



AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
Monday, December 19, 2022
7:00 PM – Council Chambers
https://youtu.be/P_kqshjWv2Y

1. **PRAYER – Matt Despard**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **FIRE EVACUATION ANNOUNCEMENT**
5. **MINUTES OF PRECEDING MEETINGS**
 - **Special Meeting – December 5, 2022**
 - **Regular Meeting – December 5, 2022**
 - **Special Meeting – December 12, 2022**
6. **SPECIAL GUESTS**
 - **Tristen Courchesne – Kid Mayor**
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 – None**
 - B. **Appointment(s)–Town Council Appointed**
 1. **Diversity, Equity and Inclusion Committee** – The Town Council Hereby Appoints John Malinoski (R), Yanired Toledo-DeMicheli (D), Brandon Jewell (D), Monica Ogums (U), Rosalind Swift (D), Chad Woodyard (U), and James Hoyne (D) for Terms to be Determined Upon Final Resolution.
 2. **Beautification Committee** – The Term of Office of Darren Ketchale (R) Expires on 12/1/2022. Reappointment Would be Until 12/1/2025.
 3. **Commission on Aging** – The Term of Office of William St. George (U) Expires on 1/1/2023. Reappointment Would be Until 1/1/2026.
 4. **Commission on Aging** – The Term of Office of Howard Florian (U) Expires on 1/12/2023. Reappointment Would be Until 1/1/2026.

5. **Commission on Aging** – The Term of Office of Alice Egan (R) Expires on 1/1/2023. Reappointment Would be Until 1/1/2026.

C. Discussion/Resolution: Request for a Bid Waiver for the Professional Development Contract with The Connection Institute for Innovative Practice, Inc.

D. Discussion/Resolution: Request for a Bid Waiver and to Transfer ARPA Funds for ClearGov Software - \$12,300

E. Discussion/Resolution: To Close Out the Underground Storage Tank Project Line and Transfer the \$85,016 to Bolster the Troubled Properties Committee Line Item

F. Discussion/Resolution: Resolution Setting a Public Hearing on the Proposed Ordinance Establishing the Number of Justices of the Peace at Seventy-Five (75)

G. For Informational Purposes: To Receive the Resolutions on the Intent to Consolidate from the Hazardville and Shaker Pines Fire Districts and to Notify the Town Clerk to Place on File

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

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

15. COUNCILOR COMMUNICATIONS.

16. ADJOURNMENT.

*****CONSIDERED FOR REAPPOINTMENT**

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, DECEMBER 5, 2022**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, December 5, 2022. The meeting was called to order at 6:02 pm.

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

MOTION #6425 by Councilor Santanella seconded by Councilor Hopkins to suspend the rules and move item 2 – Real Estate Discussion up on the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6425** adopted 9-0-0.

MOTION #6426 by Councilor Nelson seconded by Councilor Pyznar to go into Executive Session to discuss real estate negotiations and pending litigation.

EXECUTIVE SESSION

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

Councilors were joined by MassMutual Lead Government Relations Advisor, Eric Weinstein; MassMutual Head of Corporate Real Estate, Sean Anderson; Fast Track Realty LLC Manager, Andy Borgia; and All Sports Village Inc. Director, Anthony Ardolino from 6:19 pm through 6:50 pm.

Chairman Cressotti reconvened the Special Meeting at 7:09 pm and stated during executive session the Council discussed real estate negotiations and pending litigation with no action or votes being taken.

ADJOURNMENT

MOTION #6427 by Councilor Nelson, seconded by Councilor Santanella to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6427** adopted and the meeting stood adjourned at 7:10 pm.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, DECEMBER 5, 2022**

A Regular Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, December 5, 2022. The meeting was called to order at 7:00pm.

PRAYER – Councilor Finger gave the Prayer.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

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

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

MINUTES OF PRECEDING MEETINGS

MOTION #6428 by Councilor Mangini, seconded by Councilor Nelson to accept the minutes of the Regular Meeting held on November 14, 2022.

AMENDMENT #1 by Councilor Cekala, seconded by Councilor Finger to amend the roll call portion of the minutes to read that Attorney Cerrato was present, not Attorney Tallberg.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **AMENDMENT #1** adopted 9-0-0.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared amended **MOTION #6428** adopted 9-0-0.

SPECIAL GUESTS – Rob Battaglia – Clear Gov Presentation

Town Manager, Ellen Zoppo-Sassu, prefaced the presentation by saying that with the addition of ARPA funds, there is greater emphasis on how to track those dollars and how they are spent and provide greater accountability and input to the taxpayers. There are a couple of new products that are being used available through ClearGov®. This proposed software acquisition has already been brought to the General Government and Finance Subcommittee. Rob Battaglia of ClearGov® will give a brief overview of what this would look like for Enfield and how communities are using it.

Rob Battaglia stated that ClearGov® is a cloud-based software company that communities are utilizing to manage the annual budget process, on-going capital improvements, multi-year planning, and ARPA projects. It is for tracking, reporting, and communication purposes. They work with twenty-five

communities in the State of Connecticut and have been vetted by the Capital Region Council of Governments. The budgeting solution has been recommended to all their members. This system complements the current financial system MUNIS; it will not replace it. There are three solutions that are being discussed with town administration. First is capital budgeting software which will eliminate a lot of spreadsheets. Next is the digital budget software that deals specifically with communications with the public. Lastly, there is a transparency solution which is a dashboard tool to update residents and stakeholders. It is cloud-based, which means it can be accessed from town hall or remotely. The software digitizes information for presentation.

Councilor Cekala is excited about this for its internal use with the employees as well as the residents being able to go on and see exactly where their tax dollars are going.

Councilor Pyznar asked how much the software costs. Ms. Zoppo-Sassu responded that there are different modules being reviewed by the Government and Finance Subcommittee right now. The Committee wanted to get an idea after presenting it to the Council if it is worth pursuing. If it is determined to be worth pursuing, they will come up with a proposal to be reviewed. This is an ARPA fund eligible item so it would not hit this year's bottom line budget.

Councilor Nelson asked if the liaisons like this and are advising us to purchase it. Councilor Santanella stated that the cost for this is not outrageous. You can spend as little or as much as you want because it is piece mail. It helps create transparency and accessibility to people. Councilor Hopkins wondered what the onboarding would look like and if staff would be happy to use it. Councilor Ludwick stated that capital projects and transparency was their focus.

Chairman Cressotti is in favor of the digital interactive document. He agrees with starting off with a couple segments and going from there.

PUBLIC COMMUNICATIONS

Pam Townsend, 54 Kimberly Drive and Lori Gates, 3 Yale Court

Ms. Townsend reminded folks that she and Ms. Gates work together on the Wreaths Across America mission; remember, honor, and teach. She works on the "remember" and "honor" part and Ms. Gates works on the "teach" part. The reason why she does this is to honor and remember our veterans. Ms. Gates stated that her mission is to teach and that our children are the living messages we send to the future. The message of honor and respect is a good message to send. Ms. Gates announced that Enfield has been honored for a seventh year to host a portion of the Wreaths Across America convoy as they travel from Maine to Arlington Cemetery on the morning of December 14th. Ms. Townsend invited everyone to attend the Wreaths Across America Ceremony on December 17th at 12pm. She also invited everyone to stay and place a wreath on a grave. This is the first year they have received enough sponsorship to honor every veteran in St. Patrick's Cemetery.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Finger stated that a few meetings ago he asked about people donating benches for Town Farm Road. He would like an update. Ms. Zoppo-Sassu responded that naming policies, bench donations, and memorial trees are all being considered along with a pricing schedule and development of best practices before being brought forth to the Council.

Councilor Mangini thanked the Veteran's Council for the invitation to the veteran's breakfast. She will attend Wreaths Across America. The Daughters of the American Revolution (DAR) is holding a ceremony this Wednesday honoring the American History Teacher of the Year, Mr. Bill Delaney, as well as young people who have shown exemplary service. It will be at the Central Library at 6:30pm.

Councilor Santanella mentioned that he attended the Safe Grad Auction and is pleased to announce that they raised enough money to provide the students with a Safe Grad night at Sonny's Place. He also thanked the fire districts for putting on a great evening at the Torchlight Parade. He mentioned that the farmers market is in the old men's Macy's building in the mall and each week there are more and more vendors. There are two weekends left of the market. On December 15, 2022, the public library will hold the Festival of Trees.

Councilor Pyznar asked where they are with the grant writer. Ms. Zoppo-Sassu stated that they have just executed the first contract out of Hartford, and it is concentrating on Human Services. The grant writer is also helping them tighten up some of the metrics for reapplying for the Community Investment Fund Grant. The town just went out for an additional grant writer and received one response from someone who has experience with infrastructure, public works, and facilities types of grants. The grant writer has not applied for or written for any grants yet but is in the review process. She is working in an advisory role as they work through grants that are already on their plate.

Chairman Cressotti stated that they are scheduling meet and greet interviews for applicants who wish to serve on the new DEI Committee. The first one will be on December 12, 2022. He also mentioned that they are still accepting applications for the Public Safety Building Committee. He would like to invite Enfield's kid mayor, Tristan Courchesne, to be a special guest at the next council meeting. The pickle ball players approached him requesting another day at the Annex. They currently have Monday, Wednesday, and Friday and would like an additional day from 9:00-12:00. Tomorrow night the Enfield Together Coalition is hosting a community conversation dealing with fentanyl use in Enfield. The Rachel's Challenge pancake breakfast will take place December 18, 2022 at Enfield High School from 8:00-10:30am.

Councilor Nelson also spoke of the Enfield Together Coalition. He said that heroin and fentanyl use in Enfield is an epidemic. It is going to take the entire town to slow this down. He asked if the schools in town all have Narcan available. Ms. Zoppo-Sassu responded that she is pretty sure the nurses' offices have it.

Councilor Nelson also mentioned the indoor market and that there are a ton of vendors, some with unique handcrafted items. Lastly, he asked if there were updates concerning making port-a-potties handicapped accessible. Mr. Bielenda stated that he had a conversation with Donald Nunes, Director of Public Works,

and was told that they are having a hard time getting port-a-potties period, never mind handicap accessible ones. Availability is currently difficult.

TOWN MANAGER REPORT AND COMMUNICATIONS

Ms. Zoppo-Sassu stated that the South River Bridge project has been staged and the Cogtella house is in the process of being demolished. They launched the ARPA Non-profit Grant Program last week which is open until December 23, 2022. The Small Business Program grant is in review by the Economic Development Commission. She is in communication with Representative Arnone concerning the Public Safety Complex bond commission item. There are no bond commission meetings scheduled for December so we will be looking at January's bond commission meeting.

She had a question from someone about open space and farmland. John Wilcox pointed out that there is a \$58,000 line item for farmland preservation. She asked the chair of the Agriculture Commission to look at the open space list that they created to see if we can move that to a more center spot in our Plan of Conservation. General Government and Finance need to meet in the next couple of weeks. They are trying to find a date for Joint Security which would be an executive session about the school security report that has been compiled. There is a Public Works Subcommittee meeting on Thursday at 5:30. Public Safety will be meeting to address the referral from the last council meeting.

Mr. Bielenda announced that the Town Manager's Office hired Public Information Officer (PIO), Stephanie MacGillivray. Councilor Nelson asked if that was a newly created position. Mr. Bielenda responded by saying no, it is not a new position and that they are under budget because she is only working part-time right now. Councilor Hopkins would like to see the PIO advertise some of the parades in town. Ms. Zoppo-Sassu stated that she is already working on a calendar to avoid date conflicts with events in town. She is working on the Farmer's Market for next year and the new gazebo and summer concert series.

REPORTS OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Ludwick asked what the outcome of the aggressive dogs was. Ms. Zoppo-Sassu stated that it is being discussed and it is in Chapter 12 of our ordinances. The police department is reviewing it and conferring with the ACO to make sure there are no changes being recommended. The Town Attorney's office is also reviewing it to make sure there are no changes with state law.

UNFINISHED BUSINESS – None.

NEW BUSINESS

CONSENT AGENDA

MOTION #6429 by Councilor Nelson, seconded by Councilor Mangini to approve Consent Agenda.

Upon a SHOW-OF-HANDS vote being taken, the chair declared MOTION #6429 adopted 9-0-0.

- Transfer of funds from the Office of Early Childhood Sparkler Grant awarded to the Family Resource Center - \$3,000 appended to these minutes.

APPOINTMENTS/TOWN COUNCIL APPOINTED

MOTION #6430 by Councilor Nelson, seconded by Councilor Mangini to reappoint Carolyn Surdel (U) to the Enfield Beautification Committee for a term that expires 12/1/25.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6430** adopted 9-0-0.

RESOLUTION #6431 by Councilor Mangini, seconded by Councilor Hopkins.

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

FROM: Child, Youth & Family		
Juvenile Review Board Grant	22046169-460164	\$23,000.00

TO: Child, Youth & Family Juvenile Review Board Grant

PT Salaries	22046169-512000	\$19,500.00
Social Security	22046169-522000	\$1,209.00
Medicare	22046169-522100	\$283.00
Tuition-Other	22046169-556900	\$1,000.00
Other Supplies/Materials	22046169-561000	\$1,008.00

Certification: I hereby certify that the above stated funds are available as of December 5, 2022.

/s/ John Wilcox, Director of Finance

Councilor Pyznar asked for clarification that this position is grant funded. Cindy Guerreri, Director of Social Services, stated that we are getting a grant from the Department of Children and Families as a Youth Services Bureau. The Juvenile Review Board funding will be coming through that stream.

Councilor Nelson asked if the employee is co-terminus with the grant. When the grant is gone, the employee is gone. Cindy responded that he is correct.

Councilor Ludwick asked what the Board is reviewing. Ms. Guerreri stated that the Juvenile Review Board reviews arrests of juveniles in Enfield as a diversion practice from the court system. The focus is restorative justice and diversion. Chief Fox appoints all members of the Juvenile Review Board. Councilor Mangini commented that this is truly needed and implementing it is going to be dynamic. Councilor Hopkins stated that the Juvenile Review Board is an important structure in the court system. He hopes the funding stream continues.

Councilor Nelson asked who decides whether the youth go to court or the Juvenile Review Board. Ms. Guerrerri responded that the decision maker is the Chief of Police.

Councilor Hopkins would love to see a presentation of the Juvenile Review Board so folks can see exactly what it is.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6431** adopted 9-0-0.

Items D and E will remain on the table.

PUBLIC COMMUNICATIONS – None.

COUNCILOR COMMUNICATIONS

Councilor Nelson stated that the Blight Commission is highly active and looking for a meeting with the top ten property concerns. Ms. Zoppo-Sassu clarified that there has been discussion about the list and there are new properties to be added. She will review the draft list, distribute it, and schedule the next meeting.

Councilor Nelson also requested a list of the top one hundred delinquent tax properties sent out to the Council. Ms. Zoppo-Sassu stated that a dozen have gone to tax sales and they are going through the process. She will provide an update as of the last grand list.

MOTION #6432 by Councilor Nelson, seconded by Councilor Mangini to adjourn the meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6432** adopted 9-0-0 and the meeting stood adjourned at 8:08pm.

Respectfully submitted,

Sheila M. Bailey
Clerk to the Council
Town Clerk

Tina Demers
Secretary to the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY DECEMBER 12, 2022**

A Special Meeting of the Enfield Town Council was called to order by Vice-Chairperson Cekala on Monday, December 12, 2022. The meeting was called to order at 5:17pm.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins, Mangini, Nelson, Pyznar, Santanella, and Unghire. Councilor Ludwick was absent. Councilors Cressotti and Nelson arrived at 5:22pm. Also present were Town Manager, Ellen Zoppo-Sassu; and Town Clerk, Sheila Bailey.

RESOLUTION #6433 by Councilor Mangini, seconded by Councilor Hopkins.

BE IT RESOLVED, that the Enfield Town Council hereby authorizes the reduction of the property maintenance fines on 20 Concord Terrace from \$32,124.00 to \$5,000.00 for the two property maintenance violations that have been corrected at 20 Concord Terrace.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6433** adopted 10-0-0.

ADJOURNMENT

MOTION #6434 by Councilor Nelson, seconded by Councilor Finger to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6434** adopted 10-0-0, and the meeting stood adjourned at 5:28pm.

Respectfully Submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Ellen Zoppo-Sassu, Town Manager
DATE: December 19, 2022
RE: Projects & Activities Report (PAR)
CC: Town Direct Reports

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

TOWN MANAGER:

The various Town Council sub-committees have been very active, reviewing a variety of issues. The TMO staff continue to take on various policy initiatives including re-working the Troubled Properties Committee and how it functions; supporting ECAC as it re-brands that Commission; tracking grant opportunities and working with the newly secured grant writers to leverage resources; and formalizing the economic development functions including business visits, new projects, expansions, etc. All American Assisted Living received their Certificate of Occupancy after significant assistance and guidance from staff. Demand for human services has increased due to the cold weather and the Cold Weather planning group meets every other week. The TMO looks forward to supporting the Diversity Committee, and is reviewing the requirements for the Fair Rent Commission that must be re-constituted per state law by July 1, 2023. Stephanie MacGillivray has started working in the office on a part-time basis helping with project management, media, and marketing. She has been tackling the S. River Bridge project, writing various media releases and doing market research for the 2023 Farmers Market.

LIBRARY SERVICES:

Arts and Handicraft Kits: Through a grant from the CT Office of the Arts and a donation from former library employee, Anne Saylor, we will begin circulating Arts and Handicraft kits at the Central Library. The program will be similar to the musical instrument lending program. Examples of kits include watercolors, quilting tools, linocut print making tools, woodburning, an airbrush and card making tools.

Festival of Trees: Our Annual Festival of Trees was held on Thursday, December 15th. We have some very creative entries this year! There were performances by three different trios from Enfield High School. The Enfield Culture and Arts Commission provided refreshments.

CCM Training: Head of Reference Services, Sam Lee, facilitated the CCM training *Constitutional Free Speech Issues: Battleground Libraries* on December 7th. The training was well attended by municipal leaders around the state.

Winter Break: Children's staff have programs planned throughout the winter break, including a magician and Kids Only Bingo. The week will culminate with our Noon Year's Eve bash on Saturday, December 31st.



TOWN OF ENFIELD

Recreation

Staffing: Cliff Zimmer, Assistant Recreation Manager will be leaving Recreation on December 30th for a new position in the private sector. The process is underway to fill the Assistant Recreation Manager position after the new year. Applications are also still being accepted for referees, ongoing until filled. Visit www.enfield-ct.gov/hr to apply.

Letters from Santa: This free program is providing nearly 150 letters to Enfield youth, ages 8 years old and under, December 12 – 23. Each child will receive a personalized letter, *Nice List* certificate, and a plush penguin from Santa via the Recreation Dept.

December Vacation Programs: A wide variety of program offerings will be held during December school break. Opportunities include a Babysitter Safety Course, Youth/Teen/Adult Cake Decorating Classes, *Safe@Home* Class, a Cooking Workshop, Youth Open Gym Basketball, Recreational Open Swim, and Adult Pickleball.

Dolphins Swim Team: Meets are now underway. Currently 74 swimmers are enrolled in the program. Swim team is for youth ages 5 – 18 years old.

Travel Basketball: Games have begun and the season is underway. Team schedules and standings can be viewed at NCCBBall.org.

Developmental Recreation Basketball League: 180 Enfield youth in grades 3-6 are participating in the program this year. Practices began on Monday, December 12th. The season runs through Saturday, February 25.

High School Boys Rec. Basketball League: This program was cancelled due to low enrollment. A new pick-up program is being offered in its place. Plans to re-configure the program for next season are underway.

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 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.

Adult Yoga: The winter session of Adult Yoga begins on Tuesday, January 10th. Pre-registration is required and is now underway.

**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

Attendance: The Senior Center hosted 4,811 visitors for the month of November.

Trips: On November 3, the seniors traveled to East Haddam, CT to see the famous stage play *42nd Street* at the Goodspeed Opera House and then dined at the historic Gelston House located on the Connecticut River.

Medicare and CHOICES: The Senior Center hosted several Medicare Workshops and CHOICES Counseling sessions during the Medicare Open Enrollment period of October 15 – December 7.

Community Organizations: In November, ERFC used the great room for their STEM Program Family Night. 100 students and visitors enjoyed using the space. Several outside groups such as condominium associations, clubs and groups also used the Senior Center for their meetings.

For information on all our programs, “The Center Connection” newsletter is available on-line or in print at the Senior Center.

POLICE:

Coffee With a Cop Event: On Wednesday, November 9, 2022, the Enfield Police Department Community Policing Unit held a “Coffee With a Cop” event at the Enfield Starbucks, 39 Hazard Avenue, Enfield, inviting community members to interact with and pose questions or concerns to Enfield officers on site.

Certification of Two Additional Department Motorcycle Operators: On Friday, November 11, 2022, Officer Michael Roszko and Officer Matthew Alexander completed the Connecticut State Police motorcycle operator training course. Their certification returns the department to a full complement of four certified motorcycle operators.

Springfield Thunderbirds Honor Guard: On Saturday, November 19, 2022, the Enfield Police Department Honor Guard presented the colors for the opening ceremony of a Springfield Thunderbirds hockey game.

Brotherhood for the Fallen Event: On Sunday, November 20, 2022, the Enfield Police Department hosted, and participated in, the Connecticut chapter of a three-state event “Brotherhood for the Fallen” event that featured a teenage athlete from Florida who organized the event and who donated from his fundraising efforts to the benefit of the recently fallen Bristol Police Officers.

Meeting with Staffers from Governor Lamont’s Office: On Tuesday, November 22, 2022, Chief Alaric J. Fox, at the request of the Connecticut Police Chief’s Association, met with staff members from the office of Governor Lamont to discuss recent legislative changes to Connecticut’s “consent to search” case law and concerns that they present as to law enforcement operations.



TOWN OF ENFIELD

Central Connecticut State University “Executive Police Fellows” Meeting: On Tuesday, November 29, 2022, Chief Alaric J. Fox attended a meeting of the Central Connecticut State University “Executive Police Fellows” working group, an organization that he has recently been appointed to, tasked to assist in “bridging the gap” between criminal justice students at the university level and viable future police department applicants.

All American Assisted Living Facility Tour: On Wednesday, November 30, 2022, members of the department’s executive command staff toured the All American Assisted Living Facility, in conjunction with town fire and EMS representatives, in an effort to familiarize ourselves with the layout and anticipated future operation of this facility.

375th POST Training Academy Graduation: On Friday, December 9, 2022, Officer Shane Lewis and Officer Domineco Cerasani graduated from the Connecticut Police Training Academy in Meriden. They will now undertake a sixteen-week period of field training in preparation for their assignment to solo patrol activities.

Connecticut Police Accreditation Annual Training: On Friday, December 16, 2022, members of the department’s accreditation team and executive command staff attended the annual CONNPAC training presented at the University of Connecticut.

PLANNING & ZONING APPLICATIONS:

The PZC cancelled its only meeting in November, thus there were no decisions to report on.

Traffic Impact Study (TIS) On Dec 14 the CRCOG team will be holding a public workshop presenting the traffic impact study results to date. I.E. Visual preference survey, data collection, etc. They will then go into what the full build out scenario is for the mall in order to conduct the traffic impact study. The open house part will be for the public to select which intersection changes they would prefer.

The results of the public survey will then be presented to the PZC on Thursday night Dec 15, 2022, with a very quick background as to how we got there. The PZC gave the full presentation last year (if you remember before one of the Winstanley hearings) so they will not dwell too much on the process to date. The PZC will then need to select which traffic patterns they should study (92 scenarios) for the traffic impact study.

The CRCOG Transit Oriented Development (TOD) Study will soon be holding a virtual public workshop describing the possible scenarios for development at the station improvements in Enfield, Windsor Locks, and Windsor. Date to be determined. Stay tuned.

ECONOMIC AND COMMUNITY DEVELOPMENT:

Demolition of Structures at 19 Church Street (Former Lamagna Center) and at 17 North Main Street (Former Strand Theater) - The project is substantially completed with no change orders. The contractor will come back in the spring to hydroseed the project area and repairs any sidewalks that were damaged as a result of the demolition activity.



TOWN OF ENFIELD

Enfield ARPA Small Business Grant Program – Completed applications were due on November 18, 2022. A total of 54 applications totaling approximately \$2M in business grant assistance were received. The Economic Development Commission will be meeting on 12/15/22 in executive session to review the applications before making a formal recommendation of the awards to the Town Council sometime in January or February.

EMS:

Enfield EMS responded to 620 calls for service in November 2022. Mutual aid was needed for 26 responses, and mutual aid was provided to surrounding communities 21 times.

All staff attended patient management training, instructed by staff at the North Central District Health Department. Additionally, Chief Riggott and staff assisted Eppendorf with CPR and AED training for their internal first response teams.

The Department has been working with Management staff at All American Assisted Living to ensure our department is familiar with the facility, staffing, and protocols related to medical emergencies at the new facility.

INFORMATION TECHNOLOGY:

Service Desk Activities:

System Administration, setting up employee access with technologies.

The IT Department processed 817 user account requests Year-to-Date (January – November). User account requests supported new hires, terminations, moves, and changes for town, school, and public safety personnel.

Annually, January through June, IT averages 49 user account requests per month overall. This rate increases to an average of 90 requests per month, an 85% increase, June through October. Although the trend has declined from the August peak of 153 requests, November was still above average with 65 user account requests processed.

An average user account request requires 3 IT employees to participate in completing all associated tasks. These tasks include user accounts, systems access, and device configuration. New hires and terminations are the most complex user account request types, requiring more staff to complete.

November Activities:

Elections – Setup and teardown of computers and telecommunications for election day.

Library Services - Comprise System Update:

- a. Added Patron mobile device printing
- b. Includes Parental Internet controls for minors.
- c. Print management and payment for Patrons.



TOWN OF ENFIELD

Public Safety Services –

- a. New printers installed at EPD to support the increased volume of documents.

Child Daycare Classrooms - iPads distributed.

Staff Cell phones upgraded and added to Mobile Device Management to increase security.

PUBLIC WORKS:

Public Works Administration:

Eli Whitney and Hazardville Memorial Roofs: – Work is substantially complete. Change order #9 approved and work will begin over Christmas Vacation while the school is empty.

Enfield Street School Fire Protection: – System passed test and inspection and is online. Escutcheon plates in AP room will be installed over Christmas Vacation.

Annex Scoreboards: – Ordered, 3–4-month lead time.

School Door Security: – Completed on DPW's end. PowerPoint presentation complete also. Met with Rackliffe Locksmith, Mark Gahr, and Donald Crabtree about needs and repairs.

33 N. River St Demo: – Work will begin the week of 12/12 on Town property only. Wall will be removed to the first full course and back filled to match grade.

Higgins Bandshell: – Received quote for bandshell and installation. We are in the process of discussing a few discrepancies with the quote. Quoted around 199k. (ARPA funds)

Truck Wash Repair: – Contractor is installing the siding and trim on 12/7.

Stowe Electrical Upgrade: – No movement on this project.

SJC Generator: – Generator ordered, 1 year plus lead time. Held a meeting with the Fire Marshal and Building Official to confirm location and model.

Fleet floor repair: – Completed by contractor and painted by Town staff.

Town Hall Restrooms: – Solicitation request was sent out for A/E services to our on-call contractors. Walk-through was held on 11/30. Due date is scheduled for 12/22.

Town Hall Elevator Replacement: – RFP completed and posted; walk-through held 12/9.

Salt Shed Roof Replacement: – ITB was completed and reviewed. Sent to finance for approval with an anticipated posting date of 1/3/23. (ARPA Funded)

Transfer Station Replacement: – Met with Dan Hinckley about electrical service issues and platform purchasing.



TOWN OF ENFIELD

MS4 Retrofit Program: – Scheduled inspections with Fuss & O'Neill for 10 Town sites to be retrofitted and disconnected from the storm water system. This is part of the MS4 permit process and is the next task to complete. Meeting on 12/7 to discuss their findings.

Engineering:

ROADS 2021: – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr) Consultant working towards submitting Final Design (FD) plans, IWWA approved, specification book approved by the Office of the Town Attorney. FD Plans to be submitted tentatively by Friday 12/16/22. The project should 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). The 50% Preliminary Design (PD) submission was delivered on Friday 12/09/22; the sanitary sewer design work continues towards PD submission.

WPC Work: Broadleaf Ln and parts of Yale Drive, 8-inch sanitary sewers, are scheduled to be lined December 14, 15 & 16.

Crack Seal Program 2022: – The work is complete.

South River Street Bridge Replacement: – Currently the Consultant (GM2) is reviewing the submittals. The demolition of the house is completed. The bridge removal and replacement are slated for the Spring of 2023. Contractor has requested to do some prep work during the winter. That request is under review.

Brainerd Park Softball Proposed Field: – The work is complete.

Powder Hollow Baseball Field Improvements: – Eversource verbally confirmed 480V transformer. Electrical room needs upgrading. BL Companies has been removed from the project. On 12/09/22 SLR was given the PO to commence the design work.

Orlando Drive Culvert: – Eversource gas found Eversource Energy underground which delayed installation of sleeve for gas relocation. Eversource Energy has disconnected their line and Eversource Gas is recommenced installation of the relocated gas main. Dayton Construction to relocate water main once Eversource Gas has completed their work.

Higgins Park Parking Lot: – On Tuesday, 12/06/22 Engineering Office met with John Hammer from SLR, an ART meeting has been scheduled on 12/21/22 to discuss local permitting.

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: – On 12/05/22 Engineering Office attended a virtual meeting with the State & AECOM to discuss possible additional permits needed to extend the 48-Inch culvert to accommodate the 4-foot snow shelf + the 10-foot trail on Broad Brook Road. On 12/20/22 meeting has been scheduled to present the project to LOTCIP for the On-Board Design Review.



TOWN OF ENFIELD

Freshwater Pond Forebay Dredging: – Freshwater Pond Forebay Dredging design RFP recommendation for award of design work has been submitted for a PO. 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.

Building and Grounds:

Completed leaf pickup and begin winter maintenance on all equipment.
Serviced and returned snowblowers and fuel to all school buildings.
Installed all holiday decorations in Thompsonville and Hazardville.
Trimmed brush on the east side of EHS tennis courts for contractor.
Removed and stored all winter sports nets.
Began installing material spreaders in B&G trucks.
Returned to woodshop for winter projects such as Enfield Express addition, WPC office renovation and TMO cabinet build.
Began Building Inspection Division refresh: carpet, paint and office cubicles.

Custodial: Sanded and urethaned (2 coats) Enfield High School gym floor.

Highway: Sand barrels placed throughout town, placed markers out for snow plowing. All equipment has been calibrated and in working order for the winter season. Waiting on new traffic lights to arrive for a complete renovation of the intersection of South Rd. and Phoenix Ave. Tree trimming, signage repairs, roadside mower brush cutting and pothole repairs ongoing.

RRM: The division has 1 man out on long-term Workman's Comp. Transfer Station renovation ongoing. Townwide leaf pickup completed. Town wide yard waste pickup last date is 12/9.

WPC: The daily average effluent flow for the month of November was 4.0 MGD and the effluent flow total for the month was 119 million gallons. All NPDES permit requirements were met. The air dryer for the sludge presses failed just outside of warranty and we replaced it with a new unit. The new rollup door finally arrived, and it was installed by a contractor. A sludge press pump blew a main gasket, and it was replaced by our acting mechanic. We had to replace our old BOD incubator with a new one. BOD stands for biochemical oxygen demand, a required series of weekly tests that we perform to be compliant with of NPDES permit. We are happy to report that our administrative assistant has returned to work after being on family medical leave for several weeks. We lost an employee last month, but we filled two of the four open positions with entry level operators in training.



TOWN OF ENFIELD

Collection System

CBYD Tickets: 130

Sewer Calls: 6

Manhole Inspections: 64

TV Camera: 12,393 Feet

Sewer Jetted: 15,205 Feet

Confined Space Entry Permits: 6

We generally receive several sewer related phone calls per month, normally most of the calls result in the problem being on the customer's side. Not this month however, we discovered three broken laterals in the Town's right of way and two broken sewer mains. All require excavation to repair the broken pipes. We have completed two of the five repairs and have three more repairs scheduled for the month of December. Work continues in the Meadow Lark area and lining is currently occurring on Broadleaf Lane. We hope to complete this portion of the project by mid-December.

Lift Stations - The batteries reached their life expectancy that power the prism flow meter used for billing purposes. The power for this device is solar, we purchased and installed the new batteries.

We had no major issues with the lift station other than several clogged pumps caused by wipes. A couple of these calls were after hours where our call man had to respond and assemble a team to pull the pumps to remove the debris.

Building Inspection Division:

107 Phoenix Ave - \$343,000 in HVAC work

1 new house on Laughlin Road - \$200,000

150 Freshwater - \$162,000 in lighting upgrades

32 Residential addresses - \$1.2 million in miscellaneous Rooftop PV panels

190 Elm - \$40,000 for HVAC for the carwash

72 Hazard/Smyth Farm Corners - Hair by Tracy added a manicure station

9 & 16 Moody Industrial Condos - We have a powder coating operation and a construction company looking to move in/remodel

561 Hazard Demo - for the bank building to make way for the long-awaited O'Reilly Auto parts

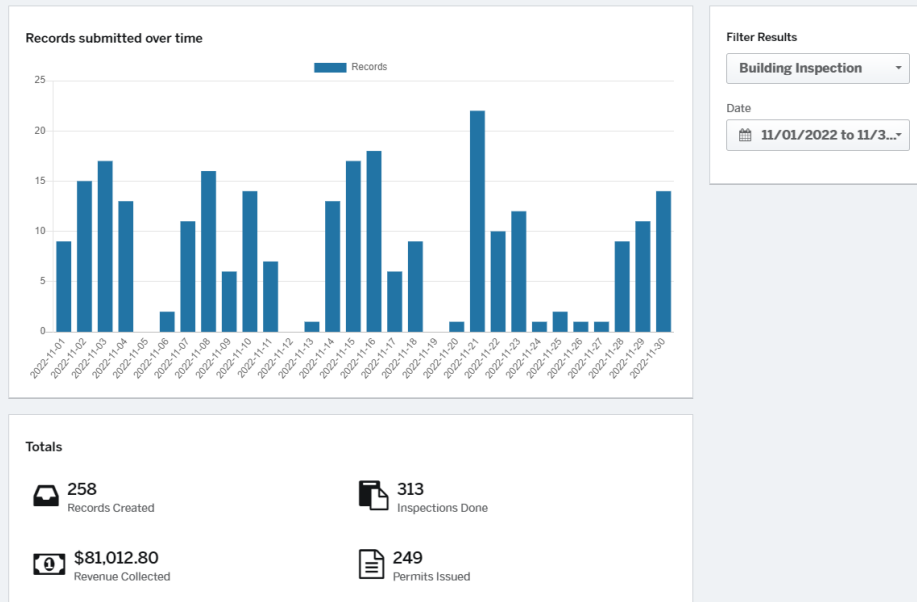
10 Lego Way - small office remodel for Grodsky \$90,000

About \$81,000 in revenue for the month with applications for 95 Building permits, 44 electrical permits, 58 HVAC permits, 21 plumbing permits, 32 Photovoltaic permits, 3 Fire Suppression/Sprinkler permits, 1 Fire Alarm permit and 4 Building code complaints for a total of 258 records created for the month. About 313 inspections performed in approximately 23 working days.



TOWN OF ENFIELD

Analytics



SOCIAL SERVICES: Child, Youth & Family

ECDC - ECDC is currently serving 198 children.

- On November 14th ECDC had their accreditation visit from NAEYC. The validator spent the day observing selected classrooms, touring the center, meeting with the administrative team and reviewing 3 digital classroom portfolios and one program portfolio. The validator is unable to provide feedback on the visit the day of the visit, but we can say the visit went smoothly and they passed all the required criterion needed for the visit. The Center will hear within three months if they passed, which renews the accreditation status for 5 years.
- In collaboration with Connecticut's Toys for TEENS (and tykes), a non-profit organization run by an ECDC parent, they were able to assist 5 ECDC families during the holiday season by providing toys and personal care items to support these 5 families.

Family Resource Centers - The FRCs continue their 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 is offering 4 weekly in-person groups with 55 adults and 54 children attending. The Stowe FRC is offering 6 weekly in-person groups with 82 adults and 121 children attending in-person playgroups.



TOWN OF ENFIELD

- Our Parent Educators continued their Monday Hiking series to encourage families within our program to get outside and explore different hiking trails within Enfield and surrounding towns. We also offered two Friday field trips that were very well attended. We visited Stoecker's Family Farm in East Windsor where the families enjoyed a book walk through the meadow. We had an in-house Friendsgiving party at the Stowe FRC and all the families brought a dish to share. We also offered another evening playgroup at the Stowe FRC. Pizza dinner was provided for all and we had many working parents attend.
- Our Parent Educator spent a few days at The Enfield Food Shelf doing outreach with the families to promote the Sparkler App. The Sparkler App once downloaded by the families, will allow them the opportunity to complete two very important questionnaires for their child(ren) to help identify any developmental delays or challenges around social-emotional skills. The PE spoke with and shared our flyer with 55 families and so far we have had 16 families download the app.
- Our Parent Educator finished the first 8-week series of Circle of Security Classroom Approach with 10 BOE teachers from the STEAM and Head Start programs. The group met once a week for one hour in the Stowe FRC, lunch was provided during the sessions and at the end each classroom teacher received their certificate of completion along with 5 children's books to add to their classroom libraries.
- The FRC provided outreach called "Coffee and Conferences" during evening Parent-Teacher conferences at Henry Barnard. This provided an opportunity for families to stop into the FRC for a beverage and learn more about the FRC before they attended their conferences. 15 families stopped in to connect with us.

Youth Service Bureau - The Enfield Youth Council had 1 standard meeting, as well as 2 additional events. During their meeting, the Social Media and Radio Show committees convene. The youth use this time to develop upcoming interview scripts and schedule Instagram posts. Youth also participate in "Skill Builders" where they practice life/professional skills. The Prevention Coordinator also introduced herself and the Enfield Together Coalition. The youth learned about ETC and had the opportunity to ask questions. The rest of their meeting was used to prepare for the Winter Traditions Celebration and ETC meeting.

- **Enfield Youth Council** - The Enfield Youth Council participated in Social Service's Winter Traditions Event on 12/1/2022. The EYC represented Chinese New Year. They replicated a Chinese New Year tradition and filled red envelopes with positive quotes. They handed out red envelopes and candy to the event participants. The youth also created a trivia wheel for the event so they could share information about Chinese New Year.
- Participated in an Enfield Together Coalition meeting on 12/6/2022, a presentation about the dangers of fentanyl.



TOWN OF ENFIELD

- Conducted 2 interviews to be aired on *The Enfield Youth Services Show* on 107.7 WACC at Asnuntuck Community College. The youth work as a group to develop interview questions. Youth have been more involved in selecting the interviewees. The youth have practiced writing professional emails through "Skill Builders" and have applied their skills by inviting potential radio show guests. Recent guests have included Pastor Gray of Enfield United Church of Christ and the Executive Director of Enfield Safe Harbor.
- Started working with outside groups by creating PSAs. The youth receive information about an upcoming community event and work together to develop a PSA script. Youth have worked consistently Enfield United Congregational Church of Christ, to advertise for various events. Other groups include New Day Church and North Central District Health Dept.

Positive Youth Development

- Art Club held 3 total sessions and 1 intergenerational, family activity. Each Art Club group had 9 youth registered. Attendance fluctuated between 4-8 youth for each session. Youth participated in weekly check-in, followed by review of the group guidelines and the main art activity. Activities were created with the *40 Developmental Assets* in mind. Some of the assets focused on were 'self-esteem' and 'community values youth'.
- The intergenerational event took place on 11/17/2022 and was facilitated by local artist Olivia Ballinger. Youth and their families were invited to do 'Swap Painting' where each family collaborated to create a unique painting. Youth and their families were then allowed time to present their paintings to the group. Dinner was served and youth participants took home a small planter to decorate as a token of appreciation.
- LEGO ® Club held 6 total sessions. The first LEGO ® Club group has 12 youth registered and the second group has 7 youth registered. Attendance fluctuates between 5- 11 youth for each session. Each week youth review the group guidelines and participate in the main activity. Activities were created with the *40 Developmental Assets* in mind. Some of the assets focused on were 'planning and decision making' and 'self-esteem.' Youth are given time to share their LEGO ® builds with the group at the end.

Youth Center

November was a busy month, we currently have 113 members, our average daily attendance for the month was 33 and the total number of participants was 596.

On Election Day we offered a hike to Ashley Reservoir in Holyoke, then headed to Mitteneague Park for lunch. At the end of the month, we held our annual Thanksgiving Dinner. For both events 54 youth participated.

Focus of staff is building relationships with youth, especially the new members, always building on developmental assets which includes spending quality time with positive adult role models and creative use of free time, away from electronics and meeting new people.



TOWN OF ENFIELD

Care Coordination

- **Clinical Care Coordinator** - Over the last 6 months, the CCC has been working in with the Enfield Police Department to update the Juvenile Review Board (JRB) Procedure Manual and formalize JRB membership. This culminated in a training held on 11/17 with all new and returning JRB members. In addition, the Enfield JRB applied for and was granted new funds to hire a part time JRB case manager. This position will support and enhance the work of the JRB.

There are currently two vacancies within the Care Coordination team and staff are working to cover the workload. The CCC continues to provide ongoing supervision to 4 staff and 2 interns.

- **Adult & Community Social Services Worker** - The Ssw followed up on 11 police requests for emergency evaluation during this period, as well as 13 referrals from the police department and 5 referrals specifically for Narcan use after an overdose. Many of the outreach attempts to these referrals are met with resistance as they have chronic mental health, substance use, hoarding and complex medical issues that can prevent them from help seeking. The Ssw continues to outreach at Loaves and Fishes twice a month and engages with approximately 5 guests each time. Three referrals for elderly services were referred within the care coordination team to the elderly services care coordinator. Homelessness continues to be a concern, with various barriers to accessing services. The Ssw visited 2 encampments this month with EPD to attempt to engage the folks living there. The Ssw is also maintaining ongoing case management with approximately ten individuals.
- **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 31 individuals seeking CHOICES assistance in the last month. 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.

Received referrals from 1) local family practitioner of a patient experiencing untreated mental illness, and 2) resident who needs help caring for his brother. Both situations require assistance with the conservatorship process.



TOWN OF ENFIELD

- **Early Childhood/Family Resource Center Social Worker** - The Grandparents Raising Grandchildren Support Group met twice in November. On Nov 7, 2022, Judge Carolyn McCaffery, the Judge of Probate for the 11th district, attended as a guest speaker. A total of 7 people from the group attended; all were existing members. On Nov 14, 2022, the Friendsgiving event was held which was a group potluck with a turkey prepared by the Felician sisters. A total of 8 people attended including one new member.

The FRC Social Worker has since taken a position with Enfield Public Schools. The position is currently posted.

- **Youth Social Services Worker** – YSSW received 41 referrals during this reporting period. Of the 41 referrals received, 3 were initiated by police request for emergency evaluation, 6 were initiated from juvenile arrests, 6 were adult clients (walk in/calls/case coverage), 3 from parent outreach, 6 from school, 1 Family with Service Needs referral, and 3 youth cannabis referrals. There were approximately 2-5 additional clients that YSSW assisted with general questions/support. YSSW is conducting ongoing outreach, linkage to services/supports, referrals and care coordination for 29 cases to address the needs of the youth and families. YSW has completed the following trainings in the last month:

Racial Residential Segregation and Housing Opportunity 11/14/22

Fair Housing Enforcement & Housing Stability: Preserving Housing Through a Fair Housing Lens- 11/18/22

Work, Live, Ride: Transit-Oriented Communities-11/14/22

- **Case Worker** - In the last month, the case worker arranged for 21 Christmas meals from the Elks to be provided to seniors who are homebound. Four renter rebates extensions were processed. The case worker has been connecting families who are in need of holiday assistance with sponsors looking to donate. The caseworker continues to field phone calls regarding evictions, foreclosures and energy assistance.

Community Initiatives

Enfield Together Coalition

- ETC membership and the prevention staff focused on advertising and preparations for the December 6th meeting. The meeting was advertised on 107.7 WACC, across ETC social media, fliers were shared at Social Services, Town Hall, both town Libraries, the Police Station, and handed out by members, emails were sent to current ETC members and other town stakeholders to share with their populations (ex. Senior center and Asnuntuck).



TOWN OF ENFIELD

- The Prevention Coordinator met with the Enfield Youth Council to explain ETC, the previous working relationship between youth council and ETC, and begin conversations around improving collaboration on prevention in Enfield. The goal is to build on previous efforts and engage the youth deeper into prevention, while gaining their input for future grant action planning / activities.
- The Enfield Together Coalition held their first meeting of the year under their new structure at Asnuntuck Community College on December 6th. There were 40 registered participants. The first hour of the meeting focused on Fentanyl and other illicit drug information reported by the New England High Intensity Drug Trafficking Area, followed by a report from the Enfield Police Department on local drug information. The second portion of the meeting was an Open House focused on recruitment of new membership.
- A brief evaluation of the event was completed by the participants on December 6th to improve future meetings. Participants provided positive feedback on the presentation and new meeting structure.

Grants & Performance Management

The following activity was reported by DCC front end staff for the month of November.

DSS Front Staff Received

228 Phone Calls

65 Walk-In Visits

Top 3 Reasons for Call/Visit

1. Basic Needs

2. Senior Minor Home Repair

3. Financial Assistance

DSS Response (may be more than 1/client)

159 Referral to Outside Agencies

123 Referral to Staff for Action

14 Other

13 Resource/Information Sent

1 Appointment/s Scheduled

The Enfield Together Coalition utilized Apricot Social Solutions to pre-register participants online for their December quarterly meeting. A QR Code was created to administer a pre- and post-presentation survey, and results will be analyzed.

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Wednesday, October 12, 2022 1:14 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	10/12/2022
First and Last Name	John Malinoski
Address	1302 Bigelow Commons
City	Enfield
State	CT
Zip	06082
Phone Number	860-331-7737
Second Phone:	860-331-7737
Email	mal723@outlook.com
Occupation	Executive Search/Recruiter
Occupation Phone Number	860-206-6645
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Long term Enfield Resident. Trained as a Facilitator for Community Conversations on Race while I worked at Phoenix Mutual. Traveled extensively across the US for my work: aware of many cultures and differences among individuals. Very active in Diversity Activities while employed at Travelers: member of several diversity groups, participated in many

events during and after work, volunteered as tutor for inner city school. Worked as Live-In Child Care Worker (during college) at a facility that helped children and families of diverse backgrounds. Ran the Lunch and Learn Program at Travelers, many topics focused on diversity. Have my degree in English and Secondary Education from CCSU. While at Phoenix Mutual, supported an IT Consulting firm in H1B Visas and also helped create a Community Conversation which focused on differences between Indian and American cultures.

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

No

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

Field not completed.

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

Field not completed.

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

No

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



Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Saturday, October 8, 2022 4:39 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	10/8/2022
First and Last Name	Yanired Toledo-DeMicheli
Address	42 Oxford Dr
City	Enfield
State	CT
Zip	06082
Phone Number	14136367865
Second Phone:	18606346171
Email	RockingYani@gmail.com
Occupation	Freelance proofreader
Occupation Phone Number	14136367865
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I grew up in Puerto Rico and moved to New England when I was 12 years old, making me both bilingual and bicultural. I am also openly bisexual and active in the tabletop gaming and polyamorous communities.

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

No

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

Field not completed.

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

Field not completed.

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

Yes

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Tuesday, October 4, 2022 2:54 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	10/4/2022
First and Last Name	Brandon Jewell
Address	1114 Gatewood Drive
City	Enfield
State	Ct
Zip	06082
Phone Number	413-355-0215
Second Phone:	413-355-0215
Email	Brandonjewell179@gmail.com
Occupation	Teacher
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am the president of PFLAG Enfield. I feel that I would be a great addition to this committee with my knowledge about the LGBTQ+ community and the needs that they are facing.

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

Yes

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

North Central Health District

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

Field not completed.

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

Yes

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Thursday, October 6, 2022 3:34 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	10/6/2022
First and Last Name	Monica Ogums
Address	55 Walnut Street
City	Enfield
State	CT
Zip	06082
Phone Number	8603317584
Second Phone:	8603317584
Email	Monicaogums@gmail.com
Occupation	Enfield Public Schools
Occupation Phone Number	860- 253-4741
Party Affiliation	~~Liberal~~ Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	My Name is Monica Ogums. I am an Enfield native and have grown up in this beautiful town from childhood. I am a bi lingual, first generation Nigerian with dual citizenship to the countries of The United States and Nigeria, and I am very proud to say that. I attended JFK Middle School here in town and graduated from

Enfield High School in 2007. Since then I have obtained my life's work, currently as an educator and coach for Enfield Public Schools. I have 2 children who attend school/daycare in our town and am truly rooted within Enfield's community. In my spare time I teach 8th grade CCD for our towns local church, stay active by working out in the sport of Crossfit (which I won a national championship title as 'The fittest female in Nigeria' in the year of 2020), and spend time with my children, significant other and loved ones.

This past summer I had the privilege of working with the head coach of EHS track and field and Enfield's Park and Rec department to open up a youth track camp for ages pre-K to 5th grade, that serves as a brand new opportunity for the young grades to now be introduced to the sport at a much younger age.

I have a strong passion to serve this towns youth in any way that may look like. If elected, I will continue to work hard to help create new opportunities for our youth as a whole and help those in need, with supports, resources, and guidance to problem solve and find solutions.

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

Yes

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

Field not completed.

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

Field not completed.

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

Yes

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Thursday, October 6, 2022 4:48 AM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	10/6/2022
First and Last Name	Rosalind Swift
Address	14 Gary DR
City	Enfield, CT
State	CT
Zip	06082
Phone Number	8607412455
Second Phone:	18609443878
Email	jswi5809@aol.com
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrates
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Enfield resident since 1978, Married to Pastor Samuel Swift, Holds a Master of Arts in Christian Education, Gordon Conwell Theological Seminary, 40 plus years of Community Service, 30 Plus years of Advocating, Mentoring, and, Counseling. Credential - Connecticut Family Development Institute- Family Counseling from UCONN, Licensed Pastoral Counselor -

American Association Pastoral Counselors. MS Swift holds a degree in Electronics Technology from the University of Hartford, worked for United technologies for 15 years as the first woman in the company to occupy that position, and worked for CL& P for 20 years, ending in a supervisory position. Two years as a consultant to the Town of Enfield in the capacity of community outreach worker; responsibilities were to create and implement comprehensive programs for families in the community. Currently Serving on Ujima African American Alliance, founder, and vice -Chair, and Enfield People for People, Enfield Safe Harbor warming Center , Assistance Treasure, Chair of Communication committee, Executive Board Member, former Board member of Enfield Loaves and Fishes (3), Town of Enfield Juvenile Review Board, and the Town of Enfield Crisis Prevention Committee

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

Yes

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

current Ujima African American Alliance and Enfield Safe Harbor Warming Center
Past Enfield People For People>nfield Loaves and Fishes

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

Field not completed.

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

No

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Monday, November 7, 2022 2:12 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	11/7/2022
First and Last Name	Chad Woodyard
Address	6 Parkway Drive
City	Enfield
State	CT
Zip	06082
Phone Number	860-394-8678
Second Phone:	860-741-7286
Email	ChadEW@outlook.com
Occupation	Trader
Occupation Phone Number	Field not completed.
Party Affiliation	~~American~~ Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Chairman of the Board of Ujima African American Alliance. Ministered to prisoners in the DC Prison System Tutored adults for their GED in halfway houses in DC

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

No

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

Field not completed.

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

Field not completed.

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

Yes

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Wednesday, October 5, 2022 11:44 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	10/5/2022
First and Last Name	James Hoyne
Address	12 Brainard Road
City	Enfield, CT
State	Connecticut
Zip	06082
Phone Number	4138836209
Second Phone:	8609620522
Email	DeskofJamesHoyne@Gmail.com
Occupation	<i>Field not completed.</i>
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Diversity, Equity & Inclusion Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have had the honor of serving one numerous community & non-profit boards past & present. Since my time in grade school, I have been an advocate for those with Disabilities as well as encouraging school districts to improve the quality of education for students with disabilities.

In 2015 I obtained a certificate from the University of Pittsburgh on Disability Awareness and Support.

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

Yes

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

North Central District Health Department Board of Directors (12/2021-Present)

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

Field not completed.

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

Yes

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Monday, December 5, 2022 4:57 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	12/5/2022
First and Last Name	Darren Ketchale
Address	5 COOLIDGE DR
City	ENFIELD
State	CT - Connecticut
Zip	06082
Phone Number	8602055035
Second Phone:	8602055035
Email	ketchaled@aetna.com
Occupation	<i>Field not completed.</i>
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Beautification
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	reappointment

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

Yes

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

Field not completed.

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

10

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

No

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Wednesday, December 7, 2022 7:06 AM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	12/7/2022
First and Last Name	William St George
Address	29 Ganny Ter
City	Enfield
State	CT
Zip	06082
Phone Number	860-272-9144
Second Phone:	860-749-7137
Email	stgw83350235@gmail.com
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have worked on the commission since joining as Marguerite DuPrey's recommended replacement. This past year I served as a COA representative in lieu of David Goyette at meeting(s) of the Enfield Mental Health & Wellness Workgroup and the Hartford Foundation for Public Giving Community Grants. Over the years I have worked on the COA Symposium

and the COA public access show "Senior Living". This past year the majority of my contribution has been as a CHOICES/Medicare Counselor. This work is made possible by the COA, notably as a sponsored project and meeting agenda item. This work is made possible through the additional excellent support of the town via the Senior Center, DSS, EPL, and the IT Department. The work is supervised by the NCAAA CHOICES director.

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

Yes

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

Area 25 Cable Board - 3 terms; ROEH-Residents of Enfield Housing 3 years; Enfield Congregational, various boards and committees ~10 years; Sacred Heart parish council, Feeding Hills MA ~2 years

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

9

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

No

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Wednesday, December 7, 2022 10:29 AM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	12/7/2022
First and Last Name	Howard Florian
Address	23 Theodore St
City	Enfield CT 06082
State	CT
Zip	06082
Phone Number	8607631949
Second Phone:	8607090162
Email	HFlor48446@aol.com
Occupation	Retired
Occupation Phone Number	Field not completed.
Party Affiliation	Independant
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Current member of Commission on Aging

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

Yes

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

Current member of Commission on Aging for over 6 years

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

11

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

No

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Wednesday, December 14, 2022 3:43 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	12/14/2022
First and Last Name	Alice Egan
Address	34 High Meadow Lane
City	Enfield
State	CT
Zip	06082
Phone Number	860-749-2909
Second Phone:	860-550-5597
Email	aeganrt@aol.com
Occupation	Field not completed.
Occupation Phone Number	Field not completed.
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been serving on this Commission for 23 years.

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

Yes

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

Town Council, IWWA

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

8

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

No

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Wednesday, December 14, 2022 3:43 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	12/14/2022
First and Last Name	Alice Egan
Address	34 High Meadow Lane
City	Enfield
State	CT
Zip	06082
Phone Number	860-749-2909
Second Phone:	860-550-5597
Email	aeganrt@aol.com
Occupation	Field not completed.
Occupation Phone Number	Field not completed.
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been serving on this Commission for 23 years.

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

Yes

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

Town Council, IWWA

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

8

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

No

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



TOWN OF ENFIELD

Date: December 19, 2022

Subject: Request for Bid Waiver to continue the Professional Development Contract with The Connection Institute for Innovative Practice, Inc.

Highlights:

- The Town of Enfield, Department of Social Services' strategic plan was adopted in December 2021. The Plan identified the need for professional development and capacity building across the Department Divisions/positions in support of the changes due to consolidation and the new focus using a trauma-informed lens with an intergenerational approach
- In February 2022 Town Council approved a contract with The Connection Institute for Innovative Practice, (Middletown, CT) for Change Management support for the new Department Management Team which had taken on new functions.
- This resulted in a menu of custom training options by staff role/category, with an Orientation On-Demand portion that will be a one-time expense whenever new staff is hired. To date, these trainings have been well received.
- There is not a comparable social enterprise entity in the state offering a centralized solution that offers this type of relevant, customized training with an eLearning platform.
- The cost for this one-year contract is equivalent of \$408.79/per 91 staff person/per year equates to \$37,200. Funds for this build, start-up and identified trainings are approved in the current FY 23 budget, and represent a combined stream of general fund, state grants, ARPA and ESSERS monies.
- On-going annual costs will be the hosting and support of the Department Professional Development platform, and any additional trainings we may need based on topical needs of the people we serve

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 Department-wide Professional Development support and services.

Date Prepared: December 15, 2022
Prepared By: Cindy Guerreri, Director of Social Services

ALL STAFF			
	YEAR 1	YEAR 2	
Unconscious Bias	On Demand	\$2,200	0
Trauma Informed Care	On Demand	\$2,200	0
Engaging Clients in a Crisis	On Demand	\$2,200	0
PMQI Intro	On Demand	\$2,200	0
HIPPA & Confidentiality	On Demand	\$2,200	0
Developing a Customer Service Approach	On Demand	\$2,200	0
MANAGEMENT TEAM			
Change Management	Live Zoom	\$1,500	
Program Evaluation	Live Zoom	\$1,500	
Keys to Grant Writing & SMART Goals & RBA	Live Zoom	\$1,500	
MIDDLE MANAGERS			
MHFA Youth & Adult (blender)	Live Zoom	\$1,500	
Emotionally Intelligent Professional Communication	Live Zoom	\$1,500	
Maximizing the Power of Peer Support in your Program	Live Zoom	\$1,500	
Becoming A Leader	Live Zoom	\$1,500	
Keys to Grant Writing & SMART Goals & RBA	Live Zoom	0	
CARE COORDINATION TEAM			
Screenings and Assessments	Live Zoom	\$1,500	
Essential Skills of Goal Setting	Live Zoom	\$1,500	
Art of Case Note	Live Zoom	\$1,500	
Best Practices for the Care of clients with SPMI	Live Zoom	\$1,500	
Working with Mandated Clients	Live Zoom	\$1,500	
MHFA Adult & Youth	Live Zoom	0	
Intro to the Science of Cognitive and Emotional Adaptability	Live Zoom	\$1,500	
Safety in the Community	On Demand or Live	\$1,500	
Fees			
eLearning System Design		\$3,000	
Annual Hosting Fee		year 2	\$6,000
TOTAL			\$37,200



D

Date: 12/19/2022

TOWN OF ENFIELD

Subject: Request for Transfer of ARPA Funds for ClearGov Software - \$12,300 and Request for a bid waiver.

Highlights:

- The General Government and Finance Subcommittee has recommended that we implement the ClearGov budget software to present ARPA and other budget information to town residents.
- The cost for initial setup and usage through the end of FY22 is \$12,300 and we recommend using ARPA funds for this amount. Ongoing costs will be included in the operating budget.
- Due to the positive response to the demonstration of this software, positive reviews from other governments and a desire to implement this quickly, we are requesting a bid waiver for this software.

Budget Impact:

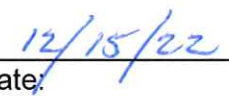
There will be no impact on the town budget.

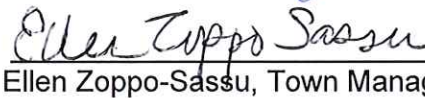
Recommendation:

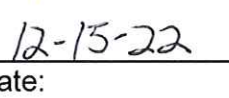
That the Town of Enfield Town Council approve the attached resolution of authorization.

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


John A. Wilcox, Director of Finance


Date:


Ellen Zoppo-Sassu, Town Manager


Date:

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

FROM: ARPA Revenue

Grants-COVID-Federal 24540000-460004 \$ 12,300

TO: ClearGov Software

Software 24508331-573600 \$ 12,300

BE IT FURTHER 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 software and implementation services.

Date Prepared: December 15, 2022
Prepared By: John A. Wilcox, Director of Finance



2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Rob Battaglia
Contact Phone	631-747-3253
Contact Email	rbattaglia@cleargov.com

Order Date	Dec 13, 2022
Order valid if signed by	Dec 31, 2022

Customer Information					
Customer	Town of Enfield	Contact	Ellen Zoppo-Sassu	Billing Contact	
Address	820 Enfield Street	Title	Town Manager	Title	
City, St, Zip	Enfield CT 06082	Email	ezoppo@enfield.org	Email	
Phone	860-253-6350			PO # (If any)	

The Services you will receive and the Fees for those Services are...

Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 3	\$ 4,800.00
ClearGov Setup Bundle Discount: Discount for bundled solutions	Tier 3	\$ (960.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		\$ 3,840.00
Subscription Services	Tier	Service Fees
ClearGov Capital Budgeting - Civic Edition	Tier 3	\$ 11,500.00
ClearGov Transparency - Civic Edition	Tier 3	\$ 9,650.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions	Tier 3	\$ (4,230.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$ 16,920.00

ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
Setup	Jan 1, 2023	Jan 1, 2023	ClearGov Setup Services
Pro-Rata	Jan 1, 2023	Jun 30, 2023	ClearGov Subscription Services
Initial	Jul 1, 2023	Jun 30, 2026	ClearGov Subscription Services

To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
Jan 1, 2023	\$3,840.00	One Time Setup Fee
Jan 1, 2023	\$8,460.00	6 Month Pro-Rata Subscription Fee
Jul 1, 2023	\$16,920.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herei		
Billing Terms and Conditions		
Valid Until	Dec 31, 2022	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Appropriations	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	
Title	

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.



E

TOWN OF ENFIELD

Date: December 14, 2022

Subject: Transfer to Bolster Troubled Properties Fund

Summary:

As the Troubled Properties Committee becomes more aggressive in targeting properties that pose a public safety risk as well as are eyesores within the community, it will need funds to pursue corrective actions up to and including demolition activities.

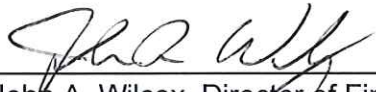
The current balance in the line item is \$92,000. It is the desire of the Town Manager's office to transfer an additional \$85,016.11 from the Underground Storage Tank removal project line item to this account. This will replenish the fund and also close out the tank removal project.

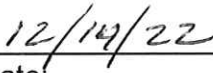
As noted in previous discussions, properties will have a lien imposed upon them for eventual reimbursement to the Town when actions are taken. It should also be noted that if the Town were to acquire properties via foreclosure or tax sales, funds would be needed to conduct the necessary work, without the opportunity to lien, since the Town would be the owner of record. Thus, having additional funds at the disposal of the Troubled Properties team is important.

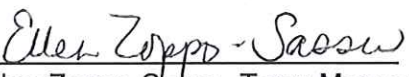
Recommendation:

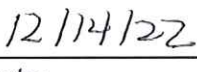
Transfer funds to the Troubled Properties Committee line item so that the Committee may have access to funds immediately, if actions need to be taken.

Certification: I hereby certify that the below-stated funds are available as of November 8, 2022.


John A. Wilcox, Director of Finance


Date: 12/14/22


Ellen Zoppo-Sassu, Town Manager


Date: 12/14/22

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

FROM: Fuel Tank Removal

Construction Services 31008214-545000 \$ 85,016.11

TO: Troubled Properties

Miscellaneous Expenditures 31008877-589000 \$ 85,016.11

Date Prepared: December 14, 2022
Prepared by: Town Manager Ellen Zoppo-Sassu and Finance Director John Wilcox



F

TOWN OF ENFIELD

December 5, 2022

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Resolution Setting a Public Hearing on the Proposed Ordinance
Establishing the Number of Justices of the Peace at Seventy-Five (75)**

Councilors:

Highlights:

- The Town of Enfield is one of thirty-three (33) towns which have yet to adopt an ordinance fixing the number of Justices of the Peace
- By statute, the Town of Enfield currently has 5,405 available Justice of the Peace positions for the 2021-2025 term
- This quantity is difficult to administer and results in a large number of officials who are elected but who are not performing the duties conferred to them by statute
- Section 9-183(b) of the Connecticut State Statutes provides that a town may, by ordinance, provide for the election of a lesser number of Justices of the Peace for such town.
- Proposed ordinance will fix the number of Justices of the Peace at seventy-five (75)

Budget Impact:

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve the following Resolution:

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby schedule a Public Hearing to be held on January 9, 2023 at 6:45 p.m. in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut in order to allow public comment on the proposed "Ordinance establishing the number of Justices of the Peace at seventy-five (75)."

Respectfully Submitted,

Sheila M. Bailey
Town Clerk

Attachments:

1. Like town-by town comparison chart
2. Proposed ordinance

Total JP's to select in Town in 2020	JP's shared by Dems & Reps	Dem JP's	Rep JP's	Minor Party & Unaffiliated JP's	# JP's set by ordinance charter special act	date of ordinance charter special act	Total Jurors	1/3 Jurors
Southington	30	20	10	10	30	4/9/1996	11,515	3,838
Southbury	24	16	8	8	24	3/24/1996	11,848	3,949
Danbury	45	30	15	15	45	6/4/1996	11,939	3,979
Meriden	36	24	12	12	GenStat	§ 9-183a(a)	12,283	4,094
Hamden	81	54	27	27	81	4/22/2004	12,301	4,100
Glastonbury	30	20	10	10	30	3/12/1996	12,502	4,167
Milford	24	16	8	8	24	4/10/1996	13,101	4,367
Watertown	135	90	45	45	135	6/18/2001	13,402	4,467
Monroe	30	20	10	10	30	6/10/1996	13,525	4,508
West Haven	51	34	17	17	51	9/9/1996	13,798	4,599
Bristol	300	200	100	100	300	2/15/1996	16,169	5,389
Enfield	5,405	3,603	1,801	1,801	-	~	16,215	5,405
East Hartford	45	30	15	15	45	5/17/1996	18,611	6,203
Naugatuck	45	30	15	15	45	8/1/2000	18,967	6,322
Greenwich	45	30	15	15	45	6/10/1996	19,127	6,375
Manchester	15	10	5	5	15	6/11/1996	21,149	7,049
West Hartford	338	225	112	113	338	5/14/1996	22,975	7,658
Trumbull	30	20	10	10	GenStat	§ 9-183a(a)	25,009	8,336
Norwalk	120	80	40	40	120	5/14/1996	26,767	8,922
Stratford	45	30	15	15	45	4/8/1996	35,678	11,892
Stamford	105	70	35	35	105	5/1/1996	38,348	12,782
Fairfield	45	30	15	15	45	5/3/1996	41,246	13,748
Waterbury	69	46	23	23	GenStat	§ 9-183a(a)	65,698	21,899
Bridgeport	300	200	100	100	300	4/2/2016	100,144	33,381

TOWN OF ENFIELD

PROPOSED ORDINANCE ESTABLISHING THE NUMBER OF JUSTICES OF THE PEACE IN THE TOWN OF ENFIELD

The number of justices of the peace for the town is hereby fixed at seventy-five (75) to be chosen in accordance with the General Statutes of Connecticut.

HAZARDVILLE FIRE DISTRICT BOARD OF COMMISSIONERS

RESOLUTION

APPOINTMENT OF A COMMITTEE TO CONSIDER CONSOLIDATION

Whereas, in 2022, the Hazardville and Shaker Pines Fire Districts funded a consolidation study to determine if the two fire districts could be consolidated and, if so, what steps needed to be completed to affect that consolidation. Shoreline Associates, Inc. ("Shoreline") was selected to complete that consulting project; and

Whereas, thereafter, on January 6, 2022, Shoreline Associates, Inc. issued its Final Report; and

Whereas, the Report provides an overview of the procedures performed, the results of those procedures, Shoreline's recommendations to consolidate the two fire districts, a plan of consolidation and a post-consolidation financial projection; and

Whereas, throughout the Report Shoreline uses the term consolidation, with the intent of it being perceived as a coming together of two (2) equals to create a new fire district. The overriding intent of the Report is to integrate the fire districts to enhance service delivery without increasing costs; and

Whereas, as a result of the procedures performed, results obtained and research conducted, Shoreline recommends that Shaker Pines and Hazardville undergo a full consolidation; and

Whereas, the proposed consolidation plan provides for a phased approach to achieve full consolidation over time; and

Whereas, the Hazardville Fire District needs to establish a committee to consider the implementation of the Shoreline recommendations and to develop a proposed Consolidation Plan and to report its recommendations to the Board of Commissioners; and

Whereas, after receiving the Committee Report and recommendations, the Hazardville Fire District Board of Commissioners will consider adoption of a proposal to consolidate with the Shaker Pines Fire District.

Now, Therefore, Be it Resolved:

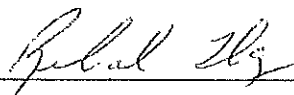
1. That the Hazardville Fire District hereby appoints a consolidation study committee of four members to consider consolidation with Shaker Pines as recommended in the Shoreline Report; and

2. To charge the Committee with the task of making a recommendation to the Hazardville Fire District Board of Commissioners regarding a proposed plan of consolidation; and

3. To inform the Shaker Pines Fire District Board of Fire Commissioners of the formation of the consolidation study committee.

Adopted by the Board of Commissioners this ____ day of ~~November~~, 2022.

5 December

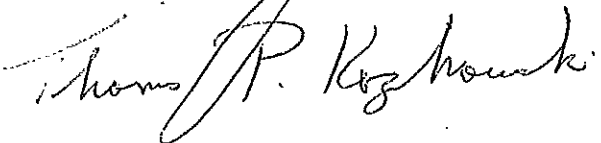


Hazardville Fire District

~~John J. Flanagan, Chief~~

Richard TRACE, Commissioner

 Commissioner

 COMMISSIONER

SHAKER PINES FIRE DISTRICT BOARD OF COMMISSIONERS

RESOLUTION

APPOINTMENT OF A COMMITTEE TO CONSIDER CONSOLIDATION

Whereas, in 2022, the Hazardville and Shaker Pines Fire Districts funded a consolidation study to determine if the two fire districts could be consolidated and, if so, what steps needed to be completed to affect that consolidation. Shoreline Associates, Inc. ("Shoreline") was selected to complete that consulting project; and

Whereas, thereafter, on January 6, 2022, Shoreline Associates, Inc. issued its Final Report; and

Whereas, the Report provides an overview of the procedures performed, the results of those procedures, Shoreline's recommendations to consolidate the two fire districts, a plan of consolidation and a post-consolidation financial projection; and

Whereas, throughout the Report Shoreline uses the term consolidation, with the intent of it being perceived as a coming together of two (2) equals to create a new fire district. The overriding intent of the Report is to integrate the fire districts to enhance service delivery without increasing costs; and

Whereas, as a result of the procedures performed, results obtained and research conducted, Shoreline recommends that Shaker Pines and Hazardville undergo a full consolidation; and

Whereas, the proposed consolidation plan provides for a phased approach to achieve full consolidation over time; and

Whereas, the Shaker Pines Fire District needs to establish a committee to consider the implementation of the Shoreline recommendations and to develop a proposed Consolidation Plan and to report its recommendations to the Board of Commissioners; and

Whereas, after receiving the Committee Report and recommendations, the Shaker Pines Board of Commissioners will consider adoption of a proposal to consolidate with the Hazardville Fire District.

Now, Therefore, Be it Resolved:

1. That the Shaker Pines Fire District hereby appoints a consolidation study committee of four members to consider consolidation with Hazardville as recommended in the Shoreline Report; and

2. To charge the Committee with the task of making a recommendation to the Shaker Pines Board of Commissioners regarding a proposed plan of consolidation; and

3. To inform the Hazardville Fire District Board of Fire Commissioners of the formation of the consolidation study committee.

ADOPTED 11-21-2022

Peter G. Burk
Pt M/SQ

President
BOARD OF COMMISSIONERS

MARGARET GUYETTE
Margaret Guyette
COMMISSIONER / CLERK

Peter Burk
COMMISSIONER

Guy Beck
Vice President
Guy Beck

Scott Beiler
Scott Beiler
Commissioner