



AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
Monday, November 14, 2022
7:00 PM – Council Chambers
<https://youtu.be/XxsaXZ-F9IM>

1. **PRAYER – Bob Cressotti**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **FIRE EVACUATION ANNOUNCEMENT**
5. **MINUTES OF PRECEDING MEETINGS**
 - **Special Meeting – October 17, 2022**
 - **Regular Meeting – October 17, 2022**
6. **SPECIAL GUESTS**
 - **Josue Irizarry – Enfield Resources For Children (ERFC) Executive Director**
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:** Donation of a Buddy Bench to be Placed at the Central Library from ERFC in honor of Dr. Calnen
 2. **Discussion/Resolution:** Resolution to Transfer Funds Donated to the Family Resource Center by USA Hauling and Recycling/ the Antonacci Family Foundation - \$10,000
 3. **Discussion/Resolution:** Resolution to Transfer Funds from the CT Department of Children & Families for the Youth Services Bureau Enhancement Grant: \$7,169
 4. **Discussion/Resolution:** Resolution from General Government and Finance Committee to Refund \$150.00 Motor Vehicle Tax - Letteri
 5. **Discussion/Resolution:** Resolution from General Government and Finance Committee to Abate \$327.00 on a Portion of a Motor Vehicle Tax - Vesce

B. Appointment(s)–Town Council Appointed

1. **Enfield Beautification Committee** – A Vacancy Exists Due to the Resignation of Timothy Norris (D). Replacement Will be Jessica Kinelski (U) Until 12/1/2024

C. Discussion/Resolution: Resolution to Set 2023 Regular Town Council Meeting Dates

D. Discussion/Resolution: Request for Transfer of Funds for the 2022-2023 DUI Grant - \$75,754

E. Discussion/Resolution: Request to Appropriate Additional Funds Received from the CT Office of Early Childhood (OEC) to the Enfield Child Development Center in the Amount of \$43,060

F. Discussion/Resolution: Resolution to Approve a Three Year Collective Bargaining Agreement with CSEA-SEIU, Local #2001 (Supervisory Union)

G. Discussion/Resolution: Referral from the Leisure Services Subcommittee for \$15,000 to Repair Cracks at the South Rd. Pickleball Courts

H. Discussion/Resolution: Resolution from Blight Review Committee to Authorize the Foreclosure for Property Maintenance Fines totaling \$339,222.00 for 17 Burnham Street

I. Discussion/Resolution: Resolution Waiving Bids for the Purchase of Bulk Chemicals at the Enfield Water Pollution Control Facility

J. Discussion/Resolution: Recommendation from Public Works Sub-Committee Concerning the Facilities Use Policy

K. Discussion/Resolution: To Refer the Matter of Parking and Snow Fine Amounts to the General Government & Finance Sub-committee for Review

L. Discussion/Resolution: To Establish a Residential Permit Parking Program on Francis St., Highland Park, Pequot Ave. and Nonotuck St. for 120 Days, Subject to Renewal

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, October 17, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, October 17, 2022. The meeting was called to order at 6:00 p.m.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Ludwick, Nelson, and Pyznar. Absent were Councilors Mangini, Santanella, and Unghire. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; and Town Clerk, Sheila Bailey.

MOTION #6401 by Councilor Finger seconded by Councilor Ludwick to go into Executive Session to discuss ongoing litigation and personnel issues.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6401** adopted 8-0-0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Cressotti at 6:01p.m.

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

Ms. LeBlanc and Mr. Drezek left the meeting at 6:15p.m.

Chairman Cressotti reconvened the Special Meeting at 6:36p.m. and stated during Executive Session the Council discussed ongoing litigation and personnel issues with no action or votes being taken.

ADJOURNMENT

MOTION #6402 by Councilor Finger, seconded by Councilor Hopkins to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6402** adopted 8-0-0 and the meeting stood adjourned at 6:37p.m.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, OCTOBER 17, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, October 17, 2022. The meeting was called to order at 7:00pm.

PRAYER – The Prayer was given by Councilor Cekala.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Ludwick, Nelson, and Pyznar. Councilor Mangini arrived at 7:45pm.. Absent were Councilors Santanella, and Unghire. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Finance Director, John Wilcox; and Town Clerk, Sheila Bailey.

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

MINUTES OF PRECEDING MEETINGS

MOTION #6403 by Councilor Finger, seconded by Councilor Nelson to accept the minutes from the Regular Meeting on October 3, 2022.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6403** adopted 8-0-0.

SPECIAL GUESTS – JFK Update – Randy Daigle

Chairman Cressotti said it was his pleasure to attend the last JFK Building Committee meeting. He asked if they could schedule a time for the Town Council members to tour the building and whether there is a date for the official opening and ribbon cutting.

Randy Daigle, JFK Building Committee Chairman, stated that the project is on schedule and under budget. They were very fortunate that when the project went out to bid, it was right before the pandemic so they were able to lock in prices. Pricewise they were not affected by the pandemic, but they were affected with lead times when ordering product. Gilbane, CSG, and JCJ did an incredible job keeping the project on time and still under budget. They will coordinate a ribbon cutting and walk-through with the Town of Enfield, the BOE, and State Senators.

Mr. Daigle shared a slideshow of pictures of the building and the fields. The building is 21st century state of the art. He mentioned that they were able to add back a couple of things that they cut from the project not knowing if they would have enough money. The project is a couple million under budget.

Councilor Finger thanked Mr. Daigle for this project and what he has done for the town. He asked if the drainage problem has been resolved yet in the fields. Mr. Daigle stated that until the grass is established they are required by DEEP to keep the screening device inside the sewer because the water would end up filling the banks of the Scantic with mud, dirt, seeds, and contamination. The Scantic is 200 yards away. The puddling is from the fabric that is in there right now. Once that is off it will go right through.

Councilor Finger asked who oversees the fields. Mr. Daigle said that the Building Committee took back possession of the fields and will keep it until the spring. This is so the fields that have been reseeded can germinate and be ready before being turned back over to the town to be used for sporting events.

Councilor Ludwick asked how many boilers there are in the building and if we have any guarantees on them. Mr. Daigle stated that the new boilers are half the size and twice the capacity of the old boilers. They have a 25-year life expectancy on them, and they are warrantied. We should be able to get ten years out of them before we have to spend a penny. There are different warranty lengths for different parts. They were also able to cut part of the boiler room and make a receiving area for the custodians because the boilers are half the size they used to be.

Councilor Hopkins thanked Mr. Daigle for all the hard work that was put into the project. He asked what items were able to be put back into the project. Mr. Daigle responded that the media center was able to be renovated to new at the 71% reimbursable rate. They were also able to buy the acoustical sound system for the theatrical performers, wireless mics, and portable staging area for the choir. They purchased classrooms monitors and a digital sign to display events and announcements for people who drive by. Lighting and fencing were also added. They were able to buy 100% new furniture for the whole building.

PUBLIC COMMUNICATIONS

Jason Walsh, Weymouth Drive

Mr. Walsh stated that he is disturbed by a video showing two members of the current Town Council removing election signs for the opposing party. What he saw in the video was shameful and he thinks the two men in the video need to come forward and take responsibility and admit they did something wrong. He asked the whole Council to respect the seats that they are sitting in.

Chad Woodyard, 6 Parkway Drive

Mr. Woodyard mentioned that there has been a decline in vendors and foot traffic at the Farmer's Market. He feels this decline is because of the \$100 fee. Last year the rows were doubled booked because there were so many vendors and now there are only five to seven vendors. Does Enfield need the money? The only thing that changed between last year and this year is the \$100.

Mr. Woodyard also inquired about why there is no handicap accessible porta potty. To have inclusion we need to look at this.

Ken Bedard, 27 Burnham Street

Mr. Bedard wanted to go over some of things said at the last meeting regarding Pizza Palace and give a rebuttal. He will have somebody going up and down the streets to clean up debris that may be left behind by the patrons. It is not the responsibility of Pizza Palace to do this, but they want to work with the neighbors. He said that he has never said the words “if you don’t like it, then move.” He has respect for the neighbors. The business has been there since 1964. He and his wife have owned it for the past seven years. He is in full agreement with parking on only one side of the street. Resident parking only would be catastrophic to his business. It is a public street, and he is trying to run a small business and survive. They do have karaoke and bands and a door attendant Thursday through Saturday. They have scanners to check ID’s and clickers to count people in and out. He said he cares about the neighbors, and he owns a home on Highland.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis mentioned that he was quite appalled by the condition of the fields they were going to turn over to the town. The fields need to be angled so that as the sun sets, you can see a pop-up ball. He also remarked that at the last meeting, the Council was an embarrassment to the town and he hopes that never happens again. Mr. Jonaitis mentioned that it is not right that Jim Nasuta did not get voted in because of something he said. It was not for something he “did.”

Jonathan Grande, Spruceland Road

Mr. Grande said that he is very disappointed in the video that has surfaced. He has spoken to the two individuals in the video privately. He has lost confidence and is disappointed in his Councilmen. What they did was very inappropriate, unethical, and even potentially illegal. There has been no repentance, only excuses. Permission was granted by the business owner to put the Republican signs there. A public apology should be given to Carol Hall for taking down her sign and replacing it with Matt’s. A public apology should be given to Leora Levy for taking her sign down. A public apology should be also given to Carolyn McCaffrey for taking her sign down as well. He hopes that the Mayor will correct this.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel gave the Council credit for getting the agenda down to one piece of paper and said he would report more after the election.

Susan Budd, Francis Avenue

Ms. Budd stated that she grew up on Francis Ave. The building was a gas station before it became Pizza Palace, then a restaurant and bar, now a restaurant with full entertainment. She was woken up at 2:00am during the last event so having cars park only on one side of the street will not work. The road is one way in, and one way out. There is still trash, but she does appreciate Ken sending people out to pick it up. She is looking for it to be permit parking only. You can’t even have your own friends or family over because there is parking down both sides of the street. This was not a problem until the revisions were done. She is not knocking Ken for trying to be a businessman, but she needs her privacy respected.

John Dubiel, 4 Francis Avenue

Mr. Dubiel stated that he thinks that they are not zoned for live entertainment. He would like permit only parking.

Austin Agnew, 293 Elm Street

Mr. Agnew reminded folks how important it is to have a new EMS building at a centralized location to increase response times. It will help get the ambulances out of the weather and it will allow for a new police training facility. It will provide adequate parking, and a new range. He hopes it gets passed with the state funds we have been offered.

Kelley Hemmeler, 10 Hartford Avenue

Ms. Hemmeler stated that the First Amendment is free speech, political signs are speech. She is very disappointed and has lost all confidence in two members of the Town Council.

Zach Zannoni, 6 Howard Street

Mr. Zannoni was happy that the members of the ERTC were more reasonable than the press release they chose to send out. He thinks the wording of the press release was dramatic. It was a miscommunication and the signs were returned to Ms. Hemmeler. Was this malicious or did they truly just make a mistake?

Rob Anderson, Bass Drive

Mr. Anderson stated that what the two Councilors did was beyond a mistake. It was sneaky, underhanded, and wrong. It questions their ethics. He does not know how the Councilor can continue to sit on the Council and run for an office at the state level. He addressed Councilor Hopkins that he has respect for him but that he made a bad choice because he put his trust in someone else.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis mentioned getting a couple more trash barrels for the basketball courts at JFK. He also mentioned getting some short bleachers for people to sit and put their stuff on.

Chad Woodyard, 6 Parkway Drive

Mr. Woodyard stated that he respects everyone in the office. You have to respect the office, not the person in it. Politicians look to be re-elected over and over. Leaders want to make a difference. We all want the same thing, a roof over our heads, clothing on our backs, and shoes on our feet. If people don't talk; it is easier to divide us.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel stated that the number one rule in political science that he learned 10 years ago when he got into this party was, do not touch other party's signs.

Ken Bedard, 10 Burnham Street

Mr. Bedard mentioned that Councilor Nelson said to put a DUI checkpoint in front of his business. He did not see the humor in that statement as some thought it was funny. He said that it is targeting his business and it is not right.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Hopkins stated that he and Councilor Despard sought out permission to put signs at a local business and permission was obtained. A couple days later the opposing signs went in, so he asked the business owner if he gave permission, and he was told no. After discussion, the signs were removed and returned to the ERTC headquarters with a note explaining the situation. The landlord ended up disagreeing and overriding the business owner's decision.

Councilor Hopkins stated that he appreciated folks on Francis and Highland Park speaking with him. He would like to speak with the business owner too. Folks in the neighborhood should be able to go to bed before 3:00am on a Friday night without beer bottles, vomit, and used latex products on their lawns. He wants to find a resolution that is fair to all parties involved.

Councilor Mangini congratulated Mayor Bob Cressotti for receiving the Connecticut Sports Media Alliance Award. The award is given to a few select individuals. He received the award for unselfish dedication to sports in the community.

Councilor Mangini mentioned the ERFC Farm to Table event was great. She thanked them for the hard work they do for our youth.

Councilor Despard stated that they returned signs that they were told were improperly placed. They did so immediately and with care and a note of explanation. He also reminded residents they have a month left to take advantage of the ARPA small business program. Councilor Despard is excited about the growth going on in town. He is proud of the revitalization going on and is happy that we are investing in critical infrastructure like the sewers. We are committed to further improving Enfield. He wants to make Enfield a more attractive place to work and live.

Councilor Nelson asked for point of order and said that Councilor Despard was campaigning.

Councilor Pyznar apologized to the people on Francis. She hopes there can be a resolution for the business and the residents. She apologized for residents having to come back to Council a second time. She also was not aware until a week ago when Chad mentioned it that we are charging people for our Farmer's Market. She went on record to say there should not be a charge for this event. These are local vendors that are coming and bringing people to our town.

Councilor Pyznar mentioned that regarding the signs, all that was needed was a phone call. They should have called Kelly and asked her if they got permission to put the signs up. Going there in the dark didn't look right. Communication is needed.

Councilor Ludwick said there is history with the sewer fee. The prisons overwhelmed the sewers in the 80's and 90's. A deal was struck back in the 2000's, a horrible deal for the town. The plant got overwhelmed and we got behind on maintenance. The state was going to shut it down. That is why we had to go to a sewer fee.

Councilor Ludwick reminded the Town Manager that we are going to need some ARPA money to help people with utilities. He would like to ask the consultant we hired if some of the money can be used for

that. He also stated that the Bedard's and the folks on Francis are all good people and we should be able to work something out. We need to be able to meet in the middle. He asked that we look into charging people for the Farmer's Market. Councilor Finger agreed and said that they should think about not charging vendors for the Farmer's Market.

Councilor Finger talked about why he went unaffiliated with his seat on the Council. He said the people of the town elected him to be a voice for them. He needs to represent his town and he does not want to be silenced. He is allowed to caucus with a party of his choice. He can be part of leadership, but it must be agreed upon by the minority leader and the majority leader so that he can stay informed. He would like everyone on the Council to be better for the Town of Enfield. There may be different parties, but the taxpayers need to come first.

Councilor Cekala stated that the EMS and Police will host an open house at their respective facilities for interested residents who would like to see their facilities ahead of the referendum. It will be November 2 from 4-8pm. There have been conversations with the Chief of Police and the residents of Francis Avenue and Pizza Palace. Hopefully, the Town Manager will be able to set up a meeting to come up with a solution that works for everyone.

Councilor Nelson wished Joe and Jackie Bosco a Happy Anniversary. He asked for an update on the sidewalks between Belinda and Louise on Post Office Road and asked for a list of the roads included in the referendum.

Councilor Nelson asked for the status of the parking lot lights at Enfield Street School. When the time change happens, it will get dark really early. He also mentioned that there is a good-sized pothole right in front of 1235 Enfield Street. The road is only four months old. Is there a warranty? The contractor should come out and do a permanent repair to it, not just a patch job.

Councilor Nelson mentioned that if the Ramblers need help towing trailers, he can help out until the repairs are done.

Councilor Nelson agreed with Chad by saying that all porta potties should be ADA compliant. He thinks they should put it on the agenda and vote on it. He thanked Chad for his great attitude and told him he should get involved with more. He also stated that the business owner himself, Mr. Panchal, gave permission to put the signs up. He is the one who supplied the video and wondered where the signs went. He said the story is not holding up. Being an attorney, you would think you would know what is breaking the law.

Councilor Nelson commented on being called out for suggesting a DUI checkpoint in front of Pizza Palace. He said a DUI checkpoint may have saved his father's life because he was killed by a drunk driver leaving an establishment like Pizza Palace. His sister is permanently paralyzed, and his brother has brain damage. He apologized for not having as much sympathy but drinking and driving is illegal. He asked if the Town Manager can check to make sure this went through P&Z for approval for a change of use. When it was a restaurant there was adequate parking because cars came and went. Now, people

are there longer with the live entertainment. He does not want to see the business destroyed but something needs to happen between the owner and the neighbors.

Chairman Cressotti agreed that the zoning issue should be checked for Pizza Palace. There is communication with the residents and Mr. Bedard. Hopefully, we can rectify the situation and have everyone cooperate going forward.

Chairman Cressotti said they continue to move forward with the DEI Committee. The Town Manager has received eleven applications from residents interested in serving. The BOE is continuing its efforts and they will continue to work together on the issues. At the last meeting, the BOE established a Parent Advisory Council, and the Superintendent has been working with the administrative staff with an in-service workshop. He mentioned having a diversity workshop for the Council.

Chairman Cressotti stated that on the 20th there is a symposium at the Senior Center at 9:00 and the focus is on mental health. He also stated that we, as a community, need to deal with the opioids problem. There have been many violations and arrests and the fentanyl that is out there is a dangerous situation.

Chairman Cressotti gave a shout out to Advanced Auto. They want to do a hiring event for adults with disabilities. Walgreens also has a great program. Chairman Cressotti mentioned the Jack-O-Lantern Festival on October 22, 2022 on the Town Green. The teacher of the year ceremony will be at Hazardville Memorial on October 20 at 4:00pm.

TOWN MANAGER REPORT AND COMMUNICATIONS

Ms. Zoppo-Sassu spoke about what is going on with the Francis Avenue issues. They received a preliminary report from the police department traffic division. Together with all the feedback from the last meeting, they came up with a list of options. She has spoken with the business owner and had some communication with some residents. We need to come up with a time and place to review the list. The street is only 25 feet wide, so police do not think it is wide enough for parking on both sides. Resident only parking passes is an option; marking the northern side of the roadway most visible to vehicles coming down Francis looking to park with no parking Thursday-Sunday 10pm-midnight. Marking one side of the street no parking including surrounding streets. She said there was a zoning assessment. Traffic violations are enforceable. They did review the drunk driving offense that happened to a stationary vehicle and could not come up with a conclusion related to the parking concerns, but they do acknowledge that unfortunately, people do run off the road and lose control with an unfortunate degree of regularity. The last option would be to monitor the situation which may not appeal to residents seeking immediate relief. We need to collaborate and look for alternative parking solutions. She will reach out to everyone that has voiced concerns. She will ask the traffic division to review this meeting and gather information. We will look for a meeting place and a date.

Ms. Zoppo-Sassu mentioned that the non-profit grant process through ARPA is about to kick off. The small business grant program runs through November 18th. We will also be bringing forward the Senior Tax Relief Committee to have them start looking for options in time for the budget process.

Ms. Zoppo-Sassu mentioned that there are a lot of subcommittees that need to meet. The only one scheduled to date is Leisure Services.

Ms. Zoppo-Sassu stated that some of the Ramblers trailers have been brought to Mount Carmel. The other two need to be towed. She thinks Public Works is making arrangements. There is a lot of material in the trailers. She thinks they have set up the Annex as the Ramblers new permanent home.

The farmer's market is a difficult issue. There are twenty dates booked for the summer which averages five dollars per Sunday for those coming. Most markets do charge. We are moving to the indoor market the beginning of next month and there is no charge for that market. With the twenty-seven market days we offer, it works out to less than five dollars per Sunday if they choose to do all of them. They are open to suggestions. COVID waning has affected the market. We only have one farmer, and she thinks the state minimum to be a farmer's market is two. There are costs related to the market. There is the coordinator, the insurance, and public works costs. There needs to be marketing strategies and good signage for vendors to want to come to our market instead of going to different markets. The market manager has access to town hall so there should be access to a handicap bathroom.

Ms. Zoppo-Sassu stated that ARPA can be used to help disadvantaged households. The Council did vote to give Social Services \$10,000 last month.

Ms. Zoppo-Sassu mentioned another item that was brought back to the JFK project was enhanced security and cameras. They are in the process of working out a maintenance plan. The bleachers are coming to the softball field. She will look into the trash, maintenance, and barrels at the fields. They are looking into the cost of a waterline and a prefab bathroom building for the fields.

Ms. Zoppo-Sassu shared good news. The Regional Health District received a \$300,000 Opioid Abuse Prevention Grant. This will help with prevention. The town has had a lot of overdoses, deaths, and Narcan administration.

Ms. Zoppo-Sassu mentioned that the sidewalks Councilor Nelson brought up can be repaired. It needs to be submitted to the Public Works Subcommittee and Public Safety if it is a safety issue.

MOTION #6404 by Councilor Nelson, seconded by Councilor Finger to add the sidewalks to the next Public Works Subcommittee agenda.

Councilor Ludwick brought up the sidewalks on Abbe Road being part of the \$30 million referendum that residents voted on. He thinks those need to be done before we start on other sidewalks. Ms. Zoppo-Sassu stated that in terms of the 2021 Referendum, they have decided to move the project down a little bit so that they can accumulate any cost savings on the other projects.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6404** adopted 9-0-0.

Ms. Zoppo-Sassu said she will notify the state about the pothole at 1235 Enfield Street.

Councilor Ludwick stated that along with the opioid problem, they need to discuss human trafficking, pot being sold in town, heroin, and fentanyl. He has asked to discuss human trafficking a few times.

Ms. Zoppo-Sassu stated that there were 700 drug overdoses in our health district last year. Getting people in recovery is very difficult and getting them to stay in recovery is even more difficult. We need to have programs to provide support.

Councilor Finger asked about the safety of the press box at the field at the Annex.

Councilor Nelson shared that he lost his son last year to drugs. The biggest problem is Big Pharma.

Ms. Zoppo-Sassu stated that the 7-day treatments do not work. People need a 30, 60, or 90-day longevity programs to see progress.

REPORT OF SPECIAL COMMITTEES – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

CONSENT AGENDA – None.

APPOINTMENTS – None.

RESOLUTION #6405 by Councilor Nelson, seconded by Councilor Mangini.

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

General Fund		
FROM:		
Contingency	10800092-584000	\$150,000
TO:		
Transfer to Capital	10800092-593010	\$150,000
Capital Nonrecurring Fund		
FROM:		
CNR Fund Revenue-Gen Fund Transfer In	31042023-480001	\$150,000
FROM:		
Elevator-Construction	31008173545000	\$150,000

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

/s/ John Wilcox, Director of Finance

Ms. Zoppo-Sassu stated that there is a 12-month lead time to order a new elevator. If they wait for next year's budget process, it might be too far gone and be unable to service. They do not want to end up out of compliance with the ADA. We are asking to use contingency funds to move forward with an RFP to replace the elevator in its entirety.

Councilor Nelson asked if the \$150,000 was paying to repair the elevator that is there now. Ms. Zoppo-Sassu stated that no, this money is to create a PO and RFP to go out for a brand-new elevator. The repairs are being handled by the Public Works' budget. Councilor Mangini asked what can be done to speed up the repair? Ms. Zoppo-Sassu responded that the repair of the existing control board should be done this week.

Mr. Bielenda stated that modifications have been made to move Probate hearings to the lower level. Signs have been put up so if someone needs help, they can contact the front desk and someone will come meet you if they require assistance or are walking impaired. Councilor Hopkins stated that this definitely falls within contingency, and they should definitely vote this tonight.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6405** adopted 9-0-0.

RESOLUTION #6406 by Councilor Mangini, seconded by Councilor Despard.

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

FROM: BOE Property, Plant and Equipment Sinking Fund		
Contingency	30400000-584000	\$85,000
TO: BOE Property, Plant and Equipment Sinking Fund		
Tennis Courts-Construction Services	30408801-545000	\$85,000

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

/s/ John Wilcox, Director of Finance

Councilor Pyznar asked how much was currently in the sinking fund. John Wilcox stated that the town currently has three sinking funds. One for town property, plant and equipment. One is for BOE property, plant, and equipment, and one is for infrastructure. The town and infrastructure funds each have \$300,000 and the BOE fund has \$204,702.

Councilor Pyznar stated that they are close to a million dollars on tennis courts already. Ms. Zoppo-Sassu stated that she thinks they are the victim of some supply chain issues. There was an estimate given in good faith through the budget. By the time the track and turf issues were done, the price had increased.

She mentioned that the athletic director called other communities with likewise tennis courts, and these are the prices. Last year we had the number 1 ranked tennis player, and they could not play on their own home court because the CIAC deemed them to be unplayable. That is an embarrassment. We have referendum limits that can't be violated. The Annex courts are not playable either and they gave the South Road courts up to pickle ball.

Mr. Wilcox stated that they started the sinking funds in 2019. Money was put into the BOE property, plant, equipment in the 2019/2020 budgets. Those monies met the capital appropriation requirement in those fiscal years. This \$85,000 would be coming out of those accounts that were appropriated in 2020. We have some funds appropriated in 2022 and some in 2023. All of them individually met the capital appropriation requirement of the Town Charter.

Councilor Ludwick stated that we are spending more this year than the Charter allows us to. He wants to make sure we have the back-up to do this. Mr. Wilcox said the section of the Charter states that the Council may appropriate or adopt a resolution appropriating funds for capital projects. It states that any appropriation that exceeds .0002 of the current grand list shall not be effective until it goes to referendum. An appropriation is a pool of money set aside for a purpose.

Council Ludwick was under the impression that you could only spend the Charter limit in a budget year. Mr. Wilcox is not aware of anything in the Charter on the spending piece. You don't want to start a project until you have all the funds. You can break the project into sections. Appropriating over multi-budget processes was designed so a project would not have to go to referendum.

Councilor Hopkins stated that creating recreational opportunities is important for bringing families to town and keeping them in town. Councilor Finger said he will support this because it something we need for our school. Chairman Cressotti thanked Mr. Wilcox for his explanation. He said the money in the sinking funds is to be used for projects like this. Enfield High needs this to be done and he will be supporting it.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6406** adopted 7-2-0. Councilors Ludwick and Pyznar voted against.

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

PUBLIC COMMUNICATIONS

Kelly Hemmeler, 10 Hartford Avenue

Ms. Hemmeler stated that all the Republican campaigns asked and received permission to place the signs. The owner checked the footage and gave them the tape. They are trying to minimize and gaslight the Republicans. Our campaigns were the victims of losing their First Amendment rights. As elected officials, the Council should take that very seriously. Penalties for unlawful removal of campaign signs is a Class 3 misdemeanor. The First Amendment right is there for a reason.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel corrected Councilor Ludwick by saying that when Enfield High was done, they only did the sidewalk going to the tennis courts, not the tennis courts themselves. The renovation was only the building and parking lots, no fields, or courts.

Mr. Kruzel said the signs around town are wrong regarding the EMS referendum. Question #1 is about early voting for which they would like a no answer, and Question #2 is about the EMS referendum, which wants a yes answer. He does not know who to contact to have the signs corrected because it says paid for by a private donor.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS – None.

ADJOURNMENT

MOTION #6407 by Councilor Mangini, seconded by Councilor Nelson to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6407** adopted 9-0-0, and the meeting stood adjourned at 9:40pm.

Respectfully submitted,

Sheila M. Bailey
Clerk of the Council
Town Clerk

Tina Demers
Secretary to the Council



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Ellen Zoppo-Sassu, Town Manager
DATE: November 14, 2022
RE: Projects & Activities Report (PAR)
CC: Town Direct Reports

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

TOWN MANAGER:

The Town Manager's Office has been focusing on working with department heads and starting the annual personnel review process; implementing funded policy pieces such as the new grant-writer, and working on economic development initiatives including businesses exploring potential expansion and relocation as well as new businesses. The last few weeks also had several of the Town Council sub-committees meeting as well as a continued emphasis and shift of focus with Blight Review and Troubled Properties policies.

LIBRARY SERVICES:

Library

The Library is happy to continue its annual food drive for The Enfield Food Shelf in the months of November and December. In past years, we would forgive fines during these months, but since overdue fines have largely been done away with, we are happy to enter individuals who donate into a raffle for a local restaurant.

We are continuing our move to printable museum passes through the MuseumKey service. Currently the Eric Carle Museum and Riverside Reptiles are available to print from home directly from the library's website or the online catalog. More museums will be added throughout the year.

Many thanks to the Buildings and Grounds crew for providing additional lighting on the rear sidewalk at the Central Library as well as an alarmed AED box for easier access at the Pearl St. Branch.

Recreation



TOWN OF ENFIELD

Staffing: Recreation is currently hiring temp/seasonal staff for the upcoming youth basketball season. Applications are being accepted for referees, ongoing until filled and for an Instructional Basketball Director until November 30th. Visit www.enfield-ct.gov/hr to apply.

December Vacation Programs: Programs include a Babysitter Safety Course, Youth and Teen Cake Decorating Class, *Safe@Home* Class and a Cooking Workshop. Pre-registration is required and is currently underway. Additional December vacation drop-in programs will be added to the schedule in late November.

Dolphins Swim Team: The season began on November 1 and runs through the beginning of February. Currently 69 swimmers are enrolled in the program. Swim team is for youth ages 5 – 18 years old.

Travel Basketball: Recreation will host 6 travel teams in the NCC league this season. The season runs November 10 – March 4. 62 youth are enrolled in the program. Coaches kicked off the season early, offering two pre-season clinics on November 1 & 4.

Developmental Recreation Basketball League: Pre-season planning and coordination is well underway for the 3-6 grade Developmental Recreation Basketball league. Staff will be meeting with coaches during the month of November, to review program policies and draft teams. The season runs December 12 – February 25.

K – 2 Instructional Basketball Programs: Registration will begin on Thursday, November 10th for the Kindergarten and 1st & 2nd Grade Instructional Basketball programs. These programs will be held on Sundays, January 8 – February 26 at the Enfield Annex.

High School Boys Rec. Basketball League: Registration is currently underway and ends on November 30th or when full. Practices will begin in January and games will be held at Enfield High School on Sundays, January 8 – February 26.

Adult Open Gym Programs: A variety of evening Open Gym Programs will begin in December. The Enfield Annex will host basketball on Mondays/Wednesdays and Pickleball on Tuesdays. Adult Open Gym Volleyball will be held at Eli Whitney on Wednesdays. No pre-registration is required, but a daily fee applies.

High School Open Gym Volleyball: This program is open to Enfield High School students starting in December, on Monday evenings, at Eli Whitney School. This drop-in program is held between the boys and girls volleyball seasons and is a great opportunity for teens at every level of play. A daily fee applies and school ID is required.

Adult Co-Ed Volleyball League: Another season of the Adult Co-Ed Volleyball league kicked off on October 18th. The league hosts 7 teams, with 77 individual players. Games are held on Tuesdays and Thursdays at Eli Whitney.

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



TOWN OF ENFIELD

Senior Center

The Senior Center hosted 4,487 visitors for the month of October. Numbers saw a slight dip due to instructor illnesses.

On October 12, the seniors traveled to Wareham, MA to tour the A.D. Makepeace Company, the world's largest cranberry bog, had lunch at Lindsey's Family Restaurant and visited Wrights Dairy Farm on the way home.

Each month, on the first Tuesday of the month, the Senior Center hosts a meeting for Veterans in the Enfield area. The November meeting turned out to be an incredibly special one. Thomas Tobey who had served in the Vietnam War, never received his medals. He recently reached out to Congressman Joe Courtney's office who helped facilitate that process. The November 1 meeting turned into a medal ceremony honoring Mr. Tobey. Congressman Courtney awarded Mr. Tobey his medals which included the Purple Heart. Several of Mr. Tobey's family and friends were on hand to witness the ceremony and congratulate him for his service.

As part of the Accreditation process, the Senior Center recently asked participants to fill out a Participant Satisfaction Survey, along with evaluations for Fitness Classes and Arts & Crafts Classes. The deadline was November 4. Results will be shared once they are tabulated. For information on all our programs, "The Center Connection" newsletter is available on-line or in print at the Senior Center.

POLICE:

National Level Championship Canine Performance – Officer Christopher Dufresne: On September 24, 2022, and September 25, 2022, Officer Christopher Dufresne and his Canine Kodi participated in the 2022 USPCA National Police Canine Championship. Officer Dufresne placed eighth overall out of the top ninety teams in the country, additionally finishing second overall in the "agility" category.

Officer Sean O'Connor Swearing In Ceremony: On October 19, 2022, Officer Shawn O'Connor was sworn in as an Enfield Police Officer. Officer O'Connor previously served as a police officer for the town of Berlin for the past five and one-half years and he holds a Bachelor of Science Degree in Criminal Justice from Bridgewater State University. As a "lateral hire" Officer O'Connor will now commence an abbreviated period of Field Training before undertaking independent, solo, patrol duties.

Enfield Commission on Aging Symposium: On October 20, 2022, Chief Alaric J. Fox attended this year's annual Enfield Commission on Aging Symposium, on behalf of the Enfield Police Department.

New Britain Police Department Training Academy Graduation: On Friday, November 4, 2022, recently hired Officer Sherri Williams graduated from the New Britain Police Department Training



TOWN OF ENFIELD

Academy. Officer Williams has returned to the Enfield Police Department and she will now begin a period of Field Training prior to undertaking solo patrol duties.

Bristol Police Department Funeral Services: On Friday, October 21, 2022, the Enfield Police Department Honor Guard and a very sizeable contingent of additional Enfield police officers attended the funeral services for the two, recently lost, Bristol Police Department officers.

Jimmy's Pub Meeting: On Sunday, October 30, 2022, members of the Enfield Police Department attended the community meeting as to Jimmy's Pub in an effort to provide input as to the potential law enforcement components of these concerns.

Veteran's Day Parade: On Sunday, November 6, 2022, members of the Enfield Police Department command staff, along with the Enfield Police Department Police Explorers, participated in the Enfield Veteran's Day parade.

Enfield Cub Scout Pack Tour: On Monday, November 7, 2022, members of the Enfield Cub Scout Pack toured the Enfield Police Department and met with and interacted with several on-duty officers.

Department of Social Services Social Workers Co-Response Design/Roll-Out Meeting: On November 9, 2022, members of the Enfield Police Department met for a second time with members of the Enfield Department of Social Services, in further development of the social-worker co-responding model program.

CALEA Executive Director Regional Advisory Group: On November 10, 2022, Chief Alaric J. Fox served as the regional representative to a meeting of the CALEA (accreditation) Executive Director Regional Advisory Group meeting.

PLANNING & ZONING APPLICATIONS:

PH# 3047 – 18 Mullen Rd – Expansion of outdoor storage; Connecticut Organics LLZ, Applicant; CML Realty, Owner; Map 16/Lot 51; I-1 Zone. APPROVED

SPR# 1903 – 90 Elm Street – Proposed site plan modifications for Popeyes Drive-Thru Restaurant; Enfield Development LLC, Applicant; Enfield Square Realty, LLC + Enfield CH, LLC, + Enfield Nassim, LLC; Map 43/Lot 17; BR Zone - APPROVED

PH# 3040MA – 1297 Enfield Street–Zone change request from HR-33 to SDD; Felician Sisters of North America Real Estate Trust, Applicant/Owner; Map 49/Lot 2; HR-33 Zone – DENIED
Commissioner DeGray made a motion, seconded by Commissioner Higley, to approve PH# 3040MA from HR-33 to SDD.

The motion failed with a 2-5-0 vote.



TOWN OF ENFIELD

Reasons for decisions as required for Zone Change Applications:

Chairman Fiore voted no because it does not comply with Section 5-60-1-c and 5.60-3-a of the Zoning Regulations.

Vice Chairwoman Higley voted no because it does not comply with the current POCD, nor does it meet the vacancy rate definition according to Webster's 9th edition for 'Vacancy Rate', and does not satisfy Section 5.60 of the Zoning Regulations.

Commissioner DeGray voted no for the same reasons as the Chair and Vice Chair.

Commissioner Majmudar voted yes because it does comply with Section 5-60-e.

Commissioner Helinski voted no because the vacancy rate is not compliant and Section 5.60-1 the proposal does not exhibit compatibility with the character and density of the land use abutting the site.

Commissioner D'Antonio voted yes because it meets the requirements for the SDD rezone.

Commissioner Lefakis voted no because of the previously cited reasons in the no votes.

Commissioner Helinski stated he felt qualified to vote since he watched the meetings, he was not present for.

PH# 3049 – 92 Main Street -Application to construct a 10-space paved parking lot with concrete walk and dumpster enclosure; Salas Brothers, Applicant/Owner; Map 24/Lot47; TD-4 Zone. APPROVED

XZA# 22-02 – Application of the Town of Enfield to add public Art Murals into Section 10.30 Sign Regulation section of Enfield Zoning Regulations. APPROVED exemption of Public Art from Zoning Regulations

XZA# 3048 – Application of the Town of Enfield to modify Section 8.20 of the Marijuana Regulation section for separating distances within the BR-Zone and to eliminate variances. APPROVED

ZBA# 2022-10-06 – 14 Cranbrook Blvd – K7 application for change of license; LeBlanc Automotive LLC, Applicant; Sam & Zak LLC, Owner; Map 56/Lot 33; BL Zone APPROVED

ECONOMIC AND COMMUNITY DEVELOPMENT:

Community Investment Fund 2030 – Round 2: On 10/4/22, the Town of Enfield received notification from the CT DECD that our \$2.5M Grant Application for Small Business Support was not selected for funding by the CIF Board in Round 1. The funds were to be used to offer financial assistance to small business owners who plan to start, make improvements to, add jobs or expand a business in the Town, with special consideration to the two Thompsonville census tracts. This round was very competitive with only 26 out of 147 eligible applications receiving awards. The Town did receive an executive summary of our application which identified its strengths and weaknesses. The Town plans on working with our newly selected grant writer in addressing the weaknesses in the application in order to resubmit a new round 2 application by the deadline date of 1/6/23.



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Enfield Urban Forestry Climate Change Grant Project: On 3/10/22, the Office of Community Development received a Grant for \$18,972 from the Connecticut Urban Forest Council for a tree replanting program located along High Street and Central Ave. On 5/19/22, McGuanes Landscaping with the assistance of our Enfield High School AP Environmental Science Class completed the planting of 21 trees. At the end of this month, Maguanes Landscaping will complete the 2nd phase of this project which is to perform, the necessary shaping, maintenance and trimming of the existing mature trees located along Central Street in front of the Ella Grasso Manor Elderly/Disabled Housing Complex.

Demolition of Structures at 19 Church Street (Former Lamagna Center) and at 17 North Main Street (Former Strand Theater) – This project is substantially complete. The demolition of both structures has been completed. There was an underground oil tank that was located along the southern property line of 17 North Main St. that was removed on 11/8/22. The contractor is now working on properly grading the site in order to loam & seed the project area in the coming week.

EMS:

Enfield EMS responded to 693 calls for service in October 2022. Mutual aid was needed for 36 responses, and mutual aid was provided to surrounding communities 33 times.

Chief Riggott attended the Commission on Aging's Symposium on October 20th, and EMS staff stood by at the Jack O'Lantern Festival on the town green on October 22nd. EMS hosted an Open House on November 2nd, which was well attended by the general public.

Enfield EMS proudly received the "2021 Top STEMI Team" award from Baystate Health-awarded to current staff members Robert Lowe, Gustavo Boldrine, and Brian Brady for recognizing a heart attack in the field and activating the appropriate team members at Baystate for a good outcome.

EMS has hired Emergency Medical Technician Charles Merrick to join the team. Charles is currently in his field training phase with our department.

INFORMATION TECHNOLOGY:

Cyber-Security:

The Town of Enfield has been requested to join the Connecticut State and Local Cybersecurity Planning Committee (SLCPC), a subcommittee under CT Division of Emergency Management and Homeland Security (DEMHS). This committee is designated to establish a statewide cybersecurity plan and to identify and support projects that will meet the objectives documented in the plan.

Telecommunications:

The Town of Enfield is changing telecom providers from Windstream to Granite Government Solutions. The services are rated top tier in the telecommunications vendor listing, and there is a \$6,000 annual savings.



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Network upgrade:

The IT department has replaced several core network switches allowing for greater performance on and off-site. The new equipment is the starting point for a full network infrastructure refresh planned to start in March 2023.

PUBLIC WORKS:

Engineering:

ROADS 2021 – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr) Consultant working towards submitting FD plans, IWWA approved, Spec Book approved by legal Department. The project will go out to bid in January 2023.

ROADS 2021 – Year 2 (Abbe Rd, Broadleaf Ln, Hillyer Dr, Meadow Lark Rd, Pearl St Ext, Storrs Rd, Trinity Dr, Yale Ct & Yale Dr) Consultant continues design work towards the 50% PD submission; the sanitary sewer design work continues towards PD submission as well.

WPC Work - The following streets were lined in preparation for ROADS 2021-Year 2: Yale Ct, Hillyer Dr, Trinity Dr, Storrs Rd & Pearl Street Ext., Broadleaf Ln & Yale Drive from Broadleaf to east end are scheduled to be lined as well prior commencing the road reconstruction work.

Crack Seal Program 2022 – Working continues, 6 streets left to complete the list.

South River Street Bridge Replacement – Currently the Consultant (GM2) is reviewing the submittals. The demolition of the house is tentatively scheduled for the next couple of weeks with the bridge removal and replacement in the Spring of 2023.

Brainerd Park Softball Proposed Field – The work has been completed.

Powder Hollow Baseball Field Improvements - Eversource verbally confirmed 480V transformer. Electrical room needs upgrading. BL is out. W&S, SLR & Wright Pierce to submit quote by Wednesday, November 9, 2022, to finish design services on the proposed upgraded field.

Orlando Drive Culvert – Eversource gas to install sleeve for gas relocation this week. Dayton Construction to relocate WM next week.

Higgins Park – Nothing to report.

Elm Street Sidewalk Gap Community Connectivity Grant - PD plans submitted, reviewed, and returned to Consultant (VHB). Design continues.

Town Farm Road Multi-Use Path LOTCIP - Consultant submitted the 50% PD plans, Engineering Office is currently reviewing the submission.



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Freshwater Pond Forebay Dredging - Freshwater Pond Forebay Dredging design RFP was sent out. Due to extensive permitting requirements, forebay dredging is scheduled to start in 2024.

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

Public Works Administration:

Eli Whitney and Hazardville Memorial Roofs – Work is substantially complete. Waiting on a few change orders from the joint facilities committee.

Enfield Street School Fire Protection – Work is substantially complete but needs an inspection and test before being accepted.

Annex Scoreboards – In the process of re-starting this project after finance meeting 11/2.

School Door Security – Completed on DPW's end. PowerPoint presentation complete also.

33 N. River St Demo – Working with Amtrak for flaggers and track engineers to be onsite during demo. Site Specific Work Plan completed, permit application completed. Waiting on Amtrak approval.

Higgins Bandshell – Awaiting pricing from M.E O'Brien for the CFP bandshell #4. Pricing based off HGAC contract.

Truck Wash Repair – Structural wall repaired, eye wash station, and track remounted. Awaiting metal flashing and large siding panels.

Stowe Electrical Upgrade – Requisition at finance for review.

SJC Generator – Generator ordered, 1 year plus lead time.

Fleet floor repair – Trip hazard areas cut out and repoured. Work continues on the oil containment area.

Procurement Training - Attended purchasing training on 11/2.

Class A/B Operator Training – Szlozek, Dudek, Mathewson, Davenport and DuFour took the UST A/B operator certification class. All are now certified operators.

Building and Grounds: We had the pumpkin festival and The Veterans Day parade. Returfed the infield/outfield radius at Brainard Park softball field, started picking up leaves up at parks and schools, started preparation for Christmas lights to be put up around the town.

Custodial: Refinished all floors at DPW complex.



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Highway: Started dry runs through plow routes for new drivers and looking for defects, contacted snowplow contractors and RFP for plowing has gone out. Waiting on new traffic lights to come in to revamp the intersection of South Rd. & Phoenix Ave. Milled and paved around manholes in the Buckhorn section that was needed. Mason, tree trimming, signage repairs, mowing and pothole repairs ongoing.

RRM: The division has 1 man out long term on Worker's Compensation. Transfer Station renovation ongoing. Scale house was delivered and leaf season has started.

WPC: The daily average effluent flow for the month of October was 3.6 MGD and the effluent flow total for the month was 113 million gallons. All NPDES permit requirements were met. The eastern primary clarifier was brought online in preparation for winter operations while we took the western primary clarifier offline for inspection. Also, we took the southern gravity thickener offline for inspection while bringing the northern gravity thickener online. This is a time-consuming process that takes almost a month to complete to ensure the biological treatment processes do not get upset.

The original truck fill bay rollup door, where we fill dumpsters with processed sludge, failed and became stuck open. This caused short circuiting in our odor control system by flooding it with too much fresh air. We hired a contractor to make repairs and it was discovered that the door needs to be replaced and the repairs that were made are only temporary. We have ordered a replacement door that should be installed later this winter or hopefully no later than early spring, the hold up is supply chain issues.

Collection System - A lateral failed at 24 Gordon Avenue, we worked with Hinkley Construction and replaced our section of the failed pipe.

Work continues with the Meadow Lark area and lining has been completed on the following streets: Yale Court, Hillyer Drive, Trinity Drive, Pearl Street Ext & Storrs Road.

A routine inspection of the Cranbrook Siphon chamber revealed a partial blockage. Our crews performed confined space entries and cleared the blockage.

Lift Stations - South River Street back flow preventor failed inspection. The unit is not repairable and requires replacement. However, the pumps at this lift station are older and require potable water for the mechanical seals. To replace the back flow preventer, the potable water will need to be shut off for a few hours. This would cause the pump seals go dry and fail. We are working with RH White to convert one of the pumps over to a more modern seal that does not require potable water thus allowing us to replace the backflow preventer.

As part of our preventative maintenance program, we replaced ASCO valves at the following lift stations Indian Run, Sparkle and Sharp Street. We had four lift stations experience clogged pumps caused by wipes at the following lift stations Grape Brook, High Meadow, Indian Run and Sparkle Street.



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Building Inspection Division:

148 Hazard Avenue - About \$14.4 million for the building work, \$3.5 million in plumbing and \$6.7 million for HVAC.

25 Hazard - DSW Downsizing? \$110,000 in electrical, \$75,000 in plumbing and \$60,000 in HVAC

21 Manning - \$72,000 for a tenant fit out.

900 Enfield Street - \$125,000 for a new roof

55 Main Street - Bigelow Apartments \$400,000 in HVAC

27 Residential addresses \$1.1 million in miscellaneous Rooftop PV panels

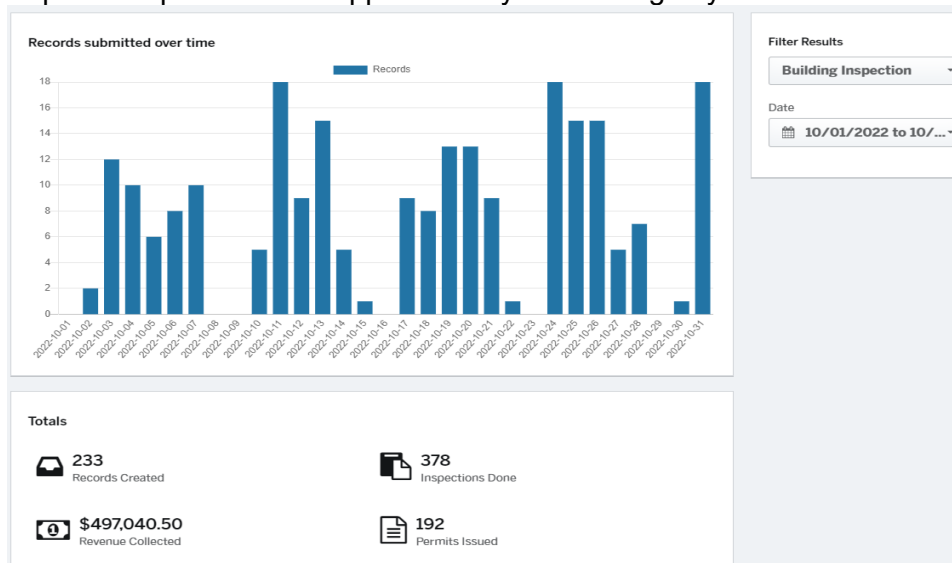
90 Elm Popeyes - should be opening Nov. 10

130 Elm Street and 9 North Main - Two new smoothie/ nutrition drink places in for permit.

604 Enfield Street - International Market CO'd Oct. 11

About \$500,000 in revenue for the month with applications for 77 Building permits, 31 electrical permits, 62 HVAC permits, 27 plumbing permits, 27 Photovoltaic permits, 3 Fire Suppression/ Sprinkler permits, 1 Fire Alarm permits and 8 Building code complaints for a total of 237 records created for the month.

About 378 inspections performed in approximately 23 working days.





TOWN OF ENFIELD

SOCIAL SERVICES:

Child, Youth & Family **ECDC**

The Child Development Center is currently serving 199 children.

A successful in person Open House was held on October 18th. Staff were able to guide families through their classrooms, and the children were excited to show families their artwork and play spaces. A member of Stowe's FEO, (Family Educator Organization) was on hand to sign up families interested in volunteering for the Stowe community.

Also in October, Alissa Mwenelupembe, Senior Director from NAEYC toured ECDC with Deb Fliss from The State of Connecticut's Office of Early Childhood. This was a huge honor for the center to be selected for a tour.

On Halloween our 4-year-old classroom went Trick-or Treating at Mark Twain. The children were transported by Dial A Ride and enjoyed going door to door at Congregate Living. This was an amazing intergenerational activity, and a wonderful collaboration between ECDC, Mark Twain and Transit.

Family Resource Centers

The FRCs continued in-person *Learning through Play* Groups for children ages birth-five and their families at both our Henry Barnard and Stowe sites. The Henry Barnard FRC offers 4 weekly in-person groups with 51 adults and 50 children attending. The Stowe FRC offers 6 weekly in-person groups with 75 adults and 113 children attending in-person playgroups.

Our Parent Educators continued the Monday hiking series to encourage families to get outside and explore different hiking trails within Enfield and surrounding towns. Friday field trips were also offered that were very well attended. We visited Shaker Farms, the Phoenix Fire Station for Fire Prevention Safety Month and had an in-house costume dance party.

Through our grant to promote use of the Sparkler app to encourage completion of Developmental Screenings and play-based activities, a group of our Sparkler team members attended a conference at the CT Science Center and presented a display on our project. Our project has three areas: to assist ECDC with transitioning to the Sparkler app instead of paper screenings, to encourage use by Enfield Food Shelf registered families, and to explore use of Sparkler with pediatric practices.

The Lead Parent Educator and Social Worker began offering the weekly classroom version of Circle of Security Parenting to 10 teachers at the Stowe Early Learning Center.



TOWN OF ENFIELD

Youth Service Bureau

Staff of Child Youth and Family Services attended the annual CT Youth Services Bureau Conference at the Connecticut Convention Center on October 21 to learn about current relevant legislation and best practices for youth programming.

The Youth Development Worker offered a weekly Dance Club and two Art Clubs to children from the community in grades 3-5. These clubs focus on building the developmental assets of youth in order to help them grow up to be caring, healthy, responsible adults.

The Youth Council attended a webinar on Substance Misuse Prevention for youth coalitions and are preparing for their peer-to-peer messaging campaigns that they will be creating.

Youth Center

October was a busy month for both new members and activities, our annual membership grew to 66, with an average daily attendance of 30.

We had an Open House for families and the community, this included a light dinner and activities that provided a snippet of what we offer on a daily basis.

We held a *Lights on Afterschool* event as part of the national event, the only nationwide event celebrating afterschool programs and their important role in the lives of children, families and communities. The effort has become a hallmark of the afterschool movement.

The end of the month brought our annual Day of the Dead celebration, during which we had crafts, food and watched the movie *Coco*.

Field trips included a fall hike to Granville State Forest and a trip to the Story Barn in Somers, CT. Focus of staff is building on developmental assets which includes spending quality time with positive adult role models and creative use of free time, spending time in nature and away from electronics and meeting new people.

Adult & Elderly

Food & Nutrition

The Kitchen at ECDC is currently serving approximately 280 people. A facility assistant was hired and now we are fully staffed. As certain food items remain in short supply, we continue to maintain the required standards in our menu. We are in the process of exploring additional vendors to assist with the supply issue.

Mark Twain is currently serving 23 residents on average during the weekday meal program, 17 in the dining room, and 5 in their rooms due to health issues documented by their care providers. The Site Manager during the week receives the meals from CRT, maintains necessary health standards, and assists the residents with meal service and sign-ups.



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For Halloween, some of the children from the Enfield Child Development Center visited Mark Twain to engage in a modified Trick-or-Treat. The residents loved seeing the children. Plans are being made for the holiday season and beyond to have this be a regular interaction.

The weekend meal program at Mark Twain serves anywhere between 27 to 36 residents, getting closer to pre-pandemic numbers. We are still having staffing issues and are working on hiring a few cooks to rotate scheduling. We are also working on new recipes that meet the State nutrition requirements, hoping to entice more residents to have a fresh-cooked, nutritious meal and opportunity for socialization.

Care Coordination

Clinical Care Coordinator

During the last month, the CCC has assisted in leading 2 cold weather planning meetings with community stakeholders in regards to sheltering and assisting unhoused individuals during the cold weather season. 22 community partners attended the first meeting.

The CCC met with all library staff in 2 sessions on 10/17/22 to give an overview on the newly restructured Department of Social Services. With this information, both departments can work together more efficiently to assist residents who may have social services needs.

The CCC provided a QPR (Question, Persuade, Refer – suicide prevention) training on 10/25/22 at Asnuntuck Community College with 11 participants.

The CCC continues to meet with direct service staff and interns weekly to biweekly to provide supervision and consultation.

Adult & Community Social Services Worker

The ACSsW followed up on 18 referrals after involuntary hospitalization, 2 referrals from PD for mental health concerns, 2 referrals from PD for concerns regarding older adults, 3 referrals for Narcan use, one outreach after an untimely death. For all of these, outreach was made and engagement in services/connection to resources was attempted. The ACSsW is maintain ongoing cases with 10 previously referred individuals.

The ACSsW Provided outreach on four occasions for an hour each time at Loaves and Fishes. Ssw is working with several individuals as a result of these visits. Most are in need of housing services due to being homeless and referrals for DSS services for food and cash assistance.

The ACSsW participated in GHCAN meetings on two occasions in regards to homelessness in Enfield and the greater Hartford region to advocate for clients as well as attended the Enfield cold weather planning meeting.



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The ACSsW has attended two trainings entitled "Protecting Clients- An Overview of CT Fair Housing Policy" and "First Responder Wellness: Effective Strategies to Minimize Trauma".

Elderly Services Care Coordinator

Elderly Services Care Coordinator (ESCC) attended multiple training webinars for CHOICES counseling and assisting individuals in seeking housing. There have been 14 individuals seeking CHOICES assistance. One example to highlight this is a resident who called concerned because they had received multiple advertisements for Medicare plans and wanted to make sure that they were still signed up for the best affordable plan for their needs. After reviewing and researching the available plans it was concluded that the resident was still enrolled in the best plan from them. The resident was also set up with Good Rx and information on getting their prescriptions as their Part D plan will not start until the first of 2023.

Referrals were received through emails from other social service staff and the Senior Center. These cases included multiple calls or visits to individuals seeking assistance with Medicare/Medicaid updates/applications, assistance with understanding their Social Security income, information on local home care agencies, or an explanation of the services provided through the Directory of Senior Citizen Services booklet. There has been an increasingly common need to locate affordable housing for the aging population in Enfield. The ESCC also attended and presented on the new Gatekeeper program at the Commission on Aging Symposium on 10/20.

Family Resource Center Social Worker

The FRC Social Worker currently has eleven open cases and has had 9 referrals in the last month. The Grandparents Raising Grandchildren Support Group met on 10/3 and 10/17 with eight families in attendance both evenings.

The FRC social worker still continues to do check ins at Stowe with eleven students who attend ECDC either before/after school. The FRC social worker has been co-facilitating the Circle of Security parenting sessions to 6 Head Start teachers and 4 STEAM teachers at Stowe.

The FRC social Worker co-facilitated the QPR training on 10/25/22 with the Clinical Care Coordinator at Asnuntuck Community College to eleven participants including students and staff.

Youth Services Social Worker

YSW has received 23 referrals during this reporting period. Of the 23 referrals received, 8 were initiated by referrals from the police for involuntary hospitalization, 5 were initiated from the Juvenile Review Board, 5 were adult clients (walk in/calls/case coverage), 2 from parent outreach, 3 from school (including 2 truancy cases). There were approximately 2-5 additional clients that SSYW assisted with general questions/support. YSW is conducting ongoing outreach, linkage to services/supports, referrals and care coordination for 22 cases to address the needs of the youth and families.



TOWN OF ENFIELD

YSW has completed the following trainings/onboarding orientations in the last month:

- Protecting Clients: An overview of CT fair Housing Policy 10/19/22
- CSYA conference- 10/21/22
- Introduction/Refresher Virtual YSBIRT Training-11/2/22

Case Worker

The caseworker processed nine operation fuel applications. The caseworker provided support to the department fielding walk ins and phone calls regarding energy assistance, questions regarding renters' rebate, homeowners' information and food stamps.

Community Initiatives

Enfield Together Coalition

The Enfield Together Coalition's Ad-Hoc Restructuring Committee met twice to discuss and provide feedback on the ETC's New Member Handbook. The group has also been planning for the December 6th full ETC meeting which will feature a presentation on the Fentanyl crisis by state officials and the Enfield Police Department, as well as an Open House to gain new members in ETC.

Drug Take Back Day was held on October 29 in partnership with the Alex's Army Health Fair. 112.7 pounds of drugs were collected and sent to be incinerated.

The Enfield Police Department held a Tobacco Compliance Check on October 18. Out of eleven businesses inspected, four establishments were found non-compliant with Connecticut General Statutes. An Alcohol Compliance Check was held on October 27 and out of 22 establishments inspected, five were found to be noncompliant. Police Explorers who have participated in a Department of Mental Health and Addiction Services training program assisted with these efforts.

Grants & Performance Management

DSS front office admin remain busy as cold weather approaches.

October DSS Front Staff Received

230 Phone Calls
52 Walk-In Visits

Top 3 Reason for Calls/Visit

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

DSS Response to Call/Visit (may be more than 1/client)

126 Referral to Outside Agencies
104 Referral to Staff for Action
38 Other
17 Resource/Information Sent
11 Appointments Scheduled



TOWN OF ENFIELD

The Grants and Performance Manager (GPM) achieved the Apricot Gold Level Administrator Certification in October. This represents a score of 95% or above. In preparation for the exam, the GPM participated in intensive, multi-day boot camps and labs to learn basic capabilities within the software.

The GPM continues to work with key staff to create forms, reports, workflow processes and to monitor data entry. The next go-live is for the Care Coordination Team and anticipated for December.

TOWN CLERK:

The Town Clerk's office has been working closely with the Registrars of Voters to successfully administer the November 8, 2022 Gubernatorial Election. Our office issued 1997 absentee ballots, of which 1918 were returned.



Date: November 14, 2022

TOWN OF ENFIELD

Subject: Resolution to transfer funds donated to the Family Resource Center by USA Hauling and Recycling/ the Antonacci Family Foundation - \$10,000

Highlights:

- The Family Resource Center (FRC) has received a donation from USA Hauling and Recycling/ the Antonacci Family Foundation to support the Family Resource Center.
- Since 2014, USA Hauling has been providing a yearly donation to support the Family Resource Center's *Learning through Play Groups*.
- Funds will be transferred from supplies, materials, and furniture to be used for a portion of the Parent Educator's salary.

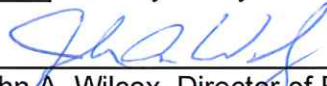
Budget Impact:

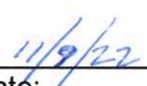
There will be no impact on the town budget.

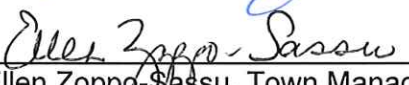
Recommendation:

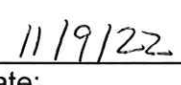
That the Town of Enfield Town Council approve the resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of November 14, 2022.


John A. Wilcox, Director of Finance


Date: 11/9/22


Ellen Zoppo-Sassu, Town Manager


Date: 11/9/22

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

FROM: FRC USA Hauling and Recycling

Instructional Supplies	22046154-561100	\$5,000
Other Supplies	22046154-561900	\$2,000
Furniture	22046154-573300	\$3,000

TO: FRC USA Hauling and Recycling

Salaries	22046154 -511000	\$10,000
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Date Prepared: November 14, 2022
Prepared By: Cynthia Guerriero, Director of Social Services



Date: November 14, 2022

TOWN OF ENFIELD

Subject: Resolution to Transfer Funds from the CT Department of Children & Families for the Youth Services Bureau Enhancement Grant: \$7,169

Highlights:

- The FY 2023 Youth Services Bureau (YSB) Grant has been awarded supplemental funding in the Enhancement Grant.
- Funds will be used to support the salary of the Youth Development Worker, food and supplies to support positive youth development activities, youth leadership trainings and activities, and staff training on best practices in support of youth diversion from the justice system.

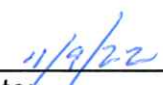
There will be no impact on the town budget.

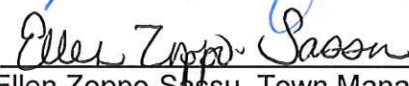
Recommendation:

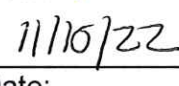
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of November 14, 2022.


John A. Wilcox, Director of Finance


Date: 11/9/22


Ellen Zoppo-Sassu, Town Manager


Date: 11/10/22

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

FROM: Youth Services Enhancement

Revenue	22046146- 460840	\$7169
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TO: Youth Services Enhancement

Salaries	22046146- 511000	\$3,450
Professional Development	22046146- 532200	\$480
Other Professional Services	22046146- 533900	\$39
Supplies/Materials	22046146- 561900	\$2,700
Food	22046146- 563000	\$500

Date Prepared: November 14, 2022

Prepared By: Cynthia Guerreri, Director of Social Services



TOWN OF ENFIELD

Date: 11/8/2022

Subject: Resolution to Abate Interest on Motor Vehicle Tax - Letteri

Highlights:

- Section 12-124 of the Connecticut General Statutes allows the Town Council to abate taxes and/or the interest and fees on delinquent taxes for people that are poor and unable to pay.
- The General Government and Finance Committee recommended abating the delinquent interest due to the Town of Enfield on a motor vehicle from the 10-1-2020 and 10-1-2021 Grand Lists in the name of Lucia Letteri.

Budget Impact:

This will forego collection of approximately \$150 in interest on motor vehicle taxes.

Recommendation:

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

RESOLVED, that the Enfield Town Council, as authorized to do so under the Connecticut General Statutes 12-124, does hereby abate the delinquent interest due to the Town of Enfield on a motor vehicle from the 10-1-2020 and 10-1-2021 Grand Lists in the name of Lucia Letteri, Enfield, CT.

Date Prepared: November 8, 2022
Prepared By: John A. Wilcox, Director of Finance



Date: 11/8/2022

TOWN OF ENFIELD

Subject: Resolution to Abate Interest on Motor Vehicle Tax - Vesce

Highlights:

- Section 12-124 of the Connecticut General Statutes allows the Town Council to abate taxes and/or the interest and fees on delinquent taxes for people that are poor and unable to pay.
- The General Government and Finance Committee recommended abating 50% of the delinquent taxes and interest due to the Town of Enfield on motor vehicles from the 10-1-2020 and 10-1-2021 Grand Lists in the name of Karen F. Vesce provided the reduced tax and interest are paid by December 31, 2021.
- This will forego collection of approximately \$327 in tax and interest.

Budget Impact:

This will forego collection of approximately \$327 in tax and interest.

Recommendation:

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

RESOLVED, that the Enfield Town Council, as authorized to do so under the Connecticut General Statutes 12-124, does hereby abate fifty percent (50%) the delinquent tax and interest due to the Town of Enfield on motor vehicles from the 10-1-2020 and 10-1-2021 Grand Lists in the name of Karen F. Vesce, Enfield, CT.

BE IT FURTHER RESOLVED, that if the remaining balance remains unpaid after December 31, 2021, this abatement shall be rescinded.

Date Prepared: November 8, 2022
Prepared By: John A. Wilcox, Director of Finance



TOWN OF ENFIELD

APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS

cell - B1
860-776-6066

Name Jessica Kinelski Date Oct. 19, 2022

Address 11632 King Street

Telephone (Home) cell 860 776-6066 (Work) same 11

Email Address jessica.kinelski@somers.k12.ct.us Occupation teacher

Registered Voter ☒ (Yes) ☐ (No) Party Affiliation Ind.

Agency, Board, or Commission Interested In: Beautification Committee

New Appointment ☒ Reappointment ☐

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

Please outline your qualifications and how you feel you would contribute to the Agency, Board or Commission. I garden, work well with others, have lived in Enfield for 20+ years and would like to serve the community.

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? no

If yes, please state the name of the Agency, Board or Commission and the time served. —

If the Agency, Board or Commission which you requested has no more vacancies, would you consider appointment to another? possibly

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE
TOWN OF ENFIELD
820 ENFIELD STREET
ENFIELD CT 06082

OR FAX to 253-6310

THANK YOU FOR YOUR
INTEREST IN THE
TOWN OF ENFIELD

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

Resolution Regarding Town Council Regular Meetings

Be It Resolved, the Enfield Town Council does hereby approve the dates for the 2023 Town Council Regular Meetings.

Date Prepared: November 24, 2022
Prepared by: Town Manager's Office

Town Council Meeting Dates

(1st and 3rd Mondays at 7:00 PM unless otherwise noted)

January 2, 2023 (Holiday) – January 9, 2023

January 16, 2022 (Holiday) – January 23, 2023

February 6, 2023

February 20, 2023 (Holiday)

March 6, 2023

March 20, 2023

April 3, 2023

April 17, 2023

May 1, 2023

May 15, 2023

June 5, 2023

June 19, 2023

July 3, 2023

July 17, 2023

August 7, 2023

August 21, 2023

September 4, 2023 (Holiday)

September 18, 2023

October 2, 2023

October 16, 2023

November 6, 2023

November 13, 2023

December 4, 2023

December 18, 2023

Meetings in Italics to be cancelled

**D**

Date: 11/2/2022

TOWN OF ENFIELD**Subject: Request for Transfer of Funds for the 2022-2023 DUI Grant - \$75,754****Highlights:**

- Acceptance of the 2022-2023 DUI Enforcement Grant.
- 100% reimbursement of funds spent.

The police department would like to provide DUI patrols immediately upon approval, and therefore respectfully requests this resolution be approved.

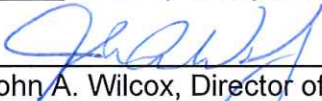
Budget Impact:

There will be no impact on the town budget.

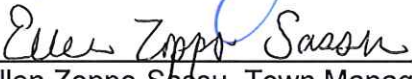
Recommendation:

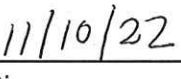
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of November 2, 2022.


John A. Wilcox, Director of Finance


Date: 11/8/22


Ellen Zoppo-Sassu, Town Manager


Date: 11/10/22

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

FROM: DUI Enforcement Program

25040000-460490 \$ 75,754

TO: DUI Enforcement Program

Overtime	25006049-514000	\$ 74,296
Medicare	25006049-522100	\$ 1,078
Workers Comp	25006049-526000	\$ 305
Unemployment	25006049-525000	\$ 75

Date Prepared: November 2, 2022
Prepared By: John A. Wilcox, Director of Finance



E

Date: November 14, 2022

TOWN OF ENFIELD

Subject: Request to appropriate additional funds from the CT Office of Early Childhood (OEC) to the Enfield Child Development Center in the amount of \$43,060

Highlights:

- The ECDC received additional funding from the Office of Early Childhood (OEC) which is to be used for Wage Supports for staff at ECDC and associated Administrative costs inclusive of Social Security and employer share of state and federal taxes.
- This is not a wage adjustment; rather it is a one-time disbursement from the State OEC.
- The purpose of these funds is to help strengthen the early childhood education workforce.

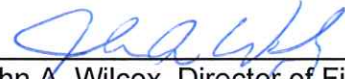
Budget Impact:

There will be no impact on the town budget.

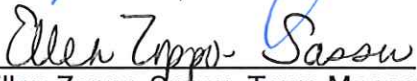
Recommendation:

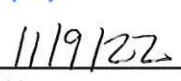
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of November 14, 2022.


John A. Wilcox, Director of Finance


Date: 11/15/22


Ellen Zoppo-Sassu, Town Manager


Date: 11/19/22

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 ARPA

Misc. State Revenue	24540000-413699	\$43,060
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TO: ECDC

Stipends	24540432-516000	\$40,000
Social Security	24540432-522000	\$2,480
Medicare	24540432-522100	\$580

Date Prepared: November 8, 2022
Prepared By: Cynthia Guerriero, Director of Social Services



TOWN OF ENFIELD

October 25, 2022

Honorable Member
Enfield Town Council
Enfield, Connecticut

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

Councilors:

Highlights:

- On June 15, 2022, contract negotiations for a successor contract commenced between CSEA-SEIU, Local # 2001 (Supervisory Union) and the Town of Enfield.
- The Supervisory Union represents approximately 11 employees.
- Consistent with other recently adopted contracts, this contract addresses the overall lagging wage scale with a (3%) wage increase for FY22-23, (3 %) wage increase for FY 23-24 and a 3.25% wage increase FY 24-25.
- In addition, the Town granted 10 additional days of vacation time to the WPC Superintendent Position.
- The Union unanimously ratified these contract changes on or about October 13, 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 October 25, 2022.
- To meet the statutory deadline, the Town Council must act on this contract no later than November 14th, 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 three-year period is \$92,686 dollars or averaged approximately to 3.00% annually.

Recommendation:

That the Town Council approve the attached Resolution.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Assistant Town Manager

Attachments:

1. Resolution
2. New Contract (with revisions)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Approve a Three-Year Collective Bargaining Agreement with
CSEA-SEIU, Local # 2001 (Supervisory Union)**

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

Date Prepared: October 25, 2022

Prepared by: Steven Bielenda, Esq.

**AGREEMENT
BETWEEN
TOWN OF ENFIELD**

&

**ENFIELD SUPERVISORY UNIT
CSEA/SEIU LOCAL 2001, CTW**

~~July 1, 2019 – June 30, 2022~~

July 1, 2022 – June 30, 2025

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APPLICATION OF AGREEMENT

This Agreement shall apply to all supervisory employees of the Town of Enfield in those titles listed in the Recognition Agreement for Case No. ME-16,380 dated May 16, 1994 excluding all other positions, temporary employees who work less than six (6) months and seasonal employees.

ARTICLE 1 RECOGNITION

SECTION 1. CSEA/SEIU LOCAL 2001, CTW is recognized as the exclusive bargaining agent of all employees, as defined below, for the purposes of collective bargaining with respect to wages, hours of employment and other conditions of employment.

SECTION 2. The term "Employer" shall mean the Town of Enfield, Connecticut, a municipal employer.

SECTION 3. The term "Union" shall mean CSEA/SEIU LOCAL 2001, CTW.

SECTION 4. The terms "Contract" and "Agreement" shall mean the complete agreement and its specific terms.

SECTION 5. The term "Employee" shall mean those supervisory persons employed by the Employer as defined in the Application of Agreement.

SECTION 6. The Town may employ temporary or seasonal employees provided no members of this bargaining unit who are qualified to perform the work involved are on layoff at the time.

ARTICLE 2 MANAGEMENT RIGHTS

SECTION 1. Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, 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, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, it shall have the sole and unquestioned right, responsibility and prerogative of management of the affairs of the Town and direction of the working forces, including but not limited to the following:

- A. To determine the care, maintenance and operation of equipment and property used

for and in behalf of the purposes of the Town.

B. To establish or continue policies, practices and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices or procedures.

C. To discontinue processes or operations.

D. To select and to determine the number and types of employees required to perform the Town's operations.

E. To employ, 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 the 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 insure the incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

H. To establish contract or sub-contract for municipal operations, provided that this right shall not be used for the purpose or intention of undermining the Union or of discriminating against its members. All work customarily performed by the employees of the bargaining unit shall be continued to be so performed.

I. To create job specifications and revise existing job specifications, subject to the Union's right to challenge the accuracy of the new or revised job specification, or the propriety of the assigned wage rate, through the grievance procedure.

J. In those instances where Town employees are not available to perform the work, the Town reserves the right to contract out the work until Town employees are available.

ARTICLE 3

UNION SECURITY

SECTION 1. Employees may voluntarily become members of the Union in good standing and pay monthly union dues established by the Union or voluntarily pay a monthly agency fee at a rate established by the Union, neither of which is required as a condition of

employment. The Town will maintain the current practice of forwarding to the Union Officer copies of offer letters for all bargaining unit positions.

SECTION 2. The Town agrees to deduct monthly union dues, or the monthly agency fee in lieu thereof, from the pay of employees who give voluntary written authorization to the Town for such deductions and to transmit dues or fees collected to the authorized Union Officer designated in writing to the Director of Human Resources of the Town of Enfield by the President and Treasurer of the Union. Should an employee who is voluntarily paying services fees revoke such authorization at any time, the Town will immediately cease those deductions pursuant to the revocation and as required by law. Should an employee who is voluntarily paying Union dues revoke such authorization, the Town will inform the Union of the revocation.

SECTION 3. Upon receipt of a membership list submitted by the Union, the Town agrees to verify with ten (10) working days via electronic notification that the Town's records accurately reflect the membership status of each employee list provided by the Union. The Town agrees to work with the Union to identify any discrepancies between the membership list and its records.

SECTION 4. The obligation of the Town for funds actually deducted under this Article terminates upon the delivery of the deductions so made to the person authorized to receive such amounts from the Town. Neither any employee nor the Union shall have any claim against the Town for errors in the processing of deductions unless a claim of error is made in writing to the Finance Director within ninety (90) calendar days after the date such deductions were or should have been made.

SECTION 5. The Union agrees to indemnify and save harmless the Town for any liability or sums which the Town is required to pay as the result of any claim arising out of the Town's compliance with or enforcement of the provisions of this Article.

SECTION 6. Within thirty (30) days the Town shall notify the Union of any new employees hired who are covered under this collective bargaining agreement.

ARTICLE 4
GRIEVANCE PROCEDURE

SECTION 1. A grievance shall be defined as a complaint concerning working conditions, disciplinary action, or a claimed violation, misinterpretation or misapplication of a specific provision of this Agreement.

SECTION 2. Procedure.

STEP ONE: Any employee who has a grievance shall reduce the grievance to writing and shall submit the grievance within ten (10) calendar days of the event to his Department Head setting forth the facts of the grievance, the Agreement provisions, if any, in question and the remedy requested. Within ten (10) calendar days after said Department Head receives such grievance, he or his designated representative shall give the Union his answer to the grievance in writing.

STEP TWO: If the employee is dissatisfied with the Department Head's decision he/she may appeal to the Human Resources Director within ten (10) calendar days of the Department Head's decision. The Human Resources Director shall reply within ten (10) calendar days of receipt of such written complaint.

STEP THREE: If the employee and his representative, if represented, are not satisfied with the decision rendered by the Human Resources Director, the employee may submit the grievance to the Town Manager or his designee, in writing, within ten (10) calendar days of the date of the answer at Step Two, and the Town Manager shall render a written decision to the employee and his representative, if represented, within ten (10) calendar days of receipt of the grievance.

STEP FOUR:

A. Mediation. If the employee and representative are not satisfied with the decision rendered, the grievance may be submitted at the request of the Union within ten (10) calendar days to mediation of the grievance before the Connecticut State Board of Mediation and Arbitration. Mediation may be waived at either party's request on discharge cases, or mutually waived for all other cases.

B. Arbitration. If the grievance is not resolved through mediation, the grievance may be submitted to arbitration, in writing, by the Union with a copy to the Town, within ten (10) calendar days of the completion of mediation. Arbitration shall be before the Connecticut State

Board of Mediation and Arbitration except that all grievances concerning suspension and discharge, and any other grievance on which the parties mutually agree, shall be submitted to an arbitrator who is either mutually selected by the parties or selected in accordance with the procedures of the American Arbitration Association. In the case of arbitration by a private or AAA arbitrator, the parties shall share equally the cost of arbitration. The decision of the arbitrator(s) shall be final and binding on both parties.

SECTION 3. All grievances and answers thereto shall be set forth in writing.

SECTION 4. Nothing contained therein shall prevent any employee from presenting his own grievance and representing himself in these procedures up to but not including arbitration.

SECTION 5. Failure at any step to appeal shall be considered acceptance of the decision rendered.

SECTION 6. The resolution of a grievance, at any step, will be set forth in writing and signed by the parties directly concerned with said resolution.

SECTION 7. Time extensions beyond those stipulated in the grievance procedure may be arrived at by mutual agreement of the parties concerned.

SECTION 8. The arbitrator(s) shall have no authority to add to or subtract from, or otherwise modify the terms of this Agreement.

SECTION 9. Failure of the Town, the employees or the Union to insist upon compliance with a specific provision of this Agreement at any given time or times, shall not operate to waive or modify such provision or in any manner whatsoever to render it unenforceable as to any other time or times or as to any other occurrences, provided the circumstances are the same.

ARTICLE 5 **DISCIPLINE**

SECTION 1. Disciplinary actions shall include:

- A. verbal warning (reduced to writing);
- B. written warning;
- C. suspension without pay;
- D. discharge.

Any of the aforementioned may be independently invoked.

SECTION 2. All suspensions and discharges of permanent employees must be for just cause and must be stated in writing with reason given and a copy given to the employee and steward at the time of the suspension or discharge.

SECTION 3. Written warnings or letters of reprimand shall be given no effect for purposes of progressive discipline removed after one (1) year for minor offenses and two (2) years for serious offenses.

ARTICLE 6

ATTENDANCE AND LEAVES

SECTION 1. General Policy. Leave is any authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay and shall be granted in accordance with this Agreement on the basis of the work requirements of the departments and whenever possible, the personal wishes of the employee.

SECTION 2. Types of Leave. The following types of leave are officially established:

- | | |
|-----------------------|-------------------------|
| a. Holiday Leave | f. Vacation Leave |
| b. Sick Leave | g. Childrearing Leave |
| c. Injury Leave | h. Other Leave with Pay |
| d. Compensatory Leave | i. Leave Without Pay |
| e. Personal Leave | |

SECTION 3. For all leaves other than holiday, sick or injury leave, a written request on a form prescribed by the Human Resources Director indicating the type of leave, duration and dates of departure and return must be approved by the department head prior to the taking of leave. For personal leave and other leave with or without pay, the employee may be required to inform his/her department head of the reason for requesting such leave.

SECTION 4. Unless an absence is substantiated by a request for leave or a return to work form approved by the department head, an employee shall not be paid for any absence from scheduled work hours. All such forms shall be forwarded by the department head to the Human Resources Department where they shall be filed as part of the employee's attendance record.

ARTICLE 7
HOLIDAYS

SECTION 1. The following holidays shall be observed as days off with full pay:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	(1) Floating Holiday

In addition, each employee shall receive either Lincoln's Birthday or the day after Thanksgiving off at the Town's discretion.

SECTION 2. Should any of the dates listed above fall on a Sunday, the holiday shall be observed on the following Monday. If a holiday falls on a Saturday, employees shall be granted equivalent time off on the Friday immediately preceding such Saturday or given another day off in lieu thereof. The floating holiday must be used within the fiscal year and is scheduled subject to the approval of the employee's supervisor. Employees who fail to use their floating holiday during the fiscal year will forfeit their holiday.

SECTION 3. Each employee's holiday pay shall be computed at his/her regular daily rate.

SECTION 4. Whenever any of these holidays shall occur when an employee is out on paid sick leave, the employee shall be paid for the holiday and no charge to sick leave shall be made for that day.

SECTION 5. In order to receive pay for an observed holiday, an employee must be in a work or paid leave status on his scheduled workday immediately preceding and following the holiday.

SECTION 6. In addition to the above stated holidays, employees may be granted other holidays when Town services are closed due to the requirements of State Statute or proclamation.

SECTION 7. Employees who are eligible for overtime payment for work performed on a holiday, as provided in Article 12, Section 1, shall receive such payment in addition to holiday pay. If an employee who is not eligible for overtime payment under Article 12, Section 1, is required to work on an observed holiday, the employee shall be granted a substitute day off at a time mutually agreed to between the employee's immediate supervisor and the employee. Substitute holiday time off shall be taken within the fiscal year in which the holiday fell and shall not be accumulated.

ARTICLE 8
VACATIONS

SECTION 1. Annual vacation leave with pay shall be earned by all regular full-time employees in the following manner:

<u>Full Years</u> <u>Of Service</u> Date of Hire through	<u>Days Per Full</u> <u>Month of</u> <u>Continuous</u> <u>Service</u> 5/6 day	<u>Maximum Earned</u> <u>Days Per year</u> <u>of Continuous</u> <u>Service</u> 10 days
4th full year		
More than 4 years through 6th full year	1 1/4 days	15 days
More than 6 years through 9th full year	1 1/3 days	16 days
More than 9 years through 12th full year	1 1/2 days	18 days
More than 12 full years	1 2/3 days	20 days
More than 25 full years	1 1/12 days	25 ¹ days

SECTION 2. Vacation time must be used within one (1) year from the date when it accrues, or it will be forfeited, unless other arrangements are approved in writing by the Town Manager. Vacations are not cumulative and employees will not be allowed to carry over any vacation time that exceeds their annual maximum amount. Vacation leave may not be granted until an employee has served a minimum six (6) months of continuous service. Accrued vacation earned prior to the implementation of this Agreement shall not be forfeited.

SECTION 3. Employees shall apply for vacation leave to their Department Head on a request for leave form. Vacations shall be scheduled by each Department Head in accordance with departmental requirements, giving preference to employee choice according to seniority within department or its divisions.

¹ Employees eligible to receive 25 days understand and agree that 5 of those vacation days can't be used if such use would incur overtime in the department and that said employees will not receive a payout of those 5 days upon resignation or retirement.

SECTION 4. When an observed holiday, as established by this Agreement, occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time.

SECTION 5. An employee who becomes ill while on vacation leave may not charge such illness to sick leave unless the employee files with his or her Department Head a physician's certificate describing the nature and duration of the illness.

SECTION 6. Employees who are transferred, promoted or demoted from a position in one department to a position in another department, without a break in continuity of service, shall carry their accrued vacation leave with them to their new position.

SECTION 7. In the event of an employee's death, his spouse, and/or minor children and, if none, his estate, shall receive, on the basis of the employee's current wages, full compensation of any accumulated vacation leave.

SECTION 8. Since the purpose of vacation leave is rest and relaxation, no additional salary shall be paid an employee in lieu of vacation.

SECTION 9. Vacation leave shall be determined by the length of continuous service. For purposes of computing vacation leave, employees who leave the Town service and are later restored shall be considered as new employees.

SECTION 10. Employees who resign in good standing or who are laid off for lack of work after employment of six (6) months or more or who have retired from the Town service shall be paid for any unused vacation leave that has accrued to their last day of service. For the purposes of this Section, to resign in good standing, an employee shall give his Department Head a minimum of fourteen (14) days prior working notice unless the Town Manager agrees to permit a shorter period of notice. Said notice shall be in writing to the Department Head by the employee stating reasons for leaving the employ of the Town. Normally, leave time shall not be granted during said required period of notice.

ARTICLE 9

SICK LEAVE

SECTION 1. Amount of Sick Leave. Each employee shall be eligible for sick leave with pay during and after his or her probationary period. Sick leave shall be computed on an hourly basis at the rate of one and one-quarter days for each full month worked, or fifteen (15) days per year with no limit on the number of days accumulated for the purpose of illness as described in Section 2 below. Sick leave shall be charged in units of not less than one (1) hour.

SECTION 2. Use of Sick Leave. Sick leave may be used for the following purposes:

- A. Personal illness or physical incapacity.
- B. Enforced quarantine in accordance with health regulations.
- C. For illness or physical incapacity in the employee's immediate family.

SECTION 3. Proof of Illness. In the event of three (3) or more consecutive days of absence on authorized sick leave, a doctor's certificate or other proof of illness shall be required upon request. The Town may investigate any absence for which sick leave is requested and may require medical documentation from the employee's physician for questionable or excessive absences.

SECTION 4. Report of Illness. On the first day of absence from work due to illness, the employee shall report his or her illness to his immediate supervisor not later than thirty (30) minutes after his or her scheduled work assignment.

SECTION 5. Sick Leave Accumulation Upon Retirement and Termination.

Any employee with ten (10) or more years of Town service who separates from the Town service in good standing shall have his or her total accumulation of sick leave time, not to exceed 120 days, transferred to his or her vacation time for the purposes of separation pay. Any employee with less than ten (10) years of Town service who separates from the Town service in good standing shall have one-quarter (1/4) of his or her total accumulation of sick leave, up to a maximum of thirty (30) days, transferred to the employee's balance of unused vacation for the purposes of separation pay.

SECTION 7. Payment Upon Death. In the event of an employee's death, his spouse, and/or minor children shall receive, on the basis of the employee's current wages, full compensation of any unused accumulated sick leave up to a maximum of one hundred twenty (120) days as severance pay.

SECTION 8. Catastrophic Leave. In the event of a non-occupational prolonged hospitalization, terminal illness or catastrophic illness or disease which has disabled an employee from the performance of his or her employment duties, the Town Manager may grant a leave with pay for a period not to exceed forty-five (45) working days commencing when all other leave benefits have been exhausted. Such leave shall not be cumulative and shall cease upon the employee's return to work or the expiration date of such leave, whichever comes first. The Town Manager may grant extensions of such leave for periods not to exceed a total accumulation of forty-five (45) days.

During such catastrophic leave, the employee's insurance benefits shall continue in effect.

SECTION 9. Sick Leave Bank.

A. The requesting employee or his/ her designated representative should make an application in writing to the Human Resource Department requesting that he/she be considered for eligibility for donation of sick days. This applicant request must indicate the nature of the illness involved.

B. The Director of Human Resources and Union President will meet to certify the eligibility of the applicant employee. If both Parties fail to reach an agreement, then said request will be sent to the Town Manager who will cast any tie breaking vote if needed. Requests will be based on:

1. The nature and duration of the illness.
2. The number of sick days, personal and vacation days remaining in the employees own account.
3. Both Parties shall take into account the expected duration of the absence, the employee's service record and shall consider any other legitimate reasons in granting an employee's request.

C. An eligible illness should be categorized as extended and catastrophic. Illnesses that fall into this category include, but are not limited to, cancer, cardiovascular illness, illness needing surgery and/or extended recuperation, debilitation infectious (e.g. T.B, meningitis, etc.) or disabling musculoskeletal difficulties. Pregnancy and acute, short term illness are excluded.

**ARTICLE 10
OTHER LEAVES**

SECTION 1. Injury Leave. Injury leave, as distinguished from sick leave, shall mean leave with pay given to an employee due to absence from duty due to an accident or injury that occurred while the employee was engaged in the performance of his or her duties. Injuries arising out of an accident in the course of employment and while engaged in the performance of one's duties shall be reported immediately by the employee to his supervisor who shall make a full report on an Accident Report and Investigation Form to the Human Resources Director. Receipt of this report shall be a condition of payment of injury leave benefits. No payments shall be made if the accident or injury shall have been due to intoxication or willful misconduct on the part of the employee. 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 employee's regular rate of pay prior to such injury or disease for a period not to exceed twelve (12) months. At the end of said twelve (12) months, such supplemental benefits shall cease. In the case of injuries causing temporary disability for periods of time less than seven (7) days which are not wholly compensable under the Workers' Compensation insurance, the Town shall pay the employee's regular salary during the period of such absence. Lost time under injury leave shall not be charged to vacation or sick leave accruals. All employees shall continue to accrue seniority while on injury leave. It is recognized that the Town has a need to be informed of the status of an employee who is absent due to an injury compensable under worker's compensation. Therefore, the employee will comply with reasonable requests for reporting to his supervisor during any such period of absence.

SECTION 2. Jury Duty. Regular employees shall be granted leave of absence with pay for required jury duty. In such cases, the employee shall receive that portion of his regular salary which will, together with the jury pay, equal his regular salary for the same pay period. The employee shall notify his Department Head of the scheduled jury duty in advance on a request for leave form as provided in Article 6, Section 3.

SECTION 3. Funeral Leave. 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 the clause, is defined as parents, grandparents, spouse, brother, sister, child or grandchild, step relation, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parents-in-law, aunt, uncle and any relation who is domiciled in the employee's household.

SECTION 4. Military Leave.

A. A regular, full-time employee participating in required field training in the Federal Reserve or National Guard shall be entitled to absent himself/herself from his/her Town duties while engaged in such required field training. During this period, the employee shall be paid the difference, if any, between his/her regular and military salary. Military leave shall not exceed thirty (30) days in any calendar year. An employee participating in such reserve military training shall give his/her supervisor or Department Head sufficient advance notice on a request for leave form.

B. Employees entering the military service of the United States shall be entitled to indefinite leave without pay.

C. On return from military service, an employee shall be reinstated in his/her former job and shall receive credit for the yearly increments awarded during his/her absence on military service provided that he/she reports for duty within ninety (90) days of his discharge from military service or from hospitalization arising from such service.

D. The Town will pay to the employee's retirement fund the employer's annual assessment.

E. No employee shall lose any seniority standing because of military service, including service in the National Guards or organized reserves.

SECTION 5. Training. With approval of the Town Manager, leave of absence with pay may be granted by the Department Head for the purpose of allowing a regular employee to participate in conferences, seminars, training courses, and official meetings which enhance the employee's value to the Town.

SECTION 6. Personal Leave. All employees shall be eligible for a leave of absence with pay for a maximum of three (3) days per year noncumulative for the purpose of attending family obligations or other personal business which necessitates his or her attendance. An employee shall apply to his/her supervisor on a request for leave form in accordance with the provisions of Article 6, Section 3.

SECTION 7. Family Medical Leave. An employee may be granted a leave of absence without pay under the Town of Enfield Family Medical Leave Policy as outlined in **Appendix B** (attached).

SECTION 8. Leave Without Pay. When the interest of the Town can be benefited, the Town Manager may grant or extend a leave of absence without pay to an employee. The employee's position shall remain vacant, or be filled by a temporary appointment, until the expiration of such leave. Such leave shall not exceed a total of six (6) months, unless extended by the Town Manager.

SECTION 9. Benefits While on Leave. If an employee is either on an approved leave of absence without pay for more than ten (10) working days in any calendar month, or is absent without leave for three (3) or more days in any calendar month without securing subsequent authority for such leave, he/she shall not accrue vacation or sick leave for that month. Any holiday occurring in conjunction with absence without leave, or without pay shall be forfeited by

the employee. For any employee who is granted a leave of absence without pay, except for Family Medical Leave under Section 7, for a period that exceeds one calendar month, such employee's insurance benefits shall terminate on the first of the month following unless such employee requests that his or her insurance benefits be continued and submit the premium costs for such benefits to the Town for the period of such absence in a manner prescribed by the Human Resources Department.

SECTION 10. Absence Without Leave. An absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of this Agreement shall be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. Any employee who is absent from work for three (3) consecutive work days, or on three (3) separate occasions without notifying his or her Department Head of the reason for such absence or absences shall be considered to have resigned from the Town service and shall be terminated. Sick and vacation leave will not accrue for any employee who is out of work for thirty (30) calendar days while on a worker's compensation leave until said employee returns to a regular work status.

SECTION 11. Union Business Leave. Two Union officials shall be allowed the required time without loss of pay to attend official Union conventions and conferences, not to exceed seven (7) working days each per year.

SECTION 12. Rest Periods. Each employee shall be permitted a fifteen (15) minute rest period non-cumulative during each half of the daily schedule, if convenient to the operation of the Town.

ARTICLE 11

HOURS OF WORK

SECTION 1. The regular hours of work for all bargaining unit employees except as listed in Sections 2 and 3 below shall be thirty-five (35) hours per week, Monday through Friday, with a minimum of seven (7) hours per day. Normally, the scheduled work day shall be either 8:00 a.m. to 4:00 p.m. or 9:00 a.m. to 5:00 p.m., with a one (1) hour lunch. Said hours may be restructured depending on the need of the division, department or Town, and such restructuring may be determined by the Town Manager after consultation with the appropriate department head and the employee(s) involved. Individuals covered under this section are expected to work whatever hours are required to fulfill their responsibilities to the Town. Employees are required to provide their department with a current telephone number and to respond upon contact when reasonably

possible.

SECTION 2. The regular hours of employment for the positions of WPC Superintendent, Fleet Services Supervisor, Recreation Supervisor and Assistant Director Highway/RRM (current Recreation Supervisor and Assistant Director Highway/RRM are grandfathered at 35 hours/wk.), shall be forty (40) hours per week consisting of five (5) work days of eight (8) hours each scheduled in accordance with the needs of the division. Individuals in these positions may be required to report earlier or work later than their regular hours depending on the need of the division, department and the Town.

SECTION 3. The regular hours of employment for the position of Head Teacher shall be thirty-five (35) hours consisting of five (5) work days of seven (7) hours each with a minimum one (1) hour lunch period scheduled in accordance with the needs of the day care programs. Employees in these positions may be required to report earlier or work later than their regular hours depending on the need of the division, department and the Town.

SECTION 4. Other schedules or exceptions to the normal work week and/or work day, including flexible hours, may be required depending on the needs of the divisions, department and Town.

SECTION 5. The service week is a period beginning at 12:01 a.m. Sunday and ending at 12:00 midnight the following Saturday.

ARTICLE 12

COMPENSATION FOR OVERTIME WORK

SECTION 1. Compensatory time off equivalent to the actual additional hours worked beyond the regularly scheduled hours may be granted and used in accordance with the needs of the department, division or Town. Effective upon Union ratification & Town Council adoption of this contract and every year thereafter, employees will be allowed to carry forward up to 40 hours of earned compensatory time from the previous fiscal year. Any earned compensatory time that exceeded 40 hours from the prior fiscal year shall be forfeited.

No payment for unused compensatory time shall be made upon termination of employment for any reason and compensatory time may not be used for terminal leave. Employees are not eligible to receive payment in lieu of compensatory time.

ARTICLE 13
MANAGEMENT RESPONSIBILITIES

The Town and the Union recognize that the positions represented by CSEA/SEIU LOCAL 2001, CTW are and have always been management positions. Management responsibilities shall be apparent both in Unit members' supervision and direction of subordinate employees and in their attention to the Town's mission of serving the residents of Enfield. The Unit is obligated to ensure that its members, as part of Management, actively support the efforts of the Town Administration to maintain essential Town services especially in times of emergency and to work to minimize the critical hardship that may otherwise befall the residents of the Town of Enfield.

ARTICLE 14
WAGES AND CLASSIFICATIONS

SECTION 1. The Classification and Salary Plan in effect prior to the application of the general wages increases set forth below is attached to this agreement as **Appendix A** (attached). The Human Resources Director shall have discretion to offer new employees or employees who post for the job within the organization a starting salary of plus or minus five (5) percent of the current wage stated in **Appendix A**.

SECTION 2. Classification Review. Any employee who believes his position is not properly classified may request the Town Manager to review such position. Within thirty (30) days after the receipt of such request, the Town Manager or the Human Resources Director shall conduct a study to determine the facts and shall meet with the employee(s) and/or his or her Union representative(s) for the purpose of reviewing the findings of the study. The Town Manager or the Human Resources Director shall render his decision in writing to the employee, the Union and the Department Head within fifteen (15) days after such meeting.

SECTION 3. All employees will be paid through direct deposit effective July 1, 2000 and will furnish the Finance Department the necessary information to arrange for said deposit.

SECTION 4. Effective June 30, 2004 the Town may elect to switch to a two (2) week payroll.

SECTION 5. Effective July 1, 2019, all hourly rates on the base wage schedules in effect on June 30, 2019 shall be increased by zero percent (0.0%).

SECTION 6. Effective July 1, 2020, all hourly rates on the base wage schedules in effect on June 30, 2020 shall be increased by three percent (3%).

SECTION 7. Effective July 1, 2021, all hourly rates on the base wage schedules in effect on June 30, 2021 shall be increased by three percent (3%).

ARTICLE 15
INSURANCE

SECTION 1. Health Insurance. The Town shall provide the following insurance program for those employees and their eligible dependents who choose to enroll in such insurance program.

SECTION 2. Employee Contributions Toward Insurance Program.

Effective July 1, 2019, bargaining unit members shall be required to contribute seventeen (17%) of the cost of his or her insurance coverage through payroll deductions.

Effective July 1, 2020, bargaining unit members shall be required to contribute seventeen (17%) 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 (17%) of the cost of his or her insurance coverage through payroll deductions.

Effective July 1, 2021, employees' who have spouses that have not received a physical examination for the previous year, as determined by the Town, shall be deemed as not meeting the Wellness Program requirements and will be required to pay the increased rate for the applicable year.

SECTION 3. High Deductible Health Care Plan with a Health Savings Account.

Effective July 1, 2017 the Town shall provide the following insurance program for those employees and their eligible dependents that choose to enroll in the High Deductible/Health Savings Account plan ("HSA plan"). Details of the group insurance benefits are outlined in **Appendix C** (attached).

The Town will fund fifty percent (50%) of the applicable HSA deductible amount. The full amount of the Town's contribution toward the deductible will be deposited in the HSA accounts on or before July 15th of each year of the contract.

Employees 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 active employees.

SECTION 4. Life Insurance. The Town shall pay the full cost of group life insurance in the amount of \$100,000 for each employee. Retirees shall receive life insurance in the amount of \$5,000 paid by the Town.

SECTION 5. Accidental Death and Dismemberment. 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. Disability Income Protection. The Town shall pay the full cost of each employee's weekly disability benefits of \$250.00 per week for a maximum of thirteen (13) weeks, commencing upon the exhaustion of the employee's accrued benefit time and any donated benefit time, for total disability as a result of an accidental injury or sickness as provided by the insurance contract in force.

SECTION 7. Change of Carriers. The Town may from time to time change the carriers for any of the insurance programs, provided that the benefits shall be equivalent or better than those provided.

SECTION 8. Blue Cross 65/ Blue Shield 65 - Retired Employees.

A. **Eligibility.** Any employee, with 10 years of service with the Town and who has worked for the Town until age 55 or later who is retired by the Town of Enfield under the Pension Plan provided by Article 16 of this Agreement or any employee who has 10 years of service with the Town and who has worked for the Town until age 55 or later who receives retirement income either from the Town or as a result of service with the Town, shall be eligible for BC/BS 65 upon attaining age 65.

B. **Enrollment.** Employees enrolled in the Town's group insurance plans shall automatically be enrolled in the Town's BC/BS 65 Plan for retirees. Retirees not enrolled in the Town's group BC/BS plans shall apply for membership in the Town's BC/BS 65 Plan upon attaining age 65.

C. **Type of Plan and Benefits.** The hospital and medical insurance plan shall be the Connecticut Blue Cross 65/ Blue Shield 65 Plan as prescribed by the Blue Cross/ Blue Shield contract in force.

D. **The Town shall pay the full Connecticut Blue Cross 65/ Blue Shield 65 premium of each subscribing retiree.**

E. Retirees shall be able to purchase Blue Cross/ Blue Shield 65 coverage for their spouses at the Town's COBRA rate. Early retirees shall be able to continue coverage for themselves and dependents provided that they pay the COBRA rate for such coverage in a timely manner.

SECTION 9. Health Insurance Buy-back. Effective January 1, 2001 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 \$1,000 (one thousand dollars), alternatively, an employee eligible for health and dental coverage for 2 or more persons who waives same shall receive \$1,500; on or about December 1 of each year, and prorated as necessary based on the number of calendar months out of the preceding twelve (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 of each year.

ARTICLE 16

PENSION

SECTION 1. Employees are provided with retirement benefits under the Town of Enfield Pension Plan. Any changes made in the Plan which would decrease the benefits available to the employees or increase the rate of contribution by employees shall be done only through collective bargaining. A copy of the Pension Plan shall be provided to the Union.

SECTION 2. Employees shall be provided with an annual statement reflecting their current retirement status.

SECTION 3. Employees hired on or after July 1, 1999 must join the Town pension plan once they become eligible for said plan. Employees hired before July 1, 1999 who are members of the plan must remain members of the pension plan. Employees hired before July 1, 1999 who are not members of the plan, once eligible, will be given the opportunity to join the plan each July. Once they join the plan they must remain members of the plan.

ARTICLE 17
SENIORITY

SECTION 1. Seniority shall be defined as an employee's length of continuous service within the bargaining unit since the most recent date of hire. The Town of Enfield shall establish a seniority list, and the list shall be brought up to date July 1 of each year, and a copy shall be delivered to the Union.

SECTION 2. Officers and stewards of the Union shall have superseniority in the event of layoff, providing they have the qualifications to perform the work.

ARTICLE 18
PROBATIONARY PERIOD

SECTION 1. Purpose. The probationary or working test period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of a new employee whose performance does not meet the required work standards.

SECTION 2. Duration of the Probationary Period. All new employees shall be required to complete successfully a working test during a probationary period as follows:

A. Employees shall serve a probationary period of six (6) months for original appointments and three (3) months for promotional or lateral appointments.

B. Extensions of the above probationary periods not to exceed two (2) months may be granted by the Town Manager upon request of the Department Head.

C. In the case of promotion during the original probationary period, the employee shall, before attaining the status of a regular employee, serve either the remainder of the original probationary period or the promotional period, whichever period is greater.

SECTION 3. Interruption of the Probationary Period. No leave from service during the probationary period, with or without pay shall be counted as a part of the total probationary service required, unless otherwise recommended by the appointing authority and approved by the Town Manager.

SECTION 4. Dismissal During Probationary Period For New Hires. At any time during the probationary period the appointing authority may remove an employee if, in the opinion of the appointing authority, the working test indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily. Upon such removal, the appointing authority

shall report to the Human Resources Director and to the employee removed his/her actions and reasons therefore. No appeal is allowable from dismissal during the probationary period of a new employee and such dismissal shall not be grieved under the grievance procedure by either the probationary employee or the Union.

SECTION 5. Reinstatement to Former Class For Promoted Employees. An employee promoted or transferred who does not successfully complete his/her probationary period shall be transferred to a position in the class occupied by the employee immediately prior to his/her promotion whether from Supervisory or Professional & Technical Unit. If such position has already been filled, the original incumbent shall be eligible to exercise bumping rights to regain his/her former position.

ARTICLE 19

LAYOFF PROCEDURE

SECTION 1. Layoff Permitted. An appointing authority, with the approval of the Town Manager, may layoff an employee whenever it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit on the service of the employee.

SECTION 2. Layoff Procedure. In the event of a layoff, an affected employee shall receive at least two (2) weeks written advance notice.

SECTION 3. Order of Layoff. In the event of layoffs within a particular classification, employees in that classification shall be laid off in reverse order of seniority with probationary employees and temporary employees subject to layoff first. In lieu of layoff, an affected employee may elect to displace the least senior employee in any equal or lower classification in the bargaining unit within a division for which the employee meets the requirements of the position.

SECTION 4. Recall. Employees who are laid off shall have recall rights for a period of sixteen (16) months from the date of layoff and only to the class within the department or division from which the employee was laid off. The most senior employee in the class laid off from the department or division shall be the first employee recalled to that class within the department or division involved from which the employee was laid off provided he is presently qualified to perform the work in the job classification to which he is recalled without further training beyond

orientation. Employees shall have two (2) weeks from the date the Town sends a certified notice of recall to the employee at his last known address to return to the job.

SECTION 5. Grant Employees. Employees who are in positions funded by state or federal grants shall be employed only as long as the funding continues. An employee whose grant funding ends may exercise bumping rights pursuant to Section 3 if desired.

ARTICLE 20 **PROMOTIONS**

SECTION 1. When the Town determines that a vacancy or new position shall be filled, the vacancy or new position shall be posted for a period of seven (7) working days and filled within a reasonable time thereafter.

SECTION 2. Bargaining unit employees who bid on the posted vacancy or new position within the posting period shall be given first consideration with respect to their candidacy for the position; however, if it is deemed by the Town that an outside candidate possesses greater skill and ability than any of the bargaining unit candidates, the Town may fill the vacancy or new position with such outside candidate.

SECTION 3. Seniority shall be a factor after the Town has assessed the skills and abilities of the bargaining unit candidates and when the skills and abilities of such bargaining unit candidates have been deemed by the Town to be equal, the Town shall appoint the most senior employee to the vacancy or new position.

ARTICLE 21 **SAFETY AND HEALTH**

SECTION 1. The Town Agrees to provide a safe work environment for all employees.

SECTION 2. A joint safety committee of the Town and the Union shall be formed and said committee shall meet to review and recommend safety and health conditions.

SECTION 3. The Town shall furnish safety helmets and safety glasses to any employee working in hazardous locations or with hazardous equipment and shall pay for the cost of replacement of employee's prescription glasses if broken at work.

In addition, for employees working in the Department of Public Works, the Town shall subsidize eligible employees up to fifty percent (50%) or reimburse up to \$300 employees that obtain prescription safety eyeglasses. This benefit is determined solely by the Director of

Public Works and is based on availability of funds. This benefit will only be available one (1) time during the life of this contract, even if the employee breaks his/her original pair of safety glasses, the Town will not purchase a second pair. The safety glasses must conform to OSHA 1910.133 and the employee must show that the glasses meet the following criteria and are labeled as such: ANSI/ISEA Z87.1-2010, Impact Rated.

SECTION 4. The Town shall provide foul-weather gear, i.e., raincoats, rain hats, boots, gloves, etc., and replace as necessary to those employees of the Public Works Department where the need exists.

SECTION 5. The Town shall provide, free of charge to the employee, medical injections for immunizations from the common and contagious diseases during the period of time generally administered by a physician to be provided by the Town. Dates will be determined in advance, whenever possible, to assure employees will receive the injections at the most effective times.

SECTION 6. The Town agrees to continue its practice of providing uniforms to employees in the Public Works Divisions who are currently utilizing them.

SECTION 7. The Town agrees to continue the practice of paying meal money to the employees of the Public Works Department who were receiving it prior to the contract.

ARTICLE 22

NONDISCRIMINATION

Neither the Town nor the Union shall discriminate against any employee on the basis of race, color, religion, national origin, age, sex, marital status, sexual orientation, physical or mental disability, union activity or political activity, or any other non-job related characteristic. Whenever the male gender is used in this Agreement, it shall be construed to include equally both male and female employees.

ARTICLE 23

NO STRIKE - NO LOCKOUT

SECTION 1. No Strike. The Union, its officers, agents or employees agree that they will not instigate, promote, sponsor, engage in or condone any strike (including sympathy strikes), slowdown, or any other concerted stoppage of work. Employees who are not on duty maintain their right of freedom of expression provided there is no breach of this Section.

SECTION 2. No Lockout. The Town will not instigate a lockout over a dispute with the Unit so long as there is no breach of Section 1 of this Article.

ARTICLE 24
MISCELLANEOUS

SECTION 1. Evaluations. Employees shall be given a copy of their evaluation form at the time they are required to sign it.

SECTION 2. Copies of Agreement. The Town will provide each employee with a copy of this Agreement within thirty (30) days after the effective date of this Agreement. New employees will be given a copy of this Agreement at the time of hire.

SECTION 3. Deferred Compensation Plan. The Town shall continue established procedures for enrolling members of the bargaining unit in the deferred compensation plan(s). Participation in this plan shall be at the discretion of each individual employee.

SECTION 4. Professional Fees and Licenses. The Town shall pay the cost of work related and professional fees or licenses and the annual maintenance of such licenses if the Town requires them as a condition of employment.

SECTION 5. Non-Waiver of Claim. Failure of the Town, the employees or the Union to insist upon compliance with a specific provision of this Agreement at any given time or times, shall not operate to waive or modify such provision in any manner whatsoever to render it unenforceable as to any other time or times or as to any other occurrences, provided the circumstances are the same.

SECTION 6. Mileage Reimbursement. Employees who use a privately owned automobile for the conduct of Town business or who are currently receiving a mileage allowance shall be reimbursed for all mileage driven in the conduct of Town business at the IRS rate currently in effect.

SECTION 7. Assignment of Town Vehicles. Pool cars may be made available for the Building Inspection Division, Social Services Department and Town Planning Department per the guidelines agreed on May 8, 1991. Those not using pool vehicles and who currently receive a monthly stipend or who are assigned a vehicle shall continue to receive such stipend or vehicle, in accordance with current practice. The parties agree that employees will only be allowed to take a town vehicle home with the approval of their department head and that any previous practice/approval of taking a vehicle home is nullified.

SECTION 8. Bulletin Boards. One (1) bulletin board shall be reserved at an accessible place in

each of three (3) designated work areas for the exclusive use of the Union for the posting of official Union notices.

ARTICLE 25
SAVINGS CLAUSE

SECTION 1. Should any article, section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction or the Connecticut State Board of Labor Relations, such decisions shall apply only to the specific article, section or portion thereof directly related to the decision. Upon issuance of such a decision, the parties agree, where applicable, to negotiate a substitute for the invalidated article, section or portion thereof.

Section 2. This contract represents complete collective bargaining and full agreement between the parties to rates of pay, wages, hours of employment, benefits, pensions or other conditions of employment which shall prevail during the term of this agreement. The parties agree that this language does not abridge an employee's rights as described in the State of Connecticut Municipal Employee's Relation Act (MERA).

ARTICLE 26
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 wish to contribute to this fund.

ARTICLE 27
DURATION

SECTION 1. This contract shall be in full force and effect from ~~July 1, 2019 through June 30, 2022~~ **July 1, 2022 through June 30, 2025** and shall continue in effect thereafter, unless amended or modified in the manner prescribed below, or terminated in accordance with the law. Wage increases which bear an effective date prior to the execution of this Agreement shall be implemented retroactive to the date indicated. All other changes shall be implemented as soon as

possible after execution of this Agreement, except where other specific effective dates are called for in this Agreement.

SECTION 2. Between the first day of January and the first day of February, ~~2022~~ **2025** either party may notify the other party if it wishes to amend or modify the contract as of July 1, ~~2022~~ **2025** Within thirty (30) days of such notification, the party receiving such notification shall meet with the other party to discuss the proposed amendments or modifications.

SIGNED ON THIS _____ DAY OF NOVEMBER IN THE YEAR 2022 BY:

TOWN OF ENFIELD

LOCAL 2001, CSEA

APPENDIX A

Salary Tier	Department Classifications	Increase	Fiscal Year	Annual Salary
1	Head Teacher (T065)	3.00%	7/1/2022	\$53,591
		3.00%	7/1/2023	\$55,199
		3.25%	7/1/2024	\$56,993
2	Head Teacher (T065)	3.00%	7/1/2022	\$61,060
		3.00%	7/1/2023	\$62,892
		3.25%	7/1/2024	\$64,936
3	Youth Services Coordinator (T069)	3.00%	7/1/2022	\$66,570
	(32 hours)	3.00%	7/1/2023	\$68,567
		3.25%	7/1/2024	\$70,796
4	Bus Transportation Director (T941)	3.00%	7/1/2022	\$72,290
		3.00%	7/1/2023	\$74,458
		3.25%	7/1/2024	\$76,878
5	Asst. Dir. PW/Business Oper. Mgr. (T053)	3.00%	7/1/2022	\$99,123
		3.00%	7/1/2023	\$102,097
		3.25%	7/1/2024	\$105,415
6	Fleet Manager (T078)	3.00%	7/1/2022	\$100,217
	(40 hours)	3.00%	7/1/2023	\$103,223
		3.25%	7/1/2024	\$106,578

Salary Tier	Department Classifications	Increase	Fiscal Year	Annual Salary
7	Asst. Director of Public Works (T027)	3.00%	7/1/2022	\$107,883
	(40 hours)	3.00%	7/1/2023	\$111,120
		3.25%	7/1/2024	\$114,731
8	Building Official (T071)	3.00%	7/1/2022	\$111,718
		3.00%	7/1/2023	\$115,069
		3.25%	7/1/2024	\$118,809
9	Superintendent of WPC (T074)	3.00%	7/1/2022	\$120,200
	(40 hours)	3.00%	7/1/2023	\$123,806
		3.25%	7/1/2024	\$127,830
10	Senior Asst. Town Attorney (T070)	3.00%	7/1/2022	\$124,862
		3.00%	7/1/2023	\$128,608
		3.25%	7/1/2024	\$132,787
11	Supervisor of Assessment & Revenue	3.00%	7/1/2022	\$123,882
	(T051)	3.00%	7/1/2023	\$127,599
		3.25%	7/1/2024	\$131,746

**APPENDIX B
FAMILY/MEDICAL LEAVE POLICY
TOWN OF ENFIELD**

ISSUES	PERSONAL SERIOUS HEALTH CONDITION	BIRTH, ADOPTION OR FOSTER CARE	SERIOUS HEALTH CONDITION OF CHILD, PARENT OR SPOUSE
Employment Eligibility	Employed at least 12 Months and work at least 1250 hours during the fiscal year.	Same	Same
Effective Date	August 5, 1993 for non-bargaining unit employees; February 5, 1994 for union members.	Same	Same
Who qualifies?	Employees who meet eligibility criteria above.	An employee who is either the father or the mother can take family leave for the birth, placement for adoption or foster care of a child. See 825.112, Family Medical Leave Act for qualifying circumstances under which family leave may be taken for adoption or foster care. Eligibility for leave expires 12 months after the event. Leave must be completed by the one year anniversary of the event.	An employee who has a biological child, adopted child, foster child, step-child, legal ward or a child under 18 for whom the employee stands in loco parentis. An employee who has a child (defined above) age 18 or older who is incapable of self-care due to mental or physical disability. An employee who has a biological parent, former legal guardian, or someone who raised the employee in place of a parent. An employee who has a spouse as legal husband or wife.
Serious Health Condition Defined	Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or Continuing treatment by a health care provider. Excludes short term conditions for which treatment and recovery are brief such as illness lasting a few days. Pregnancy/Maternity Leave taken shall count toward FMLA leave.	Not applicable.	Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or Continuing treatment by a health care provider. Excludes short term conditions for which treatment and recovery are brief such as illness lasting a few days. Pregnancy/Maternity Leave taken shall count toward FMLA leave.

ISSUES	PERSONAL SERIOUS HEALTH CONDITION	BIRTH, ADOPTION OR FOSTER CARE	SERIOUS HEALTH CONDITION OF CHILD, PARENT OR SPOUSE
Ability to Temporarily Transfer to Another Position	Yes, if employee is on intermittent or reduced leave to position of equivalent pay and benefits.	Same	Same
Provisions if Both Spouses Work For the Town	12 weeks leave each for their respective personal serious health condition(s).	A combined total of 12 weeks of leave which may or may not be taken concurrently. However, if both employees work in the same department then the leave cannot be taken on the same scheduled work days.	2 weeks of leave each which may or may not be taken concurrently. However, if both employees work in the same department, then the leave cannot be taken on the same scheduled work days, except for the serious health condition of the spouse.
Restoration to Position	Must be restored to the same position held prior to the leave; or To a position that is equivalent in pay, benefits, privileges and other conditions and terms of employment. An employee has no greater right to reinstatement or to benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.	Same	Same
Notification	Employee must provide 30 days notice when need for leave is foreseeable. Otherwise notice must be given as soon as practicable.	Same	Same
Medical Certification	Certification for illnesses shall include the date the serious health condition began, duration of the condition, applicable medical facts, statement that the employee is unable to perform the functions of the job, and medical reasons for any intermittent or reduced leave	Not applicable.	Certification for illness shall include the date the serious health condition began, duration of the condition, applicable medical facts, statement that the employee is needed to care for the ill person, an estimate of how long the employee will be needed, and/or medical reasons for any intermittent or reduced leave requests.

ISSUES	PERSONAL SERIOUS HEALTH CONDITION	BIRTH, ADOPTION OR FOSTER CARE	SERIOUS HEALTH CONDITION OF CHILD, PARENT OR SPOUSE
	requests (if applicable).		
Second and Third Opinions	The Town may request and pay for a second opinion from a physician of the Town's choice. Either the employee or the Town may request a third opinion if the 1st two opinions conflict. A third opinion shall be paid for by the Town and both the Town and the Employee must agree on the provider. The decision of the third opinion is final.	Not applicable.	The Town may request and pay for a second opinion from a physician of the Town's choice. Either the employee or the Town may request a third opinion. A third opinion shall be paid for by the Town and both the Town and the employee must agree on the provider. The decision of the third opinion is final.
Certification for Return to Work	Certification of fitness for duty may be required of all employees taking FMLA leave.	Certification of fitness for duty may be required of all employees taking FMLA leave. FAMILY/MEDICAL LEAVE POLICY	Not applicable.
Relationship to Paid Leave	Employee may utilize accrued sick leave, then may request unpaid leave for the duration of the FMLA leave. The employee may substitute accrued vacation leave in place of all or part of the unpaid leave, if s/he so desires.	If the employee is the birth mother, accrued sick leave must be utilized first for the period of disability. After the disability, the employee may request unpaid leave for the remainder of the FMLA leave for the care of the child. Accrued vacation time can also be used in lieu of all or part of the unpaid leave if the employee so desires. If the employee is not the birth mother, s/he may request unpaid leave or use accrued vacation time in lieu of all or part of the unpaid leave for the duration of the FMLA leave.	Employees may use up to 15 family sick days, then may request unpaid leave or the accrued vacation time in lieu of all or part of the unpaid leave, for the duration of the FMLA leave.
Sick Leave and Vacation Leave Accruals	Sick and vacation leave shall not accrue for any full calendar month in which the employee is not in a regular paid status. Sick and vacation time will	Same	Same

ISSUES	PERSONAL SERIOUS HEALTH CONDITION	BIRTH, ADOPTION OR FOSTER CARE	SERIOUS HEALTH CONDITION OF CHILD,PARENT OR SPOUSE
	accrue during the employee's use of paid sick leave and/or paid vacation leave for any portion of FMLA leave.		
Maintenance of Medical, Dental and Life Insurance Benefits	The Town will maintain group medical, dental and life insurance coverage for the duration of the FMLA leave provided that the employee make the necessary payment(s) for that portion of the insurance premium that s/he would have had to make had s/he not taken FMLA leave. In the event that the employee does not return to work when the FMLA leave expires, s/he shall be able to continue medical and dental coverage under COBRA at his/her own expense at the COBRA rates. Failure to continue coverage under COBRA will remain in the expiration of medical and dental coverage at the end of the month when such FMLA leave has expired. Life insurance coverage expires when FMLA leave expires if the employee does not return to work.	Same	Same

ISSUES	PERSONAL SERIOUS HEALTH CONDITION	BIRTH, ADOPTION OR FOSTER CARE	SERIOUS HEALTH CONDITION OF CHILD, PARENT OR SPOUSE
MISCELLANEOUS	All requests for FMLA leave must be documented including whether or not the leave was granted and reasons for the denial where that is the case. The Family Medical Leave Act prohibits an employer from putting any restraint on an employee for exercising his/her rights under the FMLA. The Town may not penalize or discipline an employee for requesting or using the FMLA provisions. The 12 month period for FMLA purposes will coincide with the Town's fiscal year (July 1-June 30). Each employee shall be allowed a combined total of 12 weeks of FMLA leave per year (except when both spouse work for the Town as described above). Medical information and documentation shall be treated as confidential medical records and shall be kept in a confidential file separate from the employee's personnel file. The parties agree that existing contractual benefits will remain in effect in accordance with existing collective bargaining agreement.		

APPENDIX C

DRAFT



H

TOWN OF ENFIELD

Date: November 14, 2022

Subject: Resolution to Authorize the Foreclosure for Property Maintenance Fines totaling \$339,222.00 for 17 Burnham Street, Enfield CT

Highlights:

- The property at 17 Burnham Street has been cited for three separate property maintenance violations since 2014.
- The first violation was for grass, weeds, or similar growths that reached a height greater than 12 inches from September 29, 2014 – September 30, 2019 with fines totaling \$137,025.00. The lien was recorded in the Town's land records on March 16, 2015.
- The second violation was for severe structure damage, cracked, broken or missing siding from January 8, 2018 – August 13, 2022 with fines totaling \$125,775.00. The lien was recorded in the Town's land records on March 2, 2018.
- The third violation was for grass, weeds, or similar growths that reached a height greater than 12 inches from October 1, 2019 – July 15, 2022 with fines totaling \$76,350.00. The lien was recorded in the Town's land records on November 7, 2019.
- The fines total for these three violations is \$339,222.00 which includes three \$24.00 lien fees.
- These fines do not include any clean & liens.
- The Blight Review Committee met October 27, 2022 and recommended to the Town Council to foreclose on the property for the \$339,222.00 in property maintenance fines.

Recommendation:

Adoption of the attached resolution to authorize the foreclose of 17 Burnham Street for the \$339,222.00 in property maintenance fines.

BE IT RESOLVED that the Enfield Town Council hereby authorizes the foreclose of 17 Burnham Street for the \$339,222.00 in property maintenance fines; and

BE IT FURTHER RESOLVED that the Town Manager or her designee is authorized to begin the foreclosure process for the property maintenance liens referenced above.

Date Prepared: November 14, 2022
Prepared by: Office of Community Development

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Waiving Bids for the Purchase of Bulk Chemicals at the
Enfield Water Pollution Control Facility**

WHEREAS, the Town of Enfield generates approximately 22 tons of processed sludge each day; and

WHEREAS, the Water Pollution Control Facility (WPCF) uses significant quantities of chemicals to process and treat this waste; and

WHEREAS, price volatility and supply chain issues have made it very difficult to purchase the necessary chemicals; and

WHEREAS, it is vital to the public health that WPCF have flexibility in obtaining supplies from all available sources.

THEREFORE, BE IT RESOLVED, that the Town Council does hereby find, based on the foregoing compelling public interest, and in accordance with Town Charter chapter V, section 8(d), that it is therefore against the best interest of the Town to solicit bids for the purchase of Supplemental Carbon, Liquid Polymer, and Sodium Hypochlorite.

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



TOWN OF ENFIELD

Date: November 14, 2022

Subject: Revision to Facility Use Policy

Summary:

With phase 1 of the Field Improvement project almost completed, more stringent strategies and policies are needed in order to preserve the investment by the Town and Board of Education.

1. The Turf Field areas should only be used by school teams approved by EHS Athletics or Town approved activities when appropriate. The Turf Field area should be locked at all times when not in use. The Town offers many other areas for people to walk and participate in other activities.
2. The Public Works sub-committee should be requested to implement a tiered rental policy for EHS turf usage. The base level being the use of the turf and track with extras being access to the press box, use of the scoreboard and sound system. Use of scoreboard and sound system should require someone who has experience with the system to limit damage that has been caused by improper use.
3. The Public Works Building and Grounds division shall adjust all EHS locks to a new key (or digital code access) other than the 3447 key. This existing key has been distributed to countless people over the years where it is now impossible to properly secure the area and limit the number of vehicles that park near the field.

Recommendation:

Amend the current Facility Use Policy to reflect these changes.

BE IT RESOLVED that the Enfield Town Council does hereby amend the Facility Use Policy Schedule A to reflect that the Enfield High School fields are not available for outside rental until further notice; refers the matter of Security upgrades to the Public Works Building & Grounds division; and refers back to the Public Works sub-committee the matter of a tiered rental policy for the fields and amenities for at such time that the fields are available to outside groups.

Date Prepared: November 14, 2022
Prepared by: Town Manager Ellen Zoppo-Sassu and BOE Athletic Director Cory O'Connell; reviewed by Public Works Sub-Committee 11/3/2022

TOWN OF ENFIELD
NOTICE OF TRAFFIC REGULATION VIOLATION

Ticket No. **01825**

Date of Violation:	Time (Military)
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Location:

Make	Type	Color
------	------	-------

Reg. No.	State	☐ Pass. ☐ Comm. ☐ Comb. ☐ Other
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Issuing Officer's Radio No.

WARNING: Fine doubled if not paid within 7 days
of issue date.

PARKING VIOLATION

FINE

- | | |
|---|---------|
| ☐ Prohibited Zone | \$10.00 |
| ☐ Within 25 feet of an Intersection | \$10.00 |
| ☐ Within 25 feet of Stop Sign | \$10.00 |
| ☐ Over 12 inches from Curb | \$10.00 |
| ☐ Within 50 feet of Railroad Crossing | \$10.00 |
| ☐ Left Side of Curb | \$10.00 |
| ☐ In Loading Zone | \$10.00 |
| ☐ On Tree Belt | \$10.00 |
| ☐ Within 20 feet of Fire Station Driveway | \$15.00 |
| ☐ Within 75 feet of Fire Station Opposite Side of Street | \$15.00 |
| ☐ Winter Snow Ban | \$15.00 |
| ☐ Within 25 feet of Crosswalk | \$20.00 |
| ☐ Obstructing Traffic | \$20.00 |
| ☐ Within 10 feet of Fire Hydrant | \$25.00 |
| ☐ On Sidewalk | \$25.00 |
| ☐ Blocking Driveway | \$25.00 |
| ☐ Commercial Vehicle in Residential Zone | \$50.00 |
| ☐ Fire Lane Zone | \$50.00 |
| ☐ Handicap Space without Permit | \$85.00 |
| ☐ Other | |

You are hereby cited pursuant to Part IV Section 82-3, 82-6 through 82-8, 82-31 through 82-40, 82-42 and 82-96 of the ordinances of the Town of Enfield that the above vehicle is in violation of said ordinance checked.

State Law reference— Similar provisions, G.S. § 14-250a.
 Sec. 82-94. - Maintenance; identification.

Fire lanes established under this division will be kept free of ice and snow and rubbish containers or other obstructions. The owner, agent or occupant of any development to which this division is applicable will cause to be erected, installed and maintained at their own expense permanent, adequate signs bearing the words "FIRE LANE—NO PARKING—CARS WILL BE TOWED AT OWNER'S EXPENSE" in such fire lane. Such owner, agents or occupants will cause such other and further designations as are reasonably required by the fire marshal and/or fire chief to warn persons to keep such fire lanes unobstructed. Failure to maintain a fire lane in accordance with this section will render the owner, agent or occupant of such development liable to a fine of at least \$100.00 per day and no more than \$250.00 per day.

(Code 1967, § 7-7)

Sec. 82-41. - Parking violation fines.

Any person violating any of the provisions of sections 82-3, 82-6 through 82-8, 82-31 through 82-40, 82-42, 82-63 and 82-96 will be fined in accordance with the schedule of fines set by the council, provided that the fine is paid at the police station within seven days of the offense or received by mail and postmarked within seven days of the offense; otherwise, the penalty will be double, up to the maximum allowed by state statute.

Section		Violations	Fines
82-33	1.	Prohibited zone	\$10.00
82-31(a)(5)	2.	Within ten feet of hydrant	25.00
82-31(a)(6)	3.	Within 25 feet of intersection	10.00
82-31(a)(6)	4.	Within 25 feet of crosswalk	20.00
82-31(a)(6)	5.	Within 25 feet stop sign	10.00
82-31(a)(5)	6.	Over 12 inches from curb	10.00
82-31(a)(1)	7.	Within 50 feet of railroad crossing	10.00

82-31(a)(3)	8.	Obstructing traffic at excavation or obstruction in other manner	20.00
82-31(a)(4)	9.	Upon any bridge or in highway tunnel	10.00
82-32	10.	Left side to curb	10.00
82-33	11.	Overtime parking	10.00
82-35	12.	Loading or unloading zone	10.00
82-36	13.	Parking on tree belt	10.00
82-34	14.	Blocking driveway	25.00
82-6	15.	Parking on sidewalk	25.00
82-31(a)(2)	16.	Within 20 feet of driveway to any fire station or on opposite side of street within 75 feet of such entrance	15.00
82-63	17.	Winter snow ban	15.00
82-38	18.	Violation of handicapped zone	85.00
82-96	19.	Fire lane parking	50.00
82-42	20.	Commercial vehicle parking	50.00
	21.	Other	

(Code 1967, § 6-18; Ord. No. 04-1, § 6-18, 1-20-2004)

CITATION TICKET

No.

CITATION

NOTICE TO OWNER/OCCUPANT/VIOLATOR OF TOWN ORDINANCE VIOLATION – ENFIELD, CT

Name _____

Address _____

Date _____ Time _____

Violation Location _____

Removal Method _____

You are hereby cited with violating:

GENERAL TYPE OF CODE VIOLATION (PLEASE CHECK)

☐ Failure to Remove Snow
☐ Failure to Remove Ice
☐ Failure to Clear from Fire Hydrant
☐ Throwing of Snow into Street

Pursuant to Section 74, Article IV, of the Code of the Town of
Enfield you are being fined \$75 and additional labor fees for
snow/ice removal as follows:

First Offense: \$1/ linear foot Repeat Offense: \$2/linear foot

feet

feet

TOTAL AMOUNT DUE: \$75 + _____ = _____

Issuing Official ID# _____

You must pay the above fine immediately by mailing a check or
money order (NO CASH) made payable to the Town of Enfield,
and sent to Enfield Town Hall, Collector of Revenue,
820 Enfield Street, Enfield, CT 06082. You may contest your
liability before a hearing officer by delivering in person or by
mail written notice to: Enfield Town Manager, 820 Enfield
Street, Enfield CT 06082. If you fail to pay the fine or make
written demand for a hearing, an assessment and lien upon
your property for all fines and associated costs may be made.

**RESPONSIBILITY FOR RECEIPT OF PAYMENT OR
REQUEST FOR HEARING RESTS WITH THE VIOLATOR.**

Storm Clock End Time and Date _____