure shall be to settle employee grievances on as low an administrative level as is possible and practicable so as to insure efficiency and employee morale.

SECTION 2.Definition. A grievance, for the purpose of this procedure, shall be considered to be a complaint of an aggrieved employee or a Union complaint concerned with:

- a. Discharge, suspension or other disciplinary action
- b. Matters relating to the interpretation and application of the Articles and Sections of this Agreement
- c. Working conditions and safety standards

SECTION 3. Procedure:

- a. Any aggrieved employee may use this grievance procedure with or without Union assistance. Should an aggrieved employee process a grievance through one or more of the steps provided herein prior to seeking Union aid, the Union may process the grievance in the next succeeding steps following that which the aggrieved employee utilized. No grievance settlement made as a result of an individually processed grievance shall contravene the provisions of this Agreement.

STEP ONE:

A grievance shall be filed by any employee who feels aggrieved within seven (7) calendar days of the occurrence or event giving rise to the grievance or, if the grievance is filed by a representative of an employee, within fourteen (14) calendar days of the occurrence or event giving rise to the grievance. All grievances shall be reduced to writing and submitted to the first level supervisor who is not a member of the bargaining unit. Said first level supervisor shall exercise whatever authority may be delegated to him or her to resolve the grievance, and shall render a written decision to the employee and his representative within seven (7) calendar days after receipt of the grievance.

STEP TWO:

If the aggrieved employee and his representative, if represented, are not satisfied with the decision rendered by said first level supervisor, the employee shall within fourteen (14) calendar days of the date of the answer at Step One, submit the grievance in writing to the Chief of Police or his designee who shall render a written decision to the employee and his representative, if represented, within fourteen (14) calendar days of receipt of the grievance.

STEP THREE:

If the employee and his representative, if represented, are not satisfied with the decision rendered by the Chief of Police or his designee, the employee may submit the grievance to the Town Manager or his designee, in writing, within fourteen (14) calendar days of the date of the answer at Step Two. The Town Manager, within twenty one (21) calendar days of receipt of the grievance, shall schedule a mutually agreeable date for the Step 3 hearing. Unless the parties mutually agree to extend the date for said hearing, said hearing shall occur within fourteen (14) days of receipt of the grievance. The Town Manager or his designee shall render a written decision to the employee and his representative, if represented, within fourteen (14) calendar days of the step three hearing.

STEP FOUR:

If the employee and his representative are not satisfied with the decision rendered, the grievance may be submitted at the request of the Union within twenty-one (21) calendar days to the Connecticut State Board of Mediation and Arbitration, and the decision rendered by the arbitrator(s) shall be final and binding upon both parties.

All arbitration hearings before the Board shall be closed to the public, including the press, unless the Town or employee shall request that it be an open hearing. All witnesses at arbitration hearings shall be sworn and give testimony under oath. Mechanical recording equipment or a stenographer will be used to record all testimony if requested by either party; and a copy of the testimony shall be given to all parties concerned, providing the party requesting recording or stenographic services pays the cost of same.

SECTION 4. Time Extensions: Time extensions beyond those stipulated in this grievance procedure may be arrived at by mutual agreement of the parties concerned.

SECTION 5. Police Union as a Complainant: The Police Union shall be entitled to submit grievances in the name of the Police Union in the same manner as is provided herein for employees.

SECTION 6. Representation: Employees and the Police Union shall have the right and choice of representation whenever representation is desired by either the employee or the Police Union. The cost of

such representation shall be borne by either the employee or the Union.

SECTION 7. The fee of the Arbitrator and the administrative expenses of the arbitration, if any, shall be shared equally by the parties.

SECTION 8. Two (2) Union Officials shall be afforded time off without loss of pay during working hours when actively participating in any Step 4 mediation/arbitration proceeding provided approval has been granted by the Chief of Police.

SECTION 9. The arbitrator(s) shall have no authority to add to, subtract from, or otherwise modify the terms of this Agreement.

ARTICLE 17 - SUSPENSION AND DISCHARGE

SECTION 1. No employee covered by the Agreement shall receive a written reprimand, be suspended, demoted or discharged except for just cause.

SECTION 2. Any employee who has received a written reprimand or who has been suspended, demoted or discharged shall have the right to be represented by the Union and its representatives.

SECTION 3. Any employee shall be entitled to have all charges against him/her presented in writing.

SECTION 3A. When an employee is notified that he/she has become the subject of an internal affairs investigation, the Chief shall issue the employee a written statement of the allegations and the employee's rights and responsibilities relative to the investigation.

SECTION 4. The Union shall have the right to question the propriety of any such disciplinary action or discharge through the grievance procedure herein outlined, including arbitration.

SECTION 5. Each employee shall upon reasonable request to the Chief, have the right to review his own personnel file at such time as will not interfere with the orderly operation of the department.

SECTION 6. Any employee who has been disciplined or discharged, and who is subsequently exonerated, shall be reinstated without prejudice or loss of seniority and compensated for any loss of wages covering the period of any suspension for which he had been exonerated.

SECTION 7. Probationary employees may be terminated any time during the probationary period and do not have recourse under the grievance and arbitration provisions of this Agreement.

ARTICLE 18 - UNIFORM ALLOWANCE

SECTION 1. Effective July 1, following ratification, the annual uniform allowance provided by Section 1A hereof shall be \$1,000.00 gross to the employee before deduction of all Federal and State payroll deductions, payable in the first paycheck following June 30 of each year. Employees will maintain a serviceable uniform in accordance with G.O. Chapter 41, Section 20. This allowance will not cover, and the Town will continue to provide to the employee, free of charge:

- A. An initial issue of any new uniform, or portion thereof, which is required or swapped out for the required uniform complement;
- B. The equipment currently provided by the Town at no charge to the employee such as weapon, Taser, vest, etc.; and
- C. The full complement of uniforms and equipment issued to new employees upon hire.

SECTION 1A. Each employee hired on or after the execution of this Agreement by both parties shall receive a complete new police uniform. Upon satisfactory completion of his probationary period, the employee shall receive a uniform allowance payment equal to the amount referred to in Section 1, multiplied by a fraction, the numerator of which shall be the number of months or fractions thereof, between the date he satisfactorily completed his probation, and the end of the fiscal year after such completion, and the denominator of which shall be twelve. Thereafter, said newly hired employees shall receive annually the amounts provided for herein.

SECTION 2. Police equipment and clothing shall be furnished by the Employer.

- 4 Long-sleeve Shirts
- 4 Short-sleeve Shirts
- 3 Pairs of Pants
- 1 Car Jacket
- 2 Ties
- 1 Belt
- 1 Hat
- 1 Pair Boots (pullover)
- 1 Raincoat
- 1 Blouse
- 1 Long-sleeve Shirt (white)
- 1 Tie Bar
- 3 Belt Keeps
- 1 Name Plate
- 1 Handcuff Case
- 1 Flashlight
- 1 Set Handcuffs
- 1 Magazine Pouch
- 1 Holster

1 Badge (Breast)

1 Badge (Hat)

2 Collar Insignias

1 I.D. Card

Baton

1 Semi-automatic

Batteries when necessary

Ammunition as necessary

1 Sam Brown Belt

2 Turtle Neck shirts

Body armor-If body armor is issued by the Department and accepted by the employee it must be worn while on duty and working outside jobs. If the employee accepts the body armor, the Town will provide up to an additional \$750, exclusive of the clothing allowance, for replacement body armor in accordance with the manufacturer's recommendation.

SECTION 3. Upon resignation or dismissal from the Enfield Police Department, serviceable clothing and equipment purchased by the Department shall be returned to the Police Department.

SECTION 4. A portion of the uniform allowance may be used for the purposes of professional cleaning of such uniforms per fiscal year.

ARTICLE 19 - PROMOTIONS

SECTION 1. All promotions up to and including the rank of Lieutenant shall be by examination. The examination shall consist of written and oral tests and a service rating component as provided by Article 31 of this Agreement. The service rating of the promotional examination shall be an average score of the last three (3) service ratings. The employee shall successfully pass each component of the examination in order to proceed to the next component. The written and oral tests and the service rating shall be weighted equally in arriving at the final score for each employee. Seniority shall also be a factor. Employees shall take promotional examinations on a voluntary basis.

SECTION 2. An officer shall be eligible to take any promotional examination for Detective upon completion of three (3) years of service with the Enfield Police Department; an officer for rank of Sergeant, upon completion of five (5) years of service; a Sergeant for rank of Lieutenant upon completion of one (1) year of service as Sergeant; a Lieutenant for rank of Captain after one (1) year of service as Lieutenant. The three (3) year and five (5) year requirement for Detective and Sergeant will be reduced by one (1) year for any officer that has been a certified police officer with ten (10) or

more years of service from another agency, provided these officers must possess five (5) years of experience in investigations or supervision, respectively, with their prior employer to be eligible for this waiver.

SECTION 3. All promotions up to and including the rank of Captain shall be made from the ranks of the Enfield Police Department.

SECTION 4. The written portions of the promotional examinations shall be conducted by a recognized testing authority in the law enforcement field and be related to the State of Connecticut law enforcement functions. The Town shall post the passing grade of the written examination prior to its being administered. The oral portions of promotional examinations shall be conducted by the Town through the Personnel Office, and all scoring examiners involved in such oral examinations shall be ranking officers, sergeants or above, from other Police Departments. In lieu of the oral examination, the Department may utilize an assessment center which will have the same value as the oral board in the promotional process.

SECTION 5. Officers promoted to Detectives shall receive an additional \$500 per year on the date of promotion and the balance of the next highest step in the Detective classification that will afford them an increase upon satisfactory completion of probationary period. Officers promoted to Sergeants shall receive Probationary Step upon promotion and proceed to Step 1 upon satisfactory completion of probationary period and then proceed yearly to the next step on the anniversary date of promotion. Sergeants promoted to Lieutenant shall receive Probationary Step upon promotion and proceed to Step 1 upon satisfactory completion of probationary period and then proceed yearly to the next step on the anniversary date of promotion.

SECTION 6. When a patrol officer is promoted to sergeant or when a sergeant is promoted to lieutenant, that employee will be paid at the step in the higher classification that is the next greater step in value than the previous step the employee was on in the lower classification. An employee who has been promoted will not be paid at a rate of pay in the higher classification that is less than the rate of pay that the employee was paid in the lower classification.

SECTION 7. As used herein, the term “employee” shall not include animal control officers.

ARTICLE 20 - EXTRA WORK

SECTION 1. Any police officer may be assigned extra police work, of a police nature, by the Chief of Police or his designated agent, subject to the provisions of the following sections.

SECTION 2. The designated agent shall be any police officer unless otherwise agreed upon mutually by the Chief of Police and the Union Executive Board.

SECTION 3. Acceptance of extra police work shall be upon a voluntary basis.

SECTION 4. There shall be established two (2) extra police work rosters:

The first roster shall list all police officers available to work any time.

The second roster shall list all police officers who do not wish to work.

SECTION 5. Police Officers shall be assigned on a Sunday through Saturday basis. The duty roster shall be posted by 5:00 PM the Saturday prior to the scheduled work week.

- a. In the event, after assignment, a Police Officer cannot work, the Employer or his agent shall make the necessary replacement in accordance with Section 4.
- b. Police Officers shall be charged for each assignment worked and for each refusal. However, in the case of late assignment and scheduling not posted, no Police Officer shall be charged unless all refusals are also charged. Officers on benefit days shall be offered extra work but shall not be charged if declined. Officers on days off in conjunction with five or more benefit days shall be offered overtime/extra work but shall not be charged for same if declined. Employees on military leave or off-duty illness/injury shall not be charged. All assignments that are received during the scheduled period after the duty roster has been posted shall be made from the unscheduled Police Officers of the first roster and then in accordance with Section 4 by the Shift Commander.
- c. When multiple opportunities arise for extra work, (i.e. overtime, grant overtime, and extra duty assignments) and an overlap in the time period occurs, the officer will only be charged for the first call or anything after 30 minutes of the conclusion of the first job.

SECTION 6. In the event there are six (6) or more officers assigned to the same job, scheduled for the same hours, one (1) of the officers shall be a superior whose duties shall include the supervision of the other officers assigned. *(See Chart Next Page)*

SECTION 7: EXTRA JOBS PAY CHART

<u>EXTRA JOBS FOR:</u>	<u>PAY RATE</u>	<u>POSITION</u>
Town of Enfield	time & one-half (1 ½) top step rate (minimum of 4 hours payment for each assignment)	Patrol Officer (See Appendix A)
All Other Vendors* *Excludes Town of Enfield	time & one-half (1 ½) top step rate (minimum of 4 hours payment for each assignment)	Sergeant (See Appendix A)
All Other Vendors* <i>performed on Holidays as described in Article 9 – Section 1. (a-l and n).</i> *Excludes Town of Enfield	<u>double time (2x) top step rate</u> <u>(minimum of 4 hours payment for each assignment)</u>	Sergeant (See Appendix A)
All Private Construction and Utility Companies <i>performed on Saturdays, Sundays and Holidays described in Article 9-Section 1. (a-l and n).</i>	double time (2x) top step rate (minimum of 4 hours payment for each assignment)	Sergeant (See Appendix A)
<i>An additional \$1.50 per hour shall be added to the hourly rate of all extra jobs to cover the cost for said workers compensation insurance and other administrative costs.</i>		

SECTION 7A. Effective upon ratification by the Town, in the event an extra job is canceled with less than four (4) hours' notification to the Department and the assigned employee, the employee scheduled for such extra job shall receive four (4) hours pay at the prescribed rate for the job, except in the case of extra duty jobs scheduled and paid directly by the Town and/or the Enfield Board of Education, in which instance said payment applies in cases with less than two (2) hours notice.

The current practice that if notice of cancellation to employee is on or after the start time of the job the employee will be paid by the party responsible for payment for the job for the four (4) hour minimum shall remain in place.

SECTION 8. The Town of Enfield shall provide worker's compensation insurance for all officers employed on extra police work.

SECTION 9. Payment shall be made to the Director of Finance of the Town of Enfield, who, in turn, shall make payment to the employee after deduction of the appropriate deductions.

SECTION 10. Employees that have accepted extra work and now wish to cancel said extra job must provide a minimum of a two (2) hour notice.

ARTICLE 21 - GENERAL PROVISIONS

SECTION 1. Two (2) Union officials shall be allowed the required time without loss of pay to attend official Union conventions and State or National Conferences, not to exceed seven (7) days for one official and twelve (12) days for the other official. The Chief of Police shall be given notice five (5) days in advance of convention or conference.

SECTION 2. The Employer agrees that, upon the request of an employee covered by this Agreement, it will undertake the defense of that employee against any civil damage suit where the employee has acted within the scope of his employment.

SECTION 3. Three (3) members of the Union negotiating committee, with no alternates, shall be granted leave from duty, with full pay, for all meetings between the Town and the Union for the purpose of negotiating terms of the contract when such meetings take place at a time during which such members are scheduled to be on duty.

SECTION 4. Mileage Allowance. When private vehicles are used for official police business, there shall be a mileage allowance in an amount equal to the IRS rate allowed for Federal Income Tax purposes paid.

ARTICLE 22 - MANAGEMENT RIGHTS

SECTION 1. Except, where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this agreement, and subject to the provisions of Connecticut General Statutes, sections 7-469 and 7-470, the employer has and will continue to retain, whether exercised or not, all the

rights, powers, and authority heretofore had by it and except where such rights, power, and authority are specifically relinquished, abridged, or limited by the provisions of this agreement, it shall have the sole unquestioned right, responsibility and prerogative of management of the affairs of the Town and the direction of the working forces, included but not limited to the following:

- a. To determine the care, maintenance and operation of the equipment and property used for and in behalf of the purposes of the Town.
- b. To establish and continue policies, practices, and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices and procedures.
- c. To discontinue processes and operations.
- d. To select and to determine the number and types of employees required to perform the Town's operations.
- e. To employ, assign, assist, transfer, promote, or demote employees, or to lay off, terminate, or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interest of the Town or department.
- f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- g. To ensure the incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- h. To create job specifications, subject to the Union's right to challenge the accuracy of new or revised job specifications or of the propriety of the assigned rate.

ARTICLE 23 - PRIOR PRACTICES

SECTION 1. Nothing in this Agreement shall be construed as abridging any written right, benefit, or privilege that employees have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this Agreement.

ARTICLE 24 - POLICE PENSION PLAN

SECTION 1. The Police Pension Agreement, between the Town of Enfield and Prudential Financial, on file in the office of the Town Manager, is made a part of this Agreement with the following amendments:

- a. The Plan shall be amended so as to provide retirement at age fifty (50) with twenty (20) years of service. Effective July 1, 2006 the plan shall be amended to provide for a retirement at age fifty (50) with twenty (20) years of service or any combination of age and years of service which equal 70 years (Rule of 70). An employee must have a minimum of twenty (20) years of service to retire under the

Rule of 70. An employee who retires under the Rule of 70 before age 50 will not be eligible for any retiree health insurance benefits or payments under Article 10.4 of this contract until they reach age 50.

- b. The Pension Plan shall be amended to provide that each eligible employee shall have vested rights, after ten (10) years of service, deferred to a normal retirement age, as more fully set forth in the settlement of MPP-32403, attached as Appendix G.
- c. Effective July 1, 1995, the Normal Retirement Income for employees who retire on and after that date shall be equal to the sum of:
 - i. 52.5% of the participant's final earnings
 - ii. 2% of the participant's final earnings for each year of service accrued by the participant in excess of 20 years of service.

Notwithstanding the foregoing, the maximum benefit for any participant shall be eighty-five percent (85%) of the participant's final earnings.

- d. Disability shall be defined as stated in Section 7.1 of the Plan as amended effective February 25, 1975.
- e. Effective July 1, 1991, service-connected disability benefits will continue at 52.5% until normal retirement date, at which time the participant's retirement benefit shall consist of an amount equal to the disability benefit he or she was receiving prior thereto, or in an amount equal to his or her normal retirement benefit, whichever is greater.
- f. Effective July 1, 1987 the Pension Plan shall be amended to include a pre-retirement death benefit which provided for a death benefit to the Participant's spouse equal to 75% of the employee's accrued monthly pension at the time of death. Should the participant die before Normal Retirement Date. In the event of an employee's death after Normal Retirement Date, but before actual retirement the 75% benefit will be increased to 100%. The spouse benefit will begin at the time the Participant would have been eligible had death not occurred.
- g. Effective July 1, 1987 the Pension Plan shall be amended to increase the joint and survivor and years certain election by 50% of their difference to 100%. Tables contained in Plan Document.
- h. Effective upon ratification of the 2018-2022 Agreement, Section 4.2 of the "Town of Enfield Police Department Pension Plan and DROP: July 1, 2012 Restatement" shall be amended to provide for an eight percent (8%) contribution instead of an seven percent (7%) contribution to the Pension Plan.

SECTION 2. The Town and the Pension Carrier agree that they shall not change any benefits in the Police Pension Plan through the duration of the Agreement.

SECTION 3. Annually, in January of each year, the Town shall furnish each employee with a statement, in

writing, setting forth the amount that the employee has contributed toward the Pension Plan, together with any interest thereon.

SECTION 4. The Union shall designate two (2) members to meet semi-annually with the Director of Finance and the Director of Human Resources to review information relative to retirement and pension benefits.

SECTION 5. Employees who retire after the issuance of the arbitration award in SBMA Case No. 2003-MBA-33, who worked for the Town until age 55 or later, will receive a two percent (2%) cost of living allowance (COLA) added to their pension benefit commencing once they reach age 62, and a two percent (2%) COLA annually thereafter. For calculation purposes, retired employees will receive their COLA on the first of the month immediately following their birthday. For example, if a retired employee's 60th birthday is on July 1st, he will be receive his COLA effective August 1st and annually on that date thereafter.

SECTION 5A. Employees who retire on or after ratification of the 2018-2022 Agreement, have achieved normal retirement, and have 20 or more years of service but less than 25 years of service, will receive a two percent (2%) cost of living allowance (COLA) added to their pension benefit commencing once they reach age 60, and a two percent (2%) COLA annually thereafter. Employees who retire on or after ratification of the 2018-2022 agreement, have achieved normal retirement, and have 25 or more years of service, will receive a two and one-half percent (2 ½%) COLA added to their pension benefit commencing once they reach age 60, and a two and one-half percent (2 ½%) COLA annually thereafter. For calculation purposes, retired employees will receive their COLA on the first of the month immediately following their birthday. For example, if a retired employee's 60th birthday is on July 1st, he will be receive his COLA effective August 1st and annually on that date thereafter.

SECTION 5B. Employees who retire on or after ratification of the 2018-2022 agreement and have 30 or more years of service, will receive a three percent (3%) COLA added to their pension benefit commencing once they reach age 60 and a three percent (3%) COLA annually thereafter.

For calculation purposes, retired employees will receive their COLA on the first of the month immediately following their birthday. For example, if a retired employee's 60th birthday is on July 1st, he will be receive his COLA effective August 1st and annually on that date thereafter. Consistent with Section 8 of this Article, individuals who DROP are eligible for this benefit.

SECTION 6. For pension benefit computation purposes only, for any employee covered under the Police Pension Plan who retires after June 30, 1992 and on or before June 30, 1993, the final salary used to compute his/her retirement benefit shall be the rate of pay such employee who have received on July 1, 1993 had

he/she not retired. This provision is effective only if the rates of pay defined in Article 5 Section 1 remain frozen for fiscal year 1992-1993.

SECTION 7. Effective as soon as practical following the issuance of the arbitration award for Case No. 9192-MBA-343 and to the extent allowable by law, employee contributions toward the Police Pension Plan will be treated as Section 414(h) pre-tax contributions.

SECTION 8. DEFERRED RETIREMENT OPTION PLAN (DROP)

A. The Deferred Retirement Option Plan will be offered only to bargaining unit employees (“employees”) employed on or after July 1, 2011. The DROP is intended to provide an alternative retirement option to employees who are eligible to retire. The Town and Enfield Police Employees Association agree that the DROP is considered to be cost-neutral as confirmed by the Town’s actuary.

B. An employee, who is a member of the Retirement Plan for full-time employees of the Police Department of the Town of Enfield, is eligible for the DROP Plan upon completing:

The employee must provide the Town with at least 60 days advanced notice, in writing, that he/she has elected the DROP. No employees may elect the DROP after completion of more than (35.25) years of Credited Service.

Employees must meet the eligibility requirements to retire as defined in Article 24, Section 1 (a) of the contract.

C. Any employee electing DROP will be considered retired with respect to the Pension Plan but will not have separated from Town service. Notwithstanding any other provision within the pension plan to the contrary, a member does not need to leave Town service to qualify for pension benefits as long as that member has elected DROP. The employees who have elected the DROP may remain in Town service at their current rank, with all the benefits of their Collective Bargaining Agreement, including promotional opportunities, through and including the completion of their DROP period.

D. The DROP period is defined as the time after the employees have elected the DROP commencing on the date of the first payment to the DROP through the date that the member separates from Town service.

E. No further pension benefits will accrue after the DROP effective date.

F. When employees elect the DROP they will be entitled to all the benefits they would have received under the normal retirement provisions of the pension plan (during the DROP period) with the following exceptions:

- (a) During the DROP period the employee's monthly pension payments will be made to the employee's separately designated DROP account established for the benefit of that member. During the DROP period, the monthly pension payments will depend on the DROP factor listed below. The DROP factor is multiplied by the monthly pension to determine the benefit during the DROP period:

Age:	45-55	91%
	56	89.4%
	57	87.8%
	58	86.2%
	59	84.6%
	60	83.0%
	61	81.4%
	62	79.8%
	63	78.2%
	64	76.6%
	65	75.0%

Age will be calculated in years and completed months as of the DROP date. For non integer ages, interpolation will be used to calculate the DROP factor.

An example is follows:

Date of Retirement: January 1, 2012

Date of Birth: February 12, 1956

Participant is Age 55, 10 months, 19 days. Therefore the Town will round to age 55 and 10 months. $(10/12 \times 89.4\% + 2/12 \times 91\% = 89.7\%)$

Upon separation from Town service, the monthly pension payment shall increase to 100% of the monthly pension as of the DROP date, as though the member had retired and not elected the DROP.

- (b) During the DROP period, the employees will continue to make the same employee contributions from earnings while employed with the Town as was in effect at the time the DROP was elected by such employee. These contributions are made to the pension fund, not the member's separate DROP plan account.

- (c) Commencement of the COLA waiting period is based on the date the employee physically separates from Town service, not the DROP date. Service during the DROP period will count towards COLA eligibility.

G. Any member who has elected and commenced the DROP may not withdraw unless the member separates from Town service.

H. The minimum length of DROP will be one (1) year and the maximum length of the DROP will be five (5) years. Upon electing the DROP the employees will select the length of his/her respective DROP. Under no circumstances will an employee be credited with more than 36.25 years of service.

I. Any member who has elected the DROP may separate from Town service at any time during the DROP period and such separation will mark the termination of the DROP period and the commencement of normal pension benefits at 100%. The length of the DROP period will be the lesser of a or b:

- a) 36.25 years less service at the DROP date
- b) 5 years of service

(For example, an employee with 32.25 years of service can only DROP for 4 years, an employee with 33.25 years of service can only DROP for 3 years, an employee with 34.25 years of service can only DROP for 2.25 years, so on and so forth.

No members will be allowed to continue working for the Town of Enfield (in their capacity as a police officer) after the completion of their respective DROP period.

J. The Town will select an Administrator through the Ordinance Bidding process to custody the funds for all members who elect the DROP. The choice between investment vehicles offered by the administrator shall be with the bargaining unit member. The cost of such custody administration will be paid for by members as an account charge. Upon completion of the DROP period, the member will be considered a retired employee and will receive non-adjusted payments (100% of their Normal Retirement benefits as accrued on the DROP effective date plus a lump sum equal to the DROP accumulation). The lump sum will be made available to the employee/member within a reasonable period of time after the member terminates service with the Town.

K. If a member wants to DROP but is not eligible pursuant to the rules in this DROP plan, the member may obtain an individual quote under the following conditions:

1. The member pays the entire cost of obtaining a quote; and,
2. The impact of implementing the DROP plan for the member is “cost neutral” to the Town of Enfield; and,
3. The DROP plan is implemented using the same assumptions as described in the DROP plan.

PARTIAL LUMP SUM (PLUS) OPTION

In lieu of receiving a pension in the form of an annuity, employees retiring on or after July 1, 2011, may elect a Partial Lump Sum Option whereby a portion of his/her pension benefit will be paid as a lump sum benefit upon retirement from the Town. The amount of the lump shall be equal to 10% of the actuarial present value of the benefit as determined by the Town’s actuary. In addition, the new retiree will receive 90% of his/her retirement benefit as an annuity. Upon the death of the retired employee, the monthly benefits that the retired employee was receiving shall be continued for an eligible dependent, if any, as described in the Town of Enfield Police Pension Plan. The guidelines for determining the Actuarial Present Value are below.

Actuarial Present Value

- The assumptions are based on the July 1, 2010 Police Actuarial Valuation
- Interest Rate – 8%
- Mortality Table – RP 2000 Unisex Mortality

- In order to produce the same actuarial present value factors for both male and female officers, unisex mortality was used. The blend was based upon census demographics provided by the Town. The blend assumption is 89% male, 11% female.
- Cost of Living Adjustment – Based upon the police officer’s eligibility
- Current Table – A table of factors as of July 1, 2011 is below:

Member's		2% COLA	2 1/2% COLA
Age	No COLA	Begins at 60	Begins at 60
50	11.3712	12.1578	12.3896
51	11.2620	12.1133	12.3642
52	11.1473	12.0689	12.3405
53	11.0255	12.0234	12.3175
54	10.8964	11.9772	12.2958
55	10.7597	11.9306	12.2757
56	10.6161	11.8851	12.2591
57	10.4666	11.8427	12.2483
58	10.3096	11.8026	12.2426
59	10.1453	11.7660	12.2437
60	9.9739	11.7344	12.2532
61	9.7956	11.4799	11.9742
62	9.6111	11.2194	11.6894
63	9.4208	10.9535	11.3996
64	9.2254	10.6833	11.1058
65	9.0241	10.4080	10.8073

Interpolation will be used to determine the exact factor to be used. The factors will be based upon years and completed months. The Town will round all factors to four decimal places.

An example is below:

- **Date of Retirement: January 1, 2012**
- **Date of Birth: June 17, 1957**
- **COLA Eligibility: None**

For this example, the participant is age 54, 6 months, and 14 days. Therefore, the Town will use age 54 and six months for the calculation.

- **Age 54 factor from Table = 10.8964**
- **Age 55 factor from Table = 10.7597**
- **Age 54 and 6 months = .5 x 10.8964 + .5 x 10.7597 = 10.8281**

ARTICLE 25 - PERSONAL LEAVE

SECTION 1. The Town shall provide three (3) personal leave days in each fiscal year to each regularly employed and sworn officer of the Department to be used according to current practice so long as each officer retains at least ten (10) unused sick leave days credited to him or her. Employees with at least fifteen (15) unused sick leave days credited to him/her may not be denied use of said three (3) personal leave days, except:

- a) For the following holidays: New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Halloween, Thanksgiving, Christmas Day, New Year's Eve;
- b) For the following occurrences: July 4th festival, protests, large group gatherings where public safety is a concern, and serious weather forecasts; or
- c) In the event of an emergency defined as a situation that cannot be anticipated by at least four (4) hours. Parades, without any unusual safety concerns, vacations, and elections do not constitute emergencies.

ARTICLE 26 - EFFECTIVE DATE

SECTION 1. This Agreement shall be effective upon ratification by the Town Council on August 4, 2020, except as otherwise provided herein.

ARTICLE 27 - SAVING CLAUSE

SECTION 1. Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section or portion thereof, directly specified in the decision. Upon the issuance of such a decision, the parties agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 28 - DISCRIMINATION CLAUSE

SECTION 1. The Employer and the Union agree not to discriminate against individuals because of race, age, color, marital status, sexual orientation, creed, sex, religion, national origin, disability or union affiliation. As used in this Agreement, masculine or feminine pronouns shall include reference to either sex.

ARTICLE 29 - RESIDENCY

SECTION 1. Employees hired prior to July 1, 1980 shall not be subject to any restriction or requirement concerning residency as a term and condition of employment by virtue of any provision in this Agreement, including this Article, or by virtue of any charter provision or special act.

SECTION 2. Employees hired after July 1, 1980 shall, within twelve (12) months next following the date of their employment, reside in the Town of Enfield or within a radius of twenty-five (25) miles outside of the boundaries of the Town of Enfield in any direction.

ARTICLE 30 - PHYSICAL FITNESS PROGRAM

The purpose of the physical fitness program is to ensure the ability of the officer to come to the aid of citizens and fellow officers who are in need of assistance while minimizing the potential risk of injury to the officer. The physical fitness program is intended to help each individual officer regarding their physical fitness and is not intended to be punitive in any manner whatsoever. All employees will be tested annually on duty, pursuant to physical fitness requirements currently in use for Connecticut P.O.S.T. and administered by a certified trainer.

If P.O.S.T. changes its standards, then both parties agree to meet. If an agreement can't be reached then the Cooper Test will be the default standard.

- a. The Town shall make available (24/7 access) a reasonably maintained physical fitness facility for all members. In lieu of the above, the Town will no longer be obligated to pay for employee gym memberships.²
- b. The Town will no longer provide a trainer.
- c. While good faith participation in the physical fitness test is mandatory, no discipline shall be imposed on any member for failing to meet the physical standards.
- d. Reasonable adjustments will be made, as determined by a qualified person, for employees with injury or ongoing medical conditions that make it difficult for them to take or pass a portion of the test, while still allowing them to fully perform the job. For example, an injured shoulder that makes it difficult to do pushups should result in a waiver of that particular testing component until the employee is restored to health. Similarly, an ongoing lower back problem that allows full functioning on the job but makes it difficult to make the sit-ups standard, shall result in an agreed-upon substitute standard or testing regimen to accommodate this medical condition.
- e. Employees who meet or exceed the 50th percentile, averaged out for the four tested modules in use, shall be eligible for one additional benefit day, to be taken within one calendar year of the date of their testing, provided the use of this day does not cause a shift shortage or backfill overtime.
- f. Same as (e) above, except eligible for two benefit days if the employee meets the 75th percentile.

ARTICLE 31 - SERVICE RATING

SECTION 1. The Police Department shall perform a service rating of each bargaining unit member once a year. The service rating shall be performed by the employee's immediate supervisor(s), and the Department shall endeavor to have more than one supervisor participate in the evaluation of each officer, where ever practical. Evaluations will be reviewed, amended, corrected, modified and/or approved by a supervisor of a higher rank than the supervisor(s) who performed the initial evaluation. An officer may appeal an evaluation to the next higher level in the chain of command above the evaluating supervisor(s), and can continue to appeal that decision up to two levels above the evaluating supervisor(s). Individual officers who receive a score to sixty (60) shall have the right to grieve that rating under Article 16. A score of sixty (60) percent or under shall comprise an unsatisfactory rating.

SECTION 1A. The evaluation document currently in effect will continue to be used unless the parties agree on another form.

² Both Parties understand and agree that the MOU (signed and dated 4-19-2013) and MPP-30,442 are no longer enforceable against each other and deemed null and void.

SECTION 1B. Officers shall be given a copy of each service rating.

ARTICLE 32 - FSA AND CHET PLANS

SECTION 1. The Town's flexible spending account and section 125 plan will be made available to the employees per the Agreement between the Town and the carrier. The monthly participant cost and annual fees, if any, for this plan will be borne by the employees opting to enroll in the account and plan. Enrollment is optional to all employees covered by this agreement.

SECTION 2. The Town will provide for payroll deduction of contributions to the Connecticut Higher Education Trust Fund for all employees who are residents of Connecticut.

ARTICLE 33 - JURY DUTY

SECTION 1. Employees shall receive jury duty leave consistent with the personnel rules in effect for the Town.

ARTICLE 34 - DEGREE INCENTIVE PROGRAM

SECTION 1. Effective 7-1-99 full time officers who have degrees in higher education from an accredited institution will be compensated annually as follows:

Associates Degree-\$500.00

Bachelor's Degree-\$750.00

Masters/Law Degree-\$1,000.00

SECTION 2. Degrees in criminal justice, law, business administration, public administration, psychology or sociology will automatically qualify for this program. Other related fields may qualify as determined by Human Resources after a review of the employee's college transcripts.

SECTION 3. To receive this compensation, employees must notify the Chief of Police in writing in December, of their expected eligibility for this payment in the following July.

ARTICLE 35 - DRUG TESTING

SECTION 1. The parties agree to add the attached Drug Testing Program as Appendix D of this contract.

ARTICLE 36 – TOBACCO PRODUCTS

SECTION 1. Tobacco Free Workplace. The buildings, grounds and motor vehicles owned by the Town of Enfield are all tobacco-free. No on-duty employees or uniformed employees in public view will be permitted

to smoke or chew tobacco in these buildings or on the grounds, except behind Police Department Headquarters out-of-sight of the public and more than 20 feet from the rear entry doorway(s).

SECTION 2. Electronic Smoking Devices: The use of electronic smoking devices (also known as electronic cigarettes or “e-cigarettes”) are also prohibited in any place where smoking/chewing of tobacco products are prohibited in these above referenced rules.

ARTICLE 37 TATTOO AND BODY MODIFICATION POLICY

SECTION 1. The Enfield Police Department recognizes the personal appearance of its sworn personnel, when in the public eye, has a direct impact on public confidence and thereby on the ability of individual personnel to perform their official duties. It is the policy of the Enfield Police Department that sworn members maintain a professional appearance that will encourage public confidence in the members of this department. As such, the following policy will apply to sworn members of the Enfield Police Department:

a. Definitions

- (1) Body modification means, but is not limited to: tongue splitting or bifurcation, the complete or trans-dermal implantation of any object(s) (other than hair replacement), abnormal shaping of the ears, eyes, nose, abnormal filing of teeth, branding or scarification. Body modification, including but not limited to “scarification” shall not include those procedures medically necessitated by deformity, disease, illness or injury, or generally accepted cosmetic or dental changes/ augmentations performed by a licensed medical or dental professional.
 - (a) The above definition includes facial piercings to include, but not limited to tongue piercings, lip piercings, nose piercings and brow piercings.

b. Body Modifications

- (1) Body modification to any area of the body that is “visible” (see summer uniform definition) while on-duty in any authorized uniform or attire is prohibited.
- (2) The use of gold, platinum or other dental veneers or caps for the purpose of ornamentation while on-duty is prohibited. Teeth, whether natural, capped, or veneer shall not be ornamented with designs, jewels, initials, etc.
- (3) Body piercing jewelry not concealed by any authorized uniform or approved attire while on-duty is prohibited with the exception of earrings worn in compliance with department standards.
 - (a) The wearing of any facial jewelry to include, but not limited to tongue piercings, lip piercings, nose piercings, brow piercings by any sworn member of the department while on-duty is prohibited.

c. Tattoos

- (1) No sworn member of the department shall have any tattoo, scarification, body art or brand that is visible while on-duty in the summer uniform. "Visible" while in a summer short sleeve shirt means while standing at attention and while in summer shorts, visible between the bottom of the shorts and top of the socks.
- (2) Sworn members hired prior to March 19, 2019 shall not be required to remove or cover existing tattoos, branding, body art or body modification that existed prior to six months after ratification of this successor agreement or arbitration award but shall not add to or receive additional tattoos, brandings, body art or body modification in violation of this policy, except that sworn personnel shall be permitted to complete tattoos that are "actively in process" at the time of ratification or award of this agreement.
- (3) Applicants wishing for sworn appointment to the department shall be screened during applicant processing at which time a determination shall be made as to whether an applicant is in violation of the policy. If an applicant is found to be in violation, then they will have the option of having the tattoo, branding, or body art, or visible portion thereof, removed at their own expense. If an applicant expresses a willingness to have this done, then their application will be placed on hold until the removal process is completed. Members serving as of the effective date of this Agreement, even though exempt under subparagraph c.(2) above, shall nonetheless report within thirty (30) days of said effective date any current "visible" (see summer definition above) tattoos, branding, or body art by completing a department form that will be made available for this purpose. This form will be retained in the employee's personnel file for future documentation and verification purposes as may become necessary.

ARTICLE 38 - DURATION

SECTION 1. This Agreement shall remain in force and effect through June 30, 2022.

FOR THE TOWN OF ENFIELD:

**FOR ENFIELD POLICE EMPLOYEES
ASSOCIATION:**

Date Ratified:

Date Signed:

APPENDIX A

Police Department Classifications	Increase	Fiscal Year	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year
PATROL		7/1/2021	\$33.17	\$34.06	\$34.96	\$35.60	\$36.52	\$37.24	\$40.41
	\$0.96	7/1/2022	\$34.13	\$35.02	\$35.92	\$36.56	\$37.48	\$38.20	\$41.37
	3.25%	7/1/2022	\$35.24	\$36.16	\$37.09	\$37.75	\$38.70	\$39.44	\$42.72
	3.25%	7/1/2023	\$36.39	\$37.33	\$38.29	\$38.98	\$39.96	\$40.72	\$44.10
DETECTIVE		7/1/2021	\$37.36	\$37.87	\$38.58	\$39.29	\$40.29	\$42.77	N/A
	\$0.96	7/1/2022	\$38.32	\$38.83	\$39.54	\$40.25	\$41.25	\$43.73	
	3.25%	7/1/2022	\$39.57	\$40.09	\$40.83	\$41.56	\$42.59	\$45.15	
	3.25%	7/1/2023	\$40.85	\$41.40	\$42.15	\$42.91	\$43.98	\$46.62	
SERGEANT		7/1/2021	\$41.36	\$41.96	\$42.63	\$43.21	\$45.88	N/A	N/A
	\$0.96	7/1/2022	\$42.32	\$42.92	\$43.59	\$44.17	\$46.84		
	3.25%	7/1/2022	\$43.70	\$44.32	\$45.01	\$45.61	\$48.36		
	3.25%	7/1/2023	\$45.12	\$45.76	\$46.47	\$47.09	\$49.94		
LIEUTENANT		7/1/2021	\$46.01	\$46.84	\$47.56	\$47.98	\$51.11	N/A	N/A
	\$0.96	7/1/2022	\$46.97	\$47.80	\$48.52	\$48.94	\$52.07		
	3.25%	7/1/2022	\$48.50	\$49.36	\$50.10	\$50.53	\$53.76		
	3.25%	7/1/2023	\$50.07	\$50.96	\$51.73	\$52.17	\$55.51		

APPENDIX A

Increase	Fiscal Year	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year
	7/1/2021	\$28.61	\$29.40	\$30.19	\$31.02	\$31.83	\$32.74	\$33.62	\$34.32	\$37.15
\$0.96	7/1/2022	\$29.57	\$30.36	\$31.15	\$31.98	\$32.79	\$33.70	\$34.58	\$35.28	\$38.11
3.25%	7/1/2022	\$30.53	\$31.35	\$32.16	\$33.02	\$33.86	\$34.80	\$35.71	\$36.43	\$39.35
3.25%	7/1/2023	\$31.52	\$32.37	\$33.21	\$34.09	\$34.96	\$35.93	\$36.87	\$37.61	\$40.63
	7/1/2021	\$17.45	\$19.07	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$0.96	7/1/2022	\$18.41	\$20.03							
3.25%	7/1/2022	\$19.01	\$20.68							
3.25%	7/1/2023	\$19.63	\$21.35							

APPENDIX B

ADDENDUM PERTAINING TO PART TIME ANIMAL CONTROL OFFICERS

Except as otherwise provided below, the provisions of the collective bargaining agreement between the Town of Enfield and Enfield Police Employees Association to which this Addendum is attached, shall not apply to the position of Part Time Animal Control Officer

ARTICLE 1.....RECOGNITION

ARTICLE 2.....UNION SECURITY

ARTICLE 3.....DUES CHECK OFF

ARTICLE 4.....HOURS OF WORK

ARTICLE 6.....OVERTIME

ARTICLE 7.....CALL TIME

ARTICLE 12.....INJURY LEAVE

ARTICLE 15.....SENIORITY

ARTICLE 16.....GRIEVANCE PROCEDURE

ARTICLE 17.....SUSPENSION & DISCHARGE

ARTICLE 21.....GENERAL PROVISIONS

ARTICLE 22.....MANAGEMENT RIGHTS

ARTICLE 23.....PRIOR PRACTICE

ARTICLE 28.....DISCRIMINATION CLAUSE

ARTICLE 29.....RESIDENCY

ARTICLE 31.....SERVICE RATING

In addition to the above provisions, the Part Time Animal Control Officer shall serve a twelve (12) month probationary period upon initial appointment.

APPENDIX C

SICK LEAVE POLICY

The purpose of this policy is to provide guidance to employees and supervisors as to the employer's expectations of employees as to what is acceptable with respect to the utilization of sick leave.

Sick leave is not to be used to extend vacations or to be treated as a personal day or day off. Regular doctor's office visits for physical examinations, dental appointments, eye exams, etc. are not proper uses of sick leave, unless specifically agreed to by contract. Regular doctor's office visits for physical examinations and dental appointments may be properly charged to personal leave or vacation leave. Medical examinations for treatment of an ongoing illness or condition may be charged to sick leave.

The Town bears a great expense when an employee is absent from work. In some instances, the Town not only loses the employee's contribution for that day, but also incurs the cost of replacing that employee on an overtime basis. It is expected that employees will need to use sick leave at some point during their careers with the Town, but it must be stressed that their attendance is critical to the proper functioning of government and the delivery of services to the residents of Enfield.

In order to ensure the proper delivery of services and to curtail the excessive use of sick leave the Town adopts the following policy.

1. The Town reserves the right to investigate any use of sick leave for which a supervisor determines that there might be an abuse of sick leave. An abuse of sick leave is the use of sick leave for any purpose other than that which is allowed above or by contract. An abuse of sick leave will result in disciplinary action regardless of whether or not the employee has received a notice of sick leave usage, as described below.
2. In addition to reserving the right to investigate specific utilizations of sick leave for abuse the Town re-affirms its neutral policy of any absences beyond eight (8) occurrences of sick leave in a year is considered excessive and will be addressed as follows.
 - a. Each employee's attendance will be reviewed in January of each year for the previous calendar year. If an employee has had more than eight occasions of sick leave in the previous calendar year, the employee's department head will be so notified by the Human Resources Department. An occasion can be part of one day (more than four hours), one day or the use of sick leave for multiple days as long as they are consecutive and not interrupted by a return to work or use of another form of leave or leave without pay. In the event that an employee uses less than four hours of sick leave during a work day it will be counted as one-half of an occasion as long as it is not used in conjunction with sick leave on the preceding or following day. The department head or his/her designee will meet with the employee and discuss the excessive amount of sick leave. In the absence of extraordinary circumstances, the department head will issue the employee a notice of sick leave usage which will state that the employee's use of sick leave will be monitored for the next six (6) months. In the event that the employee has more than three (3) occurrences during the six (6) month period of time that the employee is being monitored the employee will be subject to disciplinary action, which shall include as a minimum a one (1) day suspension without pay. Prior to the issuance of a suspension letter the department head or his/her designee will meet with the employee to again discuss the excessive absences. If the employee's attendance fails to improve over the next six (6) month period using the above standard, additional disciplinary action, up to and including, the termination of employment may be imposed. Again, this notice will be issued to the department head for issuance to the employee.

- b. Extraordinary circumstances for which a department head or his/her designee may determine that a sick leave usage or disciplinary action notice will not issue include: *the need for an employee to attend repeat therapy sessions for the same injury,
*a re-occurring serious illness,
*a need for ongoing medical treatment for an illness,
* or other reasons which in the department head's judgment, justify excusing the employee from their regular duties during work hours for treatment.

APPENDIX D

TOWN SUBMITTED DRAFT 7-28-06

SUBSTANCE ABUSE TESTING POLICY

1. The purposes of this policy are as follows:

- A. To establish and maintain a safe, healthy working environment for all sworn employees and to protect the public;
- B. To insure the reputation of the Town of Enfield Police Department and its police officers as good, responsible citizens worthy of the public trust;
- C. To reduce the incidents of accidental injury to person or property;
- D. To reduce absenteeism, tardiness and indifferent job performance; and
- E. To provide assistance toward rehabilitation for any employee who seeks help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

2. Definitions

- A. Alcohol or alcoholic beverage-means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
- B. Drug - means any substance (other than alcohol) capable of altering the mood, perception, pain level or judgment of the individual consuming it.
- C. Prescribed drug-means any substance prescribed for the individual consuming it by a licensed medical practitioner.
- D. Illegal drug - means any drug or controlled substance, the sale, possession or consumption of which is illegal, **under state or federal law.**
- E. Supervisor-means any officer with the rank of Sergeant or above who is the employee's immediate supervisor or a supervisor in the employee's chain of command, or the Chief of Police or his designee.
- F. Abuse of a legally prescribed drug- means use of a prescribed drug to the employee when a valid prescription is not in effect or the use of the drug in greater quantity/amount than that which was prescribed.

3. Basis for testing

- A. Random drug testing-the Chief of Police shall determine the number of employees to be tested on an annual basis. Not more than 25% of employees shall be randomly selected per test. An independent testing agency shall select employees to be tested by a computer generated process not more than four times per year.
- B. Reasonable suspicion testing - an employee may be required to undergo testing based on "reasonable suspicion". Reasonable suspicion shall mean when objective facts and observations are brought to the attention of a supervisor, based on the reliability and weight of such information, such that the supervisor can reasonably infer that, or suspect that, the employee is using illegal drugs, is abusing prescribed drugs, or is reporting for duty (or on duty) under the influence of alcohol or drugs. Reasonable suspicion must be supported by specific facts which may include, but are not limited to: the appearance, speech, behavior, body odors, of the employee; reports and observations of the employee's drug related activities, such as purchase, sale or possession of illegal drugs; knowingly associating with known illegal drug dealers or users (exception for immediate family members); observation of the employee at known illegal drug or suspected illegal drug related locations; an otherwise unexplained change in the employee's behavior or work performance; an observed impairment of the employee's ability to perform his or her duties.

If the employee is ordered to undergo a reasonable suspicion drug and/or alcohol test he shall be

given a brief verbal statement of the basis for the reasonable suspicion. A verbal directive to submit to such test shall be confirmed in writing, but the testing shall not be delayed pending the issuance of the written directive.

4. Testing procedures - Testing shall be performed by a licensed laboratory. Testing will be done with due regard for chain of custody and for the employee's right to privacy, subject to standard testing protocols to insure a valid sample. An employee shall have the right and shall not be denied the right to Union representation provided that it does not unreasonably delay the testing during any part of these testing procedures.

Testing for alcohol shall be by breathalyzer and/or intoxilyzer. If positive, there shall be a re-confirming test after fifteen minutes. The Town reserves the right to only test for alcohol by urine testing instead of breathalyzer and /or intoxilyzer. Testing for drugs shall be by urine testing.

For urine testing, the sample will be split into two parts. An employee whose drug test results in a positive report may, within forty eight hours of receiving notification of such result, submit in writing to the Chief of Police that the second part of the sample be made available for re-testing at a licensed laboratory of the employee's choosing. The second part of that sample shall be transferred to that laboratory in such a manner as to insure the proper chain of custody. The second test performed at the employees' request, shall be at the employee's expense. If the second test is negative, the positive test shall be null and void and the Town shall reimburse the employee for the cost of the second test and any loss of pay due to suspension.

5. Interference with or refusal to submit to testing - any alteration, switching, substituting or tampering with a sample or test given under this policy by any employee shall be grounds for immediate suspension and subsequent disciplinary action which may include discharge. The refusal by an employee to submit to a drug or alcohol screening test pursuant to the provisions of this policy, or to cooperate in providing information to the testing agency needed in connection with the testing, shall result in the employee's immediate suspension without pay and subsequent disciplinary action which may include discharge.

6. Rehabilitation - the opportunity for rehabilitation (exempting an employee from the disciplinary action found in section 7 below) shall be granted once for any employee who:

- A. voluntarily admits to alcohol or drug abuse prior to testing, or
- B. tests positive for alcohol or abuse of legally prescribed drugs for the first time.

The employee shall use accumulated sick or vacation leave for the period of any absence for the purpose of rehabilitation. All treatment will be at the sole expense of the employee, to the extent that it is not covered by the employee's health insurance. As part of any rehabilitation program, the employee may be required to undergo periodic screening for drugs and/or alcohol for a period of 36 months (up to 48 months if recommended by the Substance Abuse Professional) after his return to duty. The frequency of this testing will be at the discretion of the Chief of Police. This testing is in addition to random testing which the employee will continue to be subject to. If after screening, the employee tests positive, he will immediately be suspended without pay and will be subject to disciplinary action, up to and including, the termination of employment.

Nothing in this policy shall preclude disciplinary action against an employee who is under criminal investigation for drug/alcohol related misconduct.

7. Consequences of a positive test - the consequence of a positive test shall be as follows:

- A. For use of an illegal drug - discharge.

- B. For use of a drug prescribed to someone other than the employee-30 day suspension, up to termination.
- C. For abuse of a legally prescribed drug to the employee - first offense, 1-15 day suspension. Subsequent offense, 60 day suspension, up to discharge.
- D. For alcohol (at the level of .04 or greater) - first offense, 1-15 day suspension. Subsequent offense, 60 day suspension, up to discharge.

8. The drug testing thresholds are attached and are subject to change if recommended by the vendor.

APPENDIX E

Health Savings Account Dental Plan & Vision Plan Summaries

APPENDIX F

TOWN OF ENFIELD MOTIVATE ME ACTIVITY LIST



Category	Description
Completed any combination of activities to earn a total of 200 points	
Take Your Personal Health Assessment <i>Automatically Uploaded to Motivate Me</i>	Complete your online, confidential health assessment via mycigna.com. Reward Value: 50 Points
Get a Biometric Screening <i>Automatically Uploaded to Motivate Me</i>	Know your numbers. Complete blood pressure, cholesterol, blood sugar and body mass index (BMI) screening. Reward Value: 50 Points
Online Health Coaching – My Health Assistant <i>Automatically Uploaded to Motivate Me</i>	Improve your Nutrition – Reward Value: 50 Points Exercise for Better Health – Reward Value: 50 Points Maintain a Positive Mood – Reward Value: 50 Points Work Towards a Healthier Weight – Reward Value: 50 Points Manage your Stress – Reward Value: 50 Points Quit Tobacco (6 Month Program) – Reward Value: 50 Points Control your Asthma – Reward Value: 50 Points Manage your Heart Disease – Reward Value: 50 Points Manage your COPD – Reward Value: 50 Points Manage your Diabetes – Reward Value: 50 Points Managing Heart Failure – Reward Value: 50 Points (*capped at 50 points)
Health Coaching by Phone – Chronic <i>Automatically Uploaded to Motivate Me</i>	Talk to a health coach and make progress to overcome a chronic health problem. <i>Call a health coach at the number on your ID card.</i> Reward Value: 50 Points
Health Coaching by Phone - General <i>Automatically Uploaded to Motivate Me</i>	Make progress towards or achieve a personal health goal. <i>Call a health coach at the number on your ID card.</i> Reward Value: 50 Points
Get your Annual Physical (preventive exam) <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points
Get your Annual OB/GYN Exam (preventive exam) <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points
Get a Mammogram (preventive exam) <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points
Get a Colon Cancer Screening (preventive exam) <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points

Get a Cervical Cancer Screening (preventive exam) <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points
Get a Prostate Cancer Screening (preventive exam) <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points
Get a Skin Cancer Screening Test <i>(not considered a preventive exam, and usually has a cost associated with this exam)</i> <i>Automatically Uploaded to Motivate Me</i>	Reward Value: 50 Points
Get your Dental Cleanings (2 per year) <i>Self-Reported Activity</i>	Reward Value: 25 Points per cleaning
Gym Attestation <i>(I attest I have access to the Town workout facility)</i> <i>Self-Reported Activity</i>	Reward Value: 50 Points
Participation in Physical Fitness Program described in Article 30 of the CBA <i>Self-Reported Activity</i>	Reward Value: 50 Points

APPENDIX G

TENTATIVE AGREEMENT

Tentative Agreement dated this 4th day of August 2022 by and between the Town of Enfield (hereinafter "Town") and the Enfield Police Employees Association (hereinafter "EPEA") is as follows:

WHEREAS, the Collective Bargaining Agreement covering the period July 1, 2018, through June 30, 2022 is about to expire;

WHEREAS, the parties have been in OFF-THE-RECORD negotiations for a successor agreement for some time;

WHEREAS, the parties have reached a Tentative Agreement subject to the terms set forth below, which must be presented to both EPEA bargaining unit members and the Enfield Town Council for approval vote;

WHEREAS, the parties have agreed that this OFF-THE-RECORD Tentative Agreement will remain off the record in event that either of the aforesaid constituencies do not approve this Tentative Agreement;

NOW, THEREFORE, the parties agree as follows:

1. The 7/1/2018 – 6/30/2022 Collective Bargaining Agreement shall be extended to 6/30/2024 under the terms provided in said 7/1/2018 – 6/30/2022 Collective Bargaining Agreement, EXCEPT as amended by this Tentative Agreement.
2. As soon as practical following ratification of this Tentative Agreement by both aforesaid constituencies, the following wage increases shall be implemented:
 - a. The annualized sum of \$2,000 shall be added to each member prior to application of the general wage increase to be effective and retroactive to July 1, 2022;¹
 - b. All bargaining unit classifications shall in addition receive a three-point two five percent (3.25%) general wage increase on all rates of pay in effect on June 30, 2022 and retroactive to July 1, 2022 after the amount added to the employee's respective step as provided in the preceding sub-paragraph; and
 - c. The retroactive payment to July 1, 2022 for the wage adjustment and general wage increases set forth in subsections (a) and (b) shall apply to base pay and overtime.

¹ The parties understand that the annualized sum must be reduced to an hourly rate, as is utilized in Appendix A.

3. Effective July 1, 2023 all rates of pay in effect on June 30, 2023 shall receive a three point two five percent (3.25%) general wage increase.
4. The new wage schedules for July 1, 2022 through June 30, 2024 are attached hereto.
5. The provisions of this paragraph, in regard to retiree health insurance, shall apply to only those EPEA bargaining unit members hired prior to the date of ratification of the 7/1/2018 – 6/30/2022 Collective Bargaining Agreement, that is, August 4, 2020. Said EPEA members who retire under the rule of seventy, after ten or more years of service with the Town shall be eligible for the retiree health coverage, as provided for in Article X of the Collective Bargaining Agreement. This provision shall take effect upon mutual ratification of this Tentative Agreement.
6. New Language

Article 9

SECTION 4C

- a. For police officers hired as "lateral" candidates (certified as Connecticut police officers at time of hire) or for police officers hired as lateral candidates (certified as out of state police officers at time of hire who are being assigned to complete a comparative certification course), such officer(s) shall be entitled to 40 hours of vacation time, upon successful completion of the FTO program, for that year, or part of a year, from July 1 to June 30, of their first year of employment."
- b. The approval/granting of this vacation time shall be fully dependent upon agency staffing and manpower needs.

7.

APPENDIX D

TOWN SUBMITTED DRAFT 7-28-06 SUBSTANCE ABUSE TESTING POLICY

1. The purposes of this policy are as follows:
 - A. To establish and maintain a safe, healthy working environment for all sworn employees and to protect the public;
 - B. To insure the reputation of the Town of Enfield Police Department and its police officers as good, responsible citizens worthy of the public trust;
 - C. To reduce the incidents of accidental injury to person or property;
 - D. To reduce absenteeism, tardiness and indifferent job performance; and
 - E. To provide assistance toward rehabilitation for any employee who seeks help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

2. Definitions

- A. Alcohol or alcoholic beverage-means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
- B. Drug - means any substance (other than alcohol) capable of altering the mood, perception, pain level or judgment of the individual consuming it.
- C. Prescribed drug-means any substance prescribed for the individual consuming it by a licensed medical practitioner.
- D. Illegal drug - means any drug or controlled substance, the sale, possession or consumption of which is illegal, **under state or federal law.**
- E. Supervisor-means any officer with the rank of Sergeant or above who is the employee's immediate supervisor or a supervisor in the employee's chain of command, or the Chief of Police or his designee.
- F. Abuse of a legally prescribed drug- means use of a prescribed drug to the employee when a valid prescription is not in effect or the use of the drug in greater quantity/amount than that which was prescribed.

8. ARTICLE 10 - INSURANCE

SECTION 1. Effective within sixty (60) days following the date this contract becomes final and binding, the town shall provide the following insurance programs for those employees and their eligible dependents that choose to enroll in such insurance programs.

The Town shall provide health insurance coverage for all bargaining unit members exclusively through a High Deductible/Health Savings Account plan ("HSA plan") as set forth in Appendix E (See attached). In addition, the following terms apply:

The Town will fund fifty percent (50%) of the applicable HSA deductible amount. ~~For the 2014-2015 and 2015-2016 contract years, the full amount of the Town's contribution toward the deductible will be deposited in the HSA accounts on or before July 15th. Effective 2016-2017 contract year, one half of the Town's contribution toward the deductible will be deposited into the HSA accounts on or before July 15th and the remaining one half will be deposited in the HSA accounts on or before January 15th.~~ **Effective 2023-2024 contract year,**

9. Other than as specifically provided for herein, the terms and conditions of the 7/1/2018 – 6/30/2022 Collective Bargaining Agreement shall remain in full force and effect.

10. The parties understand and agree that this was an OFF-THE-RECORD settlement, and further agree that if either EPEA bargaining unit members or the Enfield Town Council should reject this Tentative Agreement, neither the existence nor the terms of this Tentative Agreement shall be disclosed to any member of an interest arbitration panel deciding on a successor agreement to that expiring 6/30/2022.

11. To avoid misunderstanding, the parties agree that the provisions of Conn. Gen. Stat. Section 7-474(b) apply to the Town, with the understanding that "...the date on which such agreement is reached..." is the date of notice to the Director of Human Resources that the EPEA bargaining unit members have approved the foregoing Tentative Agreement.

12. Unless otherwise noted, the terms of this agreement shall take effect upon approval of Conn. Gen. Stat. Section 7-474(b) or adoption by the Enfield Town Council, whichever occurs first.

TOWN OF ENFIELD

BY

A handwritten signature in blue ink, appearing to read "John V. Bielecki", written over a horizontal line.

ENFIELD POLICE EMPLOYEES' ASSOCIATION

BY

A handwritten signature in blue ink, consisting of stylized initials "J. A. A.", written over a horizontal line.

Date: August 4th 2022



TOWN OF ENFIELD

September 15, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to approve revised/new job descriptions and impact bargained wage adjustments for the Enfield Transportation Services employees.

Councilors:

Highlights:

- The Transportation Manager resigned from her position and her last day was July 5, 2022.
- In an effort to ensure no interruptions with the Enfield Transportation Services, the Town assigned several responsibilities to both the daytime and nighttime dispatcher positions.
- Because two dispatchers performed these added responsibilities outside of their job description effectively and efficiently since July 5, 2022, the Town now proposes making these changes permanently to their respective job descriptions while also creating an additional part-time dispatcher position.
- Accordingly, using the funds from the vacant Transportation Manager position, the Daytime Dispatcher will receive an hourly wage increase to \$26.00/hr. retroactive to July 5, 2022 and the Nighttime Dispatcher will receive an hourly wage increase to \$27.20/hr. retroactive to July 5, 2022 in addition to adopting the part-time job description at the hourly rate of \$24/hr.
- The Union also agrees to the above outlined changes and adjustments.

Budget Impact:

The above referenced changes will have a favorable budget impact estimated at \$36,500 to the current budget.

Recommendation:

That the Town Council approve the attached Resolution.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Assistant Town Manager

Attachments:

1. Resolution
2. Settlement Agreement
3. Job Descriptions



TOWN OF ENFIELD

Date: September 19, 2022

Subject: Resolution to Refer a proposed Land Swap to Planning & Zoning Commission

Highlights:

Raffia Farms, Inc. own 39.5 acres of land that could tie into the Scantic River Watershed Park. They are proposing to swap/trade this land for approximately 20 acres of farm and woods located to the rear of the Town transfer station.

Raffia Farms, Inc owns 2 Parcels – Map 67 – Lots 404 and 425, which combined comprise 36.59 ac. Except for the front 46,290 sf +/- (1.06 ac) accessed from Raffia Road, the parcels are entirely encumbered by Terrace Escarpment slopes and wetlands leading to the Scantic River. Access to the river by foot over this property would be via an extremely steep and erodible ravine.

The acre abutting Raffia Road appears to be developable with one single family dwelling. The remaining portions of the 2 parcels are completely undevelopable, and are abutted by DEEP and TOE preserved land (Scantic River Park).

The Town of Enfield owns a 174 acre site - Map 71-3 - off Town Farm Road. The transfer station, dog park, Police shooting range, leaf mulching area and approximately 10 acres of leased farmland are all located on the campus. The farmland is flat and is unencumbered by environmental constraints. Behind the active farm field is another 10 acres of wooded land that could be cleared and farmed. It is in this combined 20 acre area that Raffia Farms, Inc has interest.

Recommendation:

To make an 8-24 referral of the Raffia request to the Planning & Zoning Commission for review and action

BE IT RESOLVED that the Enfield Town Council recommends an 8-24 referral under the CGS to the Planning and Zoning Commission for their review of the requested parcel land swap between the Town of Enfield and Raffia Farms.

Date Prepared: September 15, 2022
Prepared by: Town Manager Ellen Zoppo-Sassu



TOWN OF ENFIELD

Memorandum

To: Chris Bromson, Town Manager

From: Laurie Whitten, Dir. Development Services

Date: August 17, 2021

RE: Proposed Raffia/TOE Land Swap

Raffia Farms Inc. is interested in a land swap with the Town of Enfield (TOE). They own 39.5 acres of land that could tie into the Scantic River Watershed Park. They are proposing to swap/trade this land for approximately 20 acres of tilled farm (10 ac.) and woods (10ac.) located to the rear of the Town transfer station.

Parcel Analysis:

A: Raffia Farms, Inc owns 2 Parcels – Map 67 – Lots 404 and 425

The proposal includes two parcels. Lot 404 with 4.53 ac. and Lot 425 with 32.06 ac. Combined the 2 parcels comprise 36.59 ac. Except for the front 46,290 sf +/- (1.06 ac.) of Lot 404 accessed from Raffia Road, the parcels are entirely encumbered by Terrace Escarpment slopes and wetlands leading to the Scantic River. Access to the river by foot over this property would be via an extremely steep and erodible ravine. It also appears that there is a sewer easement over the smaller parcel.

The 1 ac. section abutting Raffia Road appears to be developable with one single family dwelling. The remaining portions of the 2 parcels are completely undevelopable, and are abutted by DEEP and TOE preserved land (Scantic River Park).

B: Town of Enfield Transfer Station – 77 Town Farms Road, Map 71- 3

The Town of Enfield owns a 174 ac. site off Town Farm Road. The transfer station, dog park, Police shooting range, leaf mulching area and approximately 10 ac. of leased farmland are all located on the campus. The farmland is flat and is unencumbered by environmental constraints. Behind the active farm field is another 10 ac. of wooded land that could be cleared and farmed. It is this combined 20 ac. area that Raffia Farms, Inc has interest.

Comments:

1. Any sale, purchase or receipt of TOE land would require an 8-24 Referral before the PZC.



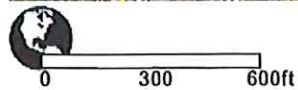
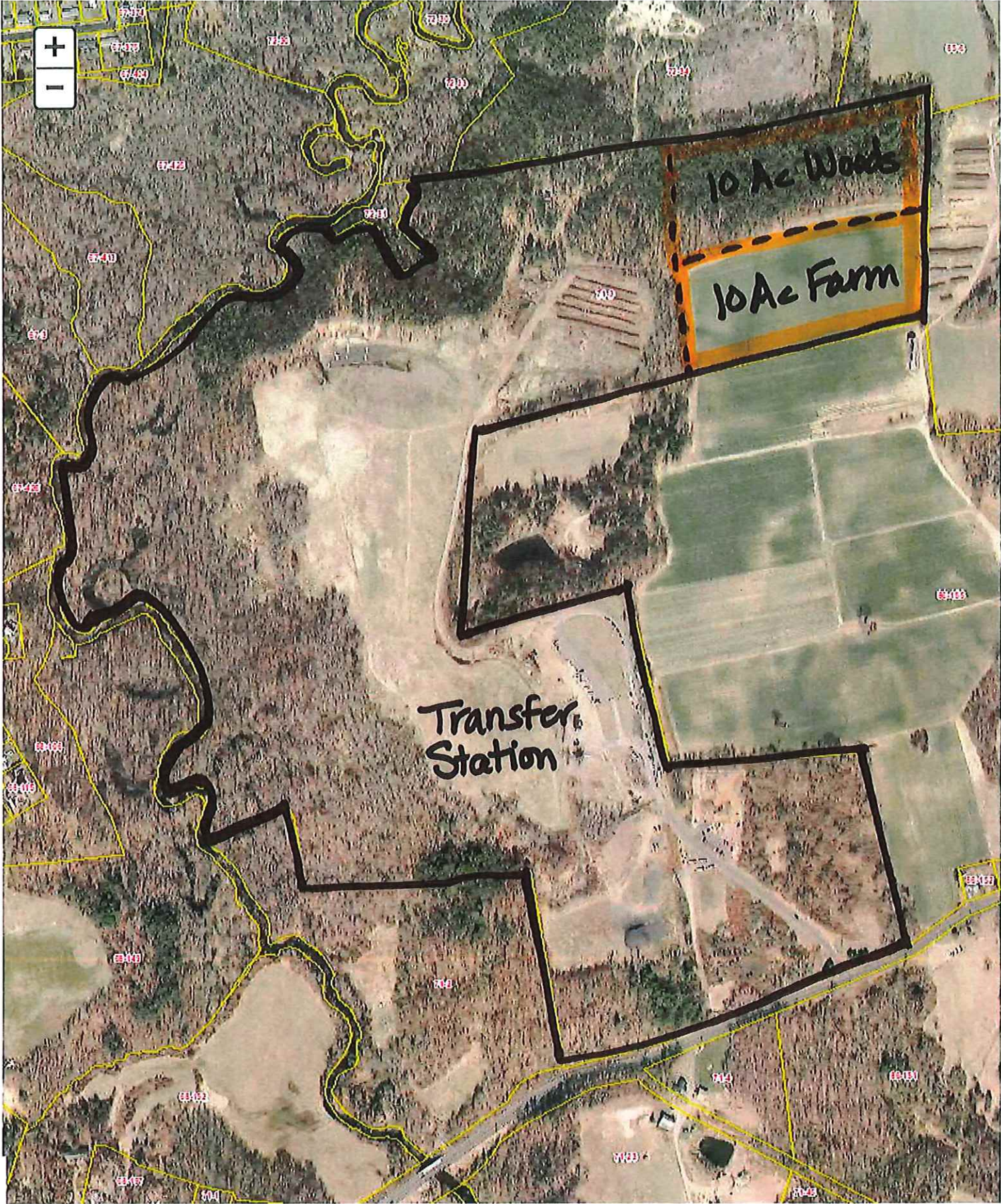
TOWN OF ENFIELD

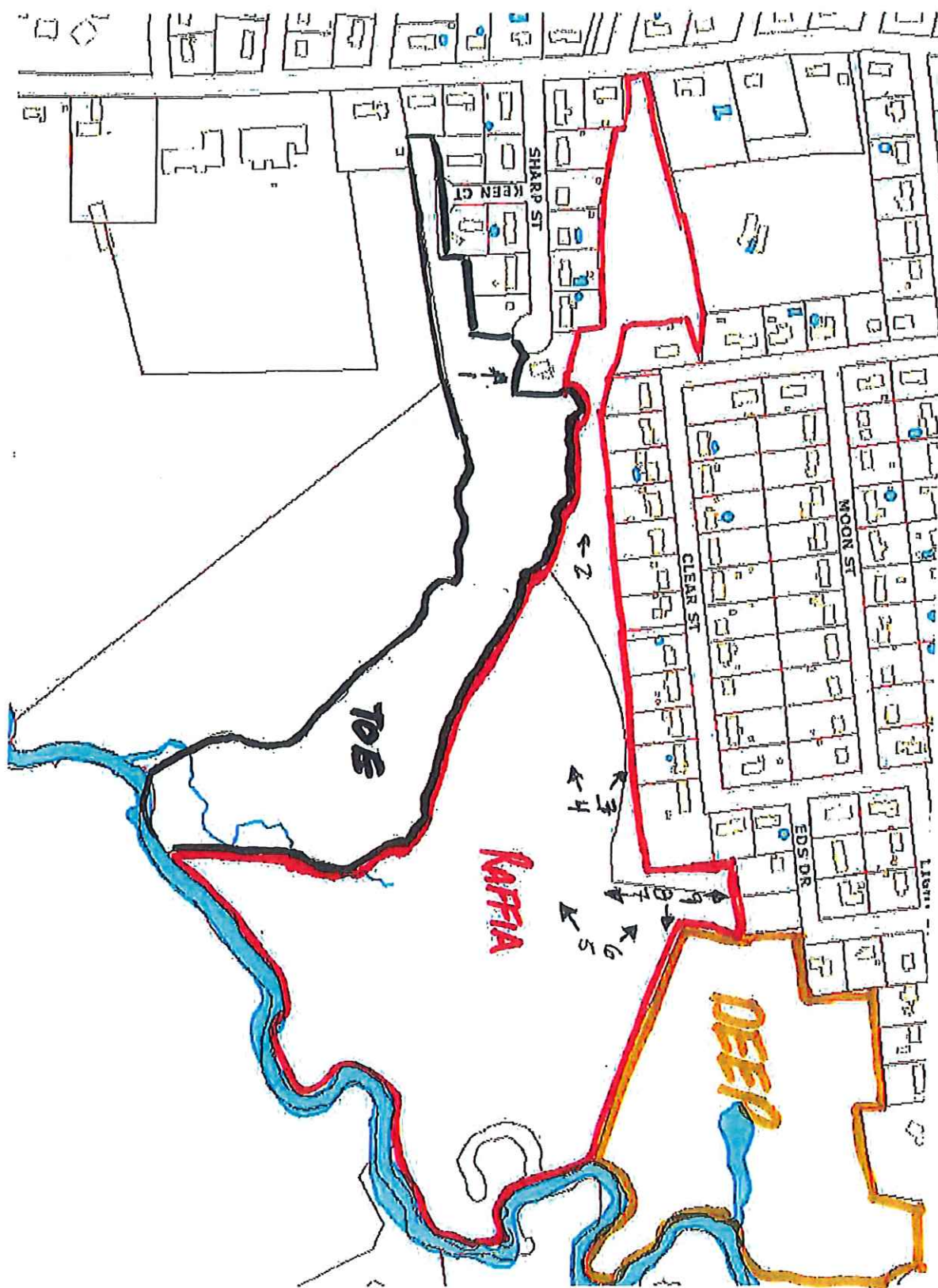
2. The TOE property would need to be subdivided for the swap to occur, unless a title search reveals that the property has been in it's current configuration since 1958. (Documentation of deeds was not readily available)
3. The TOE portion of land would need to be surveyed, and new deeds would need to be drafted for both parties.
4. It is unknown if the Raffia Farms, Inc land has been surveyed, but it is unlikely.
5. A long standing year to year lease with Collins Farm exists for the 10 ac. of farmland on the TOE property.
6. The 10 ac. of tilled land along with the natural 10 ac. of woods is relatively flat, and unencumbered. It very easily could be utilized for recreational fields or other municipal uses in the future.
7. Since 1989, development of the Scantic River Park has been a goal within Enfield. The desire is to connect the parcels for people to utilize the floodplains and areas adjacent to the Scantic River (See Attached excerpt from POCD 2010.)

Scantic River State Park Master Plan of 1989

A feasibility and suitability study for the Scantic River State Park was completed in 1968. This plan recommended preserving the floodplain as open space and creating a central recreation complex in Enfield. The recreation plan was never implemented due to fiscal constraints, except for a total of 326 acres that were acquired by the State. The master planning study resumed efforts to create the park, and public input meetings were held in all municipalities intersected by the Scantic River. These meetings revealed that Enfield residents wanted group camping, fishing, swimming, hiking, biking and historic interpretation facilities at the park. The study found that swimming was unsuitable due to the characteristics of the river and conflicts with state policy on natural resource-based recreation. Feasible activities and facilities included interpretive facilities at Powder Hollow, floodplain acquisition, fishing, hiking and biking trails. The total cost of land acquisition was estimated at \$2 to 3 million; facilities development at \$8 million; staffing at \$75,000 and equipment at \$90,000.

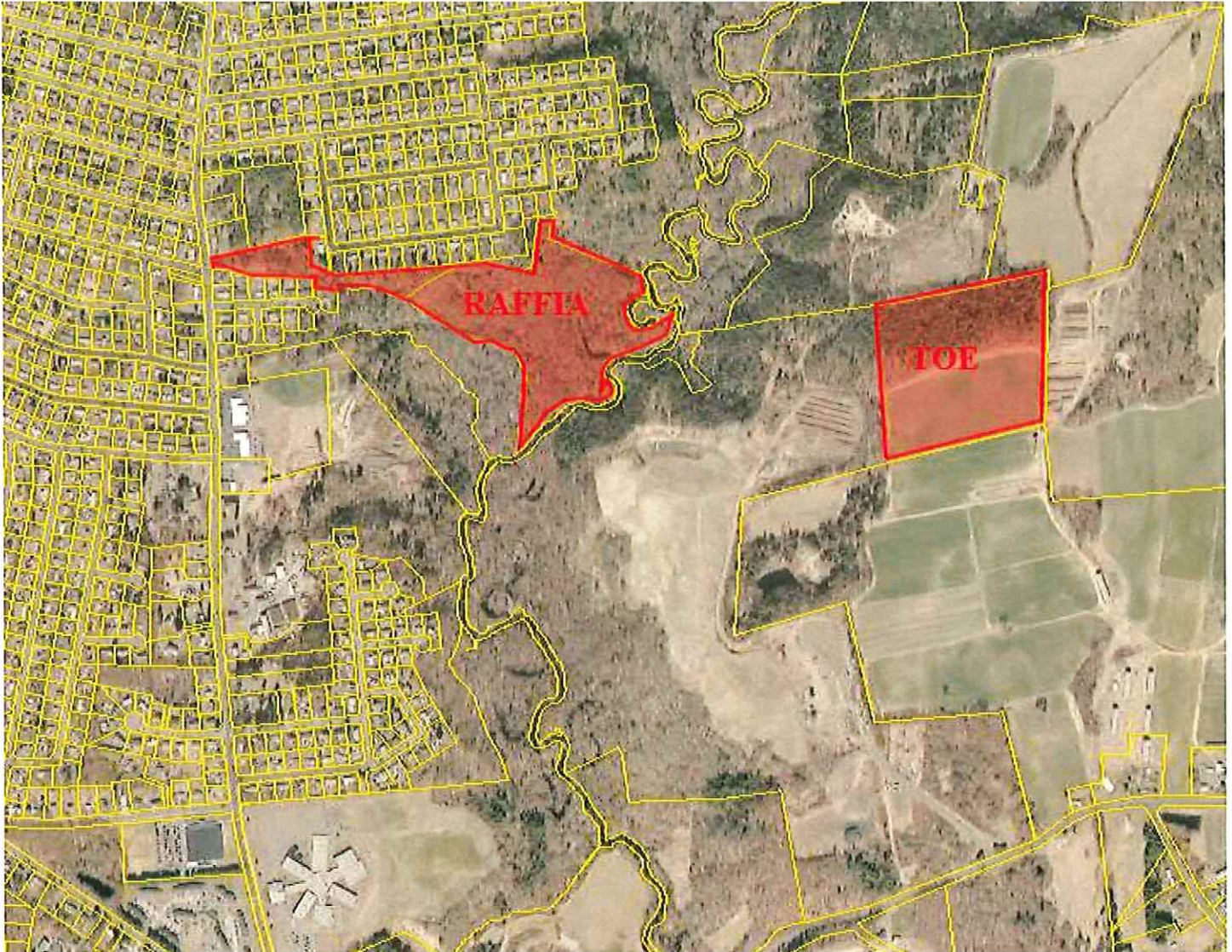
-72.552202, 41.967417





Eckenroth, Cheryl

From: Whitten, Lauren
Sent: Wednesday, August 18, 2021 8:33 AM
To: Whitten, Lauren
Subject: Sent from Snipping Tool





H

TOWN OF ENFIELD

Date: September 19, 2022

Title: Resolution Authorizing the Town Manager to Sign the Temporary Easement Agreement by and between the Town and KKR, LLC and Ellington Storage Center, LLC

Highlights:

- The Town is in the process of demolishing the Angelo Lamagna Activity Center at 14 Church Street and the Strand Theater at 17 North Main Street.
- The demolition process may require the Town's demolition contractor to enter onto private property at 12 Pleasant Street and 14 Pleasant Street.
- The demolition project may also affect the above-referenced properties' access rights over the Town-owned property at 1 Church Street.
- Pursuant to negotiations between Town staff and the attorney for the two property owners, the Town will receive temporary easement rights described in the attached Temporary Easement Agreement.
- The Town will pay \$7,500 as compensation for the first month, and \$250 per day thereafter, as provided in the Temporary Easement Agreement.

BE IT RESOLVED that the Town Manager or her designee is authorized to execute the attached Temporary Easement Agreement.

Date Prepared: September 14, 2022
Prepared by: Office of the Town Attorney

I

Town of Enfield ARPA Small Business Grant Program Guidelines

Program Overview

The Town of Enfield ARPA Small Business Grant Program has been established to provide limited, one-time, direct financial assistance to eligible businesses in Enfield. These funds will be used to assist businesses recovering from the pandemic by enhancing their business with a future project. It is not to pay/reimburse for a previous project or safety measures during the pandemic. This program is funded through the American Rescue Plan Act (ARPA).

What is considered a Small Business under this Program?

- 500 employees or less
- For-profit business of any legal structure
- Be independently owned and operated

Funds Available

Depending on the needs of the small business, the maximum grant amount will be \$50,000.

Obtaining Application Document

The application can be obtained by one of the following means:

- Online, [use this hyperlink](#) to download the application
- In person at the Enfield Town Hall, first floor, Office of Community Development
- Requested via email from ARPA@enfield.org

Submitting Application

Completed applications will be accepted between October 1 and November 18, 2022, and can be submitted by one of the following means:

- In person at the Enfield Town Hall, first floor, Office of Community Development
- Emailed to ARPA@enfield.org with "Town of Enfield ARPA Small Business Grant Program" as the subject line
 - include the application and supporting documents as attachments

Eligibility

- Applicant must be the primary owner of a business located and operated in the Town of Enfield, CT.
- Business must have a clear and specific use for grant funds and demonstrate that such funds will be used exclusively for future projects that will add value, quality, desirability, and/or attractiveness to the business and community.
- Businesses must be in "Good Standing" with the Connecticut Department of Revenue Services and application must include Letter of Good Standing (Status Letters)
 - Go to: <https://portal.ct.gov/DRS/TSC/Help-Text/Status-Letter> or via paper request ([TPG-170](#)).
- Business must be current on its federal, state, and local tax obligations.
- Business cannot have outstanding liens or judgments.
- Business must be current on rent or mortgage at business location.
- Applicants must self-certify the eligibility requirements on the application.

Not Eligible

- Residential real estate investors
- Elected officials and their immediate family members*
- Corporately owned/operated franchise

Evaluation Process

Applications will be evaluated and ranked based on the following criteria (not limited to):

- Application completeness
- Application submitted within time frame
- Use of Funds
- Eligibility qualifications
- Economic hardship - negative impact of pandemic
- Supporting documentation - narrative/budget/costs/plans, etc.
- Positive impact the grant will have on the business and the Enfield community
- Prior financial assistance

Approval Process

Applications will be reviewed by the Enfield Economic Development Commission. Their recommendations will be forwarded to the Town Council for final approval. Upon approval, a formal agreement between the assisted business and the Town of Enfield will be executed.

Reporting & Follow Up

The Town of Enfield will be tracking this initiative. Recipients must agree to assist the Town through follow up surveys and/or interviews with a goal of highlighting program success. There will be the following reporting requirements by the Town of Enfield regarding the project and use of funds received:

- Within six months of receipt of the grant funding a written report must be submitted
- If project is not completed in six months, a written report will be provided every six months until completed
- Reports will be sent to:

Town of Enfield
Office of Community Development
820 Enfield Street Enfield, CT 06082

Questions may be directed to:

Office of Community Development
860-253-6391
ARPA@enfield.org

**Per the Internal Revenue Manual Section 1.25.1.2.2 (2a), Internal Revenue Services defines immediate family as a spouse, child, parent, brother, sister, grandparent, grandchild, step-parent, step-child, step-brother, or step-sister of the individual.*

**Town of Enfield
ARPA Small Business Grant Program
Application**

Business Owner Contact Information

First Name _____		Last Name _____	
Home Address _____	City _____	State _____	Zip _____
Cell Phone Number _____		Email _____	

Business Information

Business Name _____		Federal Employer Identification Number (EIN) _____	
Business Address _____	City _____	State _____	Zip _____
Business Phone Number _____		Website Address _____	
Years in Business in Enfield _____			
Full Time _____		Part Time _____	
Number of Employees Including Owner _____			
Type of Business: (Circle One) Sole Proprietor Partnership Limited Liability Company Corporation			
Current Business Location is: (Circle One) Owned Leased			
Describe what products or services your business offers?			

Business Information (Continued)

What negative economic impact(s) did your business face due to the pandemic?

Did your business receive funding from federal program(s) related to the pandemic and disaster declaration? (payroll protection program (PPP), SBA Economic Injury Disaster Grant/Loan Program, CDBG Cares Act) (Circle One) Yes No If yes, please explain.

Project Description

What is the amount of funding you are requesting under this program?

Describe how your business proposes to use the ARPA funds for a new project. The funds will be used exclusively for future projects that will add value, quality, desirability and/or attractiveness to the business and the Enfield Community. Please provide a budget and additional supporting documents (plans, proposals, quotes, cost estimates, etc) with this application. Supporting documents should be sent as attachments.

Checklist & Submission Information

The following documents must be included in the submission:

- ☐ Completed application
- ☐ Budget
- ☐ Supporting documents
- ☐ Department of Revenue Services Status Letter (Can be requested online via <https://portal.ct.gov/DRS/TSC/Help-Text/Status-Letter>)

Submit application and supporting documents via email to ARPA@enfield.org or in person to the Enfield Town Hall, first floor, Office of Community Development, 820 Enfield Street Enfield, CT 06082.

Application Certification

I hereby certify the information contained herein is complete, true, and accurate to the best of my knowledge and agree the Town of Enfield does not assume any responsibility for the success or failure of the Applicant's existing business.

I understand the information in this application is provided for the purpose of applying for the Town of Enfield ARPA Small Business Grant Program. I authorize the Town of Enfield to make inquiries, as necessary, to verify the information in this application.

I agree all funds provided pursuant to this application will be utilized exclusively for the purpose(s) set forth in this application. I will be responsible for obtaining any local/state approvals and/or permits as may be required. Upon utilization of the funds, I agree to provide a report to the Town of Enfield detailing the project, the use of the grant funds and the completion date. I agree to return all unused funds to the Town of Enfield.

I understand any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. title 18, Section 1001, and shall entitle the Town of Enfield to receive a return of any funding provided hereunder, in addition to any other remedies it may have against me in law or in equity.

I have read the guidelines and understand the eligibility requirements. I confirm that my business is eligible for this program.

I further understand that false or misleading statements may result in forfeiture of benefits and criminal prosecution under the laws of this State.

Applicant Signature(s) _____

Printed Name(s) _____

Date _____

Demographics (Optional Information)

The following information is not required but would be helpful for recording purposes with the use of ARPA funds.

Does your business hold a State certification as a Minority-Owned business, Minority-Woman Owned Business or Disadvantaged Business?(Circle One) Minority-Owned Minority-Woman Disadvantage

Are you a veteran? (Circle One) Yes No



J

TOWN OF ENFIELD

Date: September 19, 2022

Subject: Conservation Commission Request to the Town Council

Highlights:

Preserving and maintaining a list of open/woodland space is one of the main mandates for the Conservation Commission. As such, the Commission is now proposing the creation of a PA 490 Open Space Ordinance. Although Enfield has authorized PA 490 classifications for farmers, the Town does not have a local ordinance to classify open space & woodland properties.

Per the *Public Act 490: A Practical Guide and Overview handbook*, a Municipal Open Space Designation is a classification that is an option for a municipality to adopt. The terms farmland and forest land" are often referred to in general terms as "open space," but within the context of PA 490 they are distinct land use value classifications that have specific statutory requirements. (CT Farm Bureau Association, PA 490: A Practical Guide and Overview, p. 16-18.)

The Planning & Zoning Commission may recommend open space for inclusion in the Plan of Conservation and Development, at which time the Town Council would approve the geographic areas. The eligible landowners would then follow a process through the Assessor's Office and file a M-30 application.

Recommendation:

Refer the request to the Planning & Zoning Commission for review and action.

BE IT RESOLVED that the Enfield Town Council does hereby refer the recommendation from the Conservation Commission to the Planning & Zoning Commission for the adoption of an Open Space Ordinance to allow for Enfield landowners to take advantage of the PA 490 open space classification.

Date Prepared: September 15, 2022
Prepared by: Town Manager Ellen Zoppo-Sassu



TOWN OF ENFIELD

MEMO

September 14, 2022

TO: Enfield Town Manager & Enfield Town Council
FROM: Enfield Conservation Commission
RE: Open Space Ordinance

At its September 13, 2022 meeting the Enfield Conservation Commission (ECC) voted to send this memo to the Town Council for consideration.

The ECC would like to ask the Council to consider creating a PA-490 Open Space Ordinance for the Town of Enfield. Although Enfield has authorized PA-490 classifications for farmers, the recent revaluation process brought to light the fact the Town of Enfield may not have a mechanism to classify open space & woodland properties. Preserving and maintaining a list of open/woodland space is one of the main mandates for the Conservation Commission.

A PA-490 Open Space Ordinance would provide a process of keeping our existing open space areas intact and give the citizens of Enfield a way to preserve their properties in a natural state thereby allowing for more open space properties that the Town would not have to be involved with or maintain.

The PA-490 Open Space issue is mentioned in the new POCD. The Enfield Conservation Commission fully endorses the creation of a PA-490 Open Space Ordinance and ask that the Council give this its full consideration.

Attached are some documents that may be helpful in drafting Enfield's ordinance.

Conservation Commission
Town of Enfield
820 Enfield Street
Enfield, Connecticut 06082

www.enfield-ct.gov

Purpose of Enfield 490 Open Space Ordinance:

1. The Town of Enfield wishes to provide the owners of land within the town of Enfield an option of saving taxes while:
 - a. Providing a means of protecting and conserving land in its natural state.
 - b. Protection of streams, wetlands or water supply
 - c. Promoting conservation of soils, wetlands, and escarpments.
 - d. Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, designated greenways, sanctuaries, rivers, streams or other open spaces.
 - e. Enhance public recreation opportunities.
 - f. Preserving historic, archaeological or environmentally sensitive areas.
 - g. Promote orderly urban or suburban development

490 Open Space Ordinance

1. Must comply with CGS Chapter 203 Sec. 12-107b and 12-107e
2. Property in all areas of town are acceptable for open space 490 designation
3. Property must be a minimum of 4 acres or more unless it meets the following exceptions:
 - a. Contiguous parcels owned by the same owner totaling 4 acres or more will be accepted into the program.
 - b. Land that abuts town owned open space, parks or riverfront and is less than 4 acres will be accepted into the program.
4. Effective on the date of approval as a subdivision or development proposal, any land designated as open space by the assessor under this ordinance shall be removed from such designation, and a conveyance tax paid, if required under CGS Chapter 203 Sec. 12-504a.
5. At any time the owner(s) of the property may remove their property from 490 Open Space designation and will be subject to conveyance tax if required under CGS Chapter 203 Sec 12-504
6. The assessor shall use the State recommended land use values for all open space land under this ordinance based on closest current land class.

Towns With PA 490 Open Space Classification
(as of 10/31/19)

<u>Town</u>	<u>Criteria</u>	<u>Assessment</u>
Ashford	Undeveloped land except for 2 acre house lot.	
Barkhamsted	Parcel must be located in residential zone. Each parcel, as recorded in Assessor's records, shall be treated as a separate parcel. If land is vacant, any land in excess of 2 acres is eligible. If land is used for residential or agriculture, only that land remaining vacant is eligible. No property for which the assessment is determined pursuant to the terms of Sec. 12-76, of the Conn. Gen. Statutes, shall be eligible.	
Berlin	yes	
Brooklyn	yes	
Canaan	No	
Canterbury	Any land in the Town of Canterbury that is undeveloped may be classified as open space. Previously, two acres had to be kept out of each open space application for a building lot. That requirement does not exist anymore. As long as the land the taxpayer wants to classify is undeveloped/vacant it may be eligible for open space	
Canton	yes	
Colebrook	yes	
Cromwell	Minimum 4 acres to apply. Any land in excess of zoned lot size will qualify	
Darien	No	
Eastford	3 acres minimum	100% values are: Orchard: \$1,100; Woodland and Forest: \$190; Pasture: \$165; Tillable: \$335
East Granby	yes	
East Haddam	yes	
East Windsor	No	
Ellington	Land must be zoned RA, AA or A. Undeveloped land in excess of 5 acres. Contiguous parcels within a zone having the same title owner may be aggregated for the purpose of determining the area which is eligible. Parcels which are intersected by a town or state road are considered contiguous parcels of land.	
Essex	yes	

Towns With PA 490 Open Space Classification

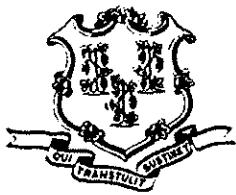
(as of 10/31/19)

Goshen	The portion of any lot or parcel of land which is greater than the zoning regulation requirement for minimum lot size for the zoning district in which the lot is located and is undeveloped land.	
Granby	Any land in excess of double the minimum lot size.	
Guilford		
Hampton		
Kent	Acreage over 5 acres.	
Killingworth	7 acres minimum. First 5 acres do not qualify	
Litchfield	yes. See Open Space Ordinance.	
Lyme	yes	
Madison	yes	
Middlebury	no	
Middlefield	yes	
Monroe	No	
New Hartford	All areas in residential zones that meet the following criteria: 1) Any such area must be part of a parcel which is at least 2x the min. building lot size required for that zone. 2) Only that part of such a parcel which exceeds such minimum building lot size will be designated "open space". 3) Contiguous parcels, under same title, may be aggregated and treated as one parcel for such purposes. No such aggregation shall be permissible with respect to subdivisions.	25% or 1/4 of the value of excess or rear acreage as determined in a year of revaluation.
Old Lyme	All land in the town of Old Lyme which is not presently built upon is designated as "Open Space" land. Amendment to Old Lyme POCD Aug. 18, 1977.	
Oxford	yes. Adopted 4/29/04	
Pomfret	Any undeveloped land in excess of 2 acres. Ex.: house/building lot is 4 acres RR zoning- min. 2 acres for house lot - remaining land is 2 acres. This is not in excess of 2 acres, so the 2 acres cannot be classified Open Space. Ex.: House/building lot is 4.5 acres in RR zone- min. 2 acres for the house lot - remaining land is 2.5 acres. This is in excess of 2 acres, so the 2.5 acres can be open space. Ex.: Vacant/undeveloped parcel is 2.2 acres. Entire parcel can be classified open space as long as it remains undeveloped. Ex.: Vacant/undeveloped parcel is .5 acres. Parcel cannot be classified open space	

Towns With PA 490 Open Space Classification

(as of 10/31/19)

Putnam	Adopted in 1979. Must have 5 acres minimum. If there is a dwelling, there must be 7 acres.	
Redding	(See POCD amendment effective June 2, 1997)	
Ridgefield	Adopted around 1976. Twice the zoned lot size. Subdivided lots do not qualify. All residential land could qualify if criteria is met.	
Roxbury	Acreage in excess of zoned lot size.	
Salisbury	yes	
Sharon	10 acres or more.	
Somers	All parcels larger than 1.84 acres are eligible.	Recommended use value of Tillable A which is currently \$1,665/acre.
Southbury	Any land in excess of double the minimum lot size. Commercial/industrial land does not qualify	
Tolland	Property owners who own a parcel of land 10 acres or more in excess of the minimum lot size, may make application to the Commission for designation of the undeveloped land of at least 10 acres in excess of the minimum lot size as PA 490 Open Space. Parcels smaller than those stated above may be considered by the Commission if there is existing public open space use of the land. The only time the Commission shall consider this designation for property owners who have requested such designation shall be the first meeting in the month of June.	
Warren	Each parcel of record is treated as a separate parcel, no tacking or combining lots to determine eligibility. Only that portion of the parcel assessed as excess acreage is eligible, provided it is equal to or more than the zone requirement. No property for which the assessment is determined pursuant to Section 12-76 of the CGS shall be eligible.	
Windsor	yes	
Woodbridge	3 acre min. Major zone is 1.5 acres so need 4.5 acres min.	\$5,000/acre. 1/2 the value of excesses acreage which is \$10,000/acre.



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Intergovernmental Policy and Planning Division

2020 RECOMMENDED LAND USE VALUES

Effective October 1, 2020

CATEGORY	STATE-WIDE	RIVER VALLEY
Tillable A	\$1,880	\$2,530
Tillable B	\$1,280	\$1,810
Tillable C	\$1,110	\$1,690
Tillable D	\$850	\$1,170
Orchard E	\$990	\$990
Pasture F	\$280	\$280
Swamp, Ledge Scrub G	\$40	\$40
Woodland/Forest Land	\$390	\$390

	River Valley Municipalities	
Bloomfield	Glastonbury	South Windsor
Cromwell	Granby	Suffield
East Granby	Manchester	Vernon
East Hartford	Portland	West Hartford
East Windsor	Rocky Hill	Wethersfield
Ellington	Simsbury	Windsor
Enfield	Somers	Windsor Locks

CONNECTICUT LAND CLASSIFICATIONS

Land Class Number	Land Class Type	Land Description	Soils and Limitations
1	Tillable A	Excellent. Shade tobacco, ball and burlap nursery, crop land.	Light, well drained, sandy loams, typically flat or level, no stones.
2	Tillable B	Very Good. Binder tobacco, vegetables, potatoes, crop land.	Light, well drained, sandy loams, typically level to slightly rolling, may have stones.
3	Tillable C	Very Good to Good. Quite level. Corn silage, hay, vegetables, potatoes, crop land.	Moderate heavier soils, level to rolling, may have stones.
4	Tillable D	Good to Fair. Moderate to considerable slope. Hay, corn silage, rotation pasture, crop land.	Heavier soils, may be sloped and hilly, stones and seasonal wetness may be limiting factors. Christmas trees.
5	Orchard	Fruit Orchard. Well-maintained trees for the purpose of bearing fruit.	May include grapes and berries.
6	Pasture	Permanent Pasture, not tilled, grazing for livestock and horses.	May be heavier soils that are too wet or stony to till for crops, may be wooded area. Christmas trees.
7	Swamp, Ledge, Scrub Lands	Wasteland. Wetlands, ledge outcroppings.	Non-farmable areas that also make up the farm unit.
8	Woodland, Forest	Woodland associated with the farm unit	Non-farmable areas that also make up the farm unit.