



AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
Monday, April 17, 2023
7:00 PM – Council Chambers
<https://youtube.com/live/UDdi4lyXyZM>

6:55 PM – Public Hearing – Regarding Potential Disposition of Nathan Hale School, 5 Taylor Road, CGS7-163e

- 1. PRAYER – Gina Cekala**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. FIRE EVACUATION ANNOUNCEMENT**
- 5. MINUTES OF PRECEDING MEETINGS**
 - Special Meeting – April 3, 2023
 - Regular Meeting – April 3, 2023
 - Special Meeting – April 5, 2023
- 6. SPECIAL GUESTS**
 - Update from Impact Residential Development (Strand LaMagna Project)
- 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**
 - A. To Receive Recommendation from General Government & Finance on Allocation of ARPA Funds**
- 11. UNFINISHED BUSINESS**
 - A. Update Concerning the Proposed Fixed Tax Assistance Agreement for Fast Track Realty, Inc.**
- 12. NEW BUSINESS**
 - A. Consent Agenda**
 - 1. Discussion/Resolution:** Resolution to Transfer Funds from ECDC COVID Health Services to ECDC COVID Equipment and Request a Bid Waiver for Purchase of the ZONO Viral Disinfecting and Bacterial Sanitizing Cabinet
 - 2. Discussion/Resolution:** Resolution to Transfer Funds within the Assessor/Collector Budget for File Cabinets - \$9,000

B. Appointment(s)–Town Council Appointed

1. **Patriot Award Committee** – A Vacancy Exists Due to the Resignation of Mike Emmons (U). Replacement Will be Debra McCarthy (U) Until 7/31/2023.

C. Discussion/Resolution: Disposition of a Town-Owned Asset – Nathan Hale School – 5 Taylor Road

D. Discussion/Resolution: Request for Transfer of Funds for Overtime and Vehicle Parts - \$65,000

E. Discussion/Resolution: Resolution Authorizing the Town to Submit a CT Communities Challenge Grant Program Application to the CT Department of Economic & Community Development for the Proposed 132 Weymouth Road Redevelopment Project

F. Discussion/Resolution: Resolution Authorizing the Town to Submit a CT Communities Challenge Grant Program Application to the CT Department of Economic & Community Development for the Proposed Enfield Station Transit Oriented District (TOD) Project

G. Discussion/Resolution: Resolution to Transfer Funds for Legal Fees - \$150,000

H. Discussion/Resolution: Resolution Amending the Rules and Regulations for the Issuance of Mobile Food Vendor Permits and the Lawful Operation of Mobile Food Vendors

I. Discussion/Resolution: Resolution to Transfer Funds for 810 Enfield Street - \$400,000 and Authorize the Town Manager to Sign a Purchase and Sale Agreement for the Property

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**

OFFICE OF THE TOWN MANAGER

Date: April 17, 2023

To: Bob Cressotti, Mayor

From: Ellen Zoppo-Sassu, Town Manager

Re: PUBLIC HEARING GROUND RULES-

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant on Friday, April 7, 2023.

TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield Connecticut on Monday, April 17, 2023, at 6:55 P.M. to allow interested residents an opportunity to express their opinions regarding the potential disposition of TOWN-OWNED ASSET – NATHAN HALE SCHOOL LOCATED AT 5 TAYLOR ROAD.

Dated this 5th day of April, 2023
Sheila M. Bailey, Town Clerk

3. Announce Ground Rules for Public Hearing:
 - a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
 - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
 - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc., time.
 - d. Please refrain from personalities.

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, APRIL 3, 2023**

A Special Meeting of the Enfield Town Council was called to order by Chairman Cressotti on Monday, April 3, 2023. The meeting was called to order at 5:30 pm.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins (5:57 pm virtually), Ludwick, Mangini, Nelson, Pyznar, Santanella and Unghire. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Assistant Town Attorney, Mark Cerrato; Director of Economic and Community Development, Nelson Tereso; and Town Clerk, Sheila Bailey.

SPECIAL GUESTS – Leading Edge Construction – Owners, Todd Lessard and Serge Lessard; Project Manager, Scott Lessard; and Director of Business Development, Serge Arel.

Mr. Tereso introduced members of Leading Edge Construction and discussed the possibility of the town supporting a mutually beneficial public/private partnership for a grant application to help fund renovations and site clean up under the CT Communities Challenge Grant Program which would include a commitment from the Town of Enfield in the form of a \$150,000 forgivable loan. An outline of the information presented is appended to these minutes.

Councilor Nelson expressed concern over the town committing to a \$150,000 bill that is not recoverable. Mr. Nelson explained that the town would not be required to accept the grant if the conditions were unfavorable.

Councilor Ludwick asked how often the town has issued a forgivable loan to a business. Mr. Nelson answered that we have not, however, he suggested it was similar to our First Time Homebuyer Program. Councilor Ludwick responded that he would be more comfortable using ARPA funds.

Mr. Nelson stated that a resolution of support is submitted along with the application. The money does not need to be funded until after approval of the grant. Councilor Despard asked if the town would still be responsible for the \$150,000 if the site were found to be too contaminated. Mr. Nelson clarified that if the buyer were to walk away from the project, the town would not be responsible for the loan.

Ms. Zoppo-Sassu stated that this is an opportunity for the town to improve a blighted property and put it back on the grand list.

Councilors Nelson, Cressotti, Cekala and Santanella spoke in support of this partnership.

MOTION #6546 by Councilor Despard seconded by Councilor Mangini to go into Executive Session to discuss the possible acquisition of an Enfield Street Property; Enfield Lodging LLC v. Town of Enfield tax appeal; Local #1029 Clerical Union negotiations; and a proposed fixed tax assistance agreement for Fast Track Realty, Inc.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6546** adopted 11/0/0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Cressotti at 5:58 pm.

Councilor Nelson recused himself and left the room while discussion took place regarding the proposed fixed tax assistance agreement for Fast Tract Realty, Inc.

Chairman Cressotti reconvened the Special Meeting at 6:41 pm and stated during executive session there were no votes or actions taken by the Council.

ADJOURNMENT

MOTION #6547 by Councilor Mangini, seconded by Councilor Cekala to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6547** adopted 11/0/0 and the meeting stood adjourned at 6:42 pm.

Respectfully submitted,

Sheila M. Bailey
Town Clerk
Clerk of the Council



LEADINGEDGE CONSTRUCTION, LLC
9 Moody Road Unit 12C • Enfield, CT 06082

State of Connecticut
Communities Challenge Grant Program
Application Proposal

Weymouth Road Development Project Update
April 3, 2023

Town of Enfield / Leading Edge Construction

Project Timeline

- September 19, 2022- Initial Leading Edge briefing to Enfield Town Council
- October 2022- Building Owner withdraws from negotiations with Leading Edge to pursue an offer from Lighting & Sound Consultants, LLC
- November 2022- Phase 1 Environmental Site Assessment completed by Chester Environmental Associates and identifies building as an establishment that is subject to the CT Transfer Act (C.G.S. 22a-134 et. seq)
- February 2023- Lighting & Sound Consultants, LLC withdraws from the purchase and sales agreement, negotiations are re-established with Leading Edge
- March 2023- Leading Edge re-engages with the Town of Enfield Economic and Community Development Office to put together a grant application for Round #3 of the CT Communities Challenge Grant Program. Verbal terms have been agreed upon and the pending purchase and sales agreement is under legal review.
- April 2023- An application is pending with the Capitol Region Council of Governments Brownfield Assessment program to fund a Phase 2 Environmental Site Assessment.
- April 17, 2023- Deadline for Town Council resolution in support of grant application and commitment of local contribution of \$150,000 in the form of a forgivable loan
- May 3, 2023- Round #3 CT Communities Challenge Grant Application Deadline

Project Description

This project is designed as a mutually beneficial public private partnership with the goal of creating new, well-paying jobs in the Town of Enfield. The proposed site at 132 Weymouth Road has been vacant for the past decade and is failing to serve as an economic driver for the town. This issue lies mostly with the condition of the building that requires substantial work to prepare for occupancy. This proposal looks to overcome this challenge by funding renovations to activate this space through a partnership between the Town of Enfield, Leading Edge Construction, and an application to the Connecticut Communities Challenge grant program.

This unique opportunity will provide for full renovations of the building to house up to six local businesses including Leading Edge Construction, a growing local business that was founded in

the Town of Enfield two years ago. The owners of Leading Edge have been long time residents of Enfield and are well established leaders in the construction industry committed to bringing economic viability to the community.

The proposed development plan includes a mix of office space, meeting areas, first floor retail space and indoor storage areas. These areas will be brought up to code and made ready for immediate occupancy through improvements to doors, windows, roofing, interior and exterior finishes, electrical systems, plumbing systems and building systems including HVAC. These improvements will add value to the building allowing the town to collect additional tax revenue and jobs created by new businesses will increase economic activity in the area.

This grant application will be submitted to round three of the Connecticut Communities Challenge grant program managed by the State of Connecticut Department of Economic and Community Development and has been modeled around several successful grant projects that were recently funded under round one and two of the program. The estimated cost for this project is \$2.4 million dollars and the program requires that 50% of the grant funding be matched locally by the recipient. Following this formula grant funding would cover the first \$1.6 million dollars of construction with a local cash match of \$500,000 coming from Leading Edge Construction to cover the purchase of the property, \$150,000 coming from the Town of Enfield in the form of a forgivable loan and an application for approximately \$150,000 in funding from the Capital Region Council of Governments Brownfield Assessment Program.

Leading Edge Construction is committing to develop this property based on the priorities of the Town of Enfield and the Connecticut Communities Challenge grant program. These priorities include using the concepts of transit-oriented development to make sure that this building fits well into the neighborhood and allows residents to access the building using multiple modes of transportation. Priorities also include adaptive re-use of an available building with existing infrastructure already in place and the consideration of mitigating previous negative effects on historically disenfranchised communities, including people with disabilities and elderly residents. Green building concepts and energy efficient design will be used to limit impact to the environment and ADA improvements will be made to make sure that the space is accessible to everyone.

Leading Edge Construction would like to thank DECD and the Town of Enfield for their consideration with this important project. Together we can leverage available grant funding to help bring this building back to life so that it can again serve the town and its residents.

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, APRIL 3, 2023**

A Regular Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, April 3, 2023. The meeting was called to order at 7:00pm.

PRAYER – The Prayer was given by Councilor Unghire.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Finger, Hopkins (virtually), Ludwick, Mangini, Nelson, Pyznar, Santanella, 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.

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

MINUTES OF PRECEDING MEETINGS

MOTION #6548 by Councilor Mangini, seconded by Councilor Pyznar to accept the minutes of the special meeting on March 20, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6548** adopted 11-0-0.

MOTION #6549 by Councilor Mangini, seconded by Councilor Unghire to accept the minutes of the regular meeting on March 20, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6549** adopted 11-0-0.

SPECIAL GUESTS- None.

PUBLIC COMMUNICATIONS

Nikki Price, 1324 Enfield St.

Ms. Price stated that in the past month there have been comments made that the residents of Enfield Street are a political force against affordable housing. She said that this is not true. The issue they had was changes to PZC Rules and Regulations. They wanted the project to comply with Enfield's Historic District Regulations to keep the historical look and feel of the neighborhood. After the project was denied the Enfield Street neighborhood reached out to the Felician Sisters through a third party to have a goodwill dialogue. To date there has been no reply. The neighborhood is still hopeful of a meeting with Felician Sisters.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Chairman Cressotti mentioned that in conjunction with the Beautification Committee, we will be sponsoring the Enfield Clean Sweep Community Event on April 22, 2023. It kicks off at 9:00am and garbage bags and t-shirts will be provided as well as gloves. There will also be a shred event on that day by the 360 Federal Credit Union. Eversource will have a sapling giveaway, a clothing and textile collection by Hartspring, and a drug take-back event. There will be a Clean Sweep at Brainerd Park at 1:00pm.

Chairman Cressotti mentioned that all residents may obtain a permit for the transfer station with proof of residency for \$10.00. You can also get a temporary one-day pass for \$10.00 if you are using someone else's vehicle. There is no charge for leaves and grass clippings, scrap metal, flattened cardboard, TV's, microwaves, and certain electronics. You get five free visits for brush.

Councilor Pyznar stated that on April 13, 2023 at the Senior Center, they will have information on the Senior Tax Program, and the Housing Rehabilitation Loan Program. This will be at 6:00pm for the Housing and 6:30 for the Tax.

Councilor Pyznar asked if the Volunteer Tax Program info has been posted to the website yet or not. Ms. Zoppo-Sassi responded that they are working on the brochure right now which will include information as well as the form. The new Senior Volunteer Tax Program is a little different in that there are no income limits, everyone can apply. The volunteers will have to track their hours and get a letter from the non-profit certifying the hours. That information gets sent to the assessor office and the credit gets applied.

Councilor Mangini mentioned that the Girl Scouts recently celebrated their 111th Anniversary. She and Mayor Cressotti had the pleasure of attending and it was nice to see all the young ladies that are aspiring to be leaders of our communities.

Councilor Mangini also applauded the North Central Chamber of Commerce for their Home Show.

Councilor Mangini mentioned that she, along with Councilors Pyznar, Despard, Santanella and the DEI Committee, attended a KITE invitation-only event on diversity and inclusion.

Councilor Nelson stated that his constituents are asking what is going on over on Ann St, Pryor Rd., and Middlesex Dr. There are boxes painted on both sides of the road about every sixty to eighty feet saying, "call before you dig."

Councilor Nelson also asked for a detailed explanation of what needs to be done for the Council to create an open space statute to avoid all the appeals next year for farmers.

Councilor Nelson requested that the Council wave the confidentiality of the assessor investigation. He stated that the Council will not support the reappointment of Donna Dubanowski, but a sitting liaison for the investigation sends a member of the public several text messages, giving them his details about the investigation and who is responsible and how certain members of the Council don't care and aren't taking it seriously, and if he had it his way, things would be done a particular way. Councilor Nelson said that his Council Liaison won't comment on the text messages because he is sticking to his oath of office. When a resident tells him more about the investigation than he has as a Council member, that is a serious problem. He also stated that this person, as an attorney, took a code of ethics and knows what confidentiality is. Councilor Nelson thinks he should resign as a Council member as he could blow the whole investigation. He would like to know what the grounds are to have a Council member removed for unethical behavior if they are not willing to resign.

Councilor Finger reminded residents that next week is Good Friday and there will be no yard waste collection.

Councilor Hopkins stated that it is wrong to politicize the investigation with the Tax Assessor and the BAA. He thinks it is fair for constituents who are involved to reach out to their Councilors for general updates. He said that is what occurred. He thinks it is wrong for Councilor Nelson to politicize it. He feels it was handled objectively and without breaching confidentiality.

Councilor Santanella is outraged by what has transpired. He stated that having speculation put out there for people to share that is false is irresponsible. He said that he, Councilor Ludwick, and Councilor Hopkins have been respectful of the dignity of the process. They do not know what is in the report, they have not seen a draft. He said that going out and telling people that there is evidence to address a personnel matter is unacceptable. He ended by saying, "Nick you should not have done that."

Councilor Hopkins apologized if he has shared anything that is enough for folks to politicize.

Chairman Cressotti said that he has addressed this with Councilor Hopkins, and he is not happy about it. He is not happy about some of the comments that he read in the messages. He stated that it is wrong for it to be said that there is information regarding a personnel issue.

Councilor Nelson stated that Councilor Hopkins is playing politics and that Councilor Santanella said it. He read a message saying, "It's mind bogglingly stupid. I'm sorry you were going through this, and I hope I have a resolution soon. The investigation report should be done this month and I think there will be enough in there to fire a particular person even with this new round of stuff." Only a liaison is privy to that information, so how is that normal dialogue with a resident of Enfield?

TOWN MANAGER REPORT AND COMMUNICATIONS

Assistant Town Manager Steven Bielenda shared an update with the Council that because they were able to adjust the pay to fair-market rate for the Assistant Recreation Manager, they were able to hire someone with experience that will start April 17, 2023. He also stated that due to Council raising the pay rate for

the assistant assessor position, they were able to get four qualified candidates for interviews this Thursday.

Town Manager Ellen Zoppo-Sassu stated that they are deep in the budget process right now. They have been having strategic discussions resulting in the more efficient appropriation of resources, use of personnel, and good strategic partnerships across departments. They hope to present a great package in mid-April.

Ms. Zoppo-Sassu said that the Facebook post about the summer concerts and the new bandshell had the highest reach and response of any since she has been here. They discussed having a concert every third Thursday of June, July, and August, but based on the feedback they think they can do every Tuesday night starting in June going to the end of August. They would like to start with Johnny Six Gun and end with Trailer Trash. There is money set aside in both the Town Manager's budget and the Enfield Cultural Arts Commission. The July and August concerts would then be funded in the new budget. There are also some dollars that are being made available this spring from the Hartford Foundation for Public Giving that she will be applying for.

Ms. Zoppo-Sassu said in response to Councilor Nelson and the open space ordinance, last year on September 19, 2022, they had item J on the agenda and that item was referring to open space and it was referred to PZC. She read a portion of the PA-490 Guide. She read Section 12-107e which talks about the Plan of Conservation and Development designating areas that are recommended as open space. The POCD has been adopted and will go into effect May 30th so we can look at what they adopted start to promote open space designation. People need to read Section 12-107b under PA-490 and decide whether they fit. She will get an answer for Councilor Nelson from the Town Planner as to when they plan on taking this up.

Councilor Ludwick brought up using the word "they" in the POCD is not "shall". He asked whether or not they need to wait for PZC based on the language. Ms. Zoppo-Sassu stated that now that the POCD has been adopted for the next ten years and it goes into effect on May 30, 2023, it should come back to the Council for adoption. She does not know if it is automatic, or if the Council has to ask. Councilor Ludwick does not think they need to wait because it is an ordinance they are trying to pass to protect farmland. Ms. Zoppo-Sassu read that portion again and it says "PA-490 open space is a classification that is an option for a municipality to adopt."

Councilor Nelson also added that there is a PA-490 open space and a regular open space. Large pieces of land that have been wooded and natural for a hundred years are now up for sale because the taxes went from \$400 or \$4,000 to \$40,000 and they can't afford that. People are stressing out about losing their properties that they have been in. Ms. Zoppo-Sassu stated she will go back and look at the time frame because the landowners do need to apply. We have the power granted to us by the State of Connecticut so that we can acquire development rights for open space from landowners. The other option is the PA-490 open space classification. There are 490 open spaces, 490 farms, and 490 forests. People need to know that it is their responsibility to keep their records. Chairman Cressotti said that they can discuss this at leadership and move forward with it.

Councilor Santanella asked the rest of the Council to continue to support the concerts and the new bandshell because they have gotten so much positive feedback from that.

Councilor Ludwick asked that when and if we continue the farmer's market, he would like for the vendors not to be charged. He stated that farmland is important and that if we don't control local food, we don't control anything.

Chairman Cressotti said that they will get the issues ironed out with the open space in May.

REPORT OD SPECIAL COMMITTEES OF THE COUNCIL

Report from the Public Works Subcommittee Concerning Waiver of Fees for ERFC and To Take Any Action as Necessary. ERFC Director Jose Azuri requested a reduction in the fee for the school year lease because their grants are being reduced. They have to serve the same number of children despite their reduction. They have 272 and 115 qualify under the grant and only pay \$5 dollars a week. United Way is also being reduced and the grants don't allow them to pay for the facility.

RESOLUTION #6550 by Councilor Mangini, seconded by Councilor Cekala.

BE IT RESOLVED, that the Enfield Town Council approves the recommendation of the Public Works Sub-Committee to reduce the annual lease payment of school space from \$16,887 to \$8,000 for the year commencing July 1, 2023 and ending July 30, 2024 paid in equally monthly installments of \$666.67.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6550** adopted 10-0-0. Councilor Nelson had left the room.

Report from Leisure Service Committee on the Potential of a Master Plan Study of Parks and Playgrounds. Councilor Hopkins said that there were discussions on some failings on how we inspect playground equipment and maintain our parks. There should be a plan for our park equipment like we have for our other budgetary items. They thought about commissioning a professional study to give us advice and thoughts on how to move forward. There has been a lot of talk about the parks lately.

Chairman Cressotti said there was also talk about a nine-hole disc golf and for a new surface at the library playground.

Update from General Government and Finance Concerning Revisions to the Food Truck Regulations. Councilor Cekala said that General Government and Councilors Ludwick, Santanella and herself are working on food truck regulations. They want to make it more user-friendly. They want to increase the amount of time during the day that a permit is available for. They want options for day permits, and monthly permits as well as discounts for longer permits. They also want to increase the number of vendors that will be allowed in certain places and increase the number of places in Enfield that food truck vendors can come to. They would like to get this moving at the next meeting before the nice weather hits.

UNFINISHED BUSINESS

Report Concerning the Independent Review of Assessment Taxation. Councilor Ludwick stated that there were some delays in scheduling the final interviews because individuals were traveling out of the area. As you would expect, with each interview there were questions and issues requiring further investigation which added to this delay. All interviews at this point have been concluded and all follow-up is complete. We expect to have this matter wrapped up by the end of the month. None of us have seen any draft of the final report and are unable to comment on what it may or may not say.

NEW BUSINESS

CONSENT AGENDA

MOTION #6551 by Councilor Mangini, seconded by Councilor Despard.

BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing regarding the potential disposition of this building located at 5 Taylor Road to be held on April 17, 2023 to begin at 6:55 PM in the Council Chambers of the Enfield Town Hall which is located at 820 Enfield Street, Enfield, Connecticut 06082 in order to receive public comment.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6551** adopted 10-0-1. Councilor Nelson abstained.

APPOINTMENTS/TOWN COUNCIL APPOINTED – None.

RESOLUTION #6552 by Councilor Nelson, seconded by Councilor Despard.

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

FROM:	Refuse & Resource Management		
	Health/Medical Insurance	10300390-521000	\$69,000
TO:	Custodial Services		
	Equipment	10300345-573100	\$30,000
TO:	Buildings & Grounds		
	Athletic/Recreation Equipment	10300340-573500	\$8,000
	And other Equipment	10300340-573900	\$14,000
TO:	Fleet Services		

Equipment	10300380-573100	\$17,000
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Certification: I hereby certify that the above stated funds are available as of March 28, 2023.

/s/ John Wilcox, Director of Finance

Councilor Finger suggested having the public works director check the AC reclaimer before purchasing a new one.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6552** adopted 11-0-0.

RESOLUTION #6553 by Councilor Mangini, seconded by Councilor Nelson.

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

FROM:	Buildings & Grounds Maintenance		
	Health/Medical Insurance	10300390-521000	\$30,000
TO:	Custodial Services		
	Custodial Services	10300345-561500	\$30,000

Certification: I hereby certify that the above stated funds are available as of March 27, 2023.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6553** adopted 11-0-0.

Ms. Zoppo-Sassu stated that they would like to go back to seasonal staff for the Public Works Department. These are usually given to older high school or college students who are home for the summer. Now is the time that prepping should be done to see who is interested. Otherwise, when July 1st comes around it's only a 5-week job and no one is interested because they have already secured another job. The hiring process needs to start earlier. This transfer of funds will help start the hiring process and marketing for the five-eight positions.

RESOLUTION #6554 by Councilor Nelson, seconded by Councilor Mangini.

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

FROM:	Refuse & Resource Management
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Health/Medical Insurance	10300390-521000	\$14,400
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TO: Buildings & Grounds

Temp/Seasonal	10300340-563000	\$14,400
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Certification: I hereby certify that the above stated funds are available as of March 30, 2023.

/s/ John Wilcox, Director of Finance

Councilor Cekala is glad we are doing this again this year. She thinks we need to push it out there and get it posted in the Career Center at the school. There will be age requirements because of some of the equipment. She also suggested offering part-time if full-time is not working.

Councilor Finger stated that a problem in the past has been the wage and asked if we are increasing the wage. Mr. Bielenda responded that the wage will be the state statute minimum wage which is \$15.00/hr.

Chairman Cressotti said that this should continue, and you could possibly get college students who would come back year to after year. He also mentioned that they are looking for summer lifeguards. Ms. Zoppo-Sassu stated that they need Rec Staff for summer camps. Mr. Bielenda added that they need crossing guards too.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6554** adopted 11-0-0.

RESOLUTION #6555 by Councilor Despard, seconded by Councilor Unghire.

WHEREAS, on January 13, 1975, the Enfield Town Council (the “Council”) enacted the above-referenced ordinance; and

WHEREAS, the Council wishes to consider repealing the ordinance; and

WHEREAS, the Council held a public hearing in the Enfield Town Hall Council Chambers on April 3, 2023, to allow public input on the proposed repeal of the Massage Therapy Establishments ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Council hereby adopts the attached ordinance repealing the Massage Therapy Establishments ordinance, Enfield Town Code sections 18-31 through 18-37, Inclusive, 18-61 through 18-68, Inclusive and 18-91 through 18-94, Inclusive.

Councilor Ludwick was curious if people knew that massage therapy is covered under your HSA. Mr. Fay said more and more of his patients are being reimbursed for the services.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6555** adopted 11-0-0.

RESOLUTION #6556 by Councilor Nelson, seconded by Councilor Mangini.

WHEREAS, Town Code section 82-41 establishes the fines for various parking violations; and

WHEREAS, the Town Council wishes to amend Town Code section 82-41 to revise the amounts of the fines; and

WHEREAS, the Council held a public hearing in the Enfield Town Hall Council Chambers on April 3, 2023, to allow public input on the proposed amendment to Parking Violation Fines ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Council hereby adopts the attached amendment to Enfield Town Code section 82-41 Parking Violation Fines.

Councilor Nelson will support this tonight, but he stated that he is still concerned as to how minimal the fines are.

Councilor Cekala stated that the fines were discussed in General Government and with the police department. They are now more on par with surrounding communities.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6556** adopted 11-0-0.

RESOLUTION #6557 by Councilor Mangini, seconded by Councilor Unghire.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, James N. Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action: ENFIELD LODGING, LLC V. TOWN OF ENFIELD, Docket Number HHB-CV-22-6073512 S, the fair market value of the property known as 20 Phoenix Avenue to be \$6,000,000.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6557** adopted 9-0-1. Councilor Despard stepped out of the room and Councilor Nelson abstained.

RESOLUTION #6558 by Councilor Nelson, seconded by Councilor Mangini.

BE IT RESOLVED, the Enfield Town Council does hereby authorize the reduction of the property maintenance fines on 34 Jondot Drive to \$10,000, subject to the condition that the house be rehabilitated by December 31, 2023; and

BE IT FURTHER RESOLVED, that if this condition is not adhered to, the fine associated with the Property Maintenance Lien recorded in Volume 2789 Page 34 of the Enfield Land Records will be \$94,074.

Councilor Hopkins stated that the goal is to resolve blight issues fairly and promptly as they are reported by residents. The goal is to get out-of-compliance properties back in compliance to benefit the owner, neighbors, and the community.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6558** adopted 11-0-0.

RESOLUTION #6559 by Councilor Nelson, seconded by Councilor Mangini.

BE IT RESOLVED, that the Enfield Town Council does hereby authorize the reduction of the property maintenance fines and lien fee on 25 Lincoln Street to \$5,499.

Councilor Hopkins said this is a similar situation coming from the Blight Review Committee and it is a fair request.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6559** adopted 11-0-0.

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

PUBLIC COMMUNICATIONS – None.

COUNCILOR COMMUNICATIONS

Councilor Pyznar asked what the public hearing for Nathan Hale is going to be for. Ms. Zoppo-Sassu responded that Connecticut General Statute 7-163e is triggered when the Planning and Zoning Commission gives positive affirmation that you may dispose a lease. Nathan Hale School is valued at more than \$10,000 it has triggered a second public hearing. We need to inform the public that we are probably going to dispose of the school out of its current use. The two questions that remain are, what will be the end use and is the town financially responsible concerning the outstanding construction lien. She stated that the Superintendent has not heard back from the state and has been calling regularly.

Councilor Santanella mentioned the Hometown Heroes Grant Program for canine officers back in February. He just found out that the canine officer and his canine Duncan won third place and received a \$5,000 grant.

Councilor Hopkins did not want incorrect information to stand regarding the text messages. He said that none of what he shared with the affected homeowner was not in the public light. He said that these things have been discussed in open Town Council meetings. The information concerning the out in March was public, the issues that led to the town doing an investigation were public, and the town assessor overturning the BAA appeals while the investigation was still ongoing was also public. He asked Councilors to stop playing politics and wait for the report to be done.

Councilor Nelson asked the mayor to respond to Councilor Hopkins because he has read the texts. Councilor Nelson said he is in no way playing politics because he did not trash him in the texts. Councilor Nelson wanted Mayor Cressotti to state that what Councilor Hopkins did was 100% unethical and wrong. Councilor Nelson stated that he would read the texts word for word which would take three Councilors plus some town staff down with it.

Councilor Santanella stated that this all needs to stop, and the report needs to be delivered in a way that is credible with the public.

Chairman Cressotti stated that we will move forward now. He has had discussions with Councilor Hopkins directly.

ADJOURNMENT

MOTION #6560 by Councilor Mangini, seconded by Councilor Santanella to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6560** adopted 11-0-0 and the meeting stood adjourned at 8:21pm.

Respectfully submitted,

Sheila M. Bailey
Clerk to the Council
Town Clerk

Tina Demers
Secretary to the Council

Sec. 82-41. Parking violation fines.

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

Section		Violations	Fines
82-33	1.	Prohibited zone	\$20.00
82-31(a)(5)	2.	Within ten feet of hydrant	25.00
82-31(a)(6)	3.	Within 25 feet of intersection	20.00
82-31(a)(6)	4.	Within 25 feet of crosswalk	25.00
82-31(a)(6)	5.	Within 25 feet stop sign	20.00
82-31(a)(5)	6.	Over 12 inches from curb	20.00
82-31(a)(1)	7.	Within 50 feet of railroad crossing	20.00
82-31(a)(3)	8.	Obstructing traffic at excavation or obstruction in other manner	25.00
82-31(a)(4)	9.	Upon any bridge or in highway tunnel	10.00
82-32	10.	Left side to curb	20.00
82-33	11.	Overtime parking	25.00
82-35	12.	Loading or unloading zone	20.00
82-36	13.	Parking on treebelt	20.00
82-34	14.	Blocking driveway	25.00
82-6	15.	Parking on sidewalk	25.00
82-31(a)(2)	16.	Within 20 feet of driveway to any firestation or on opposite side of street within 75 feet of such entrance	25.00
82-63	17.	Winter snow ban	25.00
82-38	18.	Violation of handicapped zone	100.00
82-96	19.	Fire lane parking	50.00
82-42	20.	Commercial vehicle parking	50.00
82-31(a)(9)	21.	Parking trailer non-power unit in road	25.00
82-31(a)(9)	22.	Menace to traffic	25.00
82-31(a)(9)	23.	Double parking	25.00
82-33	24.	Parking in bus stop	25.00
82-62	25.	Overnight Parking in winter	25.00
82-31(a)(9)	26.	Parking on curve	25.00
	27.	Parking over parking stall lane lines	25.00
	28.	Parking on others' property without permission	25.00

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

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
WEDNESDAY, APRIL 5, 2023**

A Special Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Wednesday, April 5, 2023. The meeting was called to order at 8:01pm.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, Hopkins, Ludwick, Mangini, Nelson, Pyznar, Santanella, and Unghire. Councilor Finger was absent. Also present were the Town Manager, Ellen Zoppo-Sassu and Assistant Town Manager, Steven Bielenda.

Mayor Cressotti stated that the purpose of the meeting tonight is to move on the recommendation of the Pk-5 School Modernization Committee. The Committee has recommended that the elementary schools be evaluated for future use. At the April 5, 2023 board meeting, the Board of Education (BOE) also recommended that district demographics and feasibility studies be updated per state requirements.

Town Manager Ellen Zoppo-Sassu stated that we are partners with the BOE, and the town's budget along with the BOE's budget are two halves that come together to form a total picture of what the total community needs are. The BOE budget is an asset to the town, not a burden. This is an investment in our infrastructure and in our future.

In consideration of the RFP process, the town is recommending the Council approve up to \$200,000 to have more flexibility in case numbers come in a little higher than anticipated.

RESOLUTION #6561 by Councilor Nelson, seconded by Councilor Despard.

BE IT RESOLVED, that the Town Council authorizes the RFPs for two studies –a Facility Feasibility Study and an updated Demographic Study - not to exceed \$200,000.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6561** adopted 10-0-0.

ADJOURNMENT

MOTION #6562 by Councilor Nelson, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6562** adopted 10-0-0 and the meeting stood adjourned at 8:11pm.

Respectfully submitted,

Sheila M. Bailey
Clerk to the Council
Town Clerk



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Ellen Zoppo-Sassu, Town Manager

DATE: April 17, 2023

RE: Projects & Activities Report (PAR)

CC: Town Direct Reports

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

TOWN MANAGER:

The Office has spent most of the month dealing with economic development, budget and strategic planning with dept. heads, staffing and constituent issues. Notable issues include assisting the Diversity Committee; taking a tour of the Felician Sister grounds, monitoring of the traffic issues at Jimmy's Pub; Hazardville Institute parking solutions, planning of the Summer Concert Series at the Band Shell, roll-out of Senior Tax Relief programs; Local #1029 contract; and interviewing UConn MPA students for a fall internship position in the office.

LIBRARY SERVICES:

Library

The Children's Department has a robust line up of programs scheduled for Spring Break week. In addition to our usual Rhyme Times, programs include a storytelling event with Talewise, *World of Owls* with Wingmasters, a Paint Along program, blanket Bingo and an afternoon screening of Shrek.

The Pearl St. Library is making Gardening Hobby Packs available again this year. The packs include a gardening book, seeds and information about the town's Community Garden project.

In partnership with the Enfield Culture and Arts Commission, First Wednesday Open Mics will be held at the Central Library beginning on April 5th. This will give local musicians and poets a venue to share their talents. The program will be facilitated by Enfield musician and MC, Kevin Crane.

During National Library Week (April 23-29th), we will be rolling out our Art Kit program. Inspired by our Instrument Lending Library, this initiative aims to put a variety of tools in the hands of aspiring artists. Most kits will come with a book to help explain techniques. Watercolors, linocut print making, calligraphy, quilting, woodburning and a small airbrush are just some of the kits we will have available. Funding for this program was provided by a grant from the Connecticut Office of the Arts as well as a donation from former staff member Anne Saylor.



TOWN OF ENFIELD

Senior Center

The Senior Center hosted 6,600 visitors for the month of March.

AARP CT Smart Driver Program:

We welcomed back AARP in-person classes on March 29. AARP offers this driver safety class at the Enfield Senior Center once a month. The cost is \$20.00 for AARP members and \$25.00 for non-members. Pre-registration is required by calling the Senior Center front desk.

Tech Time:

In addition to our normal computer classes, we have added another tech time session. Jen from Talem Home Care will meet once a month with seniors looking to get their tech questions answered. This program is free.

Events:

The Senior Center presented the Dan Kane Singers on Friday, March 31. Over 200 people were in attendance and enjoyed singing along with this beloved choral group. The Center also hosted 2 presentations in March:

- March 16 – Bob the “Travel Guy” took participants ‘down under’ to Australia to see the sights of Sydney, Melbourne, Ayers Rock, and the Great Barrier Reef.
- March 30 – Jim Malley gave a presentation on the five town cemeteries and the creation of the Enfield Cemetery Association. Photographs of significant Enfield resident gravestones were included.

Foot Care Clinic:

Registered nurses from Pedi-Care, LLC provide a foot clinic on the second Friday of the month at the Senior Center. For pricing or to make an appointment, please call 860-205-2993.

Recreation

Staffing: The new Assistant Recreation Manager will begin on Monday, April 17th. Caterina Meriam will be joining the Recreation Department from Coventry, where she served as the Recreation Supervisor for 16 years. Hiring is currently underway for summer seasonal positions and include Lifeguards and Camp Counselors. Applications are available at www.enfield-ct.gov/hr. Postings close on Friday, April 28th at 5 PM.

Spring Programming:

- *Mimi's Cake Decorating*: Three classes are being held for preschoolers – adults during April vacation. Pre-registration is required.
- *Babysitter Safety Course*: A training class for youth ages 11 – 16 years old is being held during April vacation. The class covers appropriate skills necessary to care for children and includes a CPR & First Aid certification. Pre-registration is required.
- *Preschool & Youth Martial Arts*: A free, four day clinic, is being offered between April 1 – May 31. Pre-registration is required through Integrity Martial Arts. See the Recreation website for complete details.



TOWN OF ENFIELD

- **Skyhawks Multi-Sport Tots:** A multi-sport program for youth ages 2 - 5 years old will be held at the Enfield Annex. Baseball, Soccer and Basketball will be explored. Pre-registration is required and spaces are limited.
- **April AM Pickleball:** Expanded hours are being offered through the end of April. Open play will be held Monday, Wednesday, Thursday and Friday, 9 AM – 12 PM. Daily fee's apply. See website for complete details and no program dates.
- **Adult PM Pickleball:** A drop in program is held on Tuesdays, 6 – 9 PM, through April 25th at the Enfield Annex Gym. Daily fees apply.
- **Adult PM Basketball:** A drop in program is held on Mondays & Wednesdays, 6 – 9 PM, through April 26th at the Enfield Annex Gym. Daily fees apply.

Lifeguard Certification Class: An American Red Cross Lifeguard Certification class is being held in May for those interested in working for the Department this summer. Participants can become certified for only \$42.00. Pre-acceptance applications are due by April 25 at 4 PM. See website for complete details.

The Annual Youth Fishing Derby will be held on Saturday, May 20, 9 – 11 AM at Freshwater Pond. The derby is for Enfield youth ages 15 and under. This special event is in conjunction with *National Kids to Parks Day* and is co-sponsored by Dicks Sporting Goods.

Dolphins Swim Team Spring/Summer 2023 season information is now online. Interested new swimmers must pre-register for one of our two evaluations night on May 1 or 9. Returning swimmers may begin registering for the program on Friday, April 28th.

Tons-O-Fun Summer Camp: Registration began on Friday, March 17th. Enrollment is over 75% full, only weeks into registration. Remaining spaces are extremely limited in several weeks. The program will run for seven weeks, June 26 – August 11. Camp is open to Enfield residents entering grades 1-8 in September 2023. Activities include open swim, field trips, sports, crafts and before/after care services.

Summer 2023 program information is slated to be released on Friday, May 5th. Programming planning is currently underway. All Recreation related information can be found on the Recreation homepage. Visit www.enfield-ct.gov/recreation for complete details.

POLICE:

March 8th Connecticut Police Chiefs Board of Directors Meeting

New Officer Swearing-In Ceremony: On March 16, 2023, Officer Ryan Moustafa was sworn in as the newest member of the Enfield Police Department. Officer Moustafa was previously employed as an Idaho State Trooper for seven years, he is a registered nurse, and he holds two Bachelor of Science Degrees, one in criminal justice from Westfield State University and the second in nursing from Idaho State University. Officer Moustafa has commenced a period of on-line comparative certification training.



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Training Academy Graduation Ceremony: On March 21, 2023, Officer Carlos Paris graduated from the Waterbury Police Department Training Academy. Officer Paris has now commenced a period of in-agency field training in preparation for solo patrol duties.

CREST Hostage Negotiators Training Exercise: On March 24, 2023, the Enfield Police Department hosted a large-scale series of training exercises for the negotiators component of the Capitol Region Emergency Services Team.

New Officer Swearing-In Ceremony: On April 3, 2023, Officer Kevin Ryan was sworn in as the newest member of the Enfield Police Department. Officer Ryan is a native of the town of Enfield, an Enfield High School graduate, a former Enfield volunteer firefighter, and he has been employed by the Connecticut Department of Transportation for the past five years. Officer Ryan commenced training at the Connecticut Police Academy in Meriden as April 6th.

Meeting/Introduction with the New Connecticut State Police Troop "C" Tolland Commanding Officer: On April 3, 2023, Chief Alaric J. Fox met with the newly appointed Troop "C" Tolland Commanding Officer to discuss areas of mutual law enforcement concern (as pertains to the Enfield border areas with Somers and Ellington).

Basic Crime Scene Processing for Patrol Officers and Detectives Course: During the week of April 3, 2023, the Enfield Police Department hosted a "basic crime scene" course, with a national training provider, at the Enfield Police Department.

Training Academy Graduation Ceremony: On April 5, 2023, Officer Tyrone Keels and Officer Matthew Schnepf graduated from the Connecticut Police Training Academy in Meriden. Both officers have begun in-agency field training in preparation for solo patrol duties.

Thank You Reception for Juvenile Review Board Founding Member Dorothy Allen: On April 5, 2023, the Enfield Police Department and Enfield Social Services held a "thank you reception" for Ms. Dorothy Allen, to commemorate her 57 years of service to the Juvenile Review Board.

CTDOT Interstate 91 Highway Diversion Plan Update Project: On April 11, 2023, department members met with representatives of the Connecticut Department of Transportation to update the area traffic diversion plan (Windsor Locks, East Windsor and Enfield) for any large scale disruption events that might impact traffic flow on I-91.

Special Olympic Fundraiser: On April 20, 2023, the Enfield Police Department will host a "tip-a-cop" event at Red Robin, 15 Hazard Avenue, as a fundraiser for the Connecticut Special Olympics.

PLANNING & ZONING APPLICATIONS:

Adoption of the Plan of Conservation and Development (POCD) – The process of rewriting the POCD began just as the Covid 19 crisis hit, thus the process was not without hurdles. Consultants were interviewed via HD Office virtual meetings before we knew how to conduct a virtual meeting. Our first kickoff meeting was held in March of 2021.



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The POCD Steering Committee, with 24 members of varied terms, met 16 times, although the members and staff changed periodically. A Public Forum was held in the Spring of 2021; a town wide Community Facilities Survey was conducted in the spring of 2022; and a Thompsonville Public Outreach workshop was held in summer of 2022.

At their regular meeting of March 23, 2023, after two years of modifications and review, the PZC heard final testimony at the public hearing scheduled for the POCD. The public hearing was closed, with action tabled. At a special meeting held March 30, 2023, after a chapter-by-chapter review, the PZC crafted some modifications based on public and Town Council comments. The modified POCD was then adopted unanimously, with an effective date of May 30, 2023.

PH# 3054 – 117 North St – Application for home occupation, excavation permit and contractors' storage yard ;Joseph Liquore,Applicant/Owner;Map93/Lot15+Map100/Lot 6;I-1 Zone. **excavation approved; home occupation & contractor storage yard denied.** This application is a result of a Stipulated judgment from the superior court. A new application must be submitted for the home occupation , contractor's storage yard, and manufacturing (of mulch).

ECONOMIC AND COMMUNITY DEVELOPMENT:

Enfield Transit Oriented Development - CT Community Challenge Grant Application: The Town in partnership with Impact Residential Development (IRD), who previously entered into a Memorandum of Agreement as the preferred developer of the town-owned parcels located at the former Strand Theater and Lamagna Community Center, plans to reapply for a \$5M state grant under the 3rd and final round of this program. The Town has previously submitted a similar request under Round 2 but was ultimately denied due to the project not being fully vetted. Since that time, IRD has executed purchase & sales agreements for 3 additional private properties located along Pleasant Street which will be incorporated into the redevelopment plan. IRD has designed a site layout plan in preparation for an application submission with the PZC this spring. This mixed-used development will have commercial spaces on the first floor on N. Main St. with a total of 129 apartment unit within 3 4-story buildings.

132 Weymouth Road Redevelopment - CT Community Challenge Grant Application: The Town in partnership with Leading edge Construction plans to apply for a CT Communities Challenge Grant to support the redevelopment of this property that needs significant rehabilitation and possibly significant environmental remediation. The proposed site at 132 Weymouth Road has been vacant for the past decade. Based on the findings described in the most recent environmental assessment, there is potential that environmental conditions might affect the subject property associated with historic dry cleaning and former automotive-related service activities. The property is subject to the Connecticut Transfer Act which requires further investigation and remediation of any pollution caused by hazardous waste or substances.

The Town is also working with CRCOG as a partner on this project whereas CRCOG would potentially assist in funding the completion of the environmental assessment thru their Brownfield assistance Program that is funded by the EPA. Leading Edge is also committing \$500K in cash to purchase the property. The plan is for the town to apply for up to \$1.5 million



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thru the community challenge grant program with a local town match of \$150K, a federal match (EPA) for the environmental assessment work, and a private developer commitment of \$500K.

Enfield Street & Franklin Street Bike and Pedestrian Improvements: The Town is in the process of preparing the RFP to solicit contractor proposals for this project. The two legs of the proposed project are located on intersecting state roadways (Enfield/Franklin Streets). To address safety concerns from the CTDOT Traffic review process, the Town modified its design from on-road bi-directional bike lanes to a new separated multi-use path alongside Franklin Street. The Town is proposing to replace the existing concrete sidewalk on the north side of Franklin Street with a 10-ft bituminous concrete multiuse path, which would also align with what is being proposed on Enfield Street. This plan is to go out to bid this Spring with a 120-day construction period for so this project can be completed by the end of this year.

EMS:

Enfield EMS responded to 656 calls for service in March 2023. Mutual aid was needed for 37 responses during this time period, and mutual aid was provided to surrounding communities for 48 responses; 37 of those responses were to Suffield, CT. Chief Riggott met with Suffield Volunteer Ambulance Association on March 13th to discuss call volume and mutual aid responses to Suffield.

On Friday, March 17th, Enfield EMS met with the North Central District Health Department to discuss Opioid related incidents and data reporting, as the Health Department continues their grant-funded work on Opioid prevention.

EMS staff participated in High Voltage Electricity training for First Responders, provided by Eversource Representatives, on March 21st. Additionally, EMS has been hosting Paramedic students from Capital Community College and New Britain EMS's Paramedic Program during the months of March and April as they complete their field clinical rotations.

INFORMATION TECHNOLOGY:

Cyber Security Info Sharing:

All Staff have been signed up for the Annual Cybersecurity Awareness Training program through Knowbe4. Knowbe4 is a universally recognized platform for Employee Cybersecurity Awareness training. This program has resulted in several frauds being identified throughout the year, as well as providing safe internet behavior for staff at work and at home. As a result of the Awareness Training Program, employees receive sample threats to see if they can identify them throughout the year keeping everyone alert and to "Think before they Click". The Overall Phish Prone rating, a score to compare against like industries, for Enfield Employees is 2.3%. The average Municipality Phish Prone rating is 26.8%.

The IT Dept. will also be putting forward a staff reorganization plan for the next Town Council meeting with some revised job descriptions to better reflect the department and its function.



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PUBLIC WORKS/ Engineering:

ROADS 2021 – Year 1 (Cheryl Dr, Cranbrook Blvd, Edmund Ln, Moody Rd & Stephen Dr)
Hinckley Construction is in the process of submitting bonds & certificate of insurance to the Finance Department. Construction should tentatively start on April 17, 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). Abbe Road Reconstruction project is out to bid, the opening day is April 13, 2023. Meadow Lark Area Road Reconstruction Project, the project manual is in the pre-bid review process with the Finance & Legal Departments.

ROADS 2021 – Year 3 (Thompsonville 2024, Hazardville West & Enfield Southwest).
BETA Group Inc. was awarded the engineering design of the Thompsonville 2024 Project.
VHB has been awarded the designs of the Hazardville West & Enfield Southwest Projects.

Crack Seal Program 2023 – Starting to compile street list.

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 scheduled to start June 1st. The waste soil area has been installed, as required. The Contractor is working with the utilities for relocations and the trees have been removed, within the project limits.

Brainerd Park Softball Field – The work is complete.

Powder Hollow Baseball Field Improvements – The electrical room upgrade work to the 480v transformer is out to bid. The Town's consultant has submitted the PD plans for the parking lot area of Powder Hollow Park for our review.

Orlando Drive Culvert - Dayton Construction has installed the entire culvert and is backfilling.

Higgins Park Parking Lot – Design work continues, WI-FI & CC cameras added to the trail.

Elm Street Sidewalk Gap Community Connectivity Grant – Finally met with Patrick Crowley from Eversource to address the issue of the pole relocation work. Town's consultant has been instructed to move forward and submit plans to CTDOT for their approval.

Town Farm Road Multi-Use Path LOTCIP – CTDOT has agreed to do ROW permanent easement takings. The Town's consultant is waiting on comments from CTDOT - 75% PD submission to continue design.

Freshwater Pond Forebay Dredging - Freshwater Pond Forebay Dredging design RFP has been awarded and a Notice to Proceed issued. Engineering had a pre-design meeting on site this past month. Due to extensive permitting requirements, forebay dredging is scheduled to start in 2024.



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45 Kimberly Drive Drainage Outlet Design - Requested funds for construction moved to next fiscal year under the CIP budget. Working with consultant on easement map, for easement acquisition.

Public Works Administration:

Municipal Roofs – Russell and Dawson have made an initial site visit to Alcorn School to begin design work on the roof. An assessment of the building usage at Alcorn School has been performed, and results will be sent to Russell and Dawson to apply for state reimbursement.

Building and Grounds Garage – Silver Petrucelli has made an initial site visit, and site layout and building design is in its initial stages. A preliminary layout has been agreed upon. Mechanical and electrical engineers have made a site visit to design a ventilation system for the existing shop area in the Annex. The next step is an underground utility locating survey.

ADA Compliance – ADA audits have been completed at Henry Barnard, Hazardville Memorial, Enfield Street, Prudence Crandall, Stowe Early Learning Center, Eli Whitney, the EMS Building, the Animal Shelter, Central Library, and the Enfield Annex. The elementary schools have been prioritized over all other buildings to complete first.

HVAC and Air quality analysis – A project description for engineering services has been sent out to provide a complete analysis and assessment of the HVAC system at all school buildings in town, as required by CT statute 10-220. Proposal will also include an air quality analysis at 3 school buildings, as defined in the statute. A site visit is scheduled for April 12.

DPW Fleet and Skylight Repair – A notice to proceed has been sent to Silver Petrucelli for design services for this section of roof. Environmental testing has been completed and Silver Petrucelli is awaiting the report.

Animal Shelter Roof – The roof replacement at the Animal Shelter has begun. The front roof has been framed and the membrane is being installed.

Stowe Electrical Upgrade – Allstate has obtained all necessary material for this project. Allstate has begun work and is expected to be completed by April 14.

Annex Asset Disposal – The wood shop and kitchen equipment at the Enfield Annex has been approved for disposal. The assets are posted for auction.

Stowe Playlabs – Willscot is scheduled for April 24 to pour the footings for two trailers (Playlabs). When footings are in place, delivery and installation of the trailers will be scheduled.

Eli Whitney and Hazardville Memorial Roofs – Punch lists complete, closeout still needs to be completed. OSCG&R reviewing change order submission date issue.

Annex Scoreboards – Ordered, possible April 2023 delivery.



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33 N. River St Demo – Loam and seed to be installed in the spring of 2023. Project came in under budget by about \$11,000.

Higgins Bandshell – Contractor began digging and issued a change order to bring the bandshell to the proper grade. Change order under review.

SJC Generator Replacement – Kinsley Power Systems providing Kohler generator and installation. Delivery around November of 2023. Eversource contacted for gas meter sizing.

Town Hall Restroom Renovation – Drawings and specs received and reviewed. Should be out to bid by the end of April. Project paused due to ARPA legal language issues.

Town Hall Elevator Replacement – Updated IFB will be going out for “mechanical modernization” only. Complete replacement pricing was over budget.

Salt Shed Roof Replacement – Project paused due to ARPA legal language issues.

Transfer Station Replacement – Work continues at the transfer station, platforms installed, window tint, awning purchased, old scale has been moved and remounted, old traffic pattern removed.

MS4 – 2022 Annual Report completed and posted on website.

MS4 Retrofit Program – Sites have been chosen for retrofit design. Central Library rear parking lot, public safety site (existing PD) area near Elm St where existing driveway is located, Prudence Crandall front parking lot circle area.

DPW Fuel Station – Waiting on finalized P&Z application and finalized drawings and specs.

Powder Hollow Park Electrical – Posted, bids due back by 4/12.

UST EZfile Closeout – Complete

E-waste Recycling – Complete

Health and Safety Review – Complete

Nathan Hale Cleanout – Complete

Annex Cleanout – Complete

Building and Grounds Activities:

Prepped all sports fields for spring play; Began roof replacement at the Animal Shelter. Removed all overgrown bushes at the Library playscape; Installed hot water heater at Old Town Hall and began spring air conditioning chiller turnovers.



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Custodial:

Quarterly HVAC filter change in schools and Changing of all stained ceiling tiles.

Highway:

New traffic lights are being installed at the intersection of South Rd. & Phoenix Ave. Mason, tree trimming, signage repairs, roadside mower brush cutting, and pothole repairs ongoing, Asphalt plant opened April 3rd for the season. We have had to treat roads for 13 events and plow for 6 of those events, looks like winter is over. Salt shed walls have been treated with concrete preservative and salt is being delivered. Starting on our spring repair list and street sweeping started on March 27th in the north end of town working south. Downtown sweeping starts on April 17th. New tracked skid steer with forestry package has been ordered.

RRM:

Transfer Station renovation ongoing, new gate is operational moved over to the new scale house. Old scale has been moved to the new location waiting on a few parts and rough grading done, asphalt should be in place within next 2 weeks. The new camera system has been installed and operational at the Transfer Station. Brush pile and remainder of yard waste has been ground up and being hauled away by contractor. Yard waste collection resumed on March 31st. Two new employees will be starting in the next week to fill open positions.

WPC:

The daily average effluent flow for the month of March was 6.0 MGD. The effluent flow total for the month of March was 186 million gallons. All NPDES permit requirements were met. We have completed the annual maintenance on the eastern primary clarifier and have begun to fill it. It's scheduled to go online in mid-April. Once the eastern primary clarifier is online, we will drain and clean the western primary clarifier so that we may perform its annual maintenance. Also, we have begun cleaning the chlorine contact chambers in preparation for disinfection season to begin May 1st.

One of our sludge press feed pumps failed and required an extensive rebuild that we completed in-house. To improve process control we brought the second gravity thickener online. We also had a polymer pump failure that was rebuilt in-house and returned to service. Our underground gasoline tank failed an inspection for the spill bucket. We reached out to Hues Mechanical and had the spill bucket replaced.

Collection System - March

CBYD Tickets: 141

Emergency Sewer Calls: 8

Manhole Inspections: 75

Video Inspection: 14,814 Feet

Jet Rodded: 13,636 Feet

Confined Space Entry Permits: 7

We discovered a backup beginning to occur at the Cranbrook siphon chamber during its annual inspection. The buildup was mostly caused by wipes that we were able to remove by performing several confined space entries.



TOWN OF ENFIELD

Our CMOM inspection program located several buried manholes that we had uncovered and brought up to grade. Also, we replaced a failing manhole on Hemlock Drive that was becoming a safety hazard.

Lift Stations:

We have scheduled in early April to replace the main pump and seal water system at the South River lift station. Also, to maintain the wet well when the bridge comes down, we installed temporary hoses under the road. This will allow us to use our VPT parked on the eastern side of the train tracks as it will not fit under the underpass. Burying the hoses will keep the road open to traffic as this maintenance task can take up to two hours to complete weekly. A failed pump at the West Shore lift station that we replaced with a rebuilt unit as well as removing a very large tree that came down on the retaining wall located in our right of way. We also removed several small dead trees from the Brookside lift station.

Building Inspection Division:

90 Elm Street - new Raising Canes restaurant. Plan review should be complete, waiting on OSHA

604 Enfield Street - \$70,000 in HVAC work.

525 Enfield Street - \$394,000 for the Artioli foundation for the beginning of the rebuild.

31 North Main - \$45,000 in electrical, \$29,000 in plumbing.

100 Phoenix Ave. - \$570,000 in roofing work.

30 Residential addresses - \$1.07 million in miscellaneous Rooftop PV panels

40 Hazard Ave. - \$280,000 in HVAC work at ShopRite.

545 Hazard Ave. - \$80,000 for a Dunkin remodel.

25 Hazard Ave. - new tenant fit-out for Carters. \$250,000 and canopies for Chick Fil A \$400,000

54 Hazard Ave. - Quest Diagnostics remodel about \$190,000 in remodeling.

51 Palomba - \$81,000 for EV charging stations.

65 Palomba - Big Y bank demo and beer cooler install. \$57,000

About \$100,000 in revenue for the month with applications for 116 Building permits, 41 electrical permits, 50 HVAC permits, 35 plumbing permits, 30 Photovoltaic permits, 2 Fire Suppression/Sprinkler permits, 1 Fire Alarm permit and 9 Building code complaints for a total of 226 records created for the month.

About 395 inspections were performed in approximately 22 working days. Various staff members are supporting the Town of Somers Building Department as the town leadership interview for a new Chief Building Official. The Town is compensating the employees who are spending time completing and reviewing these permits. It is estimated to be short-term in nature.



TOWN OF ENFIELD



SOCIAL SERVICES:

Child, Youth & Family - ECDC

The Child Development Center is currently serving 193 children

On March 31st some ECDC 5th graders, and ECDC school age staff chaperones, participated in the Youth Center dance. On April 13th ECDC is hosting a field trip to the Youth Center as well as part of April Vacation programming.

The week of April 3rd the center participated in NAEYC's Week of the Young Child Celebrations. Classroom themes included Music Monday, Tasty Tuesday, Work Together Wednesday and Artsy Thursday. Each classroom prepared their own activities around each theme.

Our Pre-k through 5th grade classes are busy preparing their acts for our Talent Show that is returning after a three-year hiatus due to the pandemic. The Talent Show will be held on May 4th at Enfield High School. Everyone is bursting with excitement that this event is back this year.

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 5 weekly in-person groups with 73 adults and 73 children attending. The Stowe FRC is offering 6 weekly in-person groups with 96 adults and 151 children attending.

Our Friday events included a Dr. Seuss themed party, a fieldtrip to Suffield Gymnastics, an event held at The Stowe FRC with a Registered Dietician to explore trying new healthy foods, a gross motor event held in the Stowe gym and finally a bubbles and chalk play event at the Town Manager's Office

820 Enfield Street
Enfield, Connecticut 06082

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



TOWN OF ENFIELD

playground behind the Town Hall. We also offered our evening playgroup once during the month providing pizza dinner and it was very well attended.

Our Lead Parent Educator started up a Circle of Security Parenting Series on Monday mornings in person with 8 parents attending. The group will finish up their last two sessions in April.

The Parent Educators finished up the second round of the 8-week Circle of Security Classroom Series with the Teacher Assistants at Stowe.

The Lead Parent Educator organized and planned an event for the families in Enfield that utilize The Enfield Food Shelf. Families were invited on a Saturday to join us with Renee Coro who provided a music and movement program. All children received a backpack filled with musical instruments to use and take home to keep. The Enfield Food Shelf provided a bagged lunch for the families to go. We had 15 adults and 11 children attend.

Youth Service Bureau - Enfield Youth Council

The Enfield Youth Council created a script and conducted an interview to be aired on *The Enfield Youth Services Show* on 107.7 WACC at Asnuntuck Community College. Their most recent guest was a representative of the Enfield PFLAG Chapter.

The Enfield Youth Council participated in a youth-led training. *Powerful Presenting* was facilitated by a youth leadership group from Dover, New Hampshire. As part of the focus on leadership development, the youth learned about elements of public speaking such as speed, emphasis, tone, and fluency.

The Enfield Youth Council attended the quarterly ETC Membership Meeting. The youth participated in a presentation on the intersection of substance use and mental health. They also spoke on their recent project during the Workgroup Updates section of the meeting and are discussing ideas for recruitment and an upcoming vaping PSA.

Youth Center

March was a busy month; we currently have 171 members. Our average daily attendance for the month of March was 43.

March 31- A collaborative Enfield Social Services Department effort, Dance & Fun night for Enfield 5th grade students, was held and 141 Enfield youth attended. A huge thank you to Officer Golowiejko, who engaged with the youth throughout the event. We have also had several Community Police Officers stopping by and spending time with the Youth: playing basketball, playing games and chatting.

Focus of staff is continuing to build 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

Adult & Elderly - Food & Nutrition

The Kitchen at ECDC is currently serving around 400 children for breakfast and 280 for lunch. We are still having supply shortages, but the food shortage has improved. With Thurston's new website it has made it easier to order because it lets us know what they have on hand when we are placing the order. We are currently still hiring for the part time cook position at ECDC.

Mark Twain Congregate Meal program is currently serving around up to 30 residents during the weekday meal program, with approximately 20 in the dining room, allowing for important socialization time. The Site Manager is doing a wonderful job and the residents love having her there. We still provide 9 deliveries to residents who have health issues. We have started celebrating birthdays of the month which is the last Tuesday of the month. It has helped bring more residents into the dining room for lunch. The weekend meal program at Mark Twain serves anywhere between 22 to 30 residents. We are still having a tough time hiring staff for the weekend program. We have incorporated new recipes for the residents to try on the weekends. We are hoping by providing a different variety it will bring in more residents.

Transportation

Magic Carpet provided the following rides: March - 3838

Dial-A-Ride provided the following rides: March - 1089

We welcome Enfield Transit Driver: John Booker, Kim Courville.
Currently we need one full-time DAR driver and part-time or sub drivers.

Magic Carpet Schedule:

Blue Line is open Mon- Fri 7AM-10PM and Sat 7AM-7PM

Yellow Line is open Mon-Fri 7AM-8:00PM

Care Coordination

Clinical Care Coordinator

On March 21 and 22, the Department of Social Services hosted a training at Asnuntuck Community College entitled, "Psychological First Aid and Post Traumatic Stress Management". This was delivered by Riverside Trauma Institute. This training was offered to town staff, school staff and community members interested in responding to critical incidents in the community. 55 people were trained in this intervention and will now be available to assist in responding to untimely deaths and traumatic events in the community. Next steps include scheduling practice and refresher opportunities.

Adult & Community Social Services Workers

Ssw – During this reporting period Ssw received 23 referrals. 5 referrals were from the community, 2 were for basic needs assistance, 2 for housing assistance and 1 for domestic violence issues. 18 referrals were from the Police Department. 1 Gatekeeper referral, 1 for housing assistance, 13 Protective Custodies for mental health issues, 2 referrals for family issues and 1 for substance misuse. Ssw has 8 open cases for housing, domestic violence



TOWN OF ENFIELD

issues and mental health issues. Significant issues are housing, access to mental health services and lack of resources to address issues within the community.

Ssw – During this reporting period, received 16 referrals, 8 were from the community and 8 were from first responders. Of the 16 referrals: 3-basic needs, 1-domestic violence, 2-mental health, 1-substance misuse, 2-family stress, 1-JRB, and 6-protective custodies. Currently has 24 open cases and 10 open referrals. Seeing a consistent rise in referrals with a request for basic needs i.e., housing, security deposit, and food resources.

Elderly Services Care Coordinator

Over the last month, the ESCC worker received 28 referrals. Of those referrals, 3 from Enfield PD, 10 from EMS, and 15 were received from the community. ESCC has provided continued assistance with 6 Troubled Properties, working in coalition with the Building, Fire, Health and PD departments. The most prominent problem recently has been affordable housing for the elderly. Over half of these recent cases are Enfield residents, 65 or over, who are being faced with unaffordable increases in rent or landlords pushing for an eviction as they are selling the properties. At this moment there are not many options outside of contacting these residents with legal aid/disability rights, assisting them in applying for waiting lists for housing, and 211.

Early Childhood Social Worker

The Early Childhood Social Worker began in this position on March 6. She has engaged in orientation to the department and has been shadowing the FRC Lead Parent Educator in the Circle of Security parenting groups she has been leading. The ECSW is also completing the Circle of Security online training to become a facilitator as well.

Youth Social Services Worker

This position is vacant and the work is being covered by the Adult and Community Social Services workers, and MSW intern and the Clinical Care Coordinator. During this reporting period, 7 referrals were received for youth possession of marijuana. Interviews are currently being held to fill this position.

Juvenile Review Board Case Manager

The JRB case manager currently has 24 active cases and 11 open referrals that are awaiting JRB hearings. 6 additional open cases are being managed by other staff. The JRB hearings are currently running at full capacity, hearing 5 cases every two weeks and scheduling additional hearing dates as needed to accommodate timely follow up on cases. The most common reasons for referral are arrests for breach of peace and assault.

Case Worker

The Caseworker fielded 89 phone calls of residents looking for assistance. The Caseworker also completed 50 applications for homeowner's tax credits, renters' rebate and operation fuel.



TOWN OF ENFIELD

Community Initiatives

Enfield Together Coalition

ETC hosted a Membership, Retention & Recruitment meetings in order to design a targeted outreach for new members. During this meeting the members continued to develop the ETC On-Boarding PowerPoint. ETC is working with iMission to redesign their website and prepare for materials National Prevention Week, May 7th-13th.

ETC held the Quarterly Membership Meeting. This meeting included a presentation by an Amplify Program Manager, on the intersection of substance use and mental health. The meeting also included time for Workgroup Updates. The Leadership, Membership, Recruitment & retention Workgroup and Youth Council gave updates.

ETC collaborated with Southington STEPS to host a presentation on the risks of vaping. This presentation was held at Prudence Crandall Elementary school and was attended by about 100 5th grade students. Southington STEPS and ETC have also begun organizing a session for parents to also learn the risks of vaping. ETC also printed and distributed a vaping guide for 5th grade parents at Prudence Crandall.

TOWN CLERK:

The Town Clerk attended training provided by Tom Hennick, Information Officer for the Freedom of Information Commission, and hosted by the Connecticut Conference of Municipalities. The training provided additional insight into the FOIA followed by a Q&A period for participating municipalities.

Our office was appointed by the Connecticut Town Clerk Association and has been serving in a mentorship capacity for the Town of Windsor Locks during the past year in order to provide support and act as a resource for a newly elected town clerk and his assistant. We were recently appointed to serve as mentors for a new town clerk in the Town of Plymouth as well. The Enfield Town Clerk's office is recognized by our state association as a resource for our colleagues.

The Town Clerk had the pleasure of swearing in Ryan Moustafa and Kevin Ryan as Patrol Officers for the Town of Enfield.



TOWN OF ENFIELD

Date: April 17, 2023

Subject: Recommendation from General Government & Finance Sub-Committee on the use of ARPA funds

Summary:

The Sub-Committee met on April 6, 2023 and discussed the use of the remaining American Rescue Plan funds and are making the following recommendations to the full Town Council:

1. 132 Weymouth Road

The Town of Enfield has submitted a State of CT Communities Challenge Grant program application in conjunction with Leading Edge Construction for the re-use of the Porter & Chester Institute building at 132 Weymouth Rd. The grant requires a 50% match from the municipality. The General Government Sub-Committee recommends the amount of the \$150,000 match be allocated from ARPA funds.

2. Bathrooms for Higgin Park Complex

The Town of Enfield is in the process of revising its Master Plan for Higgins Park. With the reconfiguration of the park, and the removal of the Pool and Gym structure, the Sub-Committee is recommending that the amount of \$200,000 be allocated from ARPA funds to build bathrooms to service the events and activities happening in the Park.

Recommendation:

Allocate \$350,000 of ARPA funds for the CT Communities Challenge Grant program for 132 Weymouth Road and the creation of bathrooms at Higgins Park.

Certification: I hereby certify that the above-stated funds are available as of April 13, 2023.

John A. Wilcox, Director of Finance

Date:

Ellen Zoppo-Sassu, Town Manager

Date:

See Attached for Resolutions



TOWN OF ENFIELD

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

<i>From:</i>	<i>COVID-19 Fund Revenue</i>	
<i>Grants – COVID – Federal</i>	<i>24540000-460004</i>	<i>\$350,000</i>
<i>To:</i>	<i>132 Weymouth Road</i>	
<i>Miscellaneous Expenses</i>	<i>24508332-589000</i>	<i>\$150,000</i>
	<i>Higgins Park Bathroom</i>	
<i>Construction Services</i>	<i>24508333-545000</i>	<i>\$200,000</i>

Date Prepared: April 17, 2023
Prepared by: Town Manager Ellen Zoppo-Sassu



A1

TOWN OF ENFIELD

Date: April 17, 2023

Subject: Resolution to Transfer funds from ECDC COVID Health Services to ECDC COVID Equipment

Request a bid waiver for purchase of the ZONO Viral Disinfecting and Bacterial Sanitizing Cabinet

Highlights:

- ECDC is required by state health licensing to clean and sanitize toys and materials
- The ZONO equipment technology will allow for a higher degree of sanitization in a more timely and efficient manner
- Purchase will enable childcare center to sanitize multiple items for general health protection of our staff and children from various diseases.
- There are only 2 companies that sell this product, therefore 3 bids is not possible
- The lower priced vendor will be utilized

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 April 17, 2023.



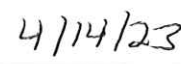
John A. Wilcox, Director of Finance



Date: 4/14/23



Ellen Zoppo Sassu, Town Manager



Date: 4/14/23

See Attached for Resolutions



TOWN OF ENFIELD

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

FROM: ECDC COVID Health Services

ECDC Covid Health Services	24540432-533300	\$27,000.00
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TO: ECDC COVID Equipment

ECDC Covid Equipment	24540432-57300	\$27,000.00
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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 a used ambulance.

Date Prepared: 4/12/23
Prepared By: Cynthia Guerriero, Director of Social Services



TOWN OF ENFIELD

Date: April 13, 2023

Subject: Resolution to Transfer Funds within the Assessor/Collector Budget for File Cabinets - \$9,000

Highlights:

- The file cabinets in the Assessor/Collector's office are more than 20 years old and are failing.
- The cabinets regularly require repairs in order to hold files.
- Funds are available within the division's budget to pay for the cabinets

There will be no impact on the town budget.

Recommendation:

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

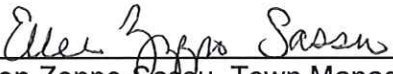
Certification: I hereby certify that the above-stated funds are available as of March 6, 2023.



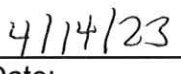
John A. Wilcox, Director of Finance



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: Revenue Assessment and Collection

Other Professional Services	10183000-533900	\$9,000
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TO: Revenue Assessment and Collection

Furniture and Fixtures	10183000-573300	\$9,000
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Date Prepared: April 13, 2023
Prepared By: John A. Wilcox, Director of Finance

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Monday, April 3, 2023 10:52 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	4/3/2023
First and Last Name	Debra McCarthy
Address	14 Holiday Lane
City	Enfield
State	CT
Zip	06082
Phone Number	860-324-1799
Second Phone:	860-324-1799
Email	Sunshinedeb51@yahoo.com
Occupation	Executive Assistant
Occupation Phone Number	Field not completed.
Party Affiliation	U
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Patriot Award Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am director on theFourth of July Committee and would be replacing a former director and I am very familiar with the Patriot Award Committee's mission having worked for the Town for 15 years.

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.](#)



C

TOWN OF ENFIELD

Date: April 17, 2023

Title: Disposition of a Town-Owned Asset – Nathan Hale School – 5 Taylor Road

Highlights:

- The Town of Enfield owns the former Nathan Hale School, which is currently vacant, located at 5 Taylor Road.
- The Board of Education and Town Council have jointly decided that this parcel has outlived its useful life as a municipal building and has informed the State of CT Dept. of Education of this decision and has requested a forgiveness waiver of the remaining funds owed for the school construction grant.
- There has been interest from the private sector to redevelop this site and put it back on the Grand List.
- The Town Council has referred this matter to the Planning and Zoning Commission (Commission) for a report in conformance with the requirements of Connecticut General Statute §8-24.
- The Commission made a favorable recommendation pursuant to the above-referenced statute at its March 23, 2023 meeting.

BE IT RESOLVED that the Enfield Town Council does hereby authorize the disposition of this building located at 5 Taylor Road.

Date Prepared: April 17, 2023
Prepared by: Ellen Zoppo-Sassu – Town Manager



D

TOWN OF ENFIELD

Date: April 13, 2023

Subject: Request for Transfer of Funds for Overtime and Vehicle Parts - \$65,000

Highlights:

- The overtime accounts for Buildings and Grounds and Custodial Services are fully expended and no additional funds are available for the remainder of the fiscal year.
- The Fleet Services account for vehicle supplies and materials is almost fully expended and the remaining funds will be insufficient for the remainder of the fiscal year.
- Excess funds, totaling \$65,000.00, are available in the Buildings and Grounds and Custodial Services accounts for health insurance.
- Public Works respectfully requests transfers totaling \$65,000.00 to the underfunded accounts.

Budget Impact:

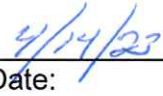
There will be no impact on the town budget.

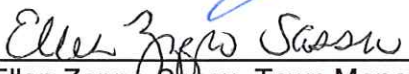
Recommendation:

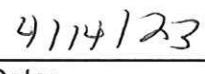
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of April 13, 2023.


 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:	Buildings and Grounds		
Health/Medical Insurance		10300340-521000	\$ 35,000
	Custodial Services		
Health/Medical Insurance		10300345-521000	\$ 30,000
TO:	Buildings and Grounds		
Overtime		10300340-514000	\$ 20,000
	Equipment Repair and Maintenance		
Vehicle Supplies/Materials		10300380-561700	\$ 10,000
	Custodial Services		
Overtime		10300345-514000	\$ 35,000

Date Prepared: April 13, 2023
 Prepared By: Donald Nunes, Public Works Director



TOWN OF ENFIELD

Date: April 10, 2023

Subject: Resolution Authorizing the Town to Submit a CT Communities Challenge Grant Program Application to the CT Department of Economic & Community Development for the Proposed 132 Weymouth Road Redevelopment Project

Highlights:

- On 3/1/23, the CT DECD issued a Notice of Funding Availability – Round 3 for the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience, and appeal of communities throughout the state.
- This grant program, which ranges between \$1M and \$10M per project, requires a 50% match from the town and it is recommended by the State that applicants submit shovel-ready applications.
- The Office of Economic & Community Development has been working with Leading Edge Construction, which currently has its offices at 9 Moody Road, on a public-private partnership \$1.6M grant application submission to assist Leading Edge in expanding its business operations to 132 Weymouth Road.
- The Town will commit a project match amount of \$150,000 to be funded from the ARPA funds, which will be dedicated towards the extensive rehabilitation needed at 132 Weymouth Road. Leading Edge Construction will contribute a cash contribution of \$500,000 towards the acquisition of the facility. The Town is also working with the CRCOG in an effort to secure up to \$150,000 towards environmental investigations cost needed to be performed before the property can be acquired.
- The Town's match will be a deferred forgivable loan where a mortgage deed lien be recorded on the town land records to ensure that 132 Weymouth Road shall not be sold, transferred, or assigned to any other entity until the terms of the project are satisfied.
- If the grant is awarded, Leading Edge Construction will commit to both the acquisition and extensive rehabilitation of the 132 Weymouth Road for it to serve as their new professional office space as well as provide additional commercial spaces for up to 5 additional tenants.

Recommendation:

Adoption of the attached resolution to authorize the Town of Enfield to submit a CT Communities Challenge Grant Program Application to the State of Connecticut acting by the Department of Economic & Community Development for the proposed 132 Weymouth Road Redevelopment Project.

BE IT RESOLVED that the filing of an application by the Town of Enfield in an amount not to exceed \$1,600,000 is hereby approved, and that the Town Manager is hereby authorized and directed to file such Application with the Commissioner of the Department of Economic & Community Development, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Enfield.

Date Prepared: April 10, 2023
Prepared by: Office of Economic & Community Development



F

TOWN OF ENFIELD

Date: April 11, 2023

Subject: Resolution Authorizing the Town to Submit a CT Communities Challenge Grant Program Application to the CT Department of Economic & Community Development for the Proposed Enfield Station Transit Oriented District (TOD) Project

Highlights:

- On 6/20/22, the Town entered into a Memorandum of Agreement with Impact Residential Development as the preferred developer of the Enfield Station TOD Project to plan the project, complete its due diligence and develop a final design.
- On 3/1/23, the CT DECD issued a Notice of Funding Availability – Round 3 for the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience, and appeal of communities throughout the state.
- This grant program, which ranges between \$1M and \$10M per project, requires a 50% match from each town and it is recommended by the State that applicants submit shovel-ready applications.
- The Office of Economic & Community Development has completed the demolition of structures at 19 Church Street and 17 North Main Street. This locally funded project will serve as the local match for the grant application.
- Impact Residential Development, the project developer, is currently developing the site plan, financing budget and proforma in connection with the development of the Project, would be the sub-recipient of this grant.
- This grant program requires a certified resolution from the governing body of each Town to be submitted as part of the grant application endorsing the project grant application.

Recommendation:

Adoption of the attached resolution to authorize the Town of Enfield to submit a CT Communities Challenge Grant Program Application to the State of Connecticut acting by the Department of Economic & Community Development for the proposed Enfield Station TOD Project.

BE IT RESOLVED that the filing of an application by the Town of Enfield in an amount not to exceed \$5,000,000 is hereby approved, and that the Town Manager is hereby authorized and directed to file such Application with the Commissioner of the Department of Economic & Community Development, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Enfield.

Date Prepared: April 11, 2023
Prepared by: Office of Economic & Community Development



G

TOWN OF ENFIELD

Date: April 13, 2023

Subject: Resolution to Transfer Funds for Legal Fees - \$150,000

Highlights:

- The Town Attorney Legal Account needs additional funding due to the following:
 - *Review of Property Tax Assessment Process and Procedures*
 - *FOIA Request – Haynes Street Issue*
 - *Fast Track Realty Tax Abatement Agreement*
 - *Brainerd Park – Proposed Lease and Title Issues*
 - *Sarah Hernandez v. Town of Enfield and Board of Education*
 - *Appraisal Costs – Pending Tax Appeals*
- The Town Attorney is requesting a \$150,000 transfer to the Legal Account to fund the above-referenced matters.

There will be no impact on the town budget.

Recommendation:

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

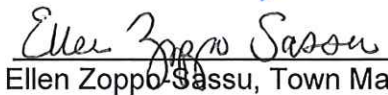
Certification: I hereby certify that the above-stated funds are available as of April 13, 2023.



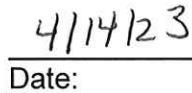
John A. Wilcox, Director of Finance



Date: 4/14/23



Ellen Zoppo Sassu, Town Manager



Date: 4/14/23

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

FROM: General Fund Revenue

Appropriated Fund Balance	10040000-499000	\$150,000
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TO: Town Attorney

Legal	10130000-533200	\$150,000
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Date Prepared: April 13, 2023
Prepared By: John A. Wilcox, Director of Finance

**ENFIELD TOWN COUNCIL
RESOLUTION No.**

**A RESOLUTION AMENDING THE RULES AND REGULATIONS FOR THE
ISSUANCE OF MOBILE FOOD VENDOR PERMITS AND THE LAWFUL OPERATION
OF MOBILE FOOD VENDORS**

WHEREAS, On December 19, 2016, the Enfield Town Council passed Resolution #3945, adopting Rules and Regulations (Regulations) in accordance with Town Code Section 58-35, Mobile Food Vendors; and

WHEREAS, On June 5, 2017, the Enfield Town Council passed Resolution #4181 rescinding and replacing the Regulations, and

WHEREAS, the Town Council wishes to clarify, among other things, the permitted locations of mobile food vendors.

NOW, THEREFORE, BE IT RESOLVED, by the Enfield Town Council that the aforementioned existing Regulations are hereby rescinded and replaced with the attached Regulations as reviewed by the General Government & Finance Committee with a positive recommendation to the Town Council.

Prepared by : Sheila Bailey, Town Clerk and reviewed by Ellen Zoppo-Sassu

April 17, 2023

Mobile Food Vendors Rules & Regulations

Section 1. Rules and Regulations for Permitting a Mobile Food Vendor

- 1) The Enfield Town Manager, or his designee, may approve an application for a Mobile Food Vendor Permit after considering the variety and types of items to be sold, and other applicable information. Other information considered may include, but is not limited to, whether the proposed mobile food vending activity would create an obstruction of the public way or place, would create a safety hazard or other hazardous condition, and/or is in compliance with other Town laws.
- 2) Based on the review of the application and other relevant factors as referenced above, the Town may deny issuing a Mobile Food Vendor Permit to an applicant or issue a permit with reasonable conditions if the Town determines that issuing a permit or unconditioned permit would create conditions in violation of these rules and regulations.
- 3) Each applicant shall submit with their application a copy (or copies) of a valid motor vehicle operator's license for each individual that may operate the mobile vending vehicle or trailer.
- 4) Each applicant shall submit with their application a copy of their current vehicle's (and trailer when appropriate) motor vehicle registration as well as proof of current insurance.
- 5) Each applicant shall submit with their application a color photograph of the vehicle(s) or trailer(s) subject to the Mobile Food Vendor Permit application.
- 6) Each applicant shall submit with their application a copy of a valid license from the North Central District Health Department.
- 7) Each applicant shall submit with their application a copy of a valid Connecticut Sales and Use Tax Permit.
- 8) Application Fee
 - a. A non-refundable \$50 fee shall accompany all applications from applicants whose mobile food vending vehicle(s), or trailer(s), are not registered in the Town of Enfield, Connecticut, or who do not already maintain a duly licensed food service establishment within the Town of Enfield, Connecticut.
 - b. The application fee shall be waived for those applicants who satisfy the conditions above for a Local Vendor.

- 9) If an application is approved or approved with conditions, a Mobile Food Vending Permit shall be issued and valid for a period of 365 days from the date of issuance.
- 10) An approved Mobile Food Vendor Permit may be suspended or revoked by the Town for any of, but not limited to, the following reasons or conditions:
 - a. Revocation, expiration, loss or suspension of their North Central-District Health Department issued food service license;
 - b. Revocation, expiration, loss or suspension of any applicable state required motor vehicle registration of the mobile food vendor's vehicle;
 - c. Lapse of associated motor vehicle insurance;
 - d. Participation by the permittee and/or his/her/its employee in criminal activity during mobile food operations;
 - e. Vending from an unapproved or undesignated location; or violation of any rule or regulation associated with mobile food vending within the Town of Enfield.

Section 2. Permitted Locations

- 1) Private property subject to any applicable land use regulations.
- 2) Town-owned property subject to applicable ordinances, regulations and/or policies, including, but not necessarily limited to Town Code section 54-1, et seq. Parks and Recreation Areas, the Town's Facilities Use Policy, or Regulations for the Use of the Town Green.
- 3) School property, in addition to applicable ordinances, regulations and/or policies referenced above, subject to the approval of the Board of Education or its designee.

Section 3. Rules and Regulations for Issuing Daily Vendor Permits

In addition to the provisions of Sections 1 and 2, above, any mobile food vendor wishing to vend in the locations listed below, shall apply for a Daily Vendor Permit for those specific dates and locations which they wish to vend. In addition to providing the information requested on the Daily Vendor Permit application, the following rules and regulations apply with regard to the issuance of a Daily Vendor Permit.

- 1) Unless otherwise specified on the Daily Vending Permit, a permitted vendor shall be authorized to vend during 7:00 a.m. to 9:00 pm.
Vendors shall not mobilize more than one (1) hour before the permitted vending period, nor remain mobilized more than one (1) hour after vending period.
- 2) The permit fee for an applicant whose registered commercial kitchen is addressed in Enfield per their North Central-District Health Department mobile food Permit

shall be

- \$10 for each requested day
- \$70 per week
- \$250 per month
- The permit fee for all other vendors requesting a vending location shall be:\$20 for each requested day
- \$140 per week
- \$550 per month

- 3) Daily Vendor Permits are non-refundable, non-transferable, and non-assignable.
- 4) Daily Vendor Permits may be purchased up to thirty (30) days in advance.
- 5) Daily Vendor Permits may be issued to each Vending Location listed in this section subject to the maximum number allowed for each day. Availability shall be subject to black-out dates or other restrictions or conditions for the locations which the Town may identify in advance.
- 6) Vending locations and daily permits are subject to closure, cancellation, or removal from the approved list due to weather conditions, or other factors.
- 7) A Daily Permit cancelled due to weather shall be reissued for a different date.
- 8) Daily Vendor Permits shall be required for the following locations:

- | | | | |
|--|-----------------------------------|----------|----------|
| a. Town Hall & Higgins Park: | 820 Enfield St. | Weekdays | Up to 4 |
| | | Weekends | Up to 4+ |
| b. South Street public parking Lot: | Corner of Pearl and South St. | | Up to 1 |
| c. Barnes Boat Launch parking lot: | 12 South River St. | | Up to 4 |
| d. Freshwater Pond Park: | On-street, southside No. Main St. | | Up to 5 |
| e. Brainerd Park parking lot: | 133 Brainard Rd. | | Up to 6 |
| f. Hazardville Park | On-street, eastside of School St. | | Up to 1 |
| g. Enfield Annex | 124 N Maple St. | | Up to 4 |
| h. Green Manorville Park parking lot: | 198 Taylor Rd. | | Up to 4 |
| i. Enfield Central Library parking lot: | 104 Middle Rd. | | Up to 1 |
| j. Enfield Ballparks (fields) with written permission from event sponsor | | | Up to 4 |
| k. <u>Public Works, Senior Center buildings</u> | | | Up to 2 |
| l. <u>Other locations by permission</u> | | | TBA |

Section 4. Rules and Regulations for the Operation of Licensed and Permitted Mobile Food Vendors.

- 1) No permitted mobile food vendor shall position their vehicle or trailer so as to obstruct the view of pedestrian or motor vehicle traffic at intersections, driveways, crosswalks, or any other location where traffic patterns are perpendicular to one another.

- 2) No permitted mobile food vendor shall position their vehicle or trailer as to obstruct the lawful movement of pedestrian or motor vehicle traffic or create condition detrimental or injurious to public safety.
- 3) All storage, preparation, and sale areas shall be contained upon or within the vehicle or trailer permitted to vend.
- 4) No permit shall be transferable or assignable.
- 5) Adequate trash containers, directly adjacent to the food service, shall be maintained by the mobile food vendor. Vendors shall be responsible for removing trash discarded by their customers within the designated vending areas.
- 6) No mobile food vendor shall, while stationary, shout, blow a horn, ring a bell, use any sound device, hoist or post a flag, erect any type of identification sign, or use an inflatable or other such items for the purpose of attracting attention.
- 7) A permitted vendor may display portable signage measuring no larger than six (6) square feet for the sole purpose of displaying the vendor's menu information.
- 8) Vending shall occur while the vehicle or trailer is in a parked, non-mobile position.
- 9) Only permitted mobile food vendors who have been issued a vending permit for a designated vending location shall be authorized to vend in locations noted in Sec. 3.
- 10) Vending may not occur when a weather-related parking ban has been declared by the Town.
- 11) A permittee shall not allow any person to go inside or on the associated vehicle or trailer except those persons identified within the initial application for said permit.
- 12) No vehicle or stand or other item related to the operation of a vending business shall touch, lean against or be connected or affixed to any building or structure, including but not limited to lampposts, parking meters, mailboxes, traffic signal stanchions, fire hydrants, tree boxes, benches, bus shelters, refuse baskets, traffic barriers, or city utilities of any kind.
- 13) The Mobile Food Vendor Permit, Daily Vendor Permit (if applicable) and the Vendor's Food Service License from the North Central Health District must be prominently displayed in a conspicuous place within the permitted vehicle or trailer, visible to vendor patrons, when actively vending within the Town.
- 14) A vendor found to be operating without a valid Mobile Food Vendor Permit or Daily Vendor Permit (if applicable) or in violation of any other provision of this section shall be issued a warning letter, sent on Town of Enfield letterhead via first class U.S Mail to their listed business address, advising of said violation. Upon a finding of a second and subsequent violation of any provision of this article, a second letter shall be sent on Town of Enfield letterhead via first class U.S Mail to their listed business address, advising that their Mobile Food Vendor Permit has been revoked for the balance of its duration.



TOWN OF ENFIELD

Town of Enfield Business Opportunity Mobile Food Vendor Permitting Process and Application (Modified March [April 2023](#))

GETTING STARTED

To operate a Mobile Food Vendor Operation in the Town of Enfield, please use the following steps to help you get started.

STEP 1: Select from among these locations where you will conduct your business.

Locations must be determined to issue Daily Vendor Permit (see Step 4 below):

■

- | | | | | |
|--|---|----------------------------------|--------------------------|--------------------|
| 1. Town Hall & Higgins Park | 820 Enfield St. | Weekdays Up to 3 | Weekends | 4+ |
| 2. South Street Public Parking Lot | Corner of Pearl and South Street | Up to 1 | | |
| 3. Barnes Boat Launch Parking Lot | 12 South River Street | Up to 4 | | |
| 4. Freshwater Pond Park | (On-street, south side, N. Main St.) | Up to 5 | | |
| 5. Brainerd Park Parking Lot | 133 Brainerd Road | Up to 6 | | |
| 6. Hazardville Park | (On-street, east side School St.) | Up to 1 | | |
| 7. The Annex | 124 N. Maple St. | Up to 4 | | |
| 8. Green Manorville Park Parking Lot | 198 Taylor Road | Up to 4 | | |
| 9. Enfield Central Library Parking Lot | 104 Middle Road | Up to 1 | | |
| 10. Enfield Ballparks (fields) | with written permission from event sponsor. | | | |

STEP 2: Secure a Food Service License from the North Central District Health Department (for information, please call: 860.745.0383). *Fee information on the NCDHD Application.*

STEP 3: Complete a Background Check (requires thumbprint) from the Records Division of the Enfield Police Department (for information, please call: 860.763.8922). Hours of operation: Monday thru Friday 8:00 A.M. to 3:30 P.M.

STEP 4: Secure a Mobile Food Vendor Permit and a Daily Vendor Permit for the day(s) you would like to vend from the Town of Enfield Planning & Zoning Department, located at 820 Enfield Street, Enfield, CT 06082. Hours of operation: Monday thru Friday 9:00 A.M. to 9:00 P.M. *Fee information on reverse.*

Planning & Zoning Department
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6507
Fax (860) 253-6310

www.enfield-ct.gov

TOWN OF ENFIELD MOBILE FOOD VENDORS

WHAT IT COSTS

There are fees for the Health Department License, Mobile Food Vendor permit, and Daily Vending Permits. The charges for these depend on whether your business is local (registered in the Town of Enfield).

HEALTH DEPARTMENT LICENSE

For licensing information and fees, please contact the North Central Connecticut Department of Health at 860.745.0383 or, visit their website: <http://www.ncdhd.org/food-service-licensing>

MOBILE FOOD VENDOR PERMIT

- Local vendors, licensed to operate in the Town of Enfield: No Charge
- Out of Town Operators whose mobile food vending vehicle(s), or trailer(s), are not registered in the Town of Enfield, Connecticut, or who do not already maintain a duly licensed food service establishment within the Town of Enfield, Connecticut: \$50

DAILY VENDOR PERMIT

Operators whose registered commercial kitchen is addressed in Enfield, per their North Central- District Health Department mobile food license, shall be:

- \$10 for each requested day
- \$70 per week
- \$250 per month

The permit fees for all other vendors requesting a vending location shall be:

- \$20 for each requested day
- \$140 per week
- \$550 per month

THE SMALL PRINT

The following rules and regulations apply about the issuance of a Daily Vendor Permit:

1. Unless otherwise specified on the Daily Vending Permit, a permitted vendor shall be authorized to vend during 7 am to 9 pm.
2. Vendors shall not mobilize more than one (1) hour before the permitted vending period, nor remain mobilized more than one (1) hour after vending period.
3. Daily Vendor Permits may be purchased up to thirty (30) days in advance.
4. Daily Vendor Permits may be issued for each Vending Location listed in this section subject to the maximum number of permits allowed per location for each day. Availability shall be subject to black-out dates or other restrictions or conditions for the locations which the Town may identify in advance.
5. Vending locations and Daily Vendor Permits are subject to closure, cancellation, or removal from the approved list due to weather conditions, or other factors.
6. A Daily Vendor Permit cancelled due to weather shall be reissued for a different date.
7. Daily Vendor Permits are non-refundable, non-transferable, and non-assignable.

TOWN OF ENFIELD MOBILE FOOD VENDORS

DEPARTMENT OF PLANNING & ZONING MOBILE FOOD VENDOR PERMIT APPLICATION

Return the completed application to us in person with your payment. Please confirm Town Hall hours of operation by visiting www.enfield.org or call us at: **860.253. 6363**. Successful Mobile Food Vendor Permit applications will be issued within 3 business days. If an application is approved or approved with conditions, a Mobile Food Vendor Permit shall be issued. The Permit shall be valid for a period of 365 days from the date of issuance.

Application must include:

1. The variety and types of items to be sold.
2. The days and hours of operation.
3. Your name, address, preferred phone number and email address.

Please ensure the following information is included with your application:

1. A copy (or copies) of a valid motor vehicle operator's license for everyone that may operate the mobile vending vehicle or trailer.
2. A copy of their current vehicle's (and trailer when appropriate) motor vehicle registration as well as proof of current insurance.
3. A color photograph of the vehicle(s) or trailer(s) subject to the Mobile Food Vendor License application.
4. A copy of a valid Food Service License from the North Central District Health Department.
5. A copy of a valid Connecticut Sales and Use Tax Permit.

Section 1: Business Information *							
Business Name							
Business Address							
City		State		Zip			
Business Phone							
Business Type	(Check one)	☐	Individual	☐	Partnership	☐	Corporation
Section 2: Applicant Information *							
Name							
Home Address							
City		State		Zip			
Phone							
Date of Birth							
Section 3: Type of Mobile Vending Unit Information							
Item(s) to be sold							
Please Note: Attach a photo of Mobile Vending Unit							
List License Plate No. & Registration Information of any							

TOWN OF ENFIELD MOBILE FOOD VENDORS

READ CAREFULLY BEFORE SIGNING

I declare, under penalty of perjury, that the statements in this application, and all attachments to and documents submitted with this application, are true, correct and complete to the best of my knowledge.

I understand and acknowledge that any information contained herein or submitted as a part of this application that is found to be false or misleading may result in this application being denied, or any Permit granted pursuant to this application, suspended, or revoked, in addition to possible filing of applicable criminal charges.

I also acknowledge that it is my responsibility to become familiar and comply with the provisions of Chapter 58, Article II, and Section 35 of the Enfield Town Code.

Signature of Applicant:

Date:

Applications should be submitted to

Town of Enfield
Planning and Zoning Department
Building Inspections Division
820 Enfield Street (2nd Floor)
Enfield, CT 06082

Office Use Only

Date Received:		Control #:	
Receipt #			
Date Issued:		License #	
Out-of-Town Applicant Fee Paid			

Please note: Based on the review of the application and other relevant factors as referenced above, the Town may deny issuing a Mobile Food Vendor Permit to an applicant or issue a permit with reasonable conditions if the Town determines that issuing a permit or unconditioned permit would create conditions in violation of these rules and regulations.



TOWN OF ENFIELD

Date: April 13, 2023

Subject: Resolution to Transfer Funds for 810 Enfield Street - \$400,000 and Authorize the Town Manager to Sign a Purchase and Sale Agreement for the Property

Highlights:

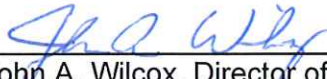
- The Town desires to obtain the property known as 810 Enfield Street.
- The owner has agreed to sell the property to the Town for \$400,000.
- Funds are available in fund balance to obtain this property.

This resolution will increase the FY23 budget.

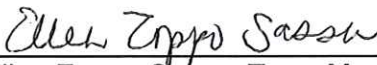
Recommendation:

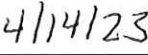
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of April 13, 2023.


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: General Fund Revenue

Appropriated Fund Balance	10040000-499000	\$400,000
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TO: Town Manager

Buildings	10120000-572000	\$400,000
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BE IT FURTHER RESOLVED, that the Town Council does hereby authorize the Town Manager to sign a purchase agreement to obtain this property pending approval of the Town Attorney.

Date Prepared: April 13, 2023
Prepared By: John A. Wilcox, Director of Finance