



AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
Monday, May 1, 2023
7:00 PM – Council Chambers
<https://youtube.com/live/iidZYHriCK4>

6:00PM – Public Hearing – Proposed Annual Operating and Capital Budget for the Fiscal Year of July 1, 2023 to June 30, 2024

- 1. PRAYER – Bob Cressotti**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. FIRE EVACUATION ANNOUNCEMENT**
- 5. MINUTES OF PRECEDING MEETINGS**
 - Special Meeting – April 17, 2023
 - Regular Meeting – April 17, 2023
- 6. SPECIAL GUESTS - None**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS**
- 8. COUNCILOR COMMUNICATIONS AND PETITIONS**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS**
- 10. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**
- 11. UNFINISHED BUSINESS**
 - A. Update Concerning the Proposed Fixed Tax Assistance Agreement for Fast Track Realty, Inc.
 - B. Disposition of a Town-Owned Asset – Nathan Hale School – 5 Taylor Road
- 12. NEW BUSINESS**
 - A. Consent Agenda**
 - 1. Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign and Submit the Continuation Application for the School Readiness Grant for FY 2024 and Enter into Agreement as Awarded by CT Office of Early Childhood
 - 2. Discussion/Resolution:** Proposed 23/24 Capital Improvement Project from Planning and Zoning Commission.
 - 3. Discussion/Resolution:** Resolution to Accept the Sec 8-24 Positive Decision from Planning and Zoning Commission re: Purchase of 810 Enfield Street and to Set a Public Hearing per CGS7-163e
 - B. Appointment(s)–Town Council Appointed - None**

C. Discussion/Resolution - Be it Resolved that the Town Council Approves the Recommendation of the Town Attorney to serve a Rule 68 Offer of Compromise in the Matter of Sarah Hernandez v. Town of Enfield, as Discussed in Executive Session

D. Discussion/Resolution: Be it Resolved that the Town Council Approves the Recommendation of the Town Manager to Enter into an Agreement for Purposes of Collection of Services in the Name and on Behalf of the Town of Enfield with Green Law, P.C., Subject to Review and Approval of the Town Attorney Regarding the Granger Matter, as Discussed in Executive Session

E. Discussion/Resolution: Be it Resolved that the Town Council Approves the Recommendation of the Town Manager to Enter into an Agreement for Purposes of Collection of Services in the Name and on Behalf of the Town of Enfield with Green Law, P.C., Subject to Review and Approval of the Town Attorney Regarding the Driscoll Matter, as Discussed in Executive Session

F. Discussion/Resolution: Resolution Authorizing the Town Manager to Sign a Lease Agreement with Collins Powder Hill Farm, LLC

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: May 1, 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 21, 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, May 1, 2023, at 6:00 P.M. to allow interested residents an opportunity to express their opinions regarding the **Proposed Annual Operating and Capital Budget for the Fiscal Year of July 1, 2023 to June 30, 2024.**

Dated this 18th 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 17, 2023**

A Special Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, April 17, 2023. The meeting was called to order at 5:30pm.

ROLL-CALL – Present were Councilors Cekala, (arrived at 5:47pm) Cressotti, Finger, Hopkins, Ludwick, Mangini, Nelson, Pyznar, Santanella and Unghire. Councilor Despard was absent. Also present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steven Bielenda; Town Attorney, James Tallberg; Assistant Town Attorney, Mark Cerrato; Director of Economic and Community Development, Nelson Tereso; and Town Clerk, Sheila Bailey.

SPECIAL GUESTS – Update from Impact Residential Development (Strand/Lamagna Project)

Director of Economic and Community Development, Nelson Tereso, stated that there is a grant submission resolution on the agenda later in the regular meeting. It authorizes the Town Manager to sign a grant application in partnership with Impact Residential Development to aid in the redevelopment of the former Strand/Lamagna and adjoining parcels. The refined project includes additional parcels that they have purchased. The site plan is still in its first stage and is subject to site plan approval and public hearings.

Present were Logan Kieweg, Impact Residential Development; Peter Wood, Consultant; Frank Vacca, BSC Group Engineer; Paul Bailey and Susan O'Dell project architects. A copy of the project update is appended to these minutes. Special guests and Mr. Tereso left the meeting at 5:50pm.

MOTION #6563 by Councilor Mangini seconded by Councilor Nelson to go into Executive Session to discuss the potential acquisition of an Enfield Street Property and a proposed fixed tax assistance agreement for Fast Track Realty, Inc.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6563** adopted 10/0/0.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Cressotti at 5:52 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 6:03 pm and stated during executive session there were no votes or actions taken by the Council.

BUDGET PRESENTATION

Town Manager, Ellen Zoppo-Sassu stated that they are starting to build a foundation for the work that the Town Council has in front of them for the next four weeks. There are a lot of unknowns at this point. Tonight will be a wide lens view and then they will continue to focus in over the upcoming weeks. The budget books are at the printer, and they are expecting them shortly. At that point they will contain the town and BOE budgets, as well as the CIP schedule, all under one cover. She stated that on the schedule right now is a public hearing for May 1, 2023, and an extra night scheduled on May 3, 2023. The Council could start deliberations earlier than May 1 and they can have several meetings if they need to. The presentation is an overview and wish list. It does not mean that all the items included will be granted. The budget adoption will be May 15, 2023.

Assistant Town Manager, Steven Bielenda stated that they have been comparing current wages with the market rate to attract and retain employees. They are trying to make some hybrid positions to save dollars. He mentioned that they are now using software called Handshake to promote job opportunities to colleges, job boards and college career centers. They are also using our public information officer to create flyers to promote jobs. She created one recently for substitute crossing guards to fill the positions instead of using police officers which is expensive and not the best use of their time. They were able to interview two people that they will most likely hire.

Ms. Zoppo-Sassu stated that they had a stipend in the budget for a UCONN Master of Public Administration Student to come work for a semester, but it never happened. They have identified someone finally and that person will be here for the fall semester.

Chris Drezek, Superintendent of Schools, and Tina LeBlanc, Board of Education Chairperson presented information concerning the BOE budget. Mr. Drezek shared the fact that they have a different perspective this year. He spoke about the percentages in each building of high needs students, including special education, free and reduced lunch, and English language learners. The old way of doing things no longer meets the needs of our students. Special Education referrals are up 22%

The BOE's budget request is \$76,178,354. This is the figure required to keep all student services intact without cutting anything. They don't want to cut anything because it impacts the kids.

Ms. LeBlanc shared information regarding the Alliance District status. It is based on the socio-economic status of the residents of Enfield and the needs we have in our community. She said we need more support, and we need to be a team. She appreciates the fact that the Council is looking at economic development to keep our taxes under control.

Ms. Zoppo-Sassu stated that they will be going through all the wants vs. needs over the upcoming weeks.

The presentations from the Town and BOE are appended to these minutes.

MOTION #6564 by Councilor Cekala, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6564** adopted 11-0-0, and the meeting stood adjourned at 7:04pm.

Respectfully submitted,

Sheila M. Bailey
Clerk of the Council
Town Clerk

Tina Demers
Secretary of the Council



VIEW FROM NORTH MAIN STREET
UNION SQUARE

ENFIELD, CONNECTICUT



DATE: 04/13/2023

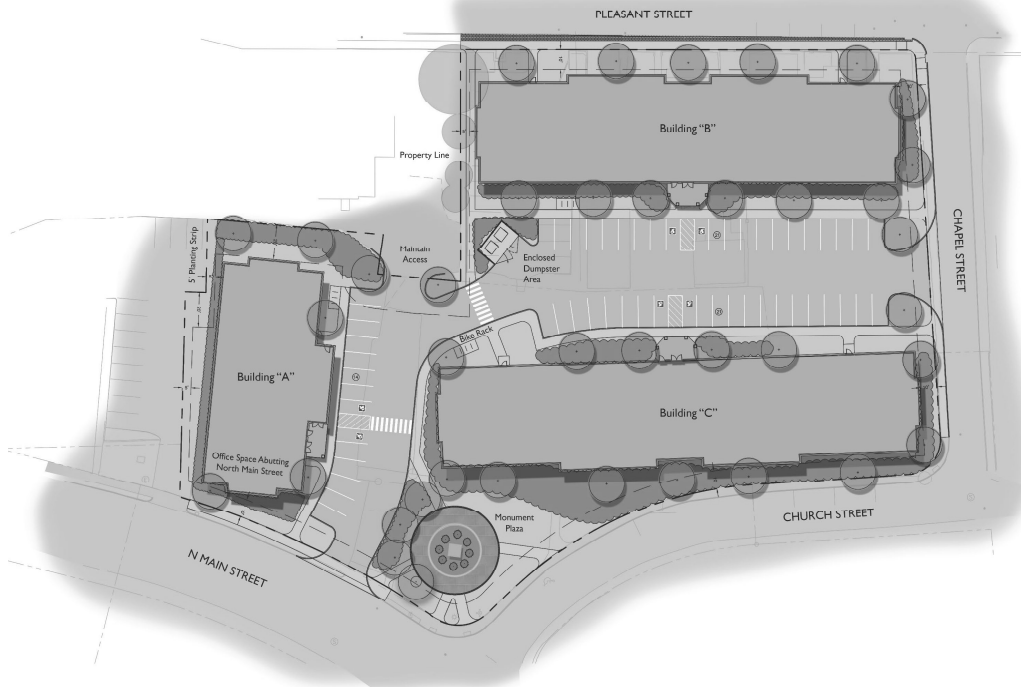


UNION SQUARE

ENFIELD, CONNECTICUT



DATE: 04/13/2023

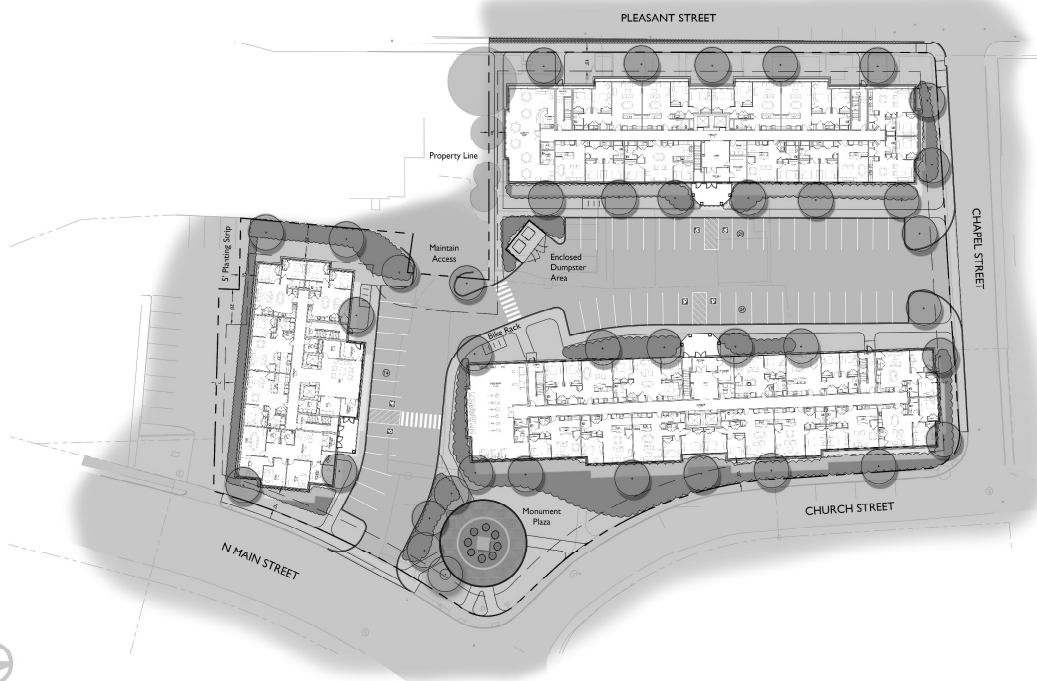


UNION SQUARE

ENFIELD, CONNECTICUT



DATE: 04/13/2023



Site Plan

Union Square Development

Enfield, CT

date 4/14/2023 scale 1"=20'



555 VINCENNA DRIVE, SUITE 100, TONAWANDA, NY 14150
(866) 652-8227

CIVIL ENGINEERING, LANDSCAPE ARCHITECTURE, SURVEYING,
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VIEW FROM THE CORNER OF CHAPEL STREET & PLEASANT STREET

UNION SQUARE

ENFIELD, CONNECTICUT



DATE: 04/13/2023



VIEW FROM NORTH MAIN STREET
UNION SQUARE
 ENFIELD, CONNECTICUT

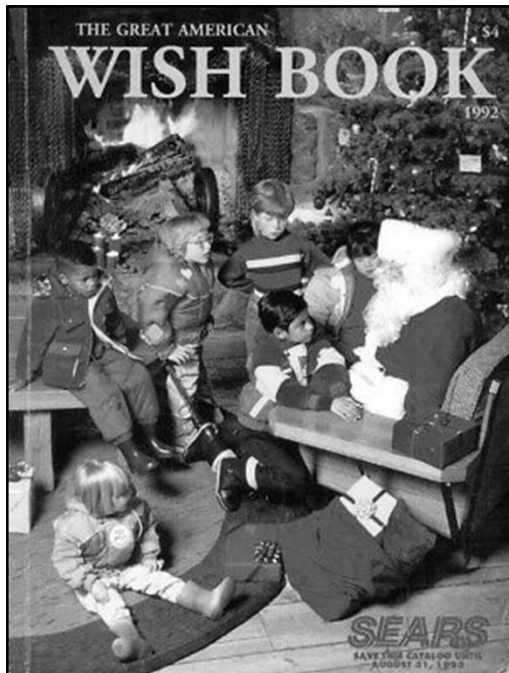


DATE: 04/13/2023



2023-2024 Budget Proposal

1



Today's overview
represents the **Enfield
Wish List** for all
requests, equipment,
and programs.

2

<u>Name</u>	<u>Assessed Value</u>	Top Ten Taxpayers
▶ CT Light & Power	\$65,802,470	
▶ Mayfield Place	\$40,474,680	
▶ PPF WE 113 North Maple	\$36,561,600*	
▶ Nutmeg Solar	\$26,167,460*	
▶ Paramount Commons	\$25,188,400	
▶ Mass Mutual Life Ins	\$22,658,000*	
▶ Eppendorf Holdings	\$20,905,160	
▶ Northland Bigelow	\$20,289,180	
▶ Freshwater MZL LLC	\$19,913,200	
▶ Equity One LLC	\$18,827,700	

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October 1, 2022 Grand List FY 2023-2024				
	2022	2021	2020	Percent Change 2020 v 2021
Real Estate	\$3,050,547,460	\$3,015,525,440	\$2,478,989,450	21.64%
Personal Property	\$337,924,960	\$346,247,350	\$300,560,400	15.20%
Motor Vehicle	\$406,286,470	\$393,432,723	\$296,156,680	32.85%
TOTAL	\$3,794,758,890	\$3,755,205,513	\$3,075,706,530	22.09%
\$39,553,377 Growth in Grand List \$923,000 in new tax revenue from Grand List growth at current mill rate				

4

Proposed Revenues

	Adopted 2022-2023 Budget	Proposed 2023-2024 Budget	\$ Increase (Decrease)	% Increase (Decrease)
Taxes	\$102,059,712	\$115,642,209	\$13,582,497	13.3%
Licenses/Permits	\$1,044,200	\$1,148,200	\$104,000	10%
Charges for Services	\$1,484,000	\$1,499,000	\$15,000	1%
Investment Earnings	\$185,000	\$300,000	\$115,000	62.2%
Other/Misc.	\$336,000	\$331,000	(\$5,000)	(1.5%)
Fed/State Grants	\$32,701,958	\$32,501,358	(\$200,600)	(0.61%)
Other Financing Sources	\$7,639,169	\$5,465,517	(2,173,652)	37%
Totals	\$145,450,039	\$156,887,284	\$11,437,245	11.3%

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State Revenue from FY23 Budget

	<u>FY 23</u>	<u>FY 24 *</u>	<u>Percentage</u>
PILOT State Owned Real Property	1,556,174	1,556,174	0%
Town Aid Road Grant	529,303	529,303	(0%)
Grants for Municipal Projects	256,875	256,875	0%
Municipal/Revenue Sharing	278,255	278,255	0%
Mashantucket Pequot and Mohegan Grant	1,224,751	1,224,751	0%
Education Cost Sharing - Base Entitlement	28,600,000	28,380,000	(.76%)
Total	32,445,358	32,225,358	(0.68%)

Except for the Education Cost Sharing grant, the FY24 amounts were unchanged from the FY23 town budget because the legislature has not released budget estimates. The Education Cost Sharing amount was reduced for estimated adjustments in school funding.

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FY 2024 Town & Board of Education Budget

	FY 2023 Adopted	FY 2024 Proposed	Value Change	Percent Change
Town	\$ 72,174,787	\$ 80,707,729	\$ 8,532,942	11.82%
BOE	\$ 73,275,252	\$ 76,179,555	\$ 2,904,303	3.96%
TOTAL Town & BOE	\$ 145,450,039	\$ 156,887,284	\$ 11,437,245	7.86%

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Mill Rate

- FY 20 mill rate: 34.23 mills
- FY 21 mill rate: 34.23 mills
- FY 22 mill rate: 34.23 mills
- FY 23 mill rate: 27.89 mills
- FY24 mill rate: 29.21 mills – motor vehicles
- FY24 mill rate: 31.67 mills – real estate/personal property

The 2023-24 proposed mill rate is 31.67 for every \$1,000 of taxable value. Taxable value is 70% of market value of the property as established by the Town Assessor's Office

One mil is equivalent to \$3,585,000.

8



9

Strategic Employee Reinvestment Initiatives

- Continue to Compare & Contrast Current Wages with the Market Rate to attract and retain Employees.
- Explore Vacant Positions for Hybrid Models to Increase Workplace Efficiencies and Tap Into Individual Skills and Attributes.
- Continuously evaluating efficiencies within job descriptions and assigning more responsibilities when appropriate and cost-effective to do so.
- Expand Hiring Net to Include Trade Schools and Colleges using social media, Handshake & Career Centers.
- Enfield to sponsor a UCONN MPA candidate for the Fall 2023 semester



10

Contractual and Mandatory Increases

Drivers	Amount
Health Insurance Increase (6% increase; reduction due to decreasing claims)	\$468,204
Contractual Union Increases in Wages	\$1,194,832
Debt Service (includes lease payments)	\$528,644
Increase due to Police Accountability Bill (HB 6004)	\$275,000
Total	\$2,466,680

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Town Budget Increases

Salaries	\$ 867,141
Benefits	\$ 1,093,428
Purchased Professional/Technical	\$ 33,825
Purchased Property Services	\$ 577,450
Other Purchased Services	\$ (68,087)
Supplies/Materials (incl Utilities)	\$ 355,733
Property and Equipment	\$ (1,600)
)Other Expenses	\$ 398
Debt Service – Bonds	\$ 827,090
Debt Service – Leases	\$ (298,446)
Capital Transfers	\$ 4,122,986
Transfers to Other Funds	\$ 1,023,024
Total	\$ 8,532,942

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Salaries

New Positions	
Finance	
Purchasing Assistant	83,478
Social Services	
Teacher – Child Day Care	40,610
Recreation	
Program Coordinator	42,329
Total New Positions	166,417

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NEXT...

**THE TOWN OF ENFIELD'S
INVESTMENT
in
CAPITAL & LONG-TERM
IMPROVEMENT PROJECTS**

14

CIP PROJECTS

Schools.....	\$335,000
PW Engineering.....	\$187,500
Town Facilities.....	\$4,284,500
PW Equipment.....	\$498,000
Storm Sewer Reline	\$500,000
PW Projects.....	\$1,300,000
Non-PW Projects...	\$1,532,582
Vehicles.....	\$2,935,510
WPC.....	\$3,207,684

15

Fund Balance

Minimum fund balance requirement – 9% of operating budget - **\$13,715,426**

Remaining fund balance after projected expenditures - **\$26.2 million**

- \$12.5 million more than fund balance requirements

16

Fund Balance (Rainy Day) & Use of Reserves

Use of Fund Balance \$ 5,000,000

Maintains Fund Balance Above Policy Level

Use of Surplus/Reserves

• Bond Premium	\$ 1,137,000
• Mill Rate Stabilization Reserve	<u>\$ 3,863,000</u>
Total Reserves/Surplus Proposed	\$ 5,000,000

17

Waterline and Sewer Infrastructure

\$3,928,186 to design and replace pump stations

- ▶ 15 pump stations need to be upgraded
- ▶ \$2 million available in Capital Non-Recurring

To be determined which pump stations shall be replaced and on what schedule

- ▶ Pump station upgrades range from \$250,000 per replacement to \$4.5 million.
- ▶ Savings to Sewer Users projected if ARPA funds are utilized



18

Water Pollution Control/Sewer Rates Recommended

	FY 2023 Actual Adopted	FY 24 Town Manager Recommended	FY 24 Changes
Base Rate	\$39 per quarter	\$45 per quarter	\$6 increase per quarter
Volumetric usage charges	\$3.60/\$5.39	\$3.96/\$5.93	\$3.96/\$5.93

19

Working to Improve the Future of Enfield



20

Town Council has Voted to Provide Additional Tax Relief to Seniors

- Senior & Disabled Tax Relief Program expanded per CGS 12-129n. Income expanded to \$60,000
- Senior Volunteer Tax Relief Pilot Program – an additional \$400 in tax credit for the 7/1/24 Grand List



21

- Increasing Marketing presence to promote assets
- Maximize Financial Opportunities through the aggressive pursuit of Grants and Enfield's "fair share."
- Continue Community Conversation on Diversity, Opioids & Substance Misuse, Open Space and other hot topic issues
- Create an effective Economic Development Strategy to retain, recruit, and assist businesses looking to expand
- Support residents with a robust Mental Health and Wellness program
- Maintain a good Quality of Life in Enfield neighborhoods by enforcing code and property maintenance standards
- Work with the Board of Education to address facility issues to improve quality and student performance

22

Decisions/Open Issues

- ▶ Need for Further Reductions and Changes
- ▶ Alliance Fund Status
- ▶ Unresolved State Budget Allocation / Revenue
- ▶ Budget Deliberation per Charter - May 1, 2023
- ▶ Community Conversation - May 3, 2023
 - ▶ Need for additional meetings next week when budget books arrive?
- ▶ Budget Adoption per Charter
 - ▶ May 15, 2023

23

NEXT.....



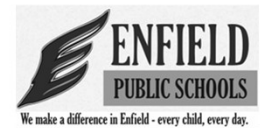
We make a difference in Enfield - every child, every day.



24

ENFIELD PUBLIC SCHOOLS

Board of Education Proposed 2023-24 Budget



1

OUR PHILOSOPHY

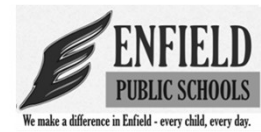
- Getting our kids through a pandemic
- Stretch funds as far as we can
- Sustainability



2

DIFFERENT PERSPECTIVE THIS YEAR

- Equity Statement
- SEL Presentation
- Restructure Central Office Staff
- State Data Presentation (Definition of High needs)
- Academic Presentation
- Budget

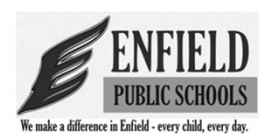


3

WHO OUR KIDS ARE

- Defined by per pupil expenditures per percentage of students who qualify in one of three areas- special education, free and reduced lunch & english language learners. State calculates the percentage of High Needs Students in each school. For the 2020 data year, EPS is as follows:

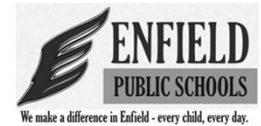
- EHS - 46.3%
- JFK- 55.8%
- Prudence Crandall- 60.6%
- Eli Whitney- 58.8%
- Parkman - 56.3%
- Hazardville Memorial - 54.8%
- Enfield Street - 49.6%
- Henry Barnard - 58.9%



4

WHERE DO WE GO FROM HERE? BUDGET

- Old way of doing things doesn't meet the needs of kids today.
- Need to look at the budget process differently.
- Our funds are not just a spreadsheet, they are a reflection of our beliefs and the supports we provide for our children.
- Change the lens into four categories.



5

NEW PERSPECTIVE

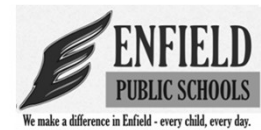
- YELLOW- SUPPORT
- ORANGE – ACADEMICS
- PURPLE- OPPORTUNITIES AND ACCESS
- BLUE- OTHER BY LAW



6

CURRENT BUDGET

\$ 73,275,252



7

FIXED COSTS

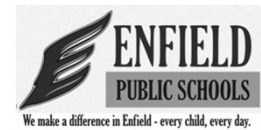
- To keep everything we currently have, not adding any new initiatives
- **3.96%**



8

BUDGET REQUEST

\$ 76,178,354
OR
3.96%



9

2% CARRYOVER

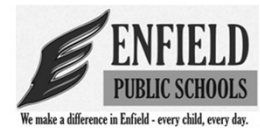
- Not included in this request. We simply don't have it this year, why?
 - Drastic increase in special education costs.
 - 22% increase in SPED referrals (up over 150)
 - Psych evals - required even if in house staff not sufficient, forced to use agency.
 - Outplacements have gone up rapidly. Students showing an alarming rate of significant mental health issues requiring a clinical setting.
 - Eagle Academy - 27 students, at capacity.
 - Staff retention- if staff leave, replacement cost is much higher and not budgeted.
 - Nutrition. Free lunch vs. paid lunch?
 - FOIA costs. \$100k this year alone.



10

REQUEST 3.96%

- This maintains what we have.
- COVID relief funds are running out. Stretches what we received into next year.
- No staff or program reductions!



11

UNKNOWNNS - NOT A TYPICAL YEAR

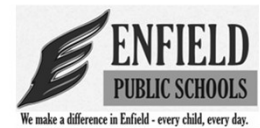
- Retirements- 2 at the moment.
- Insurance- 3% increase right now.
- Change in Personnel- we know people are leaving.
- Possible 2% carryover- current year budget is frozen to attempt to secure 2%.
- Alliance funding
- Changes to ECS (all dependent on legislative process)



12

CHALLENGES THIS DOESN'T ADDRESS

- Staffing - crisis level. Currently have 10 open certified portions that we simply can't fill.
 - Morale- local, state and nationwide.
 - Retention, it's the wild west out there. Districts are stealing and plundering.
 - One thing that won't help morale, class sizes going up. No choice at this point.
 - If we can find teachers and money is not an issue, where am I going to put them?



13

SUMMARY

- We'll work to get this number down, just too many unknowns at the moment.
- We NEED to work with the Town Council, we're all in this together.
- I'm going to say out loud what everyone is thinking, we need to start talking about a plan for our elementary schools.
- Reminder, the Town funds this request as well as our facilities.
- Older facilities cost more to operate, just factual.
- If we are going to explore new buildings, what would that look like. I don't know Facebook!
- **It's' time for a Long Term Strategic Plan**
- One last time, NO CUTS TO CURRENT STAFF OR PROGRAMS



14

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, April 17, 2023**

A Regular Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, April 17, 2023 at 7:18pm.

PRAYER – The Prayer was given by Councilor Cekala.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard (virtual), Finger, Hopkins, 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, Director of Community Development, Nelson Tereso.

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

MINUTES OF PRECEDING MEETINGS

MOTION #6565 by Councilor Mangini, seconded by Councilor Nelson to accept the minutes of the special meeting held on April 3, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6565** adopted 11-0-0.

MOTION #6566 by Councilor Nelson, seconded by Councilor Mangini to accept the minutes of the regular meeting held on April 3, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6566** adopted 11-0-0.

MOTION #6567 by Councilor Nelson, seconded by Councilor Mangini to accept the minutes of the special meeting held on April 5, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6567** adopted 10-0-1. Councilor Finger abstained.

SPECIAL GUESTS- Update from Impact Residential Development (Strand/Lamagna Project)

Director of Economic and Community Development, Nelson Tereso stated that there is a grant submission resolution on the docket later in the meeting. It authorizes the Town Manager to sign a grant application in partnership with Impact Residential Development to aid in the redevelopment of the former Strand/Lamagna and adjoining parcels. The refined project includes additional parcels that they have purchased. The site plan is still in its first stage and is subject to site plan approval and public

hearings. Present were Logan Kieweg, Impact Residential Development; Peter Wood, Consultant; Frank Vacca, BSC Group Engineer; Paul Bailey and Susan O'Dell project architects.

Frank Vacca presented the site plan. There are three proposed new buildings. He pointed out that there is a monument on the east side of the property that will be staying. The access easement for 12 and 14 Pleasant Street will remain. There will be a sidewalk for the public to utilize providing walking access to the future train station. The site plan was reviewed by the fire department and can accommodate our largest apparatus. The site plan design was guided by our current zoning regulations.

Susan O'Dell shared the floor plans for the buildings. The first floors of the two larger buildings are primarily residential with large rooms at the end; one is a community room and the other a fitness center. The smaller building will have office and meeting room space on one side and residential on the other side of the first floor. The new buildings will mirror the image of the existing buildings on Pleasant Street.

Councilor Unghire asked about other aesthetics that would make the buildings look more "New England" like porches, shutters, extra gables, and streetlamps. She also asked if there should be benches around the monument. Ms. O'Dell stated that Paul Bailey has 30 years' experience designing multi-family buildings and his specialty is buildings that fit in with the neighborhood. She believes the buildings do represent the New England character with the double hung windows and the panels between the windows that look like shutters and the sloped roof. Porches and site lighting can be discussed and incorporated.

Councilor Santanella mentioned that when this was first presented, there was retail space for a mixed-use space. He asked why the retail was eliminated. Ms. O'Dell said that from a practical design standpoint, retail brings more parking which was a concern.

Paul Bailey stated that doing a true mixed-use building places a lot more complication on the project and the developer. It requires a separate financing component. He said mixed-use does not fit financially anymore.

Councilor Santanella responded that it was disappointing that the retail has gone away. He asked what the mix of the bedrooms size the units will be. Mr. Bailey answered that there will be four studios and the rest will be one and two-bedroom units, leaning more on the two-bedroom side.

Councilor Nelson is also taken aback by the change in plans as this was supposed to be a mixed-use project. He asked why they applied to the RFP knowing they would be doing a bait and switch. Eliminating the retail space does not increase pedestrian traffic in Thompsonville and benefit what we are trying to accomplish. There is not even one parking space per unit proposed. What happens if the train station never comes? He does not feel that this concept is what the town was looking for. He thinks that the entire first floor of the buildings should be mixed-use for retail and commercial oriented businesses. That is what the POCD and PZC are looking for to bring life back to Thompsonville. He spoke with a fellow council member that was here the town took ownership of the property and there were certain wishes for the property at that time. He would like a meeting with her to see what her actual wishes were.

Mr. Bailey stated that they are meeting the requirements of the local zoning regulations in terms of number of parking spaces. The numbers include on-site parking and on-street parking. People can also lease spaces on the Bigelow property that has unused spaces. Councilor Nelson does not agree with the parking arrangements for the plan. This is not the plan he envisioned for Thompsonville. He agreed with the first plan to put businesses on the bottom floor.

Councilor Pyznar stated that she loved the first presentation and the fact that it also kept the monument. She said the current plan looks like a city and is not what she envisioned for Thompsonville. She also thinks it will be a parking nightmare. People are not going to throw their cars away when the train station comes. She asked Mr. Tereso if the next grant was expected to be accepted. Mr. Tereso stated that the state has indicated that they are fully in support of this project.

Councilor Mangini would like to see the original plan and the changes at an upcoming meeting. She is excited for the train station.

Councilor Finger stated that the parking is already terrible in Thompsonville and asked where all these people are going to go with their cars, especially when there are parking bans for snow. He was on board with the first plan. A coffee shop or beauty salon would be nice. Mr. Bailey stated that they are being guided by Enfield's zoning regulations and ordinances. They are designing a plan based on those requirements and restrictions. He stated that they will consider what the Council is saying.

Councilor Cekala stated that she appreciated all the effort and hopes the project works out. She said that with a few tweaks maybe the project will be supported. She does not doubt that they will deal with zoning, public safety, and the fire departments appropriately. For the past nine years people have been begging for the redevelopment in Thompsonville and now that we have interested developers, she thinks some folks are being rude. She hopes that some of the tweaks will happen, and this project will be a success.

Mr. Bailey stated that this is not a "fly by night" project that just gets thrown up and then they are gone. The owner stays present with the development for decades so that they become part of the community. Impact Residential is a new division of Starwood Capital which has luxury developments all over the world. They are a strong development partner and hope to move forward with the development.

Councilor Ludwick stated that with this development being in the center of Thompsonville, it is meant to be a community-type development. People are upset about losing the business aspect of the project. Allowing people in the area to use the gym would create community. The purpose of the project was to open the river and the train station is gravy. He suggested reducing the number of units and putting in vendor space and a community garden.

Councilor Hopkins thanked them for the presentation. He too would like to see the parking and mixed-use issues resolved before moving forward. It would be nice to have concrete information on Bigelow allowing parking for this.

Chairman Cressotti likes the project and the overall vision for Thompsonville. He noticed that there are more units than proposed and he likes the communication with Bigelow about parking. Hopefully, folk's concerns can be ironed out so we can move forward with the grant funding to move along with the project.

PUBLIC COMMUNICATIONS

Zach Zannoni, 6 Howard Street

Mr. Zannoni stated that he was a bit disappointed to see where the project has gone since June. He was ecstatic when he saw the original presentation. He said it is the first thing you see when you go into Thompsonville, so we need to think about what kind of standard we would like to set. There is a public stake in this project. This is not what was conveyed to residents, mixed-use is essential, especially on the main strip. We should not settle, and we should fight for what is best for Enfield.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis asked if they could place some reflectors on the telephone pole on Route 5 for the entrance to Town Hall.

Mr. Jonaitis is concerned about parking for the project. He found it interesting that the developers and people affiliated with the project left and did not even want to listen to the public comments. Parking will create a bigger issue down there, especially in the winter. The train station is nice, but it is not the main attraction. The walk from the proposed project to the proposed train station is not really that short of a walk, especially in inclement weather. People who live in places like this would prefer a place within walking distance to go to eat or have a drink. The current project is too many people in a small space without enough infrastructure to meet the needs.

Claire Lyseki, 62 Brainard Road

Ms. Lyseki suggested a new law of a minimum of at least two parking spaces per unit. Parking on the street is not possible anymore.

Nicole Gemme, 40 Highland Park

Ms. Gemme was at the meeting about the Enfield Child Development Center ECDC. The hours are 8:00-5:30. As a working family on a fixed income with travel it is hard to do an eight-hour shift and be back in time to pick up your child. If you want to draw younger families into Enfield, you need to look at Social Services and getting more staff instead of dealing with limited hours and long waitlists. Parents are forced to shrink their work hours and still pay their bills and tuition. She said the pay was around \$15.00 or \$15.96 an hour. The smaller people keep the hamster wheel spinning. You need the smaller person to keep the bigger person working. She was told they would be offering two dollars more an hour for workers but is that now or in July. Her family can't wait until July to have more staff.

Sandy Hayward, 22 Charnley Road

Ms. Hayward mentioned that the Bigelow parking solution is a bit of a walk. As a woman, that would terrify her to make that walk at night. She suggested that if that is going to be a solution, to have a very well-lit walkway.

Scott Dryberg, Roosevelt Boulevard

Mr. Dryberg asked if someone could check the boxes and cable wires at the George Washington Road intersection by the church and convenience store. One of the electrical boxes has been demolished. The boxes obscure the view which could lead to a lot of T-bone accidents.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Cekala agreed with Ms. Gemme in saying that the ECDC is underrated. She would love to see more staff and give them the notoriety that they deserve. She asked if the Town Manager could address staffing and wage issues in her report.

She also asked if someone could go out and check the intersection on Washington to make sure there it not impeding the driver's sightline.

MOTION #6568 by Councilor Cekala, seconded by Councilor Mangini to add to the agenda the resolution setting a public hearing date for the 2023-2024 budget and an 8-24 referral for the Capital Improvement Plan (CIP).

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6568** adopted 11-0-0.

RESOLUTION #6569 by Councilor Nelson, seconded by Councilor Cekala.

WHEREAS, the Town Council of the Town of Enfield values the opinions and comments of its constituents; and

WHEREAS, in accordance with Chapter VI, Section 4 of the Enfield Town Charter, any elector or taxpayer may have an opportunity to be heard regarding the appropriations for ensuing the fiscal year for the purpose of being heard on issues of vital community importance and concern; and

WHEREAS, the Town Council shall conduct the public hearing at the Council Chambers Town Hall, 820 Enfield Street, Monday, May 1, 2023 at 6:00pm.

BE IT RESOLVED, that the order of business of the 2023-2024 budget hearing be arranged as follows:

- 1) Presentation of the Town Manager's Budget
- 2) Comments from members of the public for the first time

BE IT FURTHER RESOLVED, that each speaker be registered with the Town Clerk his name and address and that no speaker shall be allowed to speak for no more than five minutes each successive time the speaker's name is called. Any speaker who is not registered with the Town Clerk will be allowed to speak only after those who have registered no longer wish to speak.

Councilor Hopkins asked for clarification on what version of the CIP would go to PZC. Ms. Zoppo-Sassu responded that it has to go to PZC and referred back to the Council before the public hearing per the Charter.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6569** adopted 11-0-0.

Councilor Mangini urged everyone that when they see or hear an emergency vehicle around them, please get out of their way.

Councilor Hopkins appreciated the comment on childcare. He urged people to reach out to their Councilors about these concerns, others on the Council might consider increasing that budget.

He also had a question from a constituent regarding the title search for Brainerd Park. They wanted to know how that was going and if there are any updates. Ms. Zoppo-Sassu believes that that was paused when Mr. Borgia withdrew his interest in the parcel.

Councilor Ludwick wanted to know when we would have a meeting on 490 open space. We need to have sustainable local food. He would like to know if it can be for one of the June meetings.

He also wanted mentioned that it is great that the roads projects are getting underway and wanted to know if they will be having community meetings, so people have a chance to ask questions.

Councilor Despard also asked when they might get an update on the 490 open space issue. Councilor Nelson also agrees with Councilor Ludwick and Councilor Despard and the issue needs to be addressed.

Councilor Nelson said that ECDC is a phenomenal program and gives them all the credit in the world. He agrees that Stowe is bursting at the seams. Having enough staff is important. The police department and schools are having the same issue. The issue needs to be addressed. There are many out on FMLA, how do we address that situation. If there is something that can be done short-term now, we should not wait until budget.

He also added that if you live on a road with a white spray-painted square on it, you're getting a new road.

Chairman Cressotti also thinks the ECDC issue is something that needs to be addressed immediately.

He also wanted to remind everyone of important Earth Day activities coming up. There will be the community clean up, shred event sponsored by 360 Credit Union, textile collection benefitting Big Brothers and Sisters, an electronics drop-off, and a drug take-back collection of unused medications.

May 2, 2023 at 2:00pm Eppendorf will be having their grand opening.

Chairman Cressotti stated that the Democratic Town Council caucus has asked for the resignation of Councilor Hopkins. He stated that asking for his resignation was not due to him disagreeing with the

Mayor or any member of the caucus. This is about principle and policy and not politics. He was asked to resign for wrongly sharing and speculating to the public what we believe is confidential information regarding an investigation that is not yet completed. They believe Mr. Hopkins put the town in a precarious situation regarding a personnel matter. It is not the first time there were concerns with his behavior. Mr. Hopkins has refused to resign. His subcommittee and liaison duties, however, have been removed.

TOWN MANAGER REPORT AND COMUNICATIONS

Ms. Zoppo-Sassu announced that thanks to the help of Mr. McGilvery and Jonah Talley they were able to assemble a summer concert series in the new bandshell. It will start on Tuesday, June 13 with Johnny Six Gun, June 20 with Cold train, and June 27 with Beyond Purple. They will run for two hours, and they are hoping to attract food trucks and other types of arts and activities.

She shared that they have consistent issues with staffing. If they can't get enough summer camp staff. Summer camp will be the focus so they will have to reduce open swims and opportunities for the public unless they get more lifeguards. They are consistently looking to make sure we are market ready. We are obligated to honor FMLA.

She also shared that concerning the project with Impact Development, there will be a mix of market-rate apartments as well as some sliding-scale apartments based on the AMI.

The Town Attorney's Office forwarded us some model ordinances regarding PA490. Planning liked the one from Willington. You have to reference what you are doing with open space in your POCD. The language in our POCD is that open space can be anywhere in town. We need to set some parameters. Open space and 490 are two different things. We have to set the definition and the PZC will take that and put it in the POCD.

Lastly, regarding community meetings, she believes one award was given to Hinckley and the other to Spazzarini and meetings are currently being scheduled. There have been ongoing monthly communications for the folks in the South River Bridge neighborhood.

Councilor Ludwick is not sure that two bucks is going to make a difference with the ECDC issue. He asked about volunteers who are willing to spend an hour a night. He also asked about parents volunteering to get a break on their fee.

Ms. Zoppo-Sassu asked for some pictures of the area that Mr. Dryberg was concerned about as she is not familiar with that area.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL – To Receive Recommendation from General Government & Finance on Allocation of ARPA Funds.

Councilor Cekala stated that they want to allocate \$150,000 of ARPA funds for the Porter and Chester project. They are also looking to allocate up to \$200,000 to build bathrooms next door at 810 Enfield

Street. Some of that money, if available, would go toward bandshell items like lighting, sound or police duty.

RESOLUTION #6570 by Councilor Nelson, seconded by Councilor Santanella.

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

FROM:	COVID-19 Fund Revenue	
Grants – COVID – Federal	24540000-460004	\$350,000
TO:	132 Weymouth Road	
Miscellaneous Expenses	24508332-58900	\$150,000
	Higgins Park Bathroom	
Construction Services	24508333-545000	\$200,000

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

/s/ John Wilcox, Director of Finance

Councilor Despard is having a hard time spending \$200,000 on a park that the public has never endorsed. Going into budget season there might be other areas of better use. There is a perception that we are spending a lot of money downtown and not really spreading it out.

Councilor Santanella respects Councilor Despard’s opinion but we can’t fault ourselves because the Town Hall is here. We are trying to create activities to bring the community together. We are bringing Johnny Six Gun and other bands here and hopefully a place to go to the bathroom. The Fourth of July Celebration is here and there is always a need for that. The point of ARPA funds was to spend them on things to better the community. Councilor Mangini agrees with Councilor Despard about the bathrooms, but she will support the resolution.

She also clarified that Porter and Chester in the Town of Enfield has submitted the State of Connecticut Communities Challenge Grant Program Application in conjunction with Leading Edge Construction for the reuse of the Porter and Chester building on Weymouth Road. The grant requires a 50/50 match with the municipality.

Councilor Ludwick stated that these are projects that you don’t want in your budget, they are one-time projects that we should be able to accomplish. He voted against the bandshell a year ago but now we have the bandshell and the bands. The bathrooms are a great example of what ARPA funds should be used for.

Councilor Nelson is in support of the bathrooms but wanted to know who would secure them at night so we don't end up with homeless people living in them. Bathrooms that are isolated also tend to get vandalized. Ms. Zoppo-Sassu said they have a second shift staff that could check and lock them, and the cleaning would happen the next day. The bathrooms will be linked to daytime hours and activities in the bandshell. Chairman Cressotti thinks the bathrooms are a great idea and something that is needed. They have had several complaints in the past about handicap bathrooms.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6570** adopted 10-1-0. Councilor Despard voted against.

UNFINISHED BUSINESS – Update Concerning the Proposed Fixed Tax Assistance Agreement for Fast Track Realty, Inc.

Chairman Cressotti stated that everyone agreed to table this item.

NEW BUSINESS

CONSENT AGENDA

MOTION #6571 by Councilor Unghire, seconded by Councilor Mangini to approve the Consent Agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6571** adopted 11-0-0.

The Two Resolutions for Consent Agenda are appended to these minutes.

APPOINTMENTS/TOWN COUNCIL APPOINTED

MOTION #6572 by Councilor Nelson, seconded by Councilor Mangini to appoint Debra McCarthy (U) to the Patriot Award Committee for a term that expires 7/31/23.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6572** adopted 11-0-0.

Item C, the disposition of Nathan Hale School was tabled.

RESOLUTION #6573 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 and Grounds		
Health/Medical Insurance		10300340-521000	\$35,000
Custodial Services			

Health/Medical Services	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

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

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6573** adopted 11-0-0.

RESOLUTION #6574 by Councilor Mangini, seconded by Councilor Cekala.

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 and Community Development, to provide such additional information, 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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6574** adopted 11-0-0.

RESOLUTION #6575 by Councilor Mangini, seconded by Councilor Pyznar.

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 and Community Development, to provide such additional information, 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.

Councilor Nelson stated that the current plan does not meet the needs of what we are looking to do in Thompsonville. It is not bringing business back to Thompsonville. The plan is just adding cluster housing, worse than what is currently there. There is not enough parking for this project. When they have a solution, he may consider supporting the project.

Councilor Hopkins stated that he thinks the Council has given the developer some good faith benchmarks to meet with parking and mixed-use. He would like to see those issues resolved before they move forward.

Councilor Pyznar agrees that this is not what they originally signed on for. She signed on for a smaller project with mixed-use. She does appreciate the fact that they kept the monument. She can't say yes to the current plan.

Councilor Santanella understands that the vision has changed but he does not see how they can chase everyone out of town that wants to do something here. He said listening to the comments made during the presentation is embarrassing. Yes, he agrees there is not enough parking and retail space but let them solve the problem instead of kyboshing the whole project.

Chairman Cressotti said that it seems like every time we have an opportunity, we are pulling the brakes. The art meetings start next week, and they will be making adjustments. He thinks that they listened to what everybody said. This is a fantastic developer with a great reputation that wants to do something for Enfield.

Ms. Zoppo-Sassu stated that she too was a little surprised by some of the changes. However, there is a deadline for the grant that will help with the design process. The developer is in communication with Bigelow and the other neighbors. She said half of the problem in Thompsonville is absentee investor landlords. She would not let her worst enemy live in some of the apartments that she saw on that corner last year during their site walk. The developer states in the first bullet that they will work with us to plan the project, complete due diligence, and plan a final design. The land has not been transferred yet.

Councilor Nelson told Councilor Santanella that he represents that district, and he knows that parking is a major issue. The project doubled the number of apartments without increasing one single parking space. He asked who would benefit from that, not the community and not Thompsonville. Parking down there is a problem because Town Councils before them allowed stuff like this, and he does not want to be part of this. This plan is going to flood the area with more apartments. We don't need more apartments; we need more business.

Councilor Mangini asked if she could share what the time limit is. She suggested that maybe they could get an answer from the developer regarding parking so it would appease folks so that we can move forward with the project.

Councilor Nelson agrees with Councilor Mangini and if the Town Attorney can give him reassurance that they have the final say before we sell the land to them, he would feel more comfortable supporting this. Town Attorney James Tallberg is not able to give Councilor Nelson that answer on the fly. This is still conceptual. His gut reaction is that the Council still has control.

Councilor Unghire wants to make sure that if they support this tonight that there is still time down the road to say no if they don't change anything we are looking for. Ms. Zoppo-Sassu said the deadline for the grant application is May 3, 2023. Yes, folks don't agree with what they saw but the developer did comply with zoning regulations regarding design, density, and parking. She does not think that it is a good look to the developer to hear tomorrow that this fell apart tonight. Councilor Ludwick thanked Ms. Zoppo-Sassu for her explanation.

Councilor Pyznar stated that she will support it. She thanked Ellen for the explanation. She also shared that they are going to be redoing the P&Z regulations and it is important for the residents to come out and have input. She wants to have Thompsonville rebuilt and she hopes that they will work with us and if they don't, hopefully someone will.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6575** adopted 9-2-0. Councilors Finger and Hopkins were against.

RESOLUTION #6576 by Councilor Mangini, seconded by Councilor Cekala.

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

FROM:	General Fund Revenue		
	Appropriated Fund Balance	10040000-499000	\$150,000
TO:	Town Attorney		
	Legal	10130000-533200	\$150,000

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

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6576** adopted 11-0-0.

RESOLUTION #6577 by Councilor Nelson, seconded by Councilor Cekala.

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.

Councilor Cekala hopes this gets unanimous support because a lot of work went into this. It is more user-friendly and embraces the food truck industry. She would like to see some PR for this.

Councilor Santanella is really excited about this. They did a lot of work in the subcommittee to make it more friendly. Bills are proposed before the legislature that would allow food trucks to travel the state without having to get Heath Department permits for each district. Councilor Pyznar loves this and hopes we get a lot of the Enfield food trucks out there.

Chairman Cressotti suggested installing electrical outlets for the food trucks to use. Councilor Ludwick totally agreed. Some of these food trucks have the opportunity to get out there and hustle which sometimes results with a brick-and-mortar restaurant. It brings out good food.

Councilor Nelson asked that if you live in Enfield and own a food truck and get certified within the health district, are they good throughout the state? Councilor Santanella shared that there is change going on within the health district so he can't confirm that that is the case today. They are trying to become uniform and buy into one set of rules. He does not know if that has happened yet, but that is the end goal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6577** adopted 11-0-0.

RESOLUTION #6578 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:	General Fund Revenue		
	Appropriated Fund Balance	10040000-499000	\$400,000
TO:	Town Manager		
	Buildings	10120000-572000	\$400,000

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.

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

/s/ John Wilcox, Director of Finance

Ms. Zoppo-Sassu stated that this item also needs a Section 8-24 referral.

MOTION #6579 by Councilor Cekala, seconded by Councilor Nelson to amend **RESOLUTION #6578** and add a Section 8-24 referral to PZC.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6579** adopted 11-0-0.

Councilor Hopkins asked for clarification as to what this will be used for.

Mr. Bielenda stated that the plan is that it would be more conducive to move the probate court into that building, allowing more space to expand the top floor because it is jam packed up there right now. It is a stand alone building and folks will be able to drive right up, and they won't have to have meetings in the hallways with sensitive probate issues.

Councilor Hopkins stated that he thinks that this is a poor use of money. He is concerned that we will have to allocate additional money for the property. He wished the state would allocate more money for probate courts.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6578** adopted as amended 10-1-0. Councilor Hopkins was against.

ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING

Councilor Pyznar stated that she is a liaison for the Commission on Aging, and she wanted everyone to know that the Senior Minor Home Repair Program is up and running again. It does not cost anything; you can just make a donation. Call Social Services at (860)253-6396 and they set it up.

PUBLIC COMMUNICATIONS – None.

COUNCILOR COMMUNICATIONS

Councilor Finger had a complaint from Wilstar Circle about road material on the lawns.

ADJOURNMENT

MOTION #6580 by Councilor Unghire, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6580** adopted 11-0-0, and the meeting stood adjourned at 9:52pm.

Respectfully submitted,

Sheila M. Bailey
Clerk of the Council
Town Clerk

Tina Demers
Secretary of the Council



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

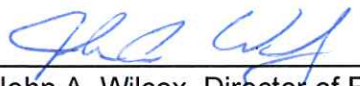
Budget Impact:

There will be no impact on the town budget.

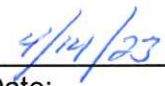
Recommendation:

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

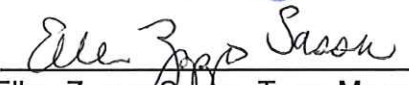
Certification: I hereby certify that the above-stated funds are available as of April 17, 2023.



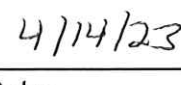
John A. Wilcox, Director of Finance



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 Guerrerri, 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.

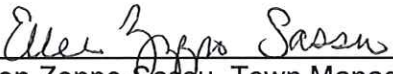
Certification: I hereby certify that the above-stated funds are available as of March 6, 2023.



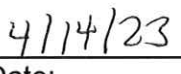
John A. Wilcox, Director of Finance



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

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

Date: May 1, 2023

Subject: Resolution authorizing the Town Manager to sign and submit the continuation application for the School Readiness Grant for FY 2024 and enter into agreement as awarded by CT Office of Early Childhood.

Highlights:

- The Office of Early Childhood has released the Continued Funding Application for FY 2024 for the School Readiness Grant and the Quality Enhancement Grant.
- The grant provides 28 preschool slots for a total of \$249,872 and \$3,881 in Quality Enhancement funds to provide professional development to enhance the quality of early childhood education.
- The grant also includes \$12,494 in administrative funding towards the School Readiness Liaison's salary.
- KITE (Key Initiatives to Early Education) serves as Enfield's School Readiness Council and will perform the work of the Council as outlined in the School Readiness CT State Statutes. The grant will be voted on by the School Readiness Council on May 3, 2023, and is due on May 4, 2023.
- The application requires signatures by the Town Manager and the Superintendent of Schools. The Board of Education gave authorization for the Superintendent at the April 25, 2023 meeting.

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council authorize the Town Manager to sign and submit the continuation application for School Readiness grant funds.

NOW THEREFORE BE IT RESOLVED, that the Town Manager, Ellen Zoppo-Sassu, is authorized to sign and submit the grant applications and agreements, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the State Office of Early Childhood and to affix the Corporate Seal.

Date Prepared: April 25, 2023
Prepared By: Cindy Guerreri, Director of Social Services

MEMORANDUM

To: Honorable Mayor Cressotti
From: Laurie Whitten, Director of Planning
Date: 4/28/23
RE: **CGS 8-24** Referral from Town Council Regarding the Purchase of Property known as 810 Enfield Street (Assessors Map 29, Lot 1).

At their regular meeting of April 27, 2023, the Town of Enfield Planning and Zoning Commission, acting in its capacity as the Enfield Planning Commission, voted unanimously to forward an affirmative report pursuant to CGS 8-24, concerning the purchase of 810 Enfield Street (Assessor's Map 29, Lot 1).

cc: Town Manager

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**RESOLUTION REGARDING FEDERAL COURT RULE 68 FOR *HERNANDEZ
V. TOWN OF ENFIELD, ET AL.***

BE IT RESOLVED, that the Town Council approves the recommendation of the Town Attorney to serve a Rule 68 Offer of Compromise in the matter of Sarah Hernandez v. Town of Enfield, et al, as discussed in executive session.

Date Prepared: April 27, 2023



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TOWN OF ENFIELD

Date: May 1, 2023

Title: Resolution Authorizing the Town Manager to Sign a Lease Agreement with Collins Powder Hill Farm, LLC

Highlights:

- Collins Powder Hill Farm, LLC wishes to lease for the 2023 growing season, approximately 11+/- acres of Town-owned land located on the northeast corner of 77 Town Farm Road, commonly known as the Town of Enfield Transfer Station property, shown in the Enfield Land Records Book of Maps, Volume 226, Pages 3321 through 3324
- Collins Powder Hill Farm, LLC has previously leased this property for the 2017, 2018, 2019, 2020, 2021 and 2022 growing seasons.

Recommendation:

That the Town of Enfield Town Council authorize the Town Manager to sign the lease agreement with Collins Powder Hill Farm, LLC.

BE IT RESOLVED that the Town Manager, is empowered to enter into the attached Lease Agreement in the name and on behalf of the Town of Enfield, with Collins Powder Hill Farm, LLC.

Date Prepared: April 25, 2023
Prepared by: Town Manager's Office

LEASE AGREEMENT

THIS INDENTURE made this ____ day of April 2023, by and between the **TOWN OF ENFIELD**, a municipal corporation in the County of Hartford, State of Connecticut, hereinafter called the "Lessor" and **COLLINS POWDER HILL FARM, LLC**, of the Town of Enfield, County of Hartford and State of Connecticut, hereinafter called the "Lessee".

WITNESSETH:

1. LEASED PREMISES. In consideration of the rents hereinafter reserved and all terms, conditions, covenants and agreements hereinafter contained, the Lessor hereby leases and demises to the Lessee, and the Lessee hereby hires, leases and takes from the Lessor unimproved real estate consisting of 11+/- acres located on Town Farm Road, Enfield, Connecticut, said demised premises being those farmed by the Lessee in recent years and part of a 173+/- acre Town parcel more particularly described in Exhibit A, attached hereto, and shown on a certain plan on file with the Town Clerk's office, in Book of Maps Volume 226, Pages 3321-3324.

2. USE. Although the Lessor makes no representations or warranties as to the suitability of the premises for farming and agricultural activities, or for the growing of crops, the Lessor allows the Leased premises to be so used by the Lessee. Should the premises not be suitable for the intended purpose, the Lessee's remedy is limited to return of the Rent. Aerial spraying of any kind is expressly prohibited.

3. TERM. The term of this Lease shall commence on April 1, 2023 and shall terminate on October 31, 2023.

4. RENT. The Lessee shall pay the Lessor \$100 per acre, for a total rental of \$1,100, which amount is due and payable in full, without necessity of demand, upon the signing of this lease.

5. TAXES ON LESSEE'S PROPERTY. Lessee shall be solely responsible for and agrees to pay, prior to delinquency, any and all taxes, assessments, levies, fees or other governmental charges of whatever kind or nature levied or assessed upon, against or with respect to all equipment and other personal property of any kind owned by Lessee or placed, installed or located in, upon or about the Premises.

6. COMPLIANCE WITH LAW. Lessee shall, at its cost, promptly observe and comply with all provisions of the law including, without limitation, all requirements of all governmental authorities, now or hereafter in force which pertain to or affect the Premises, the Lessee's use of the Premises, the conduct of any business on the Premises, or the making of any repairs, alterations, or improvements of or to the Premises.

7. LIABILITY INSURANCE. The Lessee will provide and keep in force, for the benefit of the Lessor, general accident and public liability insurance policies, protecting Lessor against any and all Liability occasioned by accident or disaster in the amount of \$1,000,000.00 in respect to any one accident or disaster, and \$1,000,000.00 in respect to injuries to any one person, \$1,000,000.00 property damage, and said liability policies shall cover the demised premises. Lessor shall be named as an additional insured on the liability policy. A liability policy covering the Lessor and Lessee, as their interests may appear shall be deemed in compliance with the provisions of this covenant. Lessee shall deposit with Lessor certificates of such insurance at or prior to the execution of this Lease and thereafter within ten (10) days prior to the expiration of such policies. Such policies shall provide that they may not be canceled without at least ten (10) days prior written notice to Lessor.

In the event that Lessee shall fail to deliver to Lessor certificates of such insurance, Lessor may cause such insurance to be issued and bills for the premiums therefor shall be rendered by Lessor to Lessee at such times as Lessor may elect, and shall be due from and payable to Lessee when rendered and the amount thereof shall be deemed to be, and paid as, additional rental.

8. INDEMNIFICATION. The Lessee shall at all times defend, indemnify and hold harmless the Lessor and its employees, officers, agents and servants, on account of any and all claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of injuries (including death) sustained by, or alleged to have been sustained by the employees or agents of the Lessor or Lessee, and from injuries (including death) sustained by, or alleged to have been sustained by the public, any or all persons on the demised premises, or by any person or property, real or personal (including property of the Lessor), caused in whole or in part by the acts or omissions of the Lessee, its employees or agents.

9. ASSIGNMENT. Lessee may not assign this Lease or sublease the demised premises without prior written consent of the Lessor.

10. DEFAULT. (a) If Lessee defaults in compliance with any term or covenant on its part herein contained to be performed, Lessor shall give Lessee fifteen (15) days written notice to cure said default, except, if the default relates to rent or other monetary obligations, Lessee shall be in default if the rent or other monetary obligation is not paid within ten (10) days after the same is due and payable.

(b) If such default, other than rent or other monetary obligation, cannot be reasonably remedied prior to such date, and the Lessee is engaged in good faith in curing such default, or, prior to the expiration date of the notice, has given Lessor adequate security of the remedy thereof, then this letting and Lessee's rights hereunder shall continue in full force.

(c) If any such default is not cured within the time limitations above provided and prior to the termination date hereinafter set forth, the Lessor shall have the right to terminate this Lease upon ten (10) days-notice to the Lessee if the default is still not cured within said period, and for such purposes may institute appropriate summary proceedings to enforce the payment of any obligation and the performance of any covenant to recover possession and to terminate this Lease, and after such termination may re-rent, reserving all rights against the Lessee for all loss of rent caused by lessee's breach of this Lease, plus all reasonable attorney's fees.

11. WAIVER OF REQUIREMENTS. No requirement whatsoever of this letting shall be deemed waived or varied, nor shall Lessor's acceptance of any payment with knowledge of any default or Lessor's failure to delay to take advantage of any default, constitute a waiver of Lessor's rights thereby nor of any subsequent or continued breach of any requirement of this letting. All remedies herein provided for shall be in addition to, and not in substitution for, any remedies otherwise available to Lessor.

12. NOTICES. All notices to be given under this letting shall be in writing and shall be either served or sent by certified or registered mail to the address of the parties below specified. Lessee's address for notices shall be John M. Collins, 9 Powder Hill Road, Enfield, CT 06082 or such other address as Lessee may designate from time to time. Lessor's address for notices shall be Town Manager, Enfield Town Hall, 820 Enfield Street, Enfield, CT, or such other address as Lessor may designate from time to time.

13. PEACEFUL ENJOYMENT. Lessor covenants and agrees that upon Lessee's paying rent and performing all the covenants and conditions aforesaid on Lessee's part to be observed and performed, Lessee shall and may peacefully and quietly have, hold and enjoy the premises hereby demised for the term aforesaid, subject however, to the terms of this Lease.

14. CONSTRUCTION OF LEASE. Words of any gender used on this Lease shall be held to include any other gender, and words in the singular number shall be held to include the plural, when the sense requires. Wherever used herein, the words "Lessor" and "Lessee" shall be deemed to include the heirs, personal representatives and successors of the parties, unless the context excludes such construction.

15. PARAGRAPH CAPTIONS. The paragraph captions as to contents of the particular paragraph herein are inserted only for convenience, and are in no way construed as part of this Lease or as a limitation on the scope of the particular paragraphs to which they refer.

16. BINDING UPON SUCCESSORS. All the provisions herein contained shall bind and inure to the benefit of the parties hereto, their heirs, successors, assigns and personal representatives.

17. PARTIAL INVALIDITY. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term, covenant or condition to persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby. Each term, covenant or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Town of Enfield

Collins Powder Hill Farm, LLC

By: _____
Ellen Zoppo Sassu
Town Manager

John M. Collins
Member

Date: _____

Date: _____

Exhibit A

Description of Premises