

**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
THURSDAY, May 4, 2023**

A Special Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Thursday, May 4, 2023. The meeting was called to order at 5:38 pm.

**ROLL-CALL** – Present were Councilors Cekala, Cressotti, Finger, Ludwick, Mangini, Nelson, Pyznar, and Unghire. Councilors Despard, Hopkins and Santanella were absent. Also present were Assistant Town Manager, Steven Bielenda; Director of IT, Paul Russell; Director of Finance, John Wilcox; Chief of Police, Alaric Fox; Enfield Police Captain, Steve Kaselouskas; and Enfield Police Captain, Jeff Golden.

**BUDGET DISCUSSION**

Director of IT Paul Russell presented the Information Technology FY 2024 proposed budget. A copy of the presentation is appended to these minutes.

Chief Alaric Fox presented the Enfield Police Department FY 2024 proposed budget. A copy of the presentation is appended to these minutes.

**MOTION #6594** by Councilor Pyznar, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6494** adopted 8-0-0, and the meeting stood adjourned at 7:35pm.

Respectfully submitted,

Sheila M. Bailey  
Clerk of the Council  
Town Clerk

# Information Technology 2024 Budget Presentation

*Supporting the Technology Needs of Education,  
Public Safety, and Municipal Services.*

Paul A. Russell  
Chief Technology Officer

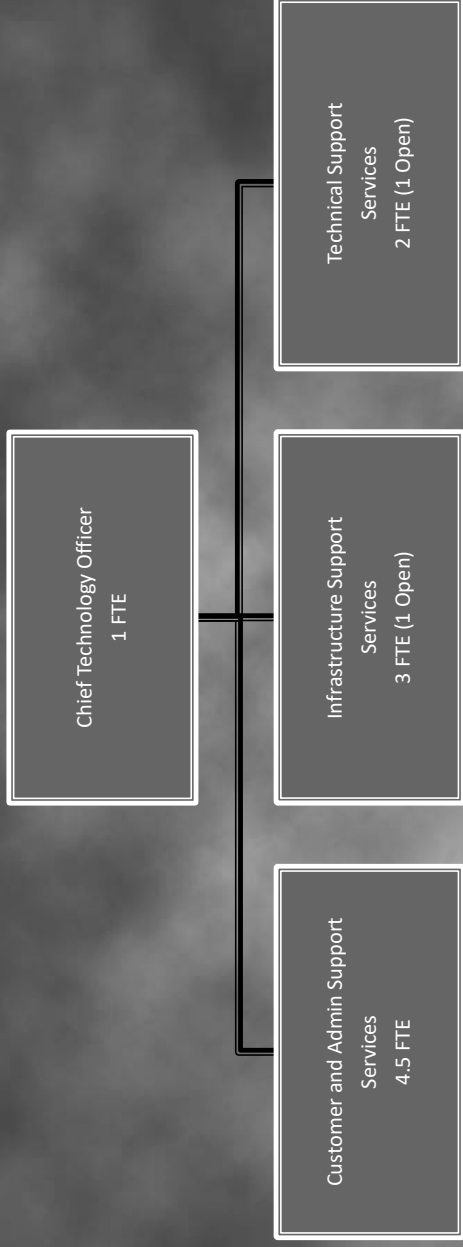
## Mission Statement



*The mission of the Information  
Technology Department is to  
deliver high-quality, reliable,  
secure information technology  
services and to provide  
forward-looking  
comprehensive solutions that  
increase efficiency and make  
government and education  
more accessible for the Town  
of Enfield.*



# Organization Chart 2024



## 2022 – 2023 Accomplishments

Received “Exceptional” rating from CTNG and Homeland Security Cyber Security Review and Audit.

Completed Final Phases of Network and Internet expansion for JFK Renovations

Implementation of Project Management and Change Management modules to Service Desk System

Reinstated 3-year Technology Refresh program for Town and Emergency Services.

# Changes to Operations



## 2023 – 2024 Objectives

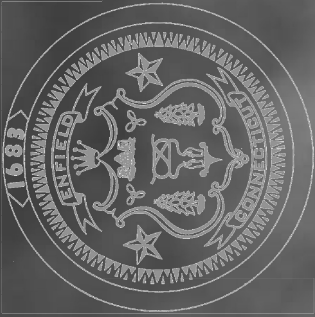
Restructure and Reorganize IT Support  
Services

Design, Plan, and Implement Network  
Infrastructure Replacement

Implementation of Unified  
Communications to include Voice, Video,  
and Notifications solution

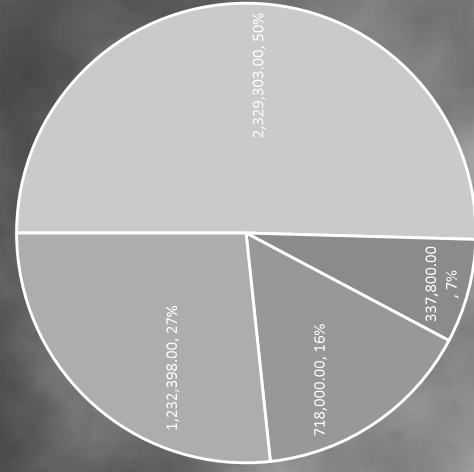
Refresh Technologies for Teachers and  
Educational Services

# 2024 Budget Breakdown



## IT Expense Distribution for 2024

IT Expenses by Major Category



■ Tech Services ■ Telephone ■ Tech Equip ■ Salaries and Benefits

# 2024 Changes from 2023

The Information Technology proposed budget for 2024 is \$516,000 over the 2023 Adopted budget. The variance in the following accounts contributed to the increase requested:

## TECHNOLOGY EQUIPMENT Increase

1. Tech Lease Town increase \$124,000
2. Tech Lease Teachers \$47,000

## TECHNOLOGY SERVICES Increase

1. New Tech Services (+36) \$392,000
2. NlaaS port increase (+1250) \$209,000
3. Microsoft Licensing (Azure Cloud) \$112,000
4. Cyber Security enhancements \$50,000

\$21,000

## Information Technology Services Snapshot – Fiscal Year 2023 (so far)

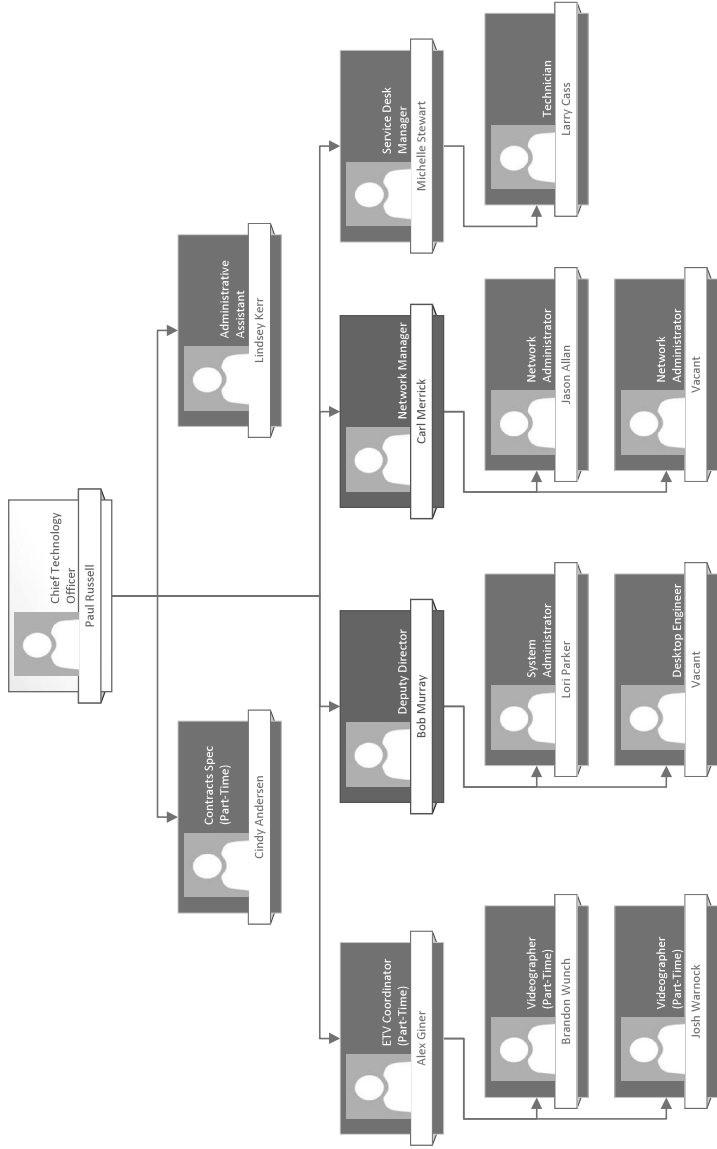
- Devices Supported on Network – 12,500+
- IT Service Requests Completed – 4,176
- Guest Wi-Fi access – 29,707
- Website hits – 1,071,135
- ETV Filming and Support - 1000+ hours

# Thank You for Your Time and Support

Paul A. Russell  
Chief Technology Officer – Town of Enfield  
*Supporting the Technology Needs of Education, Public Safety and Municipal Services.*

FY 2024 IT Budget

| ORI            | DESCRIPTION                        | FY 2024 Proposed    | FY 2023             | Variance to 2023  |
|----------------|------------------------------------|---------------------|---------------------|-------------------|
| 533400 Total   | Tech Services                      | 2,329,303.00        | 1,937,017.00        | 392,286.00        |
| 553100 Total   | Telephone                          | 337,800.00          | 291,000.00          | 46,800.00         |
| 553500 Total   | Postage                            | 150.00              | 150.00              | 0.00              |
| 554000 Total   | Advertising                        | 1,000.00            | 1,000.00            | 0.00              |
| 555100 Total   | Copy                               | 300.00              | 300.00              | 0.00              |
| 558000 Total   | Travel                             | 1,300.00            | 1,300.00            | 0.00              |
| 561200 Total   | Office Supplies                    | 1,400.00            | 1,400.00            | 0.00              |
| 561300 Total   | Tech Supply                        | 2,600.00            | 2,600.00            | 0.00              |
| 562600 Total   | Gas                                | 2,000.00            | 2,000.00            | 0.00              |
| 563000 Total   | Food                               | 500.00              | 500.00              | 0.00              |
| 573400 Total   | Tech Equip                         | 718,000.00          | 594,080.00          | 123,920.00        |
| 581000 Total   | Dues                               | 1,075.00            | 1,075.00            | 0.00              |
| 526000         | IT - WORKERS COMP ALLOCATION       | 51,818.00           | 52,922.00           | -1,104.00         |
| 523000         | IT PENSION ALLOCATION              | 65,416.00           | 34,114.00           | 31,302.00         |
|                | IT Operations Total                | 3,521,162.00        | 2,927,958.00        | 593,204.00        |
|                | <b>Salaries and Benefits Total</b> | <b>1,261,319.00</b> | <b>1,236,513.00</b> | <b>-4,115.00</b>  |
|                | <b>IT Reorg savings</b>            | <b>-48,521.00</b>   |                     |                   |
|                | <b>IT Total</b>                    | <b>4,753,560.00</b> | <b>4,164,471.00</b> | <b>589,089.00</b> |
| ETV Operations | Part Time Salaries/FICA/Medicare   | 50,381.00           | 37,678.00           | 12,703.00         |
|                | Non Salary Operations              | 7,930.00            | 7,930.00            | 0.00              |
|                | <b>ETV Total</b>                   | <b>58,311.00</b>    | <b>45,608.00</b>    | <b>12,703.00</b>  |
|                | <b>IT Grand Total</b>              | <b>4,811,871.00</b> | <b>4,210,079.00</b> | <b>601,792.00</b> |



IT Reorganization 2024

## Key Initiatives for IT Support Services

Manage Efficiency through People, Process, and Technologies.

**People** – Hire People that are capable, adaptable, and can learn and grow with the current and future requirements of Technology Customer Support.

**Process** - Utilize skills grid to actively track operational needs and levels of competencies required for providing IT support for Education, public safety, and municipal services.

**Technology** – Research, Implement, and Manage technologies to create efficiencies to provide continuous performance improvements.

For Fiscal Year 2024 IT is planning to implement the following:

1. IT Reorganization – redefining roles and responsibilities as technologies allow for the combination of duties to be combined under each position. Thereby creating an efficient and agile support team.
2. Through attrition, IT has added Project and Change Management responsibilities to the newly created Service Desk Manager position. The Service Desk Manager position has the responsibilities of the Service Desk Coordinator plus Project and Change Management. Implementation of Project and Change Management modules of the Service Desk system allows for the combination of responsibilities related to the Service Desk Coordinator and a portion of the Technical Project Coordinator positions.
3. A newly created position "IT Contracts Specialist" will be Part-time to allow the remaining responsibilities of the Technology Project Coordinator to be managed. The role of this position is to review and input all existing contracts for leases, services, and licensing to the Contracts Management module in the Service Desk System. This will provide timely information for Contract specifications including terms and requirements of contracts for termination, renewal, and replacement.
4. This reorganization initiative will create a net savings of \$48,921 annually for the organization.



# Enfield Police Department

## Budget Presentation FY23/24

*Chief Alaric J. Fox*

*Enfield Police Department*

*May 4, 2023*



### 2023 / 2024 Sworn Department Staffing

- The Enfield Police Department is currently slotted for 100 sworn positions (97 positions are budget-funded).
- The department currently has three (3) openings we are working to fill, and ten (10) "other" absences (1 workers compensation, 1 pregnancy/light duty, and 8 in the training academy or the FTO program).
- The upcoming budget proposal maintains this staffing level of 100 sworn (with 97 budget-funded).
- By way of comparison, the national rate of sworn law enforcement officers is 2.4 per 1,000 inhabitants, which would produce a staffing number of 107.1984.

# 2022 Enfield

## Police

### Department Data:



### Total Calls for Service:

38,404  
(105.2 daily)

# 2022 Enfield

## Police

### Department

### Arrest Data:



### Total Arrests:

1,705  
(4.67 daily)





## 2023 / 2024 Department Staffing – Other Functions

- All 15 positions in the Communications Unit (“Dispatch”) are currently filled.
- 5 of 6 positions in the Records Unit are filled.
- 1 full-time and 1 part-time Animal Control Officer positions are filled. *(We have been unable to fill two part-time ACO positions for some time.)*
- All civilian personnel are supervised by a Civilian Services Manager (who doubles as the town’s Emergency Management Director).
- No notable operational budget increases have been advanced as to any of these functions.



## 2023/2024 Operational Budget

- A total of \$122,585 was added to the upcoming year’s operational budget.
- A total of \$59,999 was removed from the upcoming year’s operational budget.
- This is a net increase of \$62,586 to the operational side of the budget.



# **And This Is Where It Would Go (Without Much “Wiggle Room”):**

- \$1,200
- \$5,000
- \$12,000
- \$2,700
- \$3,000
- \$1,500
- \$1,000
- \$4,000
- \$5,000
- \$6,000
- \$9,000
- \$12,000
- \$5,000

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**\$67,400**

POST Basic Training Program (New hire increase from 6 to 9)  
 New Hires Drug Testing and Medical Evaluation (6 to 9)  
 New Recruit Hire Basic Uniform and Equipment Issue (6 to 9)  
 New Recruit Academy Gear Equipment Issue (6 to 9)  
 Mandatory In-Service Training Program Cost Increase  
 Hartford Hospital EMT Recertification Program Cost Increase  
 Mandatory Training for Records Unit Personnel  
 LiveScan (automated fingerprinting system) Maintenance  
 Joint Operations Center Maintenance  
 Quartermaster (department wide) Supplies Cost Increases  
 CREST Sniper Rifle Replacement (approx. 10 years old)  
 Tactical Vests (long gun) for detectives/administrative staff  
 Replace 1/3 of the department cellphones (service is free)



# **And This Is Where It Would Go (With Some “Wiggle Room”):**

- \$10,400
- \$11,000
- \$1,500
- \$2,500
- \$2,000

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**\$27,400**

Additional Undercover Car for Drug Activity Complaints  
 Traffic Bus Air Conditioning System  
 F150 Truck Bed Cover  
 Large Screen Monitor Replacements  
 Confidential Informant Fund Increase



# Overtime Expenditures



- All overtime is tracked and categorized and requires supervisory approval.
- Non-reimbursable department overtime is driven by a variety of factors and situations:
  - Minimum shift staffing levels
  - Guarding prisoners at the hospital pending their presentment in court
  - Court appearances under subpoena – Risk Protection Orders cases
  - Mandatory training that cannot be scheduled during regular hours
  - CREST and Metro Traffic Unit activations
  - Powder Hollow State Park traffic and parking control
  - Thompsonville Walking Patrols
  - Search Warrant executions
  - Prisoner extraditions
  - Major Crime/Fatal and Serious Injury Accident investigations
  - Field Training Officer DOR completion
  - Supervisory Staff Meetings (cut down to three per year)
  - Townwide Celebrations
  - Town Council Meetings / Board of Education Meetings
  - Etc., etc., etc.

## We Track It All: This Year to Date

| RCode    | Reason                      | Hours           | Cost               |
|----------|-----------------------------|-----------------|--------------------|
| 10200250 | PUBLIC SAFETY COMMUNICATION |                 |                    |
| 1012     | NO REASON CCDE              | 162.50          | \$5,292.35         |
| 1016     | MEETINGS                    | 7.00            | \$359.94           |
| 1030     | DISPATCH COMM PERSONNEL     | 129.25          | \$6,423.72         |
| 1040     | PATROL SHIFT                | 0.25            | \$12.00            |
| 1044     | SHIFT SHORTAGE              | 879.75          | \$42,822.76        |
| 1078     | SPECIAL EVENTS              | 8.00            | \$383.88           |
| 178      | DAYLIGHT SAVINGS TIME       | 3.00            | \$142.61           |
| 198      | TRAVEL TIME                 | 46.75           | \$2,222.32         |
| TRAI     | TRAINING                    | 59.75           | \$4,975.86         |
|          |                             | <b>1,335.25</b> | <b>\$62,635.42</b> |
| 10200150 | POLICE SERVICES             |                 |                    |
| 1002     | NO REASON CCDE              | 1,746.25        | \$74,107.84        |
| 1003     | ACCREDITATION               | 16.00           | \$974.98           |
| 1007     | ANIMAL CONTROL SERVICES     | 126.25          | \$6,873.45         |
| 1010     | METRO                       | 76.00           | \$4,784.74         |
| 1011     | COMMUNITY POLICE SERVICES   | 5.50            | \$305.73           |
| 1012     | COUNCIL MEETINGS            | 14.00           | \$952.37           |
| 1017     | MEETINGS                    | 118.00          | \$7,891.79         |
| 1017     | COURT                       | 89.50           | \$5,090.93         |
| 1023     | DUI ROVING                  | 76.25           | \$4,864.46         |
| 1029     | FIELD TRAINING OFFICER      | 523.50          | \$32,174.10        |
| 1030     | ORAL BOARD                  | 2.25            | \$161.93           |
| 1034     | PATROL SHIFT                | 1,322.90        | \$79,877.64        |
| 1040     | REPAIRS                     | 8.00            | \$512.64           |
| 1044     | SHIFT SHORTAGE              | 5,676.50        | \$337,613.72       |
| 1045     | STAFF MEETINGS              | 54.50           | \$4,066.80         |
| 1048     | WEATHER RELATED             | 14.25           | \$857.73           |
| 1050     | SUPERVISOR SHORTAGE         | 785.00          | \$55,681.88        |
| 146      | CREST CALL OUT              | 113.25          | \$7,511.60         |
| 148      | K-9 CALL OUT                | 28.75           | \$1,836.67         |
| 150      | BACKGROUND INVESTIGATIONS   | 38.25           | \$2,505.62         |
| 151      | ACADEMY TEACHING            | 49.00           | \$3,370.85         |
| 152      | PD SYSTEM ISSUES            | 6.00            | \$379.00           |
| 153      | MAJOR CRIME                 | 190.50          | \$12,162.07        |
| 156      | TVILLE                      | 7.50            | \$457.45           |
| 157      | SEARCH WARRANT              | 120.00          | \$8,521.83         |
| 165      | BACK TO BACK                | 20.00           | \$739.36           |
| 168      | SRO                         | 3.25            | \$208.26           |
| 169      | NIC RUN                     | 4.00            | \$256.32           |
| 172      | HOSP. PRISONER              | 395.50          | \$25,182.97        |
| 173      | SUPERVISOR ALLOWANCE        | 212.00          | \$15,988.69        |
| 174      | PAYROLL                     | 29.50           | \$1,114.66         |
| 176      | DB INVESTIGATION            | 664.75          | \$45,391.15        |
| 178      | DAYLIGHT SAVINGS TIME       | 16.00           | \$548.47           |
| 183      | SURVEILLANCE                | 13.00           | \$865.45           |

| RCode    | Reason                       | Hours            | Cost                |
|----------|------------------------------|------------------|---------------------|
| 184      | K-9 DEMO                     | 2.00             | \$121.23            |
| 185      | OJI                          | 20.00            | \$821.83            |
| 187      | MVA                          | 57.75            | \$3,335.36          |
| 189      | DOR                          | 46.00            | \$2,807.09          |
| 190      | PARADE                       | 22.00            | \$1,473.59          |
| 192      | SCANTIC RIVER ENFORCEMENT    | 174.25           | \$10,783.70         |
| 198      | TRAVEL TIME                  | 37.75            | \$2,469.84          |
|          | CORE                         | 10.00            | \$663.71            |
|          | CREST TRAINING               | 95.00            | \$5,938.93          |
|          | CROSSING GUARD COVERAGE      | 25.25            | \$1,560.59          |
|          | CITIZENS ACADEMY             | 0.50             | \$34.59             |
|          | ADMINISTRATIVE WORK          | 16.00            | \$957.09            |
|          | DRONE CALL                   | 7.25             | \$220.49            |
|          | RPO                          | 43.75            | \$2,541.89          |
|          | SPECIAL EVENTS               | 4.25             | \$257.61            |
|          |                              | 899.75           | \$45,375.84         |
|          |                              | <b>13,338.40</b> | <b>\$823,466.51</b> |
| 10606155 | THOMPSONVILLE REVITALIZATION |                  |                     |
| 156      | TVILLE                       | 547.75           | \$24,526.10         |
|          |                              | <b>547.75</b>    | <b>\$24,526.10</b>  |
| 10700780 | CELEBRATIONS AND SPEC EVENT  |                  |                     |
| SP03     | SPEC EVENT-JACK O LANTERN    | 8.00             | \$513.18            |
|          |                              | <b>8.00</b>      | <b>\$513.18</b>     |
| 22046121 | CARA GRANT                   |                  |                     |
| YOUT     | YOUTH SERVICES               | 3.00             | \$162.72            |
|          |                              | <b>3.00</b>      | <b>\$162.72</b>     |
| 22046129 | DRUG FREE COMMUNITIES GRANT  |                  |                     |
| YOUT     | YOUTH SERVICES               | 41.00            | \$2,992.59          |
|          |                              | <b>41.00</b>     | <b>\$2,992.59</b>   |
| 22046145 | AMPLIFY GRANT                |                  |                     |
| YOUT     | YOUTH SERVICES               | 5.50             | \$444.71            |
|          |                              | <b>5.50</b>      | <b>\$444.71</b>     |
| 22046150 | DRUG FREE COMMUNITIES GRANT  |                  |                     |
| YOUT     | YOUTH SERVICES               | 2.00             | \$161.71            |
|          |                              | <b>2.00</b>      | <b>\$161.71</b>     |
| 25006049 | DUI ENFORCEMENT              |                  |                     |
| 1017     | DUI ROVING                   | 626.50           | \$40,601.92         |
| 1018     | DUI SPOT-CHECK               | 49.25            | \$3,282.73          |
|          |                              | <b>675.75</b>    | <b>\$43,884.65</b>  |
| 25120075 | ANIMAL CONTROL               |                  |                     |
|          | NO REASON CODE               | 18.62            | \$765.75            |
|          | ANIMAL CONTROL SERVICES      | 45.00            | \$2,144.44          |
|          | PATROL SHIFT                 | 0.50             | \$10.34             |



## Celebrations Expenditures

- Considerable on-duty patrol, traffic division, auxiliary, and out-of-town agency personnel are committed to these events.
- Department overtime hours expended for the Jack o' Lantern Festival and the Torchlight Parade have not notably increased over the last few years.
- Department expenditures for this past year's Fourth of July Celebration increased due to a consensus that the return of rooftop surveillance (as had occurred in previous years), along with drone and EIOC camera coverage, were warranted. Out-of-town CREST personnel were used for rooftop posts where possible.

## And This Was Why: July 4, 2022

CNN

Live TV • ☰

**Highland Park parade shooting suspect charged with 7 counts of murder, state's attorney says**

By Amir Vera, Jason Hanna, Adrienne Broadus and Helen Regan, CNN

Updated 3:31 AM EDT, Wed July 06, 2022



Remembering the lives of the victims of the Independence...

**Highland Park, Illinois(CNN)** — The suspect in Monday's mass shooting at a July 4th parade in Highland Park, Illinois, that left seven dead and injured more than two dozen has been charged with seven counts of first-degree murder, Lake County State's Attorney Eric Rinehart announced during a news conference Tuesday evening.



Robert "Bobby" Crimo III

Highland Park shooting suspect has been indicted on 117 counts by a grand jury



Norma Navarro  
ENFIELD SRO



## C.I.P. Submission

- \$778,151 for the Town Radio System: This is the final payment toward the townwide radio system.
- \$68,159 for “Red Dot” Pistol Optics: For department handguns and new holsters.
- \$750,000 for Ten Vehicles: A car is \$44,000, plus \$31,000 for all equipment (cages, cameras, lights, consoles, radios, organizers, related labor, etc.).
- \$185,000 for the Camera System: This system has been operational for five years and has enjoyed great success. (Item not funded last year)

## Further Detail on the Camera System

- The town camera system currently consists of 18 poles, 24 data facilities, and approximately 100 cameras.
- It has been invaluable, since inception four years ago, to effective policing efforts. We have identified the guilty, exonerated the innocent, solved otherwise (likely) unsolvable cases, and witnessed criminal activity and motor vehicle accidents in real time.
- We have tied certain Housing Authority cameras, BOE cameras, and cameras from other town departments into the system for expanded town coverage.
- The system was designed with a 7 year replacement cycle. The town did not fund “year 4” (last year) and non-funding “year 5” would set us two years behind.



## **Further Detail on Vehicle Request**

- Ten vehicles are scheduled for replacement this year under the town's (Fleet's) vehicle replacement plan.
- Under the town plan, vehicles should be removed from patrol when they reach 5 years or 100,000 miles.
- The ten vehicles identified include vehicles as old as 9 years old, with current average mileage of 98,555.7.
- Ford is expected to open up their "order window" in October. If we were to order all cars then they would be placed into service in July/August 2024, with projected average mileage then of 129,805.7.
- We have brought along three such vehicles that are due for replacement. We are pleased to make them available for your inspection or operation.

