



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING
Monday, June 5, 2023
7:00 PM – Council Chambers**

<https://youtube.com/live/wmniA0ETWAs>

6:55 PM – Public Hearing – Amend Enfield Town Code Section 82-41 Parking Violation Fines

- 1. PRAYER – Doug Finger**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. FIRE EVACUATION ANNOUNCEMENT**
- 5. MINUTES OF PRECEDING MEETINGS**
 - Special Meeting – May 4, 2023
 - Regular Meeting – May 15, 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 - None**
- 12. NEW BUSINESS**

A. Consent Agenda

- 1. Discussion/Resolution:** Request from Department of Social Services to transfer funds within Amplify Grant - \$1,684
- 2. Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign the Assistance Agreement with the State of Connecticut acting by the Department of Economic & Community Development (DECD) for Receipt of a \$12,000 Historic Preservation Enhancement State Grant
- 3. Discussion/Resolution:** Resolution Authorizing the Town to Submit a Community Investment Fund (CIF) 2030 Application to the CT Department of Economic & Community Development (CT DECD) for the *Making Connections: Hazardville Institute and Beyond* Project
- 4. Discussion/Resolution:** Resolution Setting a Public Hearing for the 2023 Neighborhood Assistance Act
- 5. Discussion/Resolution:** Resolution Authorizing the Application to the State of Connecticut for a Roof Project at Alcorn School

6. **Discussion/Resolution:** Resolution Authorizing Charge of the Roof Project at Alcorn School to the Joint Facilities Committee
7. **Discussion/Resolution:** Resolution Authorizing the Development of Plans and Specifications for a Roof Project at Alcorn School

B. Appointment(s)–Town Council Appointed

1. *****Enfield Culture & Arts Commission** – The Term of Office of Donna Hamre (D) Expires 6/1/23. Reappointment Will be Until 6/1/2025
2. *****North Central Health Department Board of Directors Enfield Representatives** – The Term of Office of James Hoyne (D) Expires 6/30/23. Reappointment Will be Until 6/30/2026.

C. Discussion/Resolution: Resolution Referring the Proposed Conveyance of Town-Owned Parcels Known as the Strand and Lamagna Parcels, to the Planning and Zoning Commission per Conn. Gen. Stat. §8-24 and Setting a Public Hearing

D. Discussion/Resolution: Request for Transfer of Funds for the Emergency Repairs of the Grape Brook Force Main & Rising Utility Costs - \$303,000

E. Discussion/Resolution: Resolution Referring the Proposed Improvements to the Department of Public Works at 40 Moody Road to the Planning and Zoning Commission per Conn. Gen. Stat. §8-24

F. Discussion/Resolution: Resolution Setting a Public Hearing to Revise the Fair Rent Commission to Ordinance to Conform with State Law

G. Discussion/Resolution: Resolution to Approve a Two-Year Collective Bargaining Agreement with AFSCME Council #4, Local # 1029 (Clerical Division)

H. Discussion/Resolution: Resolution for Technical Revisions to Enfield Town Code Section 82-41 Parking Violation Fines

I. Discussion/Resolution: Resolution Concerning the Adoption of an Open Space Ordinance Under P.A. 490

J. Discussion/Resolution: Resolution Waiving the Bid Requirements for Fiscal Year 2022/2023 Audit

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: June 5, 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 Tuesday, May 23, 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, June 5, 2023, at 6:55 P.M. to allow interested residents an opportunity to express their opinions regarding the amendment to Enfield Town Code section 82-41 **PARKING VIOLATION FINES**.

Dated this 18th day of May, 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
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

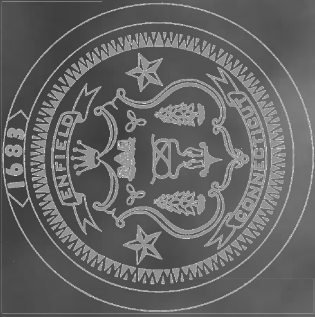
Restructure and Reorganize IT Support
Services

Design, Plan, and Implement Network
Infrastructure Replacement

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

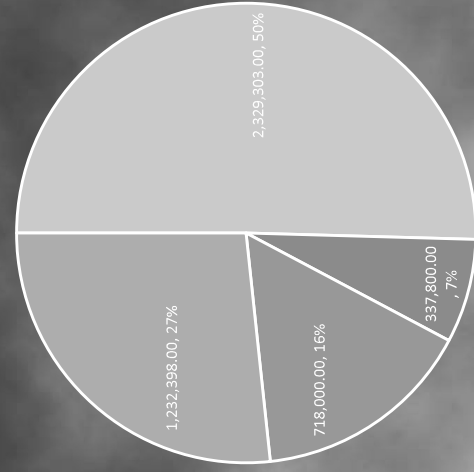
Refresh Technologies for Teachers and
Educational Services

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)

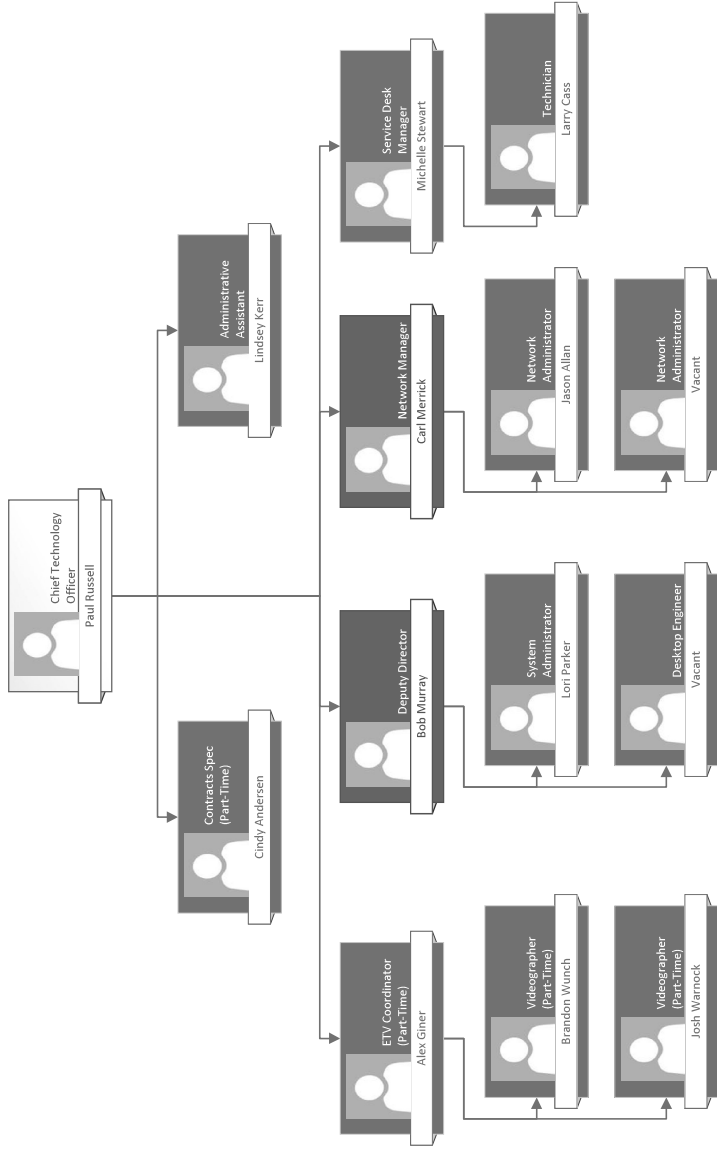
- Devices Supported on Network – 12,500+
- IT Service Requests Completed – 4,176
- Guest Wi-Fi access – 29,707
- Website hits – 1,071,135
- ETV Filming and Support - 1000+ hours

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
	Salaries and Benefits Total	1,261,319.00	1,236,513.00	-4,115.00
	IT Reorg savings	-48,521.00		
	IT Total	4,753,560.00	4,164,471.00	589,089.00
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
	ETV Total	58,311.00	45,608.00	12,703.00
	IT Grand Total	4,811,871.00	4,210,079.00	601,792.00



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

\$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

\$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
		1,335.25	\$62,635.42
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
		13,338.40	\$823,466.51
10606155	THOMPSONVILLE REVITALIZATION		
156	TVILLE	547.75	\$24,526.10
		547.75	\$24,526.10
10700780	CELEBRATIONS AND SPEC EVENT		
SP03	SPEC EVENT-JACK O LANTERN	8.00	\$513.18
		8.00	\$513.18
22046121	CARA GRANT		
YOUT	YOUTH SERVICES	3.00	\$162.72
		3.00	\$162.72
22046129	DRUG FREE COMMUNITIES GRANT		
YOUT	YOUTH SERVICES	41.00	\$2,992.59
		41.00	\$2,992.59
22046145	AMPLIFY GRANT		
YOUT	YOUTH SERVICES	5.50	\$444.71
		5.50	\$444.71
22046150	DRUG FREE COMMUNITIES GRANT		
YOUT	YOUTH SERVICES	2.00	\$161.71
		2.00	\$161.71
25006049	DUI ENFORCEMENT		
1017	DUI ROVING	626.50	\$40,601.92
1018	DUI SPOT-CHECK	49.25	\$3,282.73
		675.75	\$43,884.65
25120075	ANIMAL CONTROL		
	NO REASON CODE	18.62	\$765.75
1003	ANIMAL CONTROL SERVICES	45.00	\$2,144.44
1030	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



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

0713

3



C.I.P. Submission

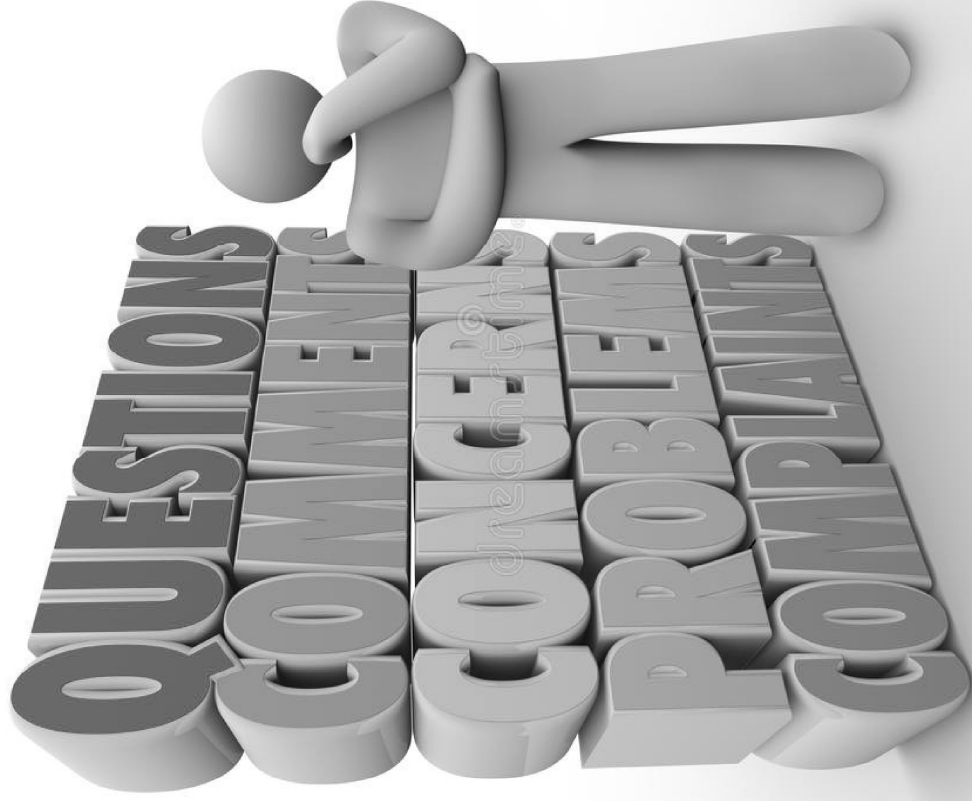
- \$778,151 for the Town Radio System: This is the final payment toward the townwide radio system.
- \$68,159 for “Red Dot” Pistol Optics: For department handguns and new holsters.
- \$750,000 for Ten Vehicles: A car is \$44,000, plus \$31,000 for all equipment (cages, cameras, lights, consoles, radios, 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.



**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, MAY 15, 2023**

RECEIVED
ENFIELD TOWN CLERK

2023 MAY 22 PM 3:20

Sheila M. Bailey

A Regular Meeting of the Enfield Town Council was called to order by Mayor Cressotti on Monday, May 15, 2023. The meeting was called to order at 7:01 pm.

PRAYER – The Prayer was given by Councilor Despard.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Despard, 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.

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

MINUTES OF PRECEDING MEETINGS

MOTION #6595 by Councilor Nelson, seconded by Councilor Mangini to accept the minutes of the Special Meeting on May 1, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6595** adopted 10-0-1. Councilor Santanella abstained.

MOTION #6596 by Councilor Mangini, seconded by Councilor Nelson to accept the minutes of the Regular Meeting on May 1, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6596** adopted 10-0-1. Councilor Santanella abstained.

MOTION #6597 by Councilor Nelson, seconded by Councilor Mangini to accept the minutes of the Special Meeting on May 3, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6597** adopted 10-0-1. Councilor Santanella abstained.

MOTION #6599 by Councilor Nelson, seconded by Councilor Cekala to accept the minutes of the Special Meeting on May 8, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6599** adopted 10-0-1. Councilor Santanella abstained.

MOTION #6600 by Councilor Mangini, seconded by Councilor Nelson to accept the minutes of the Special Meeting on May 10, 2023.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6600** adopted 10-0-1. Councilor Hopkins abstained.

SPECIAL GUESTS- None.

PUBLIC COMMUNICATIONS

Angela Foss, 16 Crescent Beach Drive

Ms. Foss is a teacher at Parkman Elementary School and the quality of the teachers must be a priority. We cannot expect new teachers to live in Enfield if their wages are less than in surrounding towns. We want an excellent school system. The educators at the top step have received a 0% or 1% wage increase since 2014, except for 2016 and 2017 where they received a 1.5% increase. Surrounding towns have received double this keeping them in the inflation rate. The town budget used to be 70% for education and 30% for the town. The town has increased 40.35% in 10 years while the school has increased 16.85%. She would like the numbers changed so that the education budget is greater than that of the town. She asked that a grant writer position be added because ARPA funds will be ending. She is interested in seeing the new proposal from the republicans, the first draft was \$8 million short of a 0% tax increase.

Zach Zannoni, 6 Howard Street

Mr. Zannoni stated that the community has funded education in this town. He came to speak about the \$1.4 million cut the republican caucus is proposing. The original proposed budget does not include one new teacher or one new program. The original number is everything we have in Enfield now and nothing more, so touching that number is a cut to education in Enfield. No other department has any significant reductions in program or staff, why should the schools be any different. It sends the wrong message to educators looking to come to town. People who make six figures are not looking at property taxes but are looking at what our schools look like. Our schools need investment. This budget does not invest, it maintains. He fully supports the superintendent's budget as proposed.

Amanda Pickett, Guild Street

Ms. Pickett spoke as a mom, resident, and BOE member. She is appalled at the lack of support for education by the republican caucus. She stated that for years the republican party has held the majority and has underfunded our schools. Without adequate resources, our schools cannot adequately educate our kids. The issues and needs that some families face are far greater than the *blaming the parent* tactic. As a District 1 resident, her priority is education not a \$200,000 basketball court at Wallop School. If there is money to repair leisure courts, Parkman Elementary could use a ton of investment. Supporting education does not mean new schools, it means supporting the families, students, and staff. The state-of-the-art middle and high school

will become useless when you cut the staff and programs there. Real investment in education is sustained funding.

Kelsey McGuire Bruce, 63 Neelans Road

Ms. McGuire Bruce is a member of the School Modernization Committee that met on April 5th. She said the energy in the room was so different that night. It was different because Councilor Unghire said that Enfield has amazing teachers, and no one works harder than Enfield teachers and they bring in their own supplies sometimes. Ms. McGuire Bruce said that she does bring in her own supplies. She said that a \$1.4 million dollar cut to the budget is much more than bringing in their own supplies. She believes the teachers won't be here if there is a \$1.4 million cut to the budget. Councilor Despard said that modernizing our schools will attract more young families here and agreed. Councilor Pyznar said that education is the greatest gift we can give our kids. They won't get that gift if we continue to underfund our schools. The cut will result in a loss of teachers which will mean larger class sizes and a loss of programs and course choices for students trying to prepare for college. Councilor Santanella said that we have one of the poorest funded districts in the state on a per student basis. The average per student spent in the state is \$19,031 and Enfield is at \$15,942 per student. She said some of the Council are letting their actions speak much louder than their words. The request of the superintendent is a budget that maintains and is not a budget that supports anything new.

Kelly Hemmeler, 10 Hartford Avenue

Ms. Hemmeler stated that households need to live within their means and the town needs to do the same. Inflation is terrible and it is affecting all of us. She thinks it will be a disaster if the Council raises taxes. She appreciates the hard work in trying to lower the numbers.

Joshua Hamre, 52 New King Street

Mr. Hamre stated that Superintendent Drezek has been outlining the needs of the students and the position the district is in due to mental behavioral health issues largely based on distance learning during COVID. He thanked the teachers that made distance learning possible. It was an insurmountable task. Our district has been suffering for some time. COVID has produced stressors that are not going to go away for a very long time. We need to support the students and staff with additional resources. Inflation surpasses the proposed budget. He gave credit to Mr. Drezek for spreading the ARPA funds across five or six years to maximize the funding versus other districts spending down the funds in one or two years.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel stated that he shared a graph with the Council that shows where the school budget was from 1997 up to 2008 when the town took over the buildings. The blue line is a continuation of where we are today. He said the presentation given to the modernization committee had the wrong data. He said inflation has only been the last couple of years.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis stated that one of the previous speakers mentioned the starting pay for teachers, she didn't mention the top salaries. He did say that the speaker was wrong, he checked and the

starting pay for teachers is \$53,000 or \$54,000. After 12 years, which is the top, they will be making \$103,000. This does not include medical benefits. He said the median salary for wages in Enfield is far below the state average. We don't have the money to spend. He taught for 38 years, and he admires the teachers.

Mr. Jonaitis stated that the reason he came to speak was about the \$700,000 for pickle ball courts. We have Fermi, that has a big gym. We have tennis courts all around town that could easily be fitted for pickle ball. This will save \$700,000. Tennis was a fad, it came, it went. He said there are also a lot of basketball courts in town. He said pickle ball will come and go too. With the price of food, gas, rent, inflation, and taxes, it is expensive for the average person to get by. He asked the Council to try their best to get the budget to a reasonable level.

Lucien Lefevre, 54 Kimberly Drive

Mr. Lefevre reminded folks that the Memorial Day Parade is Sunday, May 28, 2023 at 1:00pm. It starts at Enfield Street School. If any group or organization wishes to be in the parade, it's not too late. You can call Mr. Lefevre at (860)463-7168. The guest speaker this year will be Colonel Billy Adams, a long-time member of the Army National Guard. The person who will lay the wreath will be last year's winner of the Enfield Patriot Award, Jerry Thibodeau. The Enfield High School Band will be playing.

Donna Dubanoski, 23 Betty Road

Ms. Dubanoski stated that 810 Enfield Street will come off the tax rolls and we will pay double what the building is worth. Then we will pay to have an addition put on it for the bathrooms.

She then stated there is money for the spillway on a private lake that she is not allowed to go on. All the roads they claim are in the flood area received letters from FEMA stating they are not in a flood area. How many homes directly on the lake require flood insurance. ARPA funds should not be used for a private lake spillway.

She asked what the right number is per student regarding the BOE. Our mill rate will go up if this budget passes. It will go up between \$500 and \$1000 per household just in real estate. She asked the Council to do what they can because we cannot afford this.

Sherry Winans, 1227 Enfield Street

Ms. Winans is an Enfield Public Schools teacher in her 31st year. She would like the Council to support the budget as is because cutting back is not going to help anyone. She also clarified the levels of the salaries for teachers depending on what kind of degrees you hold.

Phil Dumond, 13 Celtic Court

Mr. Dumond stated that he is an accountant who has lived in Enfield for 66 years. He said that he wrote to the Council on April 29, 2023. He as a budget manager looks at the budget for this town and thinks the Council does not have an easy job. The only thing that matters is actuals and then inflation. He said our grand list only went up 0.89% so the Council needs to set a target according to what we can afford. He said his mother-in-law is 94 and gets a \$285 pension which

is what she got in 1985 when she retired. It remains the same exact amount today plus Social Security, she can't afford an increase. He believes we need to build our economic base back up because we are losing companies.

Joseph Golis Jr., 31 Stardust Drive

Mr. Golis stated that his career was in engineering, electronics, and electrical. At the end of his career he taught for 16 years full-time and 3 years part-time. He said that we have all the building space we need to take cuts because we have room at the Annex. He thinks Adult Ed and Family ELL should be at the Annex. He does not understand why we are buying licenses for an electronic curriculum. He said the teachers all have electronic smartboards. He talked about new Senate and House bills, mandatory training, and legislature and where we will get the money for all of these. They want to bring back cursive writing and have world languages starting in kindergarten. More money will be demanded of Enfield. We are putting buildings on our farmland in Enfield. He said we should instead put up a building called agricultural education.

Chairman Cressotti declared Public Communications closed.

COUNCILOR COMMUNICATIONS

Councilor Nelson read emails into the record from residents who could not be present. One was from David and Susan Demers, 44 Dale Road (appended) and the other was from a couple who wanted to remain anonymous but stated that they have cut everything they can out of their budget and that their kids are paying for their internet service. They don't know how they will come up with more money every month.

Councilor Mangini thanked the Town Manager for addressing the branch that was stuck in the wires on Middle Road. She also thanked the town staff for addressing the patch of road that was chopped up, also on Middle Road.

She also congratulated Dr. Calnen. KITE presented him a buddy bench in his honor at the Pearl Street Library.

Councilor Nelson stated that the chart that was given might not have accurate numbers, but he understands that point they are trying to make. The \$15,000 per student does not reflect the funding of the new schools and the maintenance of school buildings. The State of Connecticut paid for 70% of the new schools and the Town of Enfield paid the other 30%, which is \$50 million. If using the cost per student is the way to base a great education, why is it that the highest cost per student in the state the worst school system, Hartford. The schools need to be supported as they have been neglected.

He stated that they are waiting for a possible \$1 million from the cafeteria fund. He also mentioned that we are spending \$600,000 on security guards that have no authority. He said that

a teacher with a walkie-talkie is just as effective. He would rather spend \$200,000 and fund more SRO's who are actual police officers.

He said we can't bulldoze a park every time there is an issue. He said this about the basketball court at Wallop School. We have to fund parks and schools. There is only so much money to go around and that if the referendum does not pass, this budget is a serious issue.

Councilor Santanella stated that the numbers that he has presented are uniform throughout the school districts in terms of dollars spent per student.

He was very proud to be at the Eppendorf grand-opening. The CEO from Germany was there, and he talked about how he loved Enfield bringing new jobs here. He said that the company CEO lives in Somers and when asked why, he recited "schools." He stated that we cannot continue to balance our budget on our homeowner's. Our economic machine needs to be turned into high gear and we need to grow our grand list. The mall is 20 years in the making to be rejuvenated. It now stands as a "Taj Mahal to mediocrity." He likes the budget, but he said we still have big problems to solve.

Councilor Hopkins wanted to point out that there has been a lot of compromise with the budget.

Councilor Pynzar responded to Ms. McGuire Bruce. She said that she stands by what she said and for her education is the best gift we can give our children. She said the Council represents the whole town including the elderly and disabled. She said this budget is going to hurt some people. As much as she would like to say give the kids everything, the town is made up of different people. She too wants to see the modernization pass, she doesn't know if it will because of this budget. They tried to make this fair for everyone. She said she will always stand by education.

Councilor Nelson asked that DPW look at the courts at Parkman School and that nothing should be taken down or removed without the Council being aware.

Councilor Despard stated that one of his constituents asked for an update on Wilstar Circle and when it will be repaired.

Chairman Cressotti mentioned that Asnuntuck held their first ever Manufacturing Fair and Competition. It was community colleges throughout the state and Central CT. Next year we will be enrolling 36 students from Enfield High School in this program. This past year there were 200 students throughout the State of Connecticut that were placed in employment in manufacturing. He also clarified for Mr. Golis that the Adult Ed and ELL programs are already being housed at the Annex. He mentioned that there are currently 70 different languages that are being spoken in town. Adult Ed has their graduation on June 8, 2023.

On June 1, 2023 the Special Olympics Torchlight is coming through Enfield and the games will be played at Fairfield University. On June 10, 2023 Loaves and Fishes will be holding their 40th

Anniversary Gala. Additionally, June 7, 2023 will be the 20th Anniversary of our Senior Center. There will be a dinner at 5:00pm.

TOWN MANAGER REPORT AND COMUNICATIONS

Ms. Zoppo-Sassu mentioned that we do have two grant writers on contract through using ARPA funds. They are currently working on the Hazardville Institute and the parking lot. They are also working on additional projects to secure additional funds through Public Works and several more in the pipeline. Having a grant writer on staff would be a great addition.

Lego will continue to fund the Family Resource Centers and its grant through FY 2025. We have already begun the transitioning process of trying to find other business support for those dollars.

The Parkman recreational area is going to be on a future agenda for Leisure Services. The Annex is deteriorating as well.

Wilstar has had quite a bit of Connecticut Water work done there which has disrupted the roadway. She will check the Public Works report to see if something has been scheduled.

The staffing levels will resume their regular hours starting next Monday at ECDC.

There has been a new officer assigned to the Scantic River sector. The bad news is that their seasonal hiring has failed.

She will have a complete list of vacancies for boards and commissions for the first meeting in June.

Ms. Zoppo-Sassu shared pictures of the sinkhole, the pump trucks and the equipment used to fix the problem. The problem was caused by pipes that are 70 to 80 years old and filled with asbestos. She thanked the Finance Department for putting together an emergency resolution.

Mr. Bielenda thanked Donald Nunes, Ken Boulette, Todd Mathewson, Mike Dudek, John Paul, JP and all the other employees who rushed there and are dedicated employees who are staying there until they get the problem fixed.

Town Attorney Tallberg mentioned that we have land use training coming up on Thursday, June 1, 2023 at 7:00pm in Council Chambers. It is required by the legislature that all Land Use commissioners need to have four hours of training by the end of the calendar year. By March 1 of next year the boards and commissions have to report to the Council affirming that they have had the training.

MOTION #6601 by Councilor Cekala, seconded by Councilor Mangini to suspend the rules and bring the resolution to the floor for a bid waiver for the trucking services for the emergency sewage line repairs.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6601** adopted 11-0-0.

RESOLUTION #6602 by Councilor Mangini, seconded by Councilor Nelson.

BE IT RESOLVED, that the Town Council does hereby find, based on the foregoing compelling public interest, and in accordance with Town Charter Chapter V, Section 8(d), that it is therefore against the best interest of the Town to solicit bids for the purchase of trucking services.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6602** adopted 11-0-0.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL- None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

CONSENT AGENDA

Councilor Hopkins asked for Item 1 to be removed from the Consent Agenda.

MOTION #6603 by Councilor Nelson, seconded by Councilor Hopkins to approve the Consent Agenda as amended.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6603** adopted 11-0-0.

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

RESOLUTION #6604 by Councilor Cekala, seconded by Councilor Mangini.

BE IT RESOLVED, that the Town Council authorizes the Town Manager or her designee to execute and sign all documents necessary for the acquisition of property located at 810 Enfield Street.

Councilor Hopkins does not think that the town needs a nicer probate court right now even though it would be more accessible for people. The town is dealing with a \$1.4 million budget cut right now and he thinks the \$400,000 would be wiser spent there.

Councilor Mangini thinks that the purchase of a building has nothing to do with the school budget. As a realtor she thinks that this is a good price for the building and is in support of it.

Councilor Nelson thinks that the project will benefit the entire town. This will be for the whole town unlike a spillway that the rest of the town can't use. He will support this project.

Chairman Cressotti will also be supporting this.

Councilor Despard will be supporting this also. He thinks it is a good investment for the town and it is not an opportunity that will come around again. He mentioned that repairing the spillway has greater implications than just the residents of Shaker Pines. It is known that it will affect other residents of the town if the spillway were to falter.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6604** adopted 10-1-0. Councilor Hopkins voted against.

APPOINTMENTS/TOWN COUNCIL APPOINTED

MOTION #6605 by Councilor Nelson, seconded by Councilor Unghire for all appointments.

Appointment of Angelica Jechanowski (R) to the Enfield Beautification Committee for a term that expires 12/1/25.

Reappointment of Stephanie MacGillivray (D) to the Enfield Culture and Arts Commission for a term that expires on 6/1/25.

Reappointment of Emily Clifford (L) to the Enfield Culture and Arts Commission for a term that expires on 6/1/25.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6605** adopted 11-0-0.

BUDGET ADOPTION

Chairman Cressotti stated that the town has been faced with two difficult budget years. Last year we were coming out of the state mandated revaluation, which led to an increase in residential values. Last year there were a variety of CIP projects that were cut, and they borrowed almost \$7 million from the reserve fund. The goal is to ease the pain for taxpayers and try and continue to supply the services they rely upon. The town has come on various occasions for us to adjust market rates. Surrounding towns are in the same position. The staff has also recommended reallocation of duties, eliminating vacant positions, shifting of positions among unions, and cross-training. We have to fund our workers. This budget eliminates a proposed new position in recreation, a vacant position in planning, two part-time receptionists in the Town Hall lobby, and an upper management position in Public Works. He stated that they have come to a lot of

bipartisan agreements. He hopes that economic development projects are in the works including Mass Mutual. These projects will help grow the grand list, which is beneficial to the taxpayers. The consolidation of elementary schools will reduce operating expenses if the modernization initiative moves forward. The Council has taken steps to help seniors stay in their homes by expanding the eligibility state elderly and disabled tax credit. They have also added a senior volunteer tax credit program. He said that the 3.96% increase to the school budget is all fixed cost inflation and no new programs. We need to attract young families into this town and education is where it starts. Taxes and inflation are increasing everywhere, not just Enfield. As of July 1, 2023 Mayor Cressotti stated that he is going to ask for quarterly spending reports so that way the budget conversation will not be limited to the spring.

Ms. Zoppo-Sassu stated that the budget is a tough job that has not been made any easier by inflation and mandates from Hartford. Education is critical and she said she would never present a budget that undercuts that. The Council trimmed the budget over the course of five weeks by almost \$3.5 million which is the equivalent of 1 mill rate. She did agree with Mayor Cressotti in saying that budgeting is a year-round activity and not just a spring activity. There have been conversations about how to better deliver information to the public. They are going to be having ClearGov come online which is an online budgeting process.

The senior tax relief has expanded the eligibility.

Residents send in requests daily. They are then pivoted out to the departments. She mentioned that there are currently 68 requests for traffic control.

Economic Development focus for the town is real and we need to grow our grand list. She said that we are planning for the next generation of Enfield residents with the decisions that we are making now. Some of it is fixing decisions of the past and some focusing on the future.

RESOLUTION #6606 by Councilor Mangini, seconded by Councilor Nelson.

BE IT RESOLVED, that page 4, General Fund Revenue Summary and page 8, Summary of Expenditure by Function of the Town Budget, as submitted by the Town Manager and the estimates for the fiscal year commencing July 1, 2023 and ending June 30, 2024 including estimates of receipts and expenditures and recommendations of said Town of Enfield for:

Water Pollution Control (pgs. 72, 74-79);
Social Services Fund (pgs. 82-86, 88-107);
Department of Library Fund (pgs. 110, 112-121);
Insurance Fund (pgs. 124, 125-129);
Information Technology Fund (pgs. 132, 134-138);
Animal Control Fund (pgs. 140, 141);
Emergency Medical Services (pgs. 146, 148-151); and
Capital Improvement Funds (pgs. 154-161)

Be accepted and approved along with the amendments specified on the attached schedule by the Town Council of the Town of Enfield.

AMENDMENT #1 by Councilor Cekala, seconded by Councilor Santanella and Nelson to take the main motion and all 33 amendments and cast one vote.

Councilor Hopkins reiterated that there were a lot of bipartisan compromises for the cuts that were made to get an almost \$3.5 million cut in the budget. The goal is to do the best for the most people.

Councilor Nelson added that the Board of Education was not cut, it was the proposals that were cut. He said people come to the Council upset when trying to find solutions on how to fund the BOE, but what they don't do is go to the state. The state cut the BOE \$8 million a couple years ago and the Council funded it. Almost every year the state forces mandates on the BOE, which is unacceptable. Then five years down the road, the state stops paying but we have to keep the programs.

He thinks that forcing residents to pay for a project in a private community that they can't use is wrong. Paying for that project is the equivalent to four to six police cruisers that we cut. Residents can't fish, swim, or kayak there. That for him would be like forcing him to buy chemicals for his neighbor's pool that he can't use.

He said that the charter states that the BOE is supposed to submit a detailed budget, five pages is not detailed. He said that the BOE Budget used to be as big as the Town Budget. Saying that the Republicans wanted to cut the BOE is wrong and misleading. They wanted to negotiate how we could fund the \$1.4 million in a different way. He thinks that they had great discussions and he felt involved in the decisions. He said where they fell apart was the BOE. He said at this point he will vote against the budget because too many people are having a hard time funding their households.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **AMENDMENT #1** adopted 11-0-0.

Councilor Pyznar stated that she felt that this budget was rushed. They started talking about the budget April 17. She feels like it was almost like the budget was pre-determined. She agrees that there were great bipartisan agreements, however she said that her caucus offered some really great ideas that good have reduced the increase we will see. She can't stand by this much of increase when we had a \$13 million revenue increase, \$12 million in ARPA funds, and taking \$5 million from the fund balance. She has been contacted by many people in the community, especially the elderly, and she will support this budget.

She asked the mayor to the town manager how the BOE portion is supposed to be \$29 million and the resolution says \$28 million. Ms. Zoppo-Sassu replied that was because of the \$1.4 million in Alliance funds that have been designated for the community that have not been

allocated. Our legislative delegation is supposedly working on it, but we have not yet received any positive news. The finance director is not budgeting for that. If the money comes, it is great, but if we budgeted for it and it didn't come, we would be in deficit July 1.

Councilor Pyznar asked if the money comes, will any portion of the \$1.4 million come back to the taxpayer. Ms. Zoppo-Sassu responded not necessarily, the way the Alliance grant is structured. She can't speak to it though until we see what the legislature does.

Councilor Ludwick stated that budgeting in the private sector is different versus the public. He stated that right now the federal, state, and local collects more in tax now than ever in history, and we are still underwater. Money can't be the answer every single time. He will be voting no tonight.

He said with the \$1.4 million, it was the presentation that they got from the superintendent. It said a 2% carryover was not included in his budget. That is where they got the \$1.4 million from. Maybe there was an updated document, but it was not in the presentation. The purpose for the contingency for the BOE is so they can manage their budget 2%. We all have our version of affordability and businesses come here when they can make money. Schools are important, but they are not going to come here if they can't make money. The state and federal budgets are insulated and local is not. He is not afraid to spend money, but he wants to make sure money is being spent wisely and defend why it is being spent.

Councilor Santanella stated that he does not like paying taxes and the state is asking for too much and the government is asking for too much. The difference with this budget is that every penny stays right here. He finds it very poetic that on the day they are looking to cut \$2 million from Capital Improvement projects, there is a sinkhole right outside our door. He referred to page 69 where we enjoyed capital improvement, not raising taxes but the credit card is due. He asked people to look at that page. \$12 million is going to pay for that credit card, that equals 4 mills. At the same time we are not investing in the things we need to invest in. We need to turn on the economic engine. People are pushing developers out of town and that needs to change. He will be supporting the budget, but he wants people to understand that we have so much work to do. Not only are we in debt, we have a school that is an Alliance District. He said there should be no one kicking the can down the road.

Councilor Finger stated that he does not like BOE money being taken and put in other areas. The money to fix the spillway does not allow all residents to use it. The \$500,000 that was taken from roofs and parking lots and put into Powder Hollow Park. He said he wanted that money put back into the school system and it was turned down. That gave him a sour taste about the way money is being spent. He has always honored the school system, seniors, and veterans. He will be voting no because the money is being spent wrongly and it is time for us to get things right in this town. Spending school money on private property and giving multi-millionaires tax breaks is wrong for this town. He agrees with Councilor Nelson, they were not cutting anything. They were asking to be heard and they were refused, and it felt like they were being put in the corner to be quiet during the budget. He said a lot of money was cut from his side in Public Works. A

lot of equipment and five positions that he did not know about until early today. That equipment is part of our infrastructure. He does not blame anyone on the Council.

Councilor Unghire stated that Councilor Nelson already explained their opinion and approach on the BOE. She said when she was on the BOE they used to get a very thick handout of all the expenses. They wished they had more information. She said normally we receive our budget books four to six weeks earlier, so we have time to really digest everything and go over it. They were elected to make the right decisions. She also does not agree with funding a private entity that not all taxpayers can use. Many people contacted her about this budget and many of them were seniors and young married couples who can't afford this tax increase. When it comes to economic development, we need to have businesses come here and stay here. We lost Hallmark, Lego, and Mass Mutual. She will not support the budget. She wishes there was more time to be more creative with our numbers. This burden is going to fall on all the taxpayers.

Councilor Despard stated that it is important that the public not be misled or confused by this. He said if you are choosing to cut the \$1.4 million from the schools, you are cutting the schools. He said if you do not support the budget, you are not supporting our schools. He understands that no one wants a tax increase, but he supports this budget. He agreed with Councilor Santanella in saying that if you kick the can too far the interest and debt builds. Going forward he thinks we need to spend more on our education. The lake issue is a piece of infrastructure and if it were to go, it would affect 30% of the town.

Councilor Mangini said that everyone has worked hard whether they agree on cuts or not. She believes that the BOE budget is underfunded. She knows for a fact that educators reach into their own pockets regularly to provide for the children in the school. We do have contractual obligations that must be met. Supporting the budget as it stands is just meeting the basic needs. As a realtor she said people do look at schools. The teachers and staff give it 100% daily and she thanks them.

Councilor Cekala stated that local budgeting is hard. The Council members are residents' neighbors, friends, co-workers, and family. This budget was not easy because we are coming off a year where housing rates soared and we had a re-evaluation. We started the budget with \$3 million in wage increases that we are contractually obligated to fill. She is not willing to vote for a budget that cuts the BOE. We have cut where asked and flat funded them in the past but we have never line item cut them. The budget that they support, and the budget the republican caucus supports is \$1.4 million. She will be supporting the budget.

Chairman Cressotti asked each department head to eliminate 5% to 8% off their budget and they did. The only difference that they have on the Council is the \$1.4 million in education. We are losing too many people in this profession. We looked at public safety, education, social services, and recreation and this is a good budget. We need to invest in this town.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6606** adopted 6-5-0. Councilors Finger, Ludwick, Pyznar, Nelson, and Unghire voted against.

Amendments to this resolution have been appended to the minutes.

RESOLUTION #6607 by Councilor Mangini, seconded by Councilor Cekala.

BE IT RESOLVED, that the Town Council of the Town of Enfield hereby finds and determines that each capital project for the 2023-24 fiscal year indicated as a Series or as a specific capital expenditure in the Capital Improvement Annual Budget shall constitute a single appropriation of funds for said Series or expenditure.

Councilor Nelson stated that if we don't have the support to go to referendum, then we should not be cutting school repairs out of CIP budget. Those schools need work. To sit here and say you don't support debt yet, the roads are debt, Enfield High is debt, and JFK is debt. How would we support these projects? The charter says we need to go to referendum for anything over \$800,000. We have no choice other than taking on debt to move this town forward. He supports the referendum but if there is not enough support in November, then we need to relook at the CIP budget. That money needs to go back in for the schools.

Councilor Santanella stated that he will be supporting the referendum for school modernization. In 2015 our total debt was \$38.4 million. When he took office in November it was \$103 million, which did not include the roads or roof referendum. He remembers the previous town manager saying spend, spend, spend. He thinks we should have been raising taxes a little at a time so we could have avoided this problem. He said as long as he is sitting on the Council he will not be betting against our kids.

Chairman stated Cressotti stated that he thinks that most are for the referendum.

Councilor Hopkins stated that he has received numerous submissions from Shaker Lake Association about the need for water containment for this spillway. They have controlled that so we do not have floods downstream because it connects all the way to the Connecticut River. Whether it is an issue now or in ten years he thinks it is prudent for the Council to do this, it is part of infrastructure. It is maintained and run by a private entity, which is a service to the town.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6607** adopted 6-5-0. Councilors Finger, Ludwick, Pyznar, Nelson, and Unghire voted against.

RESOLUTION #6608 by Councilor Mangini, seconded by Councilor Cekala.

BE IT RESOLVED, that the Town Schools' Budget adopted by the Town Council in the amount of \$75,929,555 included the anticipated revenue of \$28,380,000 from the Education Block (Cost Sharing) Grant and Special Education Grant.

Councilor Nelson stated again that the State of Connecticut doesn't give us anything without strings attached. We need to start fighting the state and get what is rightfully ours or stay out of our education and let our teachers do their job. He will support it but it is blackmail the state holds over the BOE.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6608** adopted 9-2-0. Councilors Ludwick and Pyznar voted against.

RESOLUTION #6609 by Councilor Mangini, seconded by Councilor Cekala.

RESOLVED, that a tax rate of 30.56 mills be set on the Real Estate and Business Personal Property Grant List of October 1, 2022 for the Town of Enfield and shall be payable in two semi-annual installments - July 1, 2023 and January 1, 2024; and

BE IT FURTHER RESOLVED, that a tax rate of 29.21 mills be set on the Motor Vehicle Grand List of October 1, 2022 and shall be paid in full on July 1, 2023; and

BE IT FURTHER RESOLVED, however, that real estate and personal property taxes amounting to \$100.00 or less shall be paid in full on July 1, 2023; and

BE IT FURTHER RESOLVED, that any motor vehicle, real estate or business personal property taxes in the amount of \$5.00 or less, shall be waived, pursuant to Connecticut State Statute §12-144c.

Councilor Ludwick asked if they could get a figure on what the impact will be to the average house for property and car tax. He added that we should probably use \$250,000 as the average home price instead of \$200,00 since the reevaluation jacked that up.

Upon a **ROLL-CALL** vote being taken, the chair declared **RESOLUTION #6609** adopted 6-5-0. Councilors Finger, Ludwick, Pyznar, Nelson, and Unghire voted against.

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

PUBLIC COMMUNICATIONS

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis stated that he went to Central Office twice to get a copy of the salary schedule and he was told to go to the Town Clerk. He apologized for the comments he made earlier were with the new negotiated contract and not the present contract. He said he was surprised when Councilor Despard said he was surprised that the president of Eppendorf does not live in Enfield. Many teachers do not live in Enfield. You can't spend what you don't have and what the people of Enfield can't afford. At one point, Enfield had the highest top pay step for teachers in Hartford County but at the same time they had the lowest for beginning teachers.

Liz Davis, 201 North Maple Street

Ms. Davis stated that she wanted to make comments before the vote. She said the democrats care about education and the republicans don't. She said sorry to Councilor Finger, but she is wrapping him in that since he left the party that voted him in for. She said she had the right to say that because they voted him in for a party and he went to another party. She also said why would educators want to live in this town after the way they are treated. We ask a lot of our teachers and we don't pay them.

Joshua Hamre, 52 New King Street

Mr. Hamre thanked the Council for the approval of the budget as do the educators and students of this town. He is on the policy committee and there are some teachers who opt to bring their children to the Enfield schools and pay the cost out of their own pocket because the Enfield school districts provide a good education. He is also on the finance committee and there had not been much republican representation until recently. He said they are diligently asking where money is being spent in order to be responsible about what we are spending on. It was a shame there was no representation to bring back the information to the republicans until just recently. The \$1.4 million was not disseminated through the Republican leadership to their own members. Superintendent Drezek made it clear back in November that the format would not look like a phone book. He said it would encapsulate everything it used to into a smaller condensed version.

Angela Foss, 16 Crecent Beach Drive

Ms. Foss stated that she got information from the Town Hall from Senator Kissell and it says there will be a zero decrease for the next two years because we are an Alliance District. They can't decrease our funding.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel said the party left you, they just walked out the door. He said the biggest liar is the one sitting over to left and he has been a liar since he became a senator.

Phil Dumond, 13 Celtic Court

Mr. Dumond stated that this budget process needs to start a lot earlier. It should be a 12-month process. He mentioned that in 1975 when his friend joined the police department there were 55 police officers that also did EMS, and they had the same population we have now. Salaries and benefits drive everything, so you need to look at what has changed. He thought the number of students was 5200 about five years ago and one of the councilors said it was now 4600. Even if the number of students drops 1000 students in a year, the state prohibits us from dropping the budget to address that. He mentioned that he did not see any student to teacher ratios in the budget presentation.

Leslie Cunningham, 26 Wheeler Drive

Ms. Cunningham is from the Shaker Lake Association, and she thanked the Council for supporting a difficult request. It truly is an infrastructure issue.

The chair declared public communications closed.

COUNCILOR COMMUNICATIONS

Chairman Cressotti asked Mr. Wilcox to come up and speak about the Alliance District.

Mr. Wilcox stated that the way he understands it is they do calculate the ECS funding, and the state still distributes the total amount. He said \$28.38 million is what they gave us in 2012, that is what he put in the budget. The difference is, OPM is instructed to give that to the State BOE who then gives it to the town BOE, and they have to submit education plans. The state made a special provision when we became an Alliance District last year and instead of looking back to 2012, they went back to 2021. He thinks they are going to revisit that and make all the alliance districts go back to 2012 like the rest of them. That is why he put in the reduced amount.

Councilor Finger apologized for pointing. He said that Local 1029, his union in all the years that he has been with them, they have taken seven zeros, so he knows what it is like to not have money put into his pension. He said that they should have sat down with the republican BOE members and discussed this.

Councilor Pyznar stated that according to Representative Hall, we are getting the \$29 million. She would like the \$1.4 million thought about because we are replenishing a general fund.

Councilor Santanella asked for clarification on the number of the budget that was adopted.

ADJOURNMENT

MOTION #6610 by Councilor Unghire, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the chair declared **MOTION #6610** adopted, 11-0-0, and the meeting stood adjourned at 10:11 pm.

Respectfully submitted,

Kenzy Lee
Acting Clerk of the Council
Deputy Town Clerk

Tina Demers
Secretary of the Council

Appended to the minutes of the
May 15, 2023 Regular Town Council
Meeting. See page 5.

From: Susan Demers <demers.idca@gmail.com>
Date: May 14, 2023 at 8:31:15 AM EDT
To: uKENown@gmail.com
Subject: Unable to attend mtg. Please read into the record.

I have lived my whole life in Enfield, CT. We bought a house here in 2001 to stay close to our parents. When we had children, we crunched the numbers to see if one of us could stay home and raise them. It was going to be tight, but we decided it was worth it. Since then, our taxes have about doubled and we have a separate sewer tax on top of it. We cut out many services and economized as best as we could. My husband works in manufacturing and there have been times when with a slow economy that he has not received a raise or if he did, it was rather small. His company ended the pension program soon after he began working there in order to save more money. So, our economic situation has not improved very much, esp. now that inflation is hitting us from all sides. For example, our homeowners insurance has just gone up abt. \$300, and you already know about the huge increases in basics like food, fuel, and electricity.

We are trying to keep up our home as best as we can on a shoestring budget. We cannot absorb another tax increase. If we are in this boat, I'm sure there are others facing the same situation and even more dire circumstances in our hometown. Do not raise the mill rate. Find ways to keep costs low in these tough economic times.

I was disappointed to hear that some monies were sought to cover raises because of union negotiated increases. Government does not make a product and therefore does not have a profit from which to draw raises...we should not allow public employees to negotiate against ourselves. It doesn't make sense. The money comes from the people and we are pretending there is an unlimited supply from which to draw. There is not. I wonder why when private businesses all around us have ended pensions, public workers still enjoy extremely lucrative pensions, again, counting on an endless supply of public tax dollars. Eventually this house of cards is going to collapse. We need to take a hard stand and fix these issues that are not in the public's best interest in the long run before they break us. We cannot keep thinking that the townspeople will just give up another \$200 here or \$300 there...some of us need that money as our budgets are extremely tight and we've already had to make cuts in our lifestyles and there is not much left to give.

It is depressing to feel pushed out of Enfield since we've spent our whole lives here. In fact, my brother-in-law has already left for the lower taxes of East Windsor. I'd like to be able to stay here to continue to help my father and sister who live near me. When people are looking to buy, I imagine higher taxes make Enfield a less desirable choice. We should be making Enfield an affordable place for people to raise families. Do not raise our mill rates.

Susan and David Demers
44 Dale Road
Enfield, CT 06082

Appended to the minutes of the
May 15, 2023 Regular Town Council
meeting. See Reso #6603 Consent
Item #2 page 8

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Setting a Public Hearing to Amend Enfield Town Code Section
82-41 Parking Violation Fines**

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

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

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendment.

NOW THEREFORE BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 5, 2023 at 6:55 p.m. to allow interested residents an opportunity to express their opinions regarding the amendment to Enfield Town Code section 82-41 Parking Violation Fines.

Date Prepared: May 10, 2023



TOWN OF ENFIELD

Date: May 15, 2023

Subject: Resolution Authorizing Town Manager to Submit an Application and Execute Assistance Agreement with State of Connecticut Department of Housing for the 2023 Community Development Block Grant Small Cities Program

Highlights:

- Funds are currently available, on a competitive basis, through the federal Community Development Block Grant Small Cities Program (CDBG) administered by the Connecticut Department of Housing.
- The Town of Enfield on behalf of the Enfield Housing Authority (EHA) in partnership with Tobacco Valley Development Corporation anticipates applying for the grant amount up to \$1,000,000 under the category of Infrastructure in support of the redevelopment of the Enfield Manor Housing Complex located off of Enfield Street.
- The major items in the application eligible for CDBG funding include environmental abatement, demolition of existing obsolete & distressed structures, removal of existing utility distribution lines, partial installation of new utility distribution lines, and an allowance for temporary relocation.
- The eighty (80) units of residential construction in seventeen (17) structures at Enfield Manor Housing Complex were constructed in 1964 and 1965. The EHA seeks to replace all existing structures with two (2) three-story elevator buildings containing ninety-nine (99) units total. The redevelopment will bring the housing up to current community standards with an average 755 s/f size, full ADA Accessibility, and related safety items including enhanced emergency vehicle access. A total of 115 parking spaces will be provided.

Recommendation:

That the Town Council adopts the attached state-required resolution.

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, as it is desirable and in the public interest that the Town of Enfield make application to the State for up to \$1,000,000.00 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement between all parties, should funding be awarded.



TOWN OF ENFIELD

NOW, THEREFORE, BE IT RESOLVED BY THE ENFIELD TOWN COUNCIL:

- 1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and*
- 2. That the filing of an application by the Town of Enfield for an amount not to exceed \$1,000,000.00 is hereby approved. The Town Manager is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide additional information in support of the application, to execute such other documents as may be required by the Commissioner of DOH, 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 for the grant throughout its full term.*

Date Prepared: May 3, 2023
Prepared by: Office of Economic & Community Development

Appended to the minutes of the
May 15, 2023 Regular Town Council
meeting. See Reso #6603 Consent
Item #4 page 8

May 15, 2023

Honorable Members
Enfield Town Council
Enfield, Connecticut

**Subject: Resolution Waiving the Bid Requirements for the Reconstruction of Wallop
School Park Basketball Court**

Highlights:

- Whereas, the Enfield Town Council has voted to expedite the replacement of the basketball court for summer use, using ARPA funds.
- It is noted that there are supply chain issues related to availability of vendors and that the Town currently has relationships with vendors engaged in other town projects; these vendors may have the flexibility to do the project quickly
- That the quality of work exhibited by these vendors to date meets the standard of quality that the Town would like to see.

Budget Impact:

There will be no impact on the budget as we will be using an allocation from the ARPA Fund.

Recommendation:

NOW THEREFORE BE IT RESOLVED, that in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require Competitive bidding for the reconstruction of this basketball court.

Date Prepared: May 12, 2023

Prepared by: Ellen Zoppo-Sassu – Town Manager

Appended to the minutes of the
May 15, 2023 Regular Town Council
meeting. See Reso #6603 Consent
Item #5 page 8

May 15, 2023

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution for the Reconstruction of Wallop School Park Basketball Court

Highlights:

- Whereas, the Enfield Town Council has voted to expedite the replacement of the basketball court for summer use, using ARPA funds.
- It is noted that the Court was removed in the Fall of 2022 due to safety concerns
- The Public Works Dept. is recommending the replacement of the Court using post-tension concrete which will guarantee the Court for 20 years
- The Wallop School Park neighborhood has been very vocal in the importance of this neighborhood park and their desire to see the court replaced.
- It is anticipated that the replacement will be \$200,000

Budget Impact:

There will be no impact on the budget as we will be using an allocation from the ARPA Fund.

Recommendation:

NOW THEREFORE BE IT RESOLVED, that the Town Council vote to replace the basketball court at Wallop School Park and allocate \$200,000 from the ARPA account to fund the expenditure.

**Budget Amendment Schedule
2023-2024**

Amendments to Town Appropriations

Amendment #1

to amend the Manager's proposed 2023-2024 Budget
as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
GENERAL FUND HEALTH/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total General Fund accounts)	5,504,455	5,177,473

AMENDMENT #2

to amend the Manager's proposed 2023-2024 Budget
as shown on page 10 in accordance with the following schedule (Town Manager - Professional Services and Miscellaneous Expenditures):

	<u>FROM</u>	<u>TO</u>
Town Manager		
OTHER PROFESSIONAL SERVICES	45,000	35,000
MISCELLANEOUS EXPENDITURES	12,000	7,000

AMENDMENT #3

to amend the Manager's proposed 2023-2024 Budget
as shown on page 17 in accordance with the following schedule (Town Clerk - Other Compensation):

	<u>FROM</u>	<u>TO</u>
Town Clerk		
OTHER COMPENSATION	9,670	-

AMENDMENT #4

to amend the Manager's proposed 2023-2024 Budget
as shown on page 38 in accordance with the following schedule (DPW - supervisor position):

	<u>FROM</u>	<u>TO</u>
PUBLIC WORKS ADMINISTRATION		
SALARIES	379,708	277,611
HEALTH/MEDICAL INSURANCE	189,258	167,286
LIFE INSURANCE	1,267	1,074
SOCIAL SECURITY (FICA)	45,713	39,456
MEDICARE	10,691	9,210

AMENDMENT #5

to amend the Manager's proposed 2023-2024 Budget
as shown on pages 42, 44, 46, 48 and 50 in accordance with the following schedule (DPW operations reductions):

	<u>FROM</u>	<u>TO</u>
BUILDINGS AND GROUNDS (Page 42)		
OVERTIME	100,000	85,000
EQUIPMENT REPAIR & MAINT	5,000	3,000
RENTAL - EQUIPMENT/VEHICLES	15,000	5,000
ADVERTISING	1,500	1,000
VEHICLE SUPPLIES/MATERIALS	11,000	9,000
DUES & FEES & SUBSCRIPTIONS	10,000	7,000
CUSTODIAL/MAINTENANCE (Page 44)		
OVERTIME	202,000	182,000
CUSTODIAL SUPPLIES	213,485	193,485

AMENDMENT #5 (Continued)

	<u>FROM</u>	<u>TO</u>
HIGHWAY MAINTENANCE (Page 46)		
OVERTIME	140,000	100,000
CONSTRUCTION SERVICES	12,500	5,000
MAINTENANCE & BUILDING SUPPLIES	298,437	209,300
FOOD/FOOD RELATED	6,500	3,500
EQUIPMENT REPAIR & MAINTENANCE (Page 48)		
OVERTIME	15,000	10,000
REFUSE COLLECTION & DISPOSAL (Page 50)		
LAND & BUILDING SERVICES	18,800	8,300
DISPOSAL SERVICES	2,181,152	2,180,402
MAINTENANCE & BUILDING SUPPLIES	6,000	4,500

AMENDMENT #6

to amend the Manager's proposed 2023-2024 Budget
as shown on page 52 in accordance with the following schedule (Planning - vacant position):

	<u>FROM</u>	<u>TO</u>
PLANNING		
SALARIES	441,913	389,776
HEALTH/MEDICAL INSURANCE	103,074	81,910
SOCIAL SECURITY	27,427	24,194
MEDICARE	6,220	5,464

AMENDMENT #7

to amend the Manager's proposed 2023-2024 Budget
as shown on page 64 in accordance with the following schedule (Planning - Agriculture Summit):

	<u>FROM</u>	<u>TO</u>
BOARDS & COMMISSIONS		
AGRICULTURE/CONSERVATION	17,986	2,986

AMENDMENT #8

to amend the Manager's proposed 2023-2024 Budget
as shown on page 68 in accordance with the following schedule (CIP Adjustments - see schedule - Attachment B):

	<u>FROM</u>	<u>TO</u>
NON-DEPARTMENTAL CHARGES		
TRANSFERS TO CAPITAL	7,088,263	5,007,506

AMENDMENT #9

to amend the Manager's proposed 2023-2024 Budget
as shown on page 68 in accordance with the following schedule adjust transfers for expense reductions to other funds):

	<u>FROM</u>	<u>TO</u>
NON-DEPARTMENTAL CHARGES - TRANSFERS OUT AND CONTINGENCY		
TRANSFERS TO IT	3,861,298	3,736,220
TRANSFERS TO SOCIAL SERVICES	2,874,135	2,799,178
TRANSFERS TO LIBRARY	2,831,542	2,653,848
TRANSFERS TO EMS	1,095,529	1,062,507
TRANSFERS TO DOG FUND	166,732	165,097

Amendment to Total Town APPROPRIATION

AMENDMENT #10

to amend the Manager's proposed 2023-2024 APPROPRIATION for the Town as shown on page 8 by DECREASING from \$80,707,729 to \$77,408,757.

Amendment to Total School APPROPRIATION

AMENDMENT #11

to amend the Manager's proposed 2023-2024 APPROPRIATION for the Board of Education as shown on page 8 from \$76,179,555 to \$75,929,555.

Amendment to Total Town and School APPROPRIATION

AMENDMENT #12

to amend the Manager's proposed 2023-2024 APPROPRIATION for the Total Budget as shown on page 8 by DECREASING from \$156,887,284 to \$153,338,312

Amendment to Revenue Estimates

AMENDMENT #13

to amend the Manager's proposed 2023-2024 Budget as shown on page 5 in accordance with the following schedule (Adjust current year taxes for new mill rate):

	<u>FROM</u>	<u>TO</u>
GENERAL FUND REVENUE		
TAXES-REAL ESTATE	93,293,517	90,033,071
TAXES -PERSONAL PROPERTY	8,232,086	7,943,560

AMENDMENT #14

to amend the Manager's proposed 2023-2024 Budget by DECREASING the Total Revenue Appropriation as shown on pages 4 and 6 from \$156,887,284 to \$153,338,312

Amendments to Social Services Fund

Amendment #15

to amend the Manager's proposed 2023-2024 Social Services Fund Budget as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
SOCIAL SERVICES FUND/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total Social Services Fund accounts)	1,362,489	1,287,532

AMENDMENT #16

to amend the Manager's proposed 2023-2024 Social Services Fund Budget as shown on page 132 to reduce general fund support to reflect Information Technology amendments to appropriations

	<u>FROM</u>	<u>TO</u>
SOCIAL SERVICES FUND REVENUE SUMMARY (Page 82)		
GENERAL FUND TRANSFERS IN	2,874,135	2,799,178

Amendments to the Library Department Fund

Amendment #17

to amend the Manager's proposed 2023-2024 Library Department Budget
as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
LIBRARY DEPARTMENT FUND/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total Library Department Fund accounts)	379,147	359,170

AMENDMENT #18

to amend the Manager's proposed 2023-2024 Library Department Budget
as shown on page 110 in accordance with the following schedule (Library - Notary Revenue)

	<u>FROM</u>	<u>TO</u>
LIBRARY		
CHARGES FOR SERVICES	11,000	11,700

AMENDMENT #19

to amend the Manager's proposed 2023-2024 Library Department Budget
as shown on page 114 in accordance with the following schedule (Library expense reductions)

	<u>FROM</u>	<u>TO</u>
LIBRARY		
OVERTIME	5,000	3,500
POSTAGE	1,500	480
PRINTING & REPRODUCTION	1,100	600
OFFICE SUPPLIES	8,000	7,200

AMENDMENT #20

to amend the Manager's proposed 2023-2024 Library Department Budget
as shown on page 116 in accordance with the following schedule (Senior Center expense reductions)

	<u>FROM</u>	<u>TO</u>
LIB/LEISURE - SENIOR CENTER		
OTHER PROFESSIONAL SERVICES	126,880	62,880
ADVERTISING	400	100
PRINTING & REPRODUCTION	1,000	900
OFFICE SUPPLIES	2,000	1,500
FOOD/FOOD RELATED	19,000	8,000

AMENDMENT #21

to amend the Manager's proposed 2023-2024 Library Department Budget
as shown on page 118 in accordance with the following schedule (Recreation - Proposed Position):

	<u>FROM</u>	<u>TO</u>
LIB/LEISURE - REC PROGRAMS		
SALARIES	239,135	196,806
HEALTH/MEDICAL INSURANCE	75,241	43,705
LIFE INSURANCE	688	495
SOCIAL SECURITY (FICA)	26,762	24,137
MEDICARE	6,261	5,647

AMENDMENT #22

to amend the Manager's proposed 2023-2024 Library Department Budget
as shown on page 110 to reduce general fund support to reflect Information Technology amendments to appropriations

	<u>FROM</u>	<u>TO</u>
LIBRARY DEPARTMENT REVENUE SUMMARY		
LIBRARY ADMINISTRATION - GENERAL FUND TRANSFERS IN	365,600	363,778
LIBRARY - GENERAL FUND TRANSFERS IN	1,789,673	1,773,494
LIB/LEISURE - SENIOR CENTER - GENERAL FUND TRANSFERS IN	267,820	189,410
LIB/LEISURE - REC PROGRAMS - GENERAL FUND TRANSFERS IN	381,665	300,382
	26,784	

Amendments to Information Technology Fund

Amendment #23

to amend the Manager's proposed 2023-2024 Information Technology Fund Budget
as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
INFORMATION TECHNOLOGY FUND/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total Information Technology Fund accounts)	245,539	232,461

AMENDMENT #24

to amend the Manager's proposed 2023-2024 Information Technology Budget
as shown on page 132 in accordance with the following schedule (IT - E Rate Rebates)

	<u>FROM</u>	<u>TO</u>
INFORMATION TECHNOLOGY		
INTERGOVERNMENTAL REVENUE	-	112,000

AMENDMENT #25

to amend the Manager's proposed 2023-2024 Information Technology Budget
as shown on page 132 to reduce general fund support to reflect Information Technology amendments to appropriations

	<u>FROM</u>	<u>TO</u>
INFORMATION TECHNOLOGY		
GENERAL FUND TRANSFERS IN	3,861,298	3,736,220

Amendments to Animal Control Fund

Amendment #26

to amend the Manager's proposed 2023-2024 Animal Control Fund Budget
as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
ANIMAL CONTROL FUND/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total Animal Control Fund accounts)	30,397	28,762

AMENDMENT #27

to amend the Manager's proposed 2023-2024 Animal Control Fund Budget
as shown on page 140 to reduce general fund support to reflect Animal Control Fund amendments to appropriations

	<u>FROM</u>	<u>TO</u>
ANIMAL CONTROL FUND REVENUE SUMMARY (Page 140)		
GENERAL FUND TRANSFERS IN	166,732	165,097

Amendments to Emergency Medical Services Fund

Amendment #28

to amend the Manager's proposed 2023-2024 Emergency Medical Services Fund Budget
as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
EMERGENCY MEDICAL SERVICES FUND/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total Emergency Medical Services Fund accounts)	621,050	588,028

AMENDMENT #29

to amend the Manager's proposed 2023-2024 Emergency Medical Services Fund Budget
as shown on page 132 to reduce general fund support to reflect Information Technology amendments to appropriations

	<u>FROM</u>	<u>TO</u>
EMERGENCY MEDICAL SERVICES FUND REVENUE SUMMARY (Page 146)		
GENERAL FUND TRANSFERS IN	1,095,529	1,062,507

Amendments to Water Pollution Control Fund

Amendment #30

to amend the Manager's proposed 2023-2024 Water Pollution Control Fund Budget
as shown on various pages in accordance with the Benefit Adjustment schedule (Attachment A - attached):

	<u>FROM</u>	<u>TO</u>
WATER POLLUTION CONTROL FUND/MEDICAL ACCOUNTS		
HEALTH/MEDICAL ACCOUNTS (total Water Pollution Control Fund accounts)	302,857	286,764

AMENDMENT #31

to amend the Manager's proposed 2023-2024 Water Pollution Control Fund Budget
as shown on page 75 in accordance with the following schedule (Reduce funding for Crane Service Truck and a WPC Admin Car in CIP)

	<u>FROM</u>	<u>TO</u>
NON-DEPARTMENTAL CHARGES		
TRANSFERS TO CAPITAL	3,207,684	3,054,000

AMENDMENT #32

to amend the Manager's proposed 2023-2024 Water Pollution Control Fund Budget
as shown on pages 74 in accordance with the following schedule (DPW operations reductions):

	<u>FROM</u>	<u>TO</u>
WATER POLLUTION CONTROL		
OVERTIME	135,000	130,000
TUITION REIMBURSEMENTS	3,000	1,500
OTHER PROFESSIONAL SERVICES	318,000	313,000
TECHNICAL SERVICES	85,200	70,200
UTILITY SERVICES	12,050	11,050
WATER/SEWERAGE	469,000	464,000
GROUNDS SERVICES	5,000	4,000
EQUIPMENT REPAIR & MAINTENANCE	127,000	122,000
COPYING & REPRODUCTION	1,000	800
MAINTENANCE & BUILDING SUPPLIES	124,000	122,500
SAFETY SUPPLIES/MATERIALS	22,725	20,725
OTHER SUPPLIES/MATERIALS	303,000	298,000
BOTTLED GAS	5,800	4,400
UNIFORMS	7,500	6,500
FOOD & FOOD RELATED	750	650

AMENDMENT #33

to amend the Manager's proposed 2023-2024 Water Pollution Control Fund Budget
as shown on page 72 to reduce estimated Water Pollution Control Fund Revenue

	<u>FROM</u>	<u>TO</u>
WATER POLLUTION CONTROL FUND REVENUE		
CHARGES FOR SERVICES	8,343,624	8,124,147



TOWN OF ENFIELD

Date: May 15, 2023

Subject: Request to transfer funds within Amplify Grant - \$1,684

Highlights:

- The Amplify grant was awarded to support the work of the Local Prevention Council (Enfield Together Coalition) administered by the Department of Social Services.
- Funds need to be transferred within Munis to meet grant requirements.

Budget Impact:

There will be no impact on the town budget.

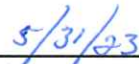
Recommendation:

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 June 5, 2023.



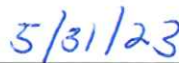
John A. Wilcox, Director of Finance



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: Amplify Grant

Field Trips	22046145-532400	\$900
Other Professional Services	22046145-533900	\$784

TO: Amplify Grant

Overtime	22046145-514000	\$500
Printing	22046145-555000	\$300
Supplies/Materials	22046145-561900	\$884

Date Prepared: May 17, 2023
Prepared By: Cindy Guerreri, Director of Social Services



TOWN OF ENFIELD

Date: May 22, 2023

Subject: Resolution Authorizing the Town Manager to Sign the Assistance Agreement with the State of Connecticut acting by the Department of Economic & Community Development (DECD)

Highlights:

- The DECD's State Historic Preservation Office (SHPO) offers a Historic Preservation Enhancement Grant of up to \$20,000 to Connecticut municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior.
- On 3/13/23, The Town submitted a non-matching Historic Preservation Enhancement Grant CLG Application to SHPO to list the Pearl Street Carnegie Library located at 159 Pearl Street on the National Register of Historic Places.
- On 5/3/23, the State's Historic Preservation Council voted to approve the application.
- The Office of Economic & Community Development is now seeking Enfield Town Council approval to authorize the Town Manager to sign the Assistance Agreement with the State of Connecticut acting by the DECD.

Recommendation:

Adoption of the attached resolution.

WHEREAS, the State of Connecticut acting by the Department of Economic & Community Development has submitted to the Town an Assistance Agreement whereby the State agrees to provide financial assistance to the Town for the Project entitled National Register Nomination for Enfield Public Library (1914), 159 Pearl Street, Enfield in the form of a Historic Preservation Enhancement Grant in an amount not to exceed \$12,000.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the Assistance Agreement with the State of Connecticut acting by the Department of Economic & Community Development.

Date Prepared: May 22, 2023
Prepared by: Office of Economic & Community Development



TOWN OF ENFIELD

Date: May 24, 2023

Subject: Resolution Authorizing the Town to Submit a Community Investment Fund (CIF) 2030 Application to the CT Department of Economic & Community Development (CT DECD) for the *Making Connections: Hazardville Institute and Beyond* Project and Authorizing the Town Manager to Sign the Assistance Agreement

Highlights:

- On 5/1/2023, the CT DECD issued a Notice of Funding Availability for the third round of the CIF 2030 Program designed to support historically disadvantaged communities across the state with up to \$175 million each fiscal year from 2022 to 2027.
- The Town, in partnership with the Hazardville Institute Conservancy Society, is seeking the necessary grant funding to complete the Hazardville Institute's rehabilitation as well as to construct a village parking lot on Town property behind the Institute for the building to open its doors back to the community.
- As part of fulfilling the project eligibility requirement of promoting economic or community development in the municipality where the project is located, the Town has obtained a letter of commitment from the North Central CT Chamber of Commerce to become a tenant on the 1st floor of the building if the grant is awarded and the project is completed.
- As part of fulfilling the project eligibility requirement of furthering consistent and systematic fair, just and impartial treatment of all individuals, including individuals who belong to underserved and marginalized communities, the remaining conference/event spaces in the building will be made available to fulfill this mission.
- This grant program requires a certified resolution from the governing body of each Town to be submitted as part of the grant application endorsing the project grant application.

Recommendation:

Adoption of the attached resolution to authorize the Town of Enfield to submit a Community Investment Fund 2030 Grant Application to the State of Connecticut acting by the Department of Economic & Community Development for the proposed *Making Connections: Hazardville Institute and Beyond* Project and authorizing the Town Manager to sign an Assistance Agreement.

BE IT RESOLVED, that the filing of an application by the Town of Enfield is hereby approved, and that the Town Manager is hereby authorized and directed to file such Application with the Commissioner of the Department of Economic & Community Development, to provide such additional information, and to execute such other documents as may be required by the Commissioner, and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute an Assistance Agreement with the State of Connecticut for State financial assistance for the above-described project, if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Enfield.

Date Prepared:
Prepared by:

May 24, 2024
Office of Economic & Community Development



TOWN OF ENFIELD

Date: June 6, 2023

Subject: Resolution Setting a Public Hearing for the 2023 Neighborhood Assistance Act

Highlights:

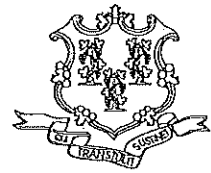
- The Neighborhood Assistance Act (NAA) is a State program which allows non-profit organizations and government agencies to solicit private sector enterprises for donations to support specific community service projects.
- In return, those businesses can claim a State business tax credit. In order for a specific community service project to be eligible for the State business tax credit, an application must first be submitted from the sponsoring organization to the Enfield Town Council for approval.
- Council-sanctioned applications are subsequently forwarded to the State Department of Revenue Services for final approval.

Recommendation:

That the Town Council adopts the attached resolution.

BE IT RESOLVED the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 19, 2023 at 6:55 pm to allow interested citizens an opportunity to express their opinion regarding the 2023 Neighborhood Assistance Act proposals.

Date Prepared: May 22, 2023
Prepared by: Office of Economic & Community Development



Municipality: Enfield

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
The Hazardville Institute Conservancy Society Inc.

Address: P.O. Box 406
Enfield, CT 06083-0406

Federal Employer Identification Number: 06-162097

Program title: Energy Efficient Heating & Cooling Improvements

Name of contact person: Gretchen Pfeifer-Hall

Telephone number: (860) 212-0779

Email address: gretchenph@snet.net

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 80,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

The Hazardville Institute is considered a contributing resource to the National Register Historic District of Hazardville. We are continuing our efforts to complete the rehabilitation of the building's heating and air conditioning system with a new air handler, historically sensitive hydronic radiators and central air condensers. The building will also need energy efficient storm windows that will compliment the historic nature of the building.

Need for program: _____

The rehabilitation of the Institute building, which will include public meeting space, permanent historical displays, and accessible civic space must be completed in a manner which minimizes the ongoing expenses, and is architecturally consistent with the structure's late 19th century Italianate design. We continue to utilize the Secretary of the Interior's standards for historic rehabilitation to guide the plans for restoration.

Neighborhood area to be served: _____

Enfield and the North Central Connecticut region.

Plan to implement the program: _____

We have been fundraising for completion of phase 8 of our project, and hoping to begin this phase soon.

Timetable:

Program start date: 01/01/2024
MM - DD - YYYY
Program completion date: 12/31/2025
MM - DD - YYYY
Post-project audit due date: 03/31/2026
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$80,000.00</u>
Other funding sources - itemized sources:	
a) <u>Community fundraising and other funds</u>	<u>\$20,000.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding:	<u>\$100,000.00</u>
-----------------------	---------------------

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>material and labor for heating & air system requirements</u>	<u>\$96,000.00</u>
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) <u>fundraising costs</u>	<u>\$1,000.00</u>
b) <u>audit (if required)</u>	<u>\$3,000.00</u>
c) _____	_____
d) _____	_____

Total Proposed Expenditures:	<u>\$100,000.00</u>
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Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____	
Town of Enfield	
Mailing address: 820 Enfield Street Enfield, CT 06082	
Name of municipal liaison: Nelson Tereso Kristy Koistinen	
Telephone number: 860-253-6391 860-253-6390	
Fax number: 860-253-6331	
Email address: ntereso@enfield.org kkoistinen@enfield.org	

Post-Project Audit Is a post-project audit required for this proposal? ☒ Yes ☐ No If Yes, date post-project audit due: _____ Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on Form NAA-01, *2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call 860-297-5687, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Form 990

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

2022

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2022 calendar year, or tax year beginning , and ending	
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization HAZARDVILLE INSTITUTE CONSERVANCY SOCIETY, INC Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite P.O. Box 406 City or town State ZIP code ENFIELD CT 06083 Foreign country name Foreign province/state/country Foreign postal code
D Employer identification number 06-1620974	
E Telephone number 860-7496594	
G Gross receipts 28,110	
F Name and address of principal officer: LLOYD HALL P.O. Box 406, ENFIELD, CT 06083	
H(a) Is this a group return for subordinates? ☐ Yes ☒ No H(b) Are all subordinates included? ☐ Yes ☐ No If "No," attach a list. See instructions	
I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ((insert no.) ☐ 4947(a)(1) or ☐ 527	
J Website: N/A	
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other	
L Year of information 1979	
M State of legal domicile: CT	

Part I Summary	
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PROVIDE ASSISTANCE IN THE MAINTENANCE, RESTORATION & PRESERVATION OF THE HAZARDVILLE INSTITUTE.
	2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3 Number of voting members of the governing body (Part VI, line 1a) 3 11
	4 Number of independent voting members of the governing body (Part VI, line 1b) 4 11
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a) 5 0
	6 Total number of volunteers (estimate if necessary) 6 0
	7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0
b Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0	
Revenue	8 Contributions and grants (Part VIII, line 1h) 264,007 24,508
	9 Program service revenue (Part VIII, line 2g) 0 0
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 187 202
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 1,168 3,400
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) 265,362 28,110
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3) 0 0
	14 Benefits paid to or for members (Part IX, column (A), line 4) 0 0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) 0 0
	16a Professional fundraising fees (Part IX, column (A), line 11e) 0 0
	b Total fundraising expenses (Part IX, column (D), line 25) 0 0
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) 3,445 522
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) 3,445 522
19 Revenue less expenses. Subtract line 18 from line 12 261,917 27,588	
Net Assets or Fund Balances	20 Total assets (Part X, line 16) Beginning of Current Year 1,082,741 End of Year 1,112,562
	21 Total liabilities (Part X, line 26) 0 0
	22 Net assets or fund balances. Subtract line 21 from line 20 1,082,741 1,112,562

Part II Signature Block	
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.	
Sign Here	Signature of officer LLOYD HALL Type or print name and title
	Date 5/8/2023 TREASURER
Paid Preparer Use Only	Print/Type preparer's name
	Preparer's signature
	Date
Check ☐ if self-employed	
PTIN	
Firm's name	
Firm's EIN	
Firm's address	
Phone no.	

May the IRS discuss this return with the preparer shown above? See instructions. ☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2022)

HTA



Municipality: Enfield

Form NAA-01
2023 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

The Opera House Players, Inc.

Address: 100 High Street, Enfield, CT 06082

Federal Employer Identification Number: 31-1727690

Program title: HVAC System replacement

Name of contact person: Harry Evageliou

Telephone number: (860) 742-5957

Email address: treasurer@operahouseplayers.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first** page of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

Our building at 100 High Street, which was recently entered in the Historical Registry, is an over 100 year old church that is being converted to a theater that will accommodate our staging of musical theater productions which up to this time have been performed in other locations over the last 54 years. The current HVAC equipment and technology represent a patchwork of updates carried out over the years that have resulted in inadequate functioning and, most importantly, in a large amount of wasted energy resources. This waste has led to bad environmental stewardship and very costly utility costs.

Need for program: _____

It is essential that we replace the entire HVAC system in order to save energy and expenses, plus to provide comfort to our patrons, performers and staff.

Neighborhood area to be served: _____

Enfield and the entire North Central Connecticut region which also covers a sizable part of South Central Massachusetts.

Plan to implement the program: _____

We now own the building and are planning a major renovation beginning January 2024.

Timetable:

Program start date: 01/01/2024
MM - DD - YYYY
Program completion date: 08/31/2024
MM - DD - YYYY
Post-project audit due date: 09/30/2024
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.
Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$150,000.00</u>
Other funding sources - itemized sources:	
a) <u>Grants</u>	<u>\$15,000.00</u>
b) <u>Organization</u>	<u>\$10,000.00</u>
c) _____	_____
d) _____	_____
Total Funding:	<u>\$175,000.00</u>

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Materials and Installation</u>	<u>\$175,000.00</u>
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) <u>Fundraising costs</u>	<u>\$5,000.00</u>
b) <u>Professional Project Audit</u>	<u>\$3,000.00</u>
c) _____	_____
d) _____	_____
Total Proposed Expenditures:	<u>\$183,000.00</u>

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
Town of Enfield	_____
Mailing address:	_____
820 Enfield Street, Enfield, CT 06082	_____
Name of municipal liaison:	Kristine Koistinen
Telephone number:	8602536390
Fax number:	_____
Email address:	kkoistinen@nfield.org

Post-Project Audit Is a post-project audit required for this proposal? ☒ Yes ☐ No If Yes, date post-project audit due: November 30, 2024 Date
--

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Forms 990 / 990-EZ Return Summary

For calendar year 2021, or tax year beginning 09/01/21, and ending 08/31/22

THE OPERA HOUSE PLAYERS INC
C/O HARRY EVAGELIOU

31-1727690

Net Asset / Fund Balance at Beginning of Year 128,467

Revenue

Contributions	<u>239,112</u>
Program service revenue	<u>83,631</u>
Investment income	<u>81</u>
Capital gain / loss	
Fundraising / Gaming:	
Gross revenue	
Direct expenses	
Net income	
Other income	<u>0</u>

Total revenue 322,824

Expenses

Program services	<u>69,818</u>
Management and general	<u>220,638</u>
Fundraising	

Total expenses 290,456Excess / (deficit) 32,368

Changes

Net Asset / Fund Balance at End of Year 160,835

Reconciliation of Revenue

Total revenue per financial statements	
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	<u>322,824</u>

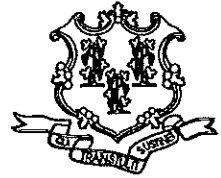
Reconciliation of Expenses

Total expenses per financial statements	
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	<u>290,456</u>

	Beginning	Ending	Differences
Assets	<u>128,467</u>	<u>175,046</u>	
Liabilities		<u>14,211</u>	
Net assets	<u>128,467</u>	<u>160,835</u>	<u>32,368</u>

Miscellaneous Information

Amended return	
Return / extended due date	<u>01/17/23</u>
Failure to file penalty	



Municipality: Enfield

Form NAA-01
2023 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
The Opera House Players, Inc.

Address: 100 High Street, Enfield, CT 06082

Federal Employer Identification Number: 31-1727690

Program title: Energy Efficient Lighting Replacement

Name of contact person: Harry Evageliou

Telephone number: (860) 742-5957

Email address: treasurer@operahouseplayers.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 122,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes

☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

Our building at 100 High Street, which was recently entered in the Historical Registry, is an over 100 year old church that is being converted to a theater that will accommodate our staging of musical theater productions which up to this time have been performed in other locations over the last 54 years. The current lighting technology as well as the anticipated one that will be part of the renovation uses antiquated lighting systems that waste a lot of energy. Thus we need to convert to LED and related systems in order to save energy.

Need for program: _____

Now that we own the building we are proceeding with a major renovation to turn into a state of the art musical performances theater. This requires the latest technologies in lighting both due the energy efficiency, thus reduced costs, plus excellence of presentation.

Neighborhood area to be served: _____

Enfield and the entire North Central Connecticut region which also covers a sizable part of South Central Massachusetts.

Plan to implement the program: _____

Start on 01/01/2024 and complete it by 08/31/2024

Timetable:Program start date: 01/01/2024

MM - DD - YYYY

Program completion date: 08/31/2024

MM - DD - YYYY

Post-project audit due date: 09/30/2024

MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:NAA funds requested \$122,000.00

Other funding sources - itemized sources:

a) Organization \$5,000.00

b) _____

c) _____

d) _____

Total Funding: \$127,000.00**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Materials and installation \$121,000.00

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) Fundraising costs \$5,000.00b) Professional Project Audit \$3,000.00

c) _____

d) _____

Total Proposed Expenditures: \$129,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Town of Enfield

Mailing address: _____

820 Enfield Street, Enfield, CT 06082

Name of municipal liaison: Kristine Koistinen

Telephone number: 8602536390

Fax number: _____

Email address: kkoistinen@enfield.org

Post-Project Audit

Is a post-project audit required for this proposal?

☒ Yes

☐ No

If Yes, date post-project audit due:

November 30, 2024

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Forms 990 / 990-EZ Return Summary

For calendar year 2021, or tax year beginning 09/01/21, and ending 08/31/22

THE OPERA HOUSE PLAYERS INC
C/O HARRY EVAGELIOU

31-1727690

Net Asset / Fund Balance at Beginning of Year 128,467

Revenue

Contributions	<u>239,112</u>
Program service revenue	<u>83,631</u>
Investment income	<u>81</u>
Capital gain / loss	
Fundraising / Gaming:	
Gross revenue	
Direct expenses	
Net income	
Other income	<u>0</u>
Total revenue	<u>322,824</u>

Expenses

Program services	<u>69,818</u>
Management and general	<u>220,638</u>
Fundraising	
Total expenses	<u>290,456</u>

Excess / (deficit) 32,368

Changes

Net Asset / Fund Balance at End of Year 160,835

Reconciliation of Revenue

Total revenue per financial statements	
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	<u>322,824</u>

Reconciliation of Expenses

Total expenses per financial statements	
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	<u>290,456</u>

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>128,467</u>	<u>175,046</u>	
Liabilities		<u>14,211</u>	
Net assets	<u>128,467</u>	<u>160,835</u>	<u>32,368</u>

Miscellaneous Information

Amended return _____
 Return / extended due date 01/17/23
 Failure to file penalty _____

ENFIELD TOWN COUNCIL

RESOLUTION NO.

Resolution Authorizing the Application to the State of Connecticut for a Roof Project at Alcorn School

WHEREAS, the Enfield Board of Education operates out of Alcorn School.

WHEREAS, Alcorn School requires a complete roof replacement.

WHEREAS, The State of Connecticut will reimburse the Town of Enfield for the spaces in Alcorn School used for the Board of Education at an expected rate of 35%.

WHEREAS, to be eligible for reimbursement, the Superintendent of Schools must apply to the State of Connecticut for a roof project at Alcorn School.

THEREFORE, BE IT RESOLVED, the Town of Enfield authorizes the Superintendent to apply to the Commissioner of Administrative Services for a roof project at Alcorn School.

Date Submitted: May 31, 2023
Prepared by: The Department of Public Works

ENFIELD TOWN COUNCIL

RESOLUTION NO.

Resolution Authorizing Charge of the Roof Project at Alcorn School.

WHEREAS, the Town of Enfield owns and operates Alcorn School.

WHEREAS, Alcorn School requires a complete roof replacement.

WHEREAS, the roof replacement will require charge by a building committee.

WHEREAS, the Joint Facilities Committee has been in charge of past roof projects for the Town of Enfield.

THEREFORE, BE IT RESOLVED, the Town of Enfield authorizes the Joint Facilities Building Committee charge of the roof project at Alcorn School.

Date Submitted: May 31, 2023
Prepared by: The Department of Public Works

ENFIELD TOWN COUNCIL

RESOLUTION NO.

Resolution Authorizing the Development of Plans and Specifications for a Roof Project at Alcorn School

WHEREAS, the Town of Enfield owns and operates Alcorn School.

WHEREAS, Alcorn School requires a complete roof replacement.

WHEREAS, the roof replacement will require a complete set of plans and specifications.

WHEREAS, the firm of Russell and Dawson has been awarded the contract to create plans and specifications for the roof at Alcorn School.

THEREFORE, BE IT RESOLVED, the Town of Enfield authorizes the development of plans and specifications for a roof project at Alcorn School.

Date Submitted: May 31, 2023
Prepared by: The Department of Public Works

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Thursday, May 18, 2023 9:46 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	5/18/2023
First and Last Name	Donna Hamre
Address	52 New King St
City	Enfield
State	CT
Zip	06082
Phone Number	8609773281
Second Phone:	8609773281
Email	dhamre2005@sbcglobal.net
Occupation	Field not completed.
Occupation Phone Number	Field not completed.
Party Affiliation	Democratic
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	current board secretary

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

No

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

Field not completed.

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

10

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

No

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

Eckenroth, Cheryl

From: noreply@civicplus.com
Sent: Tuesday, May 16, 2023 12:36 PM
To: Eckenroth, Cheryl
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

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

Application for Vacancy on Boards, Agencies & Commissions

Date	5/16/2023
First and Last Name	James Hoyne
Address	12 Brainard Road
City	Enfield
State	CT
Zip	06082
Phone Number	413-883-6209
Second Phone:	860-962-0522
Email	deskofjameshoyne@gmail.com
Occupation	Admin/Clerical
Occupation Phone Number	Field not completed.
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	No Central District Health Dept. Board of Directors Enfield Rep
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	As a near life-long Feeding Tube patient & advocate & as someone who has undergone 55 surgeries, I personally understand the importance of providing the community of ongoing preventive health & treatment programs. Throughout my life, I have advocated for those w/ Feeding

Tubes & other health challenges via Magazine, Radio, Newspapers, etc. The message I always try to get out is its best to judge people by their abilities rather their disabilities This is a subject I am very passionate about & I firmly believe I would be an excellent candidate to continue serving on the Health Department Board of Directors.

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

Yes

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

Equity, Diversity & Inclusion Committee (12/2022-Present)
North Central District Health Dept. Board of Directions - Enfield Rep. (12/2021-Present)
CPTV Community Advisory Board; Hartford; (2020-Present)
Marion Oaks Civic Association; Ocala, FL; (2012-2014)

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

8

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

Yes

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



C

TOWN OF ENFIELD

Date: May 30, 2023

Subject: Resolution Referring the Proposed Conveyance of Town-Owned Parcels to the Planning and Zoning Commission and Setting a Public Hearing

Highlights:

- Impact Residential Development is seeking to develop a Transit Oriented Development project, including affordable housing units, consistent with the development guidelines identified in the RFP/RFQ Thompsonville Transit Oriented Development Project.
- These parcels include 1 Church Street, 19 Church Street, 21 Church Street, 2 Chapel Street, 16 Pleasant Street, 17 North Main Street, one unidentified parcel that sits east of the 17 North Main Street parcel, and the paved area of 5 Church Street which abuts 1 Church Street for site access.
- Before these parcels can be sold, the proposed conveyance of land must be referred to the Planning and Zoning Commission and a public hearing must take place.

Recommendation:

Adoption of the attached resolution.

BE IT RESOLVED, that the proposed conveyance of the above-referenced Town-Owned Parcels is hereby referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24; and

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby authorize setting a public hearing in accordance with the requirements of Connecticut General Statute §7-163e on June 19, 2023 at 6:55 pm in the Council Chambers.

Date Prepared: May 30, 2023
Prepared by: Office of Economic & Community Development



D

TOWN OF ENFIELD

Date: June 1, 2023

Subject: Request for Transfer of Funds for the Emergency Repairs of the Grape Brook Force Main & Rising Utility Costs - \$ 303,000.00

Highlights:

- Emergency repair costs for the Grape Brook force main break in the intersection of Rt.5 & N. Main St. on May 15, 2023
- Rising cost in utilities

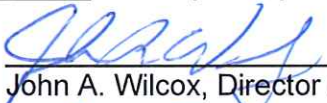
Budget Impact:

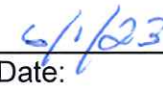
There will be no impact to the Town's budget.

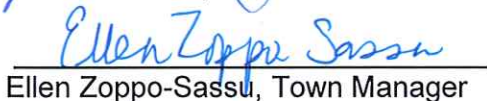
Recommendation:

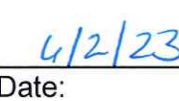
That the Town of Enfield Town Council approve the attached resolution of authorization.

Certification: I hereby certify that the above-stated funds are available as of June 1, 2023.


John A. Wilcox, Director of Finance


Date: 6/1/23


Ellen Zoppo-Sassu, Town Manager


Date: 6/2/23

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

FROM:	Water Pollution Control		
Salaries	21003350-511000	\$ 175,000	
Construction Related SRVCS	21003350-535000	\$ 23,000	
Technical Services	21003350-534000	\$ 5,000	
TO:	Water Pollution Control		
Construction Services	21003350-545000	\$ 203,000	

Continued on page 2

FROM: **Water Pollution Control**
 Health/Medical Insurance **21003350-521000** \$ 80,000

TO: **Water Pollution Control**
 Electricity **21003350-562200** \$ 80,000

FROM: **Water Pollution Control**
 Health/Medical Insurance **21003350-521000** \$ 13,000
 Social Security **21003350-522000** \$ 7,000

TO: **Water Pollution Control**
 Water/Sewerage **21003350-541100** \$ 20,000

Date Prepared: June 1, 2023
Prepared By: Donald Nunes, Public Works Director



TOWN OF ENFIELD

June 1, 2023

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Referring the Proposed Improvements to the Department of Public Works at 40 Moody Road to the Planning and Zoning Commission per Conn. Gen. Stat. §8-24

Councilors:

Highlights:

- The Town Council has approved funding for the construction of a fuel station at 40 Moody Road.
- Improvements include new above-ground fuel tanks, fuel islands, canopy, access road and removal of existing underground storage tanks.
- The Town Council must refer these proposed improvements to the Planning and Zoning Commission according to the requirements of Connecticut General Statute §8-24.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the Resolution.

Resolution

NOW, THEREFORE BE IT RESOLVED, that the proposed improvements to the Department of Public Works, including the construction of above-ground fuel tanks, fuel islands, canopy, access road and removal of existing underground storage tanks, are hereby referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Respectfully Submitted,

Donald T. Nunes
Director of Public Works

June 1, 2023

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Revisions to Fair Rent Commission

Summary:

In 2022, the Legislature passed Public Act 22-30, requiring each town to adopt a Fair Rent Commission ordinance in accordance with the Fair Rent Commission Act by July 1, 2023. Enfield has had an ordinance since 1970 but the Commission has not met in recent years.

Over the course of the Spring, staff and Attorney Cerrato met to review the new legislation and are recommending the revision of the current ordinance to reflect the new state language and provisions. The existing ordinance and proposed ordinance with changes are attached.

Budget Impact:

There is the potential of budget impact for hearing and staff time within the Social Services Department if there are complaints received.

Recommendation:

NOW THEREFORE BE IT RESOLVED the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 19, 2023 at 6:55 pm.

Submitted by: Town Manager Ellen Zoppo-Sassu

PART IV - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE III. - BOARDS AND COMMISSIONS
DIVISION 5. FAIR RENT COMMISSION

DIVISION 5. FAIR RENT COMMISSION

Sec. 2-151. Established; composition.

There shall be a fair rent commission comprised of seven residents of the town.

(Code 1967, § 2-36; Ord. No. 02-1, § 2-36, 8-26-2002)

Sec. 2-152. Appointments; terms of office; chair; quorum; compensation.

- (a) *Generally.* The town manager shall appoint seven members of the fair rent commission, who shall make studies, conduct hearings and receive complaints relative to rental charges on housing accommodations, except those accommodations rented on a seasonal basis, within their jurisdiction, which term shall include mobile manufactured homes and mobile manufactured home park lots, in order to control and eliminate excessive rental charges on such accommodations, and to carry out the provisions of G.S. §§ 7-148b—7-148f, inclusive, 47a-20 and 47a-23c(b). The fair rent commission shall not investigate complaints submitted to commission members but shall designate this power to complaint investigators.
- (b) *Appointment of other members.* The town manager, with the approval of the town council, shall appoint as members to the fair rent commission, two persons who are tenants, two persons who are landlords and three persons who are neither landlords nor tenants.
- (c) *Terms; vacancies.* Members of the fair rent commission shall be appointed for overlapping terms of two years. Vacancies on the fair rent commission shall be filled in the manner of original appointment for the unexpired portion of the term. Any member of the fair rent commission may be reappointed for an additional term in the manner of original appointment.
- (d) *Chair.* The fair rent commission shall annually designate one member to serve as chair.
- (e) *Quorum.* A quorum for voting purposes shall consist of four members.
- (f) *Compensation.* The members shall receive no compensation as such for their services as members.

(Code 1967, § 2-37; Ord. No. 02-1, § 2-37, 8-26-2002)

State law reference(s)—Similar provisions, G.S. § 7-148b.

Sec. 2-153. Complaint investigators.

- (a) Within 14 days after his appointment of the fair rent commission, the town manager shall appoint three persons to serve as complaint investigators. The investigators shall serve for a term of one year and may be reappointed by the town manager.
- (b) At no time shall any investigator privately report any matter relative to any investigation to any hearing officer or any other person. Investigation reports shall be submitted in writing to each hearing officer before a fair rent commission hearing or orally at the commission meeting.

(Code 1967, § 2-38; Ord. No. 02-1, § 2-38, 8-26-2002)

Sec. 2-154. Authority, powers, responsibilities, duties.

The fair rent commission shall have all the authority, powers, responsibilities and duties vested in such commissions pursuant to G.S. § 7-148b et seq.

(Code 1967, § 2-39; Ord. No. 02-1, § 2-39, 8-26-2002)

Sec. 2-155. Complaint and hearing procedure.

- (a) Upon receipt of a complaint by any fair rent commission member, the chair shall order one or more investigators to investigate the complaint. Each complaint shall be investigated within 30 days from its receipt by any fair rent commission member. In their investigations, investigators shall consider the criteria for determining excessive rents established by G.S. § 7-148c.
- (b) The fair rent commission chair shall cause a hearing to be held on each such complaint not later than 45 days from its receipt by a commission member.
- (c) A memorandum of decision shall be filed by the fair rent commission not later than 21 days from the date of the hearing. Should the commission fail to file a memorandum of decision within the 21-day period, the complaint shall fail and any action taken by the fair rent commission with respect to the particular case involved shall be null and void. The memorandum shall state the reasons for the fair rent commission's decision. The decision must be ratified or rejected at the next meeting of the fair rent commission in accordance with the procedure established by the fair rent commission. Each memorandum of decision shall be kept on file by the fair rent commission in the office of the town clerk, and from the moment of filing shall be open to the public.
- (d) Each complainant and each respondent may be represented by one or more attorneys of his choice or by any persons so authorized in writing by him.
- (e) Testimony before the fair rent commission shall be under oath and a verbatim tape (audio/video) recording of each hearing be preserved in accordance with state and town policy. Minutes of each fair rent commission meeting shall also be taken and preserved as a public record.
- (f) The fair rent commission shall provide the services of an interpreter, whenever needed, free of charge.

(Code 1967, § 2-40; Ord. No. 02-1, § 2-40, 8-26-2002)

Sec. 2-156. Holding rents in escrow.

The fair rent commission may hold rents in escrow in accordance with the provisions of G.S. § 7-148d, but only upon recommendation of the building official and upon submission by him to the commission of a report to the effect that the housing accommodation in question fails to comply with chapter article, or any state statute or regulation relating to health and safety.

(Code 1967, § 2-41; Ord. No. 02-1, § 2-41, 8-26-2002)

Sec. 2-157. Appeals.

Any person aggrieved by any order of the fair rent commission may appeal to the superior court for the judicial district in which the town is located. Any such appeal shall be considered a privileged matter with respect to the order of trial.

(Code 1967, § 2-42; Ord. No. 02-1, § 2-42, 8-26-2002)

Fair Rent Commission

Sec. 2-151 – Establishment; composition.

- (a) The Town of Enfield initially established a Fair Rent Commission in May of 1970 pursuant to Public Act 1969-274.
- (b) Pursuant to and in conformity with Conn. Gen. Stat. §§7-148b through 7-148f, 47a-20, and 47a-23c, as have been amended from time to time, there is hereby established a Fair Rent Commission for the purpose of controlling and eliminating excessive rental charges for housing accommodations within the Town of Enfield, and to carry out the purposes, duties, responsibilities, and all provisions of the above-described statutes, as they may be amended from time to time.
- (c) There shall be a Fair Rent Commission comprised of five members who shall be residents of the Town.

Sec. 2-152 – Appointments; terms of office; chair; quorum; compensation.

- (a) Generally. The Town Manager shall appoint the five members of the Fair Rent Commission.
- (b) Terms, vacancies. For the initial term hereof, the Town Manager shall appoint two members for a term of four years, two members for a term of three years, one member for a term of two years. Thereafter, terms of the members of the Fair Rent Commission shall be for four years. Vacancies shall be filled in the manner of the original appointment for the unexpired portion of the term. Any member may be reappointed for additional terms in the manner of the original appointment.
- (c) Chair. The Fair Rent Commission shall annually designate one member to serve as Chair.
- (d) Quorum. A quorum for voting purposes shall consist of three members.
- (e) Compensation. The members shall receive no compensation for their service as members of the Fair Rent Commission.

Sec. 2-153. Authority; powers; responsibilities; duties.

The Fair Rent Commission shall have the authority, powers, responsibilities, and duties as set forth in Conn. Gen. Stat. § 7-148b, as may be amended.

Section 2-154. – Complaint and hearing process.

- (a) Complaints to the Fair Rent Commission shall be filed with the Director of Social Services.
- (b) The Fair Rent Commission shall hold a hearing on each such complaint no later than 45 days from the filing of such complaint, as set forth in subsection (a) herein.
- (c) The Fair Rent Commission shall issue a written memorandum of decision no later than 21 days from the date of the hearing. Failure to issue a memorandum of

decision within the 21-day period shall be deemed to be a denial of the complaint. The memorandum of decision shall state the reasons for such decision. Each memorandum of decision shall be kept on file by the Fair Rent Commission in the Office of the Town Clerk and shall be available for public inspection.

- (d) Each complainant and each respondent may be represented by one or more attorneys of his choice or by any persons so authorized in writing by him.
- (e) Testimony before the Fair Rent Commission shall be under oath and a verbatim tape (audio/video) recording of each hearing be preserved in accordance with state and town policy. Minutes of each Fair Rent Commission meeting shall also be taken and preserved as a public record.
- (f) The Fair Rent Commission shall provide the services of an interpreter, whenever needed, free of charge.

Section 2-155. – Holding rents in escrow.

The Fair Rent Commission may hold rents in escrow in accordance with the provisions of Conn. Gen. Stat. §7-148d.

Sec. 2-156. – Appeals.

Any person aggrieved by any order of the Fair Rent Commission may appeal to the Superior Court pursuant to the provisions of Conn. Gen. Stat. §7-148e.



TOWN OF ENFIELD

May 31, 2023

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to approve a two-year collective bargaining agreement with Local # 1029 Union (Clerical Division)

Councilors:

Highlights:

Last year, Local # 1303-359 of AFSCME, Council 4 (Clerical Union) voted to dissolve their union and merge into the existing Local # 1029 Union consisting of employees from Public Works, Custodians, Dispatchers, and Library.

- On January 23, 2023, contract negotiations for a successor contract commenced between these clerical division employees and the Town of Enfield.
- The clerical division represents approximately 27 employees.
- Consistent with other recently adopted contracts, this contract addresses the overall lagging wage scale with a (3%) wage increase for FY22-23, a minimum wage adjustment of \$5,000 for remaining union positions in FY 23-24.
- To help fund these wage increases, the Town defunded one vacant union position and abolished two part time positions. In addition, the Town converted one position to a non-union position and upgraded two other positions into another union.
- The Town and Union agreed to modify three job descriptions as well. (Please see attached signed tentative agreement and job descriptions for more details.)
- The Union ratified these contract changes by a vote of 18-1 in favor.
- Consistent with the Town's 10 day posting policy, this drafted wage/contract changes was posted on the Town Clerk's office on Friday, May 26th, 2023.
- To meet the statutory deadline, the Town Council must act on this contract no later than June 19th, 2023 or else this contract will be deemed "approved" under § C.G.S. Sec. 7-474.

Budget Impact:

The estimated net increase to the budget over a two-year period is \$81,125.48 dollars.

Recommendation:

That the Town Council approve the attached Resolution.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Assistant Town Manager

Attachments:

1. Resolution
2. Tentative Agreements
3. New Proposed Local #1029 Contract (with revisions)
4. Job Descriptions (with revisions)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution to approve a two-year collective bargaining agreement with Local # 1029 Union (Clerical Division).

RESOLVED, that the Enfield Town Council does hereby approve the two (2) year collective bargaining agreement between the Town of Enfield and the AFSCME Council 4, Local #1029 Union (Clerical Division), dated July 1, 2022 through June 30, 2024.

Date Prepared: May 31, 2023

Prepared by: Steven Bielenda, Esq.

**TENTATIVE AGREEMENTS
SUMMARY OF CHANGES
SUCCESSOR TO THE 2019-2022 LABOR CONTRACT BETWEEN
THE TOWN OF ENFIELD AND LOCAL 1303-359 OF AFSCME, COUNCIL 4
NOW INTEGRATED AS THE "CLERICAL DIVISION" OF THE
LOCAL # 1029 CONTRACT OF AFSCME, COUNCIL 4**

TENTATIVE AGREEMENT #1

Effective and retroactive to July 1, 2022, all hourly rates on the base wage schedules in effect on June 30, 2022, shall be increased by three percent (3.0%).

Effective and retroactive to July 1, 2023, all hourly rates on the base wage schedules in effect on June 30, 2022, shall be increased by the indicated amount in the last column of the attached wage grid. (See attached wage grid).

TENTATIVE AGREEMENT #2

Both Parties agree to the language changes outlined in the attached following job descriptions:

- Legal Assistant
- Secretary 1 (Social Services)
- Secretary 3 (Social Services)

TENTATIVE AGREEMENT #3

Effective July 1, 2023, the following positions will be abolished or removed from the Clerical Division of the Local Number #1029 Contract:

- P/T Morning Receptionist (Abolished)
- P/T Afternoon Receptionist (Abolished)
- Secretary 1 - Planning and Zoning (Abolished)
- Legal Secretary – (Moved to Non-Union)
- Secretary I – Town Clerk (Converted to Assistant Town Clerk- P&T Union)
- Secretary I – Town Clerk (Converted to Assistant Town Clerk- P&T Union)

TENTATIVE AGREEMENT #4

Effective July 1, 2023, the following positions will be moved from their current grade to a higher grade:

- Public Safety Administrator (Moved from Grade 1 to Grade 3)
- Public Safety Administrator (Moved from Grade 1 to Grade 3)
- Public Safety Administrator (Moved from Grade 1 to Grade 3)
- Public Safety Administrator (Moved from Grade 1 to Grade 3)
- Secretary 1 - Senior Center (Moved from Grade 1 to Grade 2)
- Secretary 2 – Public Works Refuse Collection/Disposal
(Move from Grade 2 to Grade 3)

TENTATIVE AGREEMENT #5

Both Parties agree that the formerly agreed upon language in the prior collective bargaining agreement will be incorporated as the "Clerical Division" in its logical sections of the current Local #1029 Collective Bargaining Agreement and will be coterminous with the latter contract. Both Parties also agree that, during the implementation of the clerical contract language into the Local #1029 Contract, neither party will benefit from or be burdened by any unintended consequences or outcomes unless agreed to in writing by both parties.



For the Town

Dated: April 19th, 2023



For the Union

Dated: April 19th, 2023

PROPOSED 2 YEAR CONTRACT
LOCAL #1029
CLERICAL DIVISION

Job Class Code Desc	Location Code Desc	Hire Date	Original Hire Date	GRADE	Hourly Rate	Annual Pay	FY 2022/2023 +3%	FY 23/24 +\$5,000
TAX CLERK I	ASSESSOR	02/07/2022	02/07/2022	2	24.2000	44,044.00	45,365.32	50,365.32
ASSESSMENT CLERK	ASSESSOR	01/16/2002	01/16/2002	3	25.1900	45,845.80	47,221.17	52,221.17
TAX CLERK II	ASSESSOR	10/17/2016	04/13/2015	3	25.1900	45,845.80	47,221.17	52,221.17
				ASSESSOR Total		135,735.60	139,807.67	154,807.67
SECRETARY II 35 HRS	BUILDINGS & GROUNDS MAINT	11/27/2018	11/27/2018	2	24.2000	44,044.00	45,365.32	50,365.32
	BUILDINGS & GROUNDS MAINT					44,044.00	45,365.32	50,365.32
SECRETARY III 35 HRS	SOCIAL SERVICES ADMINISTRATION	01/14/2019	01/14/2019	3	25.1900	45,845.80	47,221.17	52,221.17
				CARE COORDINATION Total		45,845.80	47,221.17	52,221.17
SECRETARY I 35 HRS	CYF - CHILD DEV CENTER	01/02/2004	01/02/2004	1	21.3900	38,929.80	40,097.69	45,097.69
SECRETARY I 35 HRS	CYF - CHILD DEV CENTER	10/21/2005	10/21/2005	1	21.3900	38,929.80	40,097.69	45,097.69
ACCOUNTING CLERK	CYF - CHILD DEV CENTER	10/31/2022	10/31/2022	3	25.1900	45,845.80	47,221.17	52,221.17
				CHILD DEVELOPMENT CENTER Total		123,705.40	127,416.56	142,416.56
SECRETARY I 35 HRS	EQUIPMENT MAINTENANCE	05/17/2005	05/17/2005	1	21.3900	38,929.80	40,097.69	45,097.69
				EQUIPMENT MAINTENANCE Total		38,929.80	40,097.69	45,097.69
SECRETARY III 35 HRS	FINANCE ADMINISTRATION	10/15/2013	10/15/2013	3	25.1900	45,845.80	47,221.17	52,221.17
				FINANCE ADMINISTRATION Total		45,845.80	47,221.17	52,221.17
RECEPTIONIST	GENERAL SERVICES	08/11/2015	08/11/2015	Entry Level	20.1600	20,442.24	21,055.51	(22,666.26)
RECEPTIONIST	GENERAL SERVICES	01/03/2017	01/03/2017	Entry Level	20.1600	20,442.24	21,055.51	(22,666.26)
				GENERAL SERVICES Total		40,884.48	42,111.01	(45,332.51)
SECRETARY II 35 HRS	HIGHWAY MAINTENANCE	02/12/2008	02/12/2008	2	24.2000	44,044.00	45,365.32	50,365.32
				HIGHWAY MAINTENANCE Total		44,044.00	45,365.32	50,365.32
ADMIN ASSISTANT IT	INFORMATION TECHNOLOGY	09/14/2020	09/14/2020	2	24.2000	44,044.00	45,365.32	50,365.32
				INFORMATION TECHNOLOGY Total		44,044.00	45,365.32	50,365.32

PROPOSED 2 YEAR CONTRACT
LOCAL #1029
CLERICAL DIVISION

SECRETARY I 35 HRS - VAC	PLANNING & ZONING	-	-	1	21.3900	38,929.80	(73,451.17)	(75,171.17)
SECRETARY III 35 HRS	PLANNING	08/22/2022	08/22/2022	3	25.1900	45,845.80	47,221.17	52,221.17
				PLANNING Total		45,845.80	(26,229.99)	(22,949.99)
PUBLIC SAFETY ADMINISTI	PUBLIC SAFETY	10/15/2012	10/15/2012	1A	21.9700	39,985.40	41,184.96	52,221.17
PUBLIC SAFETY ADMINISTI	PUBLIC SAFETY	12/10/2018	12/10/2018	1A	21.9700	39,985.40	41,184.96	52,221.17
PUBLIC SAFETY ADMINISTI	PUBLIC SAFETY	06/07/2021	06/07/2021	1A	21.9700	39,985.40	41,184.96	52,221.17
PUBLIC SAFETY ADMINISTI	PUBLIC SAFETY	12/12/2022	12/12/2022	1A	21.9700	39,985.40	41,184.96	52,221.17
SECRETARY III 35 HRS	PUBLIC SAFETY	03/11/2013	01/22/2001	3	25.1900	45,845.80	47,221.17	52,221.17
SENIOR PUBLIC SAFETY AD	PUBLIC SAFETY	06/10/2013	10/30/2006	3	25.1900	45,845.80	47,221.17	52,221.17
				POLICE Total		251,633.20	259,182.20	313,327.04
SECRETARY III 35 HRS	PUBLIC WORKS ADMINISTRATION	08/09/2005	08/09/2005	3	25.1900	45,845.80	47,221.17	52,221.17
				PUBLIC WORKS ADMINISTRATION Total		45,845.80	47,221.17	52,221.17
SECRETARY I 35 HRS	RECREATION PROGRAMS	10/16/2017	10/16/2017	1	21.3900	38,929.80	40,097.69	45,097.69
				RECREATION PROGRAMS Total		38,929.80	40,097.69	45,097.69
SECRETARY II 35 HRS	REFUSE COLLECTION/DISPOSAL	10/19/1998	10/19/1998	2	24.2000	44,044.00	45,365.32	52,221.17
				REFUSE COLLECTION/DISPOSAL Total		44,044.00	45,365.32	52,221.17
SECRETARY I 35 HRS	SENIOR CENTER	11/18/2019	11/18/2019	1	21.3900	38,929.80	40,097.69	50,365.32
				SENIOR CENTER Total		38,929.80	40,097.69	50,365.32
SECRETARY I 35 HRS	SOCIAL SERVICES ADMINISTRATION	09/01/2021	09/01/2021	1	21.3900	38,929.80	40,097.69	45,097.69
				SOCIAL SERVICES ADMINISTRATION Total		38,929.80	40,097.69	45,097.69
LEGAL ASSISTANT	TOWN ATTORNEY	07/19/2010	07/19/2010	4	26.1700	47,629.40	49,058.28	54,058.28
				TOWN ATTORNEY Total		47,629.40	49,058.28	54,058.28
SECRETARY I 35 HRS	TOWN CLERK	04/19/2021	04/19/2021	1	21.3900	38,929.80	40,097.69	56,406.69
SECRETARY I 35 HRS	TOWN CLERK	05/16/2022	05/16/2022	1	21.3900	38,929.80	40,097.69	56,406.69

**TOWN OF ENFIELD
JOB DESCRIPTION
TOWN ATTORNEY'S OFFICE
LEGAL ASSISTANT**

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible and sometimes specialized tasks relating to the administration and daily operations of the Town Attorney's office.

SUPERVISION RECEIVED: Works under the general supervision of the Town Attorney or a designated supervisor.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS - Regular and punctual attendance; logs and tracks requests for legal review **including monthly and quarterly statistical tracking**; enters weekly time sheet data and maintains payroll records; monitors the Town Attorney's in-box on all Court websites, checks the status of cases and court calendars; **maintains pending litigation log; maintains legal calendar to efficiently meet deadlines and court dates; works closely with lawyers drafting and filing legal documents; completes court forms and submits filings**; orders supplies; processes bills for payment; keeps track of expenditures and prepares account transfer paperwork if necessary; **processes payroll and** maintains payroll records; prepares and inputs office budget information; drafts liens and releases; reviews/revises resolutions submitted for TA **Town Attorney** review and approval; proofreads/copyedits **documents** ~~most work that leaves the office~~; types letters, memoranda, reports and other materials; receives visitors to office; ~~opens, sorts and distributes mail~~; assembles information necessary in preparation of reports; prepares reports **and documents for lawyers based on case specifications and requests**; assists public by giving or securing information; **organizes court paperwork**. Has the ability to be discrete; understands the need for confidentiality and to protect sensitive information as required in a law office. **Able to multi-task assignments under tight deadlines.**

OTHER JOB FUNCTIONS: files all office paperwork; ~~opens and closes files~~; maintains database of office files; **manages case paperwork**; records and boxes files for storage; reviews archived/closed files for disposal according to the retention schedule; ~~completes court forms and submits filings~~; maintains library; assists with on-line legal research; contacts the Marshal for service of legal documents; may notarize documents; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, use hands to finger, grasp, handle or feel objects, tools or controls; talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, reach with hands and arms.

Hand-eye coordination is necessary to operate computers and various office equipment. The employee must occasionally lift, push and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with constant interruption, attend to task for 45 - 60 minutes at a time, remember multiple assignments given over long periods of time and understand the theories behind several related concepts.

May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in computer screen.

Noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Computer proficiency in Microsoft Office applications and Adobe; working knowledge of Munis good typing skills; considerable knowledge in the use of business English; thorough knowledge understanding of office practices and procedures, good knowledge of departmental programs, functions, operations, policies and practices. Knowledge of Experience with legal forms and procedures; ability to make decisions in accordance with policies and regulations; proficient writing skills; detail oriented; ability to compose letters and memoranda; considerable advanced typing skills; mental alertness; neat appearance; ability to work in harmony with others; honesty; dependability; tact; courtesy and resourcefulness.

EXPERIENCE AND TRAINING: Associates Degree or certificate from a program of higher education or commensurate experience and not less than three (3) five (5) years of employment in a responsible position exercising moderately complex clerical work. Legal experience preferred.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. Adopted June 17, 2019

**TOWN OF ENFIELD
JOB DESCRIPTION**

**SOCIAL SERVICES DEPARTMENT
SECRETARY III**

GENERAL STATEMENT OF DUTIES: Highly responsible secretarial work involving a variety of clerical and administrative tasks related to the administration and day-to-day running of a Town Department.

SUPERVISION RECEIVED: Works under the general supervision of a Director or Department head.

SUPERVISION EXERCISED: May oversee or supervise Secretary I or II or other clerical staff as assigned.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; types or word processes correspondence, index cards, information on forms, documents, reports, lists, reference materials and statistics from copy, rough draft or own compiled information; maintains files and filing systems; files documents; answers telephone and directs callers; takes messages or answers procedural questions based on knowledge or rules and regulations pertaining to departmental activities; screens greets, directs and announces visitors; performs wide range of posting tabulation and calculating; maintains complex records; may maintain an accounting system; keeps ledgers and balances accounts; may receive and disburse funds; prepares reports related to departmental finances; processes forms and documents within generally established procedures; checks for adherence to requirements and accepted administrative practice; prepares materials for meetings and legal requirements; may assist in audit procedures; collects audit materials and records for review; ~~maintains event calendars and calendars or logs of own tasks;~~ maintains communications for the Department including calendar of events, webpages, social media and e-news; schedules routing and special meetings and travel; composes routine and specialized correspondence and documents from notes, verbal instructions or standard text; may attend meetings and prepare minutes of meetings.

OTHER JOB FUNCTIONS: Performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand eye coordination necessary to operate computer and various other office equipment. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, grasp, handle or feel objects, tools or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time and understand the theories behind several related concepts.

May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office procedures, arithmetic and bookkeeping techniques; knowledge of modern office practices; knowledge of the operation of standard office machines; knowledge of business English; considerable skill at typing; ability to communicate both orally and written; ability to perform administrative procedures; ability to learn operations of the assigned office; ability to plan and devise office procedures; ability to establish and maintain effective working relationships with co-workers, customers and the public. Must be proficient on computer.

EXPERIENCE AND TRAINING: Graduation from high school with a business course background and five (5) years of progressively responsible secretarial work or any equivalent combination of education and experience.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position

Revised: 2-1-99

TOWN OF ENFIELD
JOB DESCRIPTION
SOCIAL SERVICES

SECRETARY I

GENERAL STATEMENT OF DUTIES: Performs variety of responsible and sometimes specialized clerical tasks relating to the administration and daily operations of a particular Town department, division or office.

SUPERVISION RECEIVED: Works under the general supervision of a department/division head or his/her designee.

SUPERVISION EXERCISED: May oversee other clerical and/or part-time employees as assigned.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; types or word processes letters, notices, memoranda, drafts, reports and other materials from copy, rough draft, brief notes, instructions and/or dictation and files same; maintains simple accounting, financial and other records of departmental activities, i.e. budget expenditures, purchase orders, utility bills, etc.; receives visitors to office; provides support to residents utilizing outside agencies that provide services on-site; records various information transactions; opens, sorts and distributes mail; assembles information necessary in preparation of reports; prepares reports involving clerical or tabular information; assists public by giving or securing information; operates variety of modern office machines such as phones, photocopying, word processing, adding, calculating machines; receives and receipts records, checks and/or cash and forwards same to proper location or makes bank deposits; makes arithmetic calculations, computes and compiles data from various sources; may take and transcribe dictation or minutes of meetings; prepares periodic department reports from data maintained on daily basis; computes and keeps time records, submits office timesheets to payroll; answers telephones, directs callers, takes messages; make appointments and maintain appointment calendar; maintains communications for the Division including calendar of events, webpages, social media and e-news; create maintain and file client records.

OTHER JOB FUNCTIONS: Requisitions and orders supplies and materials; maintains inventory of office supplies; may notarize documents; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, handle, feel or operate objects, tools or controls; sit, talk or hear. The employee is occasionally required to stoop, crouch, reach with hands and arms, stand, walk. Hand-eye coordination is coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet/moderately-noisy

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge in the use of business English; thorough knowledge of modern office practices and procedures; good knowledge of departmental programs, functions operations, policies, practices and terminology; ability to operate computer terminal for

retrieval/input of information, word processing and other applications; ability to make decisions in accordance with policies and regulations; ability to compose letters and memoranda; ability to make arithmetic computations accurately and with reasonable speed; may require ability to take and transcribe dictation; considerable typing and/or word processing skills; mental alertness; neat appearance; ability to work in harmony with others; dependability; tact; courtesy; resourcefulness.

EXPERIENCE AND TRAINING: Graduation from high school or possession of high school equivalency diploma (GED) and not less than three (3) years of employment in a responsible position exercising moderately complex clerical work.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised: 2-1-99



THE TOWN OF ENFIELD

&

**LOCAL 1029 - COUNCIL #4
AMERICAN FEDERATION OF STATE,
COUNTY & MUNICIPAL EMPLOYEES
AFL-CIO**

July 1, 2021 – June 30, 2024

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COLLECTIVE BARGAINING AGREEMENT
between

THE TOWN OF ENFIELD
and
LOCAL 1029 - COUNCIL #4
AMERICAN FEDERATION OF STATE,
COUNTY & MUNICIPAL EMPLOYEES
AFL-CIO

This AGREEMENT is entered into by and between the TOWN OF ENFIELD, hereinafter referred to as the "TOWN" AND LOCAL 1029 of COUNCIL #4 of the AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES, AFL-CIO, hereinafter referred to as the "UNION."

ARTICLE 1
RECOGNITION

- 1.0 The Town of Enfield hereby recognizes the Union as the sole and exclusive bargaining agent for the employees in the Highway, Fleet Services, Solid Waste, Water Pollution Control, and Building and Grounds Maintenance divisions, Custodial Services Group, Library Department employees, Civilian Dispatchers and clerical and secretarial employees INCLUDING part-time employees who work twenty (20) hours or more per week (this provision also recognizes the Parts Clerk position which may work less than 20/hrs. per week), EXCEPT Department Heads, Deputy Directors, Assistant Director of Public Works, the Director of Libraries, Assistant Library Director, Head Children's/Teen Librarian, Reference Librarian, Public Services Librarian, Highway Superintendent, Highway Supervisor, Superintendent of Parks and Recreation, Parks Maintenance Supervisor, Solid Waste Superintendent, Building and Grounds Maintenance Superintendent, Building and Grounds Maintenance Supervisor, WPC Superintendent, WPC Supervisor, WPC Assistant Supervisor, Custodial Supervisor, Chief of Police, Deputy Chief, Police Captain, seasonal help and other supervisory personnel as may be mutually agreed upon, and any other employees represented by other bargaining units, which exists for the purposes of collective bargaining in respect to pay, wages, hours of employment and other conditions of employment. For purposes of this contract employees shall be deemed seasonal workers if they are employed for less than sixty (60) consecutive working days in any fiscal year. Seasonal employees may be utilized beyond sixty (60) consecutive working days if they are replacing an employee who is out of work on extended illness or who is out of work or on light duty due to a worker's compensation illness/injury.

ARTICLE 2

UNION SECURITY

- 2.0
 - a. The Town of Enfield agrees to deduct an initiation fee and monthly dues, as specified by the secretary of the Union, from the wages of all employees covered by this Agreement.
 - b. The Union will furnish the Town with a signed statement by the employee that s/he authorizes the Town to deduct from his/her wages an initiation fee and Union dues. Dues deductions shall continue for the duration of this Agreement.
- 2.1 All employees in the collective bargaining unit shall, thirty (30) calendar days from the date of this contract or from the date of their employment by the Town, become and remain members of the Union in good standing in accordance with the constitution and by-laws of the Union, or pay the agency fee, during the term of this Agreement or any extension thereof, as a condition of employment.
- 2.2 The deduction for any month will be made during the third payroll week of said month and shall be remitted to AFSCME Council #4 not later than the last day of said month.
- 2.3 The amounts shall be remitted monthly to the AFSCME Council #4, with a list of names of employees from whose wages dues deductions have been made. The Union agrees to indemnify and save harmless the Town for any liability or sums which the Town is required to pay as a result of any claim arising out of the Town's compliance with or enforcement of the provisions of this Article.
- 2.4 The Town will place one (1) bulletin board in an accessible place in each department for the exclusive use of the Union.
- 2.5 The Town will post a copy of this Agreement on the intranet within fifteen (15) working days after the effective date of this Agreement. New employees will be given a copy of this Agreement at the time of hire.
- 2.6 The Director of Libraries is considered to be the Chief Executive Officer of the Library. The Director shall post notices governing the work schedule in the Library several days in advance of the day of their effect. Notices and Library closing should be posted not less than twenty-four (24) hours in advance of such closing.
- 2.7 Custodial Services Group, Seasonal and temporary employees, working (20) or more hours per week, shall become bargaining unit members and be entitled to all terms and conditions of the collective bargaining agreement after 120 calendar days of employment.

ARTICLE 3 SENIORITY

- 3.0 When a layoff takes place, new employees without a length of service record and part-time employees shall be laid off first.
- 3.1 If further layoffs take place, employees with the least departmental seniority shall be laid off first. Whenever an employee is scheduled to be laid off, s/he shall be entitled to replace any employee with less departmental seniority in an equal, lower or higher paid classification for which s/he is qualified. However, for Custodial Services Group employees only, said employees who are subject to layoff may displace the least senior employee within the school system provided they are qualified and physically capable of performing work available. Such position shall be of equal pay grade or less. Laid off permanent employees with the most seniority shall be rehired first, and no new employees shall be hired until all laid off employees have been given an opportunity to return to work. **For Clerical Department Employees only, in the event of a layoff, an affected Clerical Department employee shall receive at least fourteen (14) calendar days written advance notice.**
- Departmental seniority, for purposes of this Section, shall mean seniority within either the Public Works Department, Custodial Services Group, Library Department ~~or~~ Police Department **or Clerical Department** for classifications recognized by this collective bargaining agreement.
- 3.2 All employees shall serve a probationary period of one hundred and eighty (180) calendar days after initial appointment and shall have no seniority rights during this period, but shall be subject to all other clauses of this Agreement, except sections pertaining to discipline and discharge. Disciplinary action up to and including discharge, or termination of employment for any reason, during an employee's probationary period shall not be subject to further review under the grievance procedure provided in this Agreement. All employees who have completed their probationary period shall be known as permanent employees, and the probationary period shall be counted in determining total seniority. Civilian Dispatchers shall serve a probationary period of nine (9) months.
- 3.3 The Town of Enfield shall establish a seniority list, and the list shall be brought up to date July 1 of each year, and a copy shall be delivered to the Secretary of the Local. Any objection to the seniority list, as made, shall be reported within ten (10) calendar days.
- 3.4 Officers and stewards of the Union shall have superseniority in the event of layoff, providing they have the qualifications to perform whatever work is available and that a list of Union officers has been given to the Director of Human Resources for the upcoming fiscal year prior to July 1 of each year.
- 3.5 The seniority of former custodians¹ shall be grandfathered for purposes of bumping rights

¹ This language also applies to any former employee of public works, library or police if said employee transfers into a different department.

back into custodial services, provided that he/she is still qualified to perform custodian duties and he/she has custodian seniority over the least senior custodians.

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ARTICLE 4 PROMOTIONS

- 4.0 Vacancies and new positions shall be posted for a period of seven (7) working days and open to bid without exception, prior to outside posting or advertisement in a daily newspaper. Copies of the job and bid, a list of persons bidding for the job, and the appointment of the person to the job, shall be sent to the Union Secretary promptly at the end of the job posting period.

In addition, as they occur, the Union President or Secretary will be provided with a copy of all transfers, new hires, disciplinary actions, termination notices, approved leaves of absences exceeding 3 weeks, and demotions.

- 4.1 All vacancies shall be filled within a reasonable period of time from the date of an employee vacating a position or the establishment of a new position.
- 4.2 When a vacancy exists or a new position is created, consideration shall be first given to the employee with the highest departmental seniority, provided such employee is qualified for each position as demonstrated by his/her work record and ability to perform the work. The Town reserves the right to conduct examinations to determine such ability. If such employee refuses a promotion, or is found not to be qualified, the next senior employee shall be considered in the same manner, and so on, until the list of those who have bid on the job is exhausted. Employees who voluntarily give up a higher classification for a lower one shall have a one (1) year waiting period before they can bid on a higher classification again. These employees shall have the right to bid for a higher classification over any person outside of the bargaining unit, however, these employees are only allowed the opportunity to bid one (1) time within one (1) year of transferring in the lower position.
- 4.3 When an employee is retained in a vacancy or new position for a period of thirty (30) working days (ninety (90) working days for dispatchers), then s/he shall be considered qualified and allocated to said position if the position continues to exist; otherwise, s/he shall return to his/her former position.
- 4.4 The Town shall, when necessary, set up an on-the-job training program for employees so as to familiarize them with the operation and function of the different types of equipment that are used in the every day operation of the Department and also on any other job that may require a higher standard of skill. The training period shall be for a maximum of thirty (30) calendar days. In the case of civilian Dispatchers such training may exceed thirty (30) calendar days.
- 4.5 The employee shall receive no extra compensation during the allotted time for training under Article 4.4 other than being classified as qualified. Thereafter, when called upon to operate a piece of equipment or work at a job in a higher classification, s/he shall be paid according to the specification of the contract. Seniority will be a factor when on-the-job training is applied for. The employee selected shall have a training and qualification period as specified above after which s/he may be considered qualified. The trial period may be

less if there is mutual agreement between the department head and the Union that the employee is either properly qualified prior to the full trial period and thereupon shall begin receiving the rate of pay of the new classification, or the employee is found unable to learn the required duties and is returned to his/her former position and rate with no loss of seniority.

- 4.6 When, for any reason, technological changes take place within the Library, Public Works, Custodial Services Group, ~~and~~ Police Departments and Clerical Departments that require additional knowledge and/or skills on the part of an employee within his/her classification, such employee will be given the opportunity to acquire a knowledge and skill necessary to retrain. The Town shall establish at its own expense, during regularly scheduled working hours, an adequate retraining program for affected employees as necessary. The Town shall employ its best efforts to retain and retrain its employees in their current classifications.
- 4.7 In order to fill a vacancy in the bid schedule in the Police Dispatch Center, dispatchers shall re-bid an open bid slot, based on seniority, starting with the most senior dispatcher below the position of seniority the departing dispatcher held, as well as the newly qualified dispatcher, within two (2) weeks of the day the newly qualified dispatcher becomes fully qualified.
- 4.8 Custodial Services Group employees assigned a temporary position in a higher classification, due to another worker's illness, leave of absence or other reason approved by the Town, shall receive a salary adjustment of the higher classification for such time that the position is held beginning at the first hour and until the assignment is complete. Claims for the salary adjustment will be submitted on a weekly basis. Payment will be made to the employee in the following week. Upon return of the regular employee, the temporary employee will revert to his/her previous status.
- 4.9 When the Head Custodian is out for an approved absence by the Town, the Boiler Person at JFK, Fermi, and Enfield High School shall be the first to act, the floating day custodians and crew leader will act first. At the Elementary Schools, the floating day custodians and crew leader will act first, then the regular custodian.

ARTICLE 5 HOURS OF WORK, OVERTIME & HOLIDAY PREMIUM PAY

- 5.0 a. **Hours of work for Public Works Department Employees:**

The basic work day shall be eight (8) hours per day, five (5) days per week, Monday through Friday, from 7:00 a.m. to 3:30 p.m., with one-half (1/2) hour for lunch, from 12:00 Noon to 12:30 p.m. However, employees that use the rear end loaders and semi-automated refuse vehicles will still be entitled to the "early release" program.

b. **Hours of Work for Water Pollution Control and Transfer Station Employees**

The basic work day shall be eight (8) hours per day, five (5) consecutive days per week, scheduled Monday through Saturday, with a one-half (1/2) hour for lunch, for a normal work week of forty (40) hours.

c. **Hours of work for Library Employees**

The basic work day shall be seven (7) hours per day, five (5) days per week, Monday through Saturday.

d. **Hours of work for Civilian Dispatchers**

1. The regular work week shall be forty (40) hours per week, eight (8) hours per day, inclusive of a daily duty-free meal period.

2. There shall be three (3) established shifts:

7:00 AM to 3:00 P.M.

3:00 PM to 11:00 P.M.

11:00 P.M. to 7:00 A.M.

In reference to these shifts, the Town shall retain the right to modify the shifts, causing the time the employee shall report to work to be one (1) hour earlier or later, as shall be deemed necessary by the Chief.

3. All regular assignments shall be bid by seniority and posted at least one (1) week prior to being effective.

4. The duration of the assignment shall be the maximum of fifteen (15) weeks, (two (2) fifteen-week assignments may be bid at the same time) and posted at the time the assignments are bid. The duration time may be extended by mutual agreement between the Town and the Union. If additional assignments are established prior to the duration posted at the time of the bid, the bid shall be reopened on posting of the additional assignments.

5. The present system of staggered days off for dispatchers shall continue.

a. Employees at the transfer station and water pollution control plant will be given three (3) weeks' notice prior to any change in their schedule.

b. All employees shall be entitled to a fifteen (15) minute break in the first half of the workday to be scheduled at the discretion of the supervisor. No other breaks other than the meal break shall be

taken. The policy of allowing one (1) Department of Public Works employee on a work crew to leave before the break to purchase coffee and snacks for the other employees of the crew shall continue.

e. **Hours of work for Custodial Services Group Employees:**

The basic work day shall be eight (8) hours per day, five (5) days per week, Monday through Friday.

1. The basis work hours of the day shift shall be eight (8) hours within the hours of 6:00 a.m. to 4:00 p.m., with one-half (1/2) hour for unpaid lunch, Monday through Friday.
2. The basic hours of work for the night shift shall be eight (8) hours within hours of 12:00 noon and 11:00 p.m., with a twenty (20) minute paid lunch, Monday through Friday. Employees must remain on the premises for their paid lunch unless approved by their supervisor.
3. Employees requested to work Saturdays or on their day off, other than emergencies, shall be given twenty-four (24) hours' notice.
4. The Union president shall also receive prompt written notice of a change in working hours of bargaining unit Custodial Services Group employees.

f. **Hours of work for Building and Grounds – Alternative 4 Day Schedules**

1. **Up to Four B&G Positions (1- *Primary* Crew Leader and 3 Laborers)**
 - a. Shall be designated to work 10 hours each day (Monday – Thursday)
 - b. Crew Leader hours: 6:30 am – 5:00 pm
 - i. Crew Leader for this position shall receive Crew Leader rate of pay even if called into work on non-regular work day. However, Crew Leader may not have designated Crew Leader responsibilities on non-regular work days.
 - c. Laborer hours: 7:00 am – 5:30 pm
 - d. If called in scheduled off days:(O/T Fri. - Sat 1.5x)(O/T Sun./Hol. 2x)
 - e. O/T on regular workdays occurs after working 10 hours.
2. **Up to Four B&G Positions (1- *Secondary* Crew Leader and 3 Laborers)**
 - a. Shall be designated to work 10 hours each day (Wednesday – Saturday²)
 - b. Crew Leader hours: 6:30 am – 5:00 pm

² Management reserves the right to start the Saturday shift at 6:00 am provided employee receives 24 hours' advance notice.

- c. Crew Leaders for this position shall only receive Crew Leader rate of pay on his regularly scheduled Friday and Saturday work days. Any other work day he will receive Laborer's rate.
 - i. Laborer hours: 7:00 am – 5:30 pm
 - ii. If called in scheduled off days:(O/T Mon.-Tues.1.5x)(O/T Sun./Holiday 2x)
 - iii. O/T on regular workdays occurs after working 10 hours.

Paid Time Off

For purposes of time off, unless otherwise stated, all paid leave shall be converted to hours, so that employees do not receive any more paid time off than if they were working a (5 day - 8-hour) schedule.

Holidays

- Employees not working on a regularly scheduled holiday shall take off the first business day subsequent to that holiday (e.g. Memorial Day – an employee that normally works the “Wednesday – Saturday schedule” shall take off the first business day (Wednesday) subsequent to Memorial Day).
- If the holiday happens to fall on a Saturday, then the employee Wednesday-Saturday employee shall observe the holiday on Saturday and the Monday-Thursday employee shall observe the holiday on the Thursday before the Saturday Holiday.

To offset the Holiday conversion disparity, employees on the 4/10 schedule shall receive only two (10 hour) personal leave days.

Job Posting and Impact

- The job openings for these 4 day scheduled positions shall be posted in accordance with the collective bargaining agreement.
- No current B&G employee shall be bumped out of a job opportunity for which he is qualified.
- The Town shall designate one primary Crew Leader at all times. (e.g. if a Crew Leader is already working on a Tuesday in his primary shift and the Town needs to call all employees for a weather event/emergency, then the called in employee (who is normally a Crew Leader on the Friday shift) shall not receive crew leader pay while performing work in his “called in” capacity).

Cost Neutrality

- Both Parties agree that the implementation of the above referenced 4-day schedule shall be cost neutral for both the employee and Town.
- Unless otherwise addressed here within, neither the Town or employee shall receive any unintended benefit or consequence resulting from this new schedule implementation other than what is reasonably expected as described in the above language.

- Should either the Town or employee discover an unintended benefit or consequence, then both Parties shall agree to meet to resolve this issue as least expensively as possible.

g. Hours of Work for Clerical Employees

1. The basic work day shall be seven (7) hours per day, five (5) days per week Monday through Friday, from 9:00 a.m. to 5:00 p.m., with one (1) hour for lunch, in the middle of the workday.
2. Hours of Work for Police Department- The basic work day shall be seven (7) hours per day, five (5) days per week, Monday through Friday from 8:00 a.m. to 3:30 p.m. with one half (1/2) hour for lunch in the middle of the work day.
3. Hours of Work for the Senior Center and Day Care - The basic work day shall be seven (7) hours per day, five (5) days per week, Monday through Friday, 8:00 a.m. to 4:00 p.m. with one (1) hour for lunch in the middle of the work day.
4. Hours of Work for the Garage - The basic work day shall be seven (7) hours per day, five (5) days per week Monday through Friday, from 7:30 a.m. to 3:00 p.m. with one half (1/2) hour for lunch in the middle of the work day.
5. Part Time Employees - Will be scheduled to work between the hours of 8:00 a.m. to 8:00 p.m.
6. The above starting times and quitting times, in g. 1 – 5 inclusive, may be altered at the discretion of management by no more than 2 hours, e.g. an employee at Town Hall may be required to commence work at 11:00 a.m. and end at 7:00 p.m. or start at 7:00 a.m. and end at 3:00 p.m. The employer will give seven (7) calendar days notice of a change to work schedules.
7. Should the Town desire to schedule work other than on a Monday through Friday schedule or beyond the hours listed above the parties agree to negotiate the impact of this decision.
8. Full time employees assigned to work seven hours or more per day are entitled to two (2) ten (10) minute breaks, subject to the terms as agreed to in the MOA dated 4-4-00.

5.1 Time and One-Half (1 1/2X) shall be paid for:

- a. All work performed in excess of eight (8) hours in any one (1) day and forty (40) hours in one (1) week.

1. For Clerical Employees only, if both the employee and the employer agree, in lieu of pay for overtime, compensatory time at the rate of time and one-half shall be earned for all hours worked in excess of eight (8) in one day or forty in one week. Said time must be used within 30 days from when it is earned, provided that all time must be used on or before June 30 of each year. If both the employer and the employee agree, in lieu of additional pay for one (1) hour worked above seven (7) hours in one day up to eight (8) hours in one (1) day, compensatory time at the rate of straight time shall be earned for the hour worked. Said time must be used during the week it is earned or during the following week. Compensatory time may be taken in hour increments up to seven (7) hours.
 - b. Contiguous overtime for Civilian Dispatchers before or after regularly scheduled duty hours, will be compensated at time and one-half (1 1/2X) rates in the same manner presently afforded regular police officers.
 - c. All work performed on Saturday as such. Library Department, Water Pollution Control Department employees and Transfer Station employees shall receive a ten percent (10%) differential when working on a work week other than Monday to Friday instead of time and one-half (1 1/2X).
 - d. For Clerical Department employees, work on a Saturday, Sunday or holiday will be paid time and one half for all hours worked on a Saturday, Sunday or holidays.
- 5.2 Except for Civilian Dispatchers, ~~and the Custodial Services Group,~~ and Clerical Department employees, double time (2X) shall be paid for:
- a. All Work performed on Sunday as such.
 - b. All work performed on holidays plus regular holiday pay.
 - c. Civilian Dispatchers shall be paid double time when working on a holiday that they are not scheduled to work.
 - d. Custodial Services Group employees shall be paid double time for hours worked on Sunday, Thanksgiving Day, Christmas Day, New Year's Day, and Independence Day.
 - e. For a Clerical Department employee who works in the Public Works Department, who is not regularly scheduled to work on a Sunday or holiday will be paid:

1. **Double time for all hours worked on a Sunday in the Public Works Department, and**
2. **Double time for all hours worked on holidays in the Public Works Department.**

- 5.3
- a. Full-time employees shall be given first preference on all overtime assignments within their assigned division.
 - b. All overtime work shall be distributed equally among employees within classifications over a one (1) fiscal year period.
 - c. An employee, summoned for overtime who refuses to come in, shall be dropped to the bottom of the call-in overtime list, and s/he will be charged on the overtime list with the scheduled overtime as if s/he had worked. Likewise, a person who works overtime will be charged on the overtime list with the scheduled overtime. Employees will be charged in the amount equal to the amount of overtime paid, i.e. 4 hours overtime will be charged at 6 hours, 4 hours double time will be charged at 8 hours.

- d. A record of each employee's charged overtime shall be posted and kept current weekly.
 - e. The Town will normally fill its overtime schedule on a voluntary basis by polling qualified bargaining unit employees within each division of the department, starting with the division requiring such overtime. Should the Town be unable to fill its overtime slots in this manner, then the least senior qualified employee(s) within a classification and by the division(s) requiring such overtime may, at the discretion of the Town, be required to work overtime.
 - f. All overtime for dispatchers, exclusive of probationary dispatchers or dispatchers on approved leave of absence shall be filled on a mandatory basis in order to meet the needs of the department. The mandatory overtime shall be based on a rotation system of the seniority list starting from the bottom of said list.
 - g. For the purpose of this section, departments shall mean Public Works Department, Police Department, Custodial Services Group, **and Library Department and Clerical Department.** Within the Public Works Department, divisions shall mean the Highway Division, Solid Waste Division, Fleet Services Division, Water Pollution Control Division, and Building and Grounds Maintenance Division.
 - h. Custodial Services Group work within the School and Town Buildings will be done by Custodial Services Group employees unless there are no bargaining unit employees available except for part-time employees working less than twenty (20) hours per week.
 - i. Custodial Services group employees working the evening shift shall work the day shift schedule during those days when schools are not in session, whenever assigned by Management.
- 5.4 Overtime within classifications in the Public Works, Custodial Service Group, Library Departments, and Civilian Dispatchers shall be equalized within twenty (20) hours during a fiscal year. The Buildings & Grounds Employees – Alternative 4-Day Schedules shall be treated in their own separate class for each shift for purposes of equalizing overtime. Any employee not equalized within twenty (20) hours shall be compensated his/her regular hourly rate for the number of hours required to be equalized. Civilian Dispatchers who are out on sick leave shall not be charged with overtime for the first three (3) weeks of their sick leave. Civilian Dispatchers will be charged with overtime for days on sick leave that are in excess of the first three (3) weeks of their sick leave. Department of Public Works employees who are out on worker's compensation will be charged with the average number of overtime hours that are worked by other employees in their division during the period of their absence. Overtime shall not be charged for vacations, stand-by (when no one else is called in), and funeral leave.
- 5.5 Except for Custodial Services Group employees **and Clerical Department Employees,** When a full time employee is called in to work outside of his/her regularly scheduled

working hours and when such hours are not contiguous with the initial or terminal hours of the regular working hours, s/he shall be paid a minimum of four (4) hours at time and one-half (1 1/2X) of his/her regular hourly rate.

Custodial Services Group employees called in to work outside of their regularly scheduled working hours, shall be paid a minimum of two (2) hours pay at time and one half (1 1/2) their regular hourly rate.

Clerical Department Employees called in outside of the employees regularly scheduled working hours and when such hours are not contiguous with the initial or terminal hour of the regular working hours, the employee will be paid a minimum of three (3) hours at time and one half (1 1/2) of the employees regular rate of pay.

- 5.6 Except for civilian dispatching, and building maintenance work, all bargaining unit work will be done by bargaining unit employees unless there are no bargaining unit employees available.
- 5.7 Except for Custodial Services Group employees, when employees are requested to work Saturdays, other than for emergencies or when such Saturday work is part of their regular work schedule, such employees shall be requested to do so at least eight (8) hours in advance by the employee's supervisor.
- 5.8 With respect to the Highway Division and the Buildings and Grounds Division, the standby pay shall be \$250 per week. The standby season for these two divisions shall be from the first full week in November until the first full week in April. The standby week shall be from 3:00 p.m. Friday to 7:00 a.m. the following Friday. The Supervisor has sole discretion whether the standby individual takes a vehicle home and which vehicle is taken, if any. In order to be eligible for a vehicle, employee must be within a thirty (30) minute commute to their respective garage.
- 5.9 The determination of the need for any overtime is at the sole discretion of the Department Head.
- 5.10 All overtime work shall be distributed equally among custodial services employees within all classifications within assigned schools/buildings, over the course of a fiscal one year period.

A night shift differential (12:00 P.M. - 11:00 P.M.) of 5% will be paid.

Any scheduled eight-hour shift that requires a custodian to work beyond 7:00 p.m. will be paid at night shift differential rates.

- 5.11 When a school facility is scheduled for use by a civic or any organization, outside regular working hours, the custodial time slot required will include one-half hour prior to the starting time of the function or meeting and provide at least one-half hour after the function to allow the custodian to check and secure the building. Custodians will be paid

at the prevailing wage schedule for the actual hours worked.

5.12 Custodians are not eligible for free cafeteria lunch.

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- 5.13 Water Pollution Control Emergency Response Operator (“ERO”) required during on-call hours (Friday 1500 through the following Friday at 0700).

Voluntary staff members will participate in rotation and the following positions in the department can participate in the Emergency response program:

I. Licensed Wastewater Operators

- a. ERO’s will carry and utilize a mobile phone and Toughbook laptop for monitoring and responding to emergencies.
- b. ERO’s will respond in a timely manner during their emergency response week unless the operator has an unforeseen circumstance (Vehicle troubles, family emergency, medical emergency, etc.) or personal reason.
- c. It is the responsibility of the scheduled ERO to ensure the shift is properly covered. They are expected to fill the duty schedule or arrange a substitute.
- d. Per this MOU, if the ERO has an unanticipated absence, they must contact their immediate supervisor after exhausting all efforts to get the coverage to aid in finding someone to fill the on-call duties.
- e. The Superintendent will have final say in excusing an absence.

II. Schedule

- a. The EROs will voluntarily select weeks at the start of the fiscal year by seniority and choose in a rotational basis.
- b. On-call coverage is for one week, operators will have a weekly rotation starting Friday 1500 through the following Friday 0700.
- c. Participants may swap or find a substitute for their on-call rotation. Compensation for partial swaps shall be approved.
- d. Swaps and substitutions will be for 3 days or less to still receive compensation. Swaps or substitutions over 3 days will forfeit compensation and given to the substitute.
- e. For safety purposes, any call that requires more than one person to resolve the ERO will refer to the established current WPC overtime list and first contact the employee with the minimum amount of overtime hours.
- f. After all efforts have been exhausted to call in the primary operator responsible for respective area, the ERO may then call in those not directly responsible to handle the emergency.

III. Compensation:

- a. Operators will be paid a stipend of \$250.00 along with a 4 hour minimum call in time.
- b. Operators will be NOT paid mileage.

- c. Operators will be “on the clock” at the moment of receiving the call to respond.
- d. On-call compensation for emergency response will be a 4 hour minimum call in time at 1.5 times the hourly rate for after normal working hours except on Sundays and holidays which will be 2.0 times the hourly rate.
- e. When the operator must physically respond to emergencies, participants shall be paid at 1.5 times the hourly rate for after normal working hours except on Sundays and holidays which will be 2.0 times the hourly rate. If there should be a call back and the callback is within the four hour minimum, the ERO will not get an additional 4 hour call in. If the second callback outside of the 4 hours of the original call after clocking out from the first call, the ERO will receive another 4 hour minimum paid response.
- f. Overtime shall not be charged for vacations, stand-by (when no one else is called in), and funeral leave.

IV. Responsibilities: *INCLUDING BUT NOT LIMITED TO**

- a. Alarms and calls from any and all of the 16 pumping stations.
- b. Sewer calls and street emergencies
- c. Jetting and VPT usage
- d. Emergency “Call before you dig” mark outs.
- e. Main plant alarms

**ARTICLE 6
GRIEVANCE PROCEDURE**

6.0 The purpose of this grievance procedure shall be to settle employee grievances on as low an administrative level as is possible and practical so as to insure efficiency and employee morale.

Grievances arising out of matters covered by this Agreement and disputes and consultations on any questions arising out of the employer-employee relationship will be processed in the following manner:

6.1 A grievance shall be defined as a complaint concerning any of the following:

- a. A claimed violation, misinterpretation or misapplication of a provision of this collective bargaining agreement;
- b. Past practices;
- c. Laws or Town policies or procedures applying to employee wages, hours or working conditions.

6.2 Employee and Immediate Supervisor

- a. An aggrieved employee and/or the Union on behalf of any aggrieved employee shall within ten (10) calendar days of the occurrence giving rise to the grievance, present to the immediate supervisor of the employee the facts pertaining to the problem or incident.
- b. The immediate supervisor shall adjust the problem at once and, if not so adjusted, shall hold a meeting to discuss the grievance with the employee and his/her representative within ten (10) calendar days of his/her receipt of the written grievance and, within ten (10) calendar days from this meeting, the supervisor shall notify in writing the employee and his/her representative of his/her decision.

6.3 Employee and Department Head

- a. If the Union feels that further review is justified, all the facts pertaining to his/her problem shall be presented in writing to the Department Head within ten (10) calendar days.
- b. The Department Head shall hold a meeting to discuss the grievance with the employee and his/her representative within ten (10) calendar days of his/her receipt of the written grievance and, ten (10) calendar days from this meeting, the Department Head shall notify in writing the employee and his/her representative of his/her decision.

6.4 Employee and Administrative Head

- a. In case of an adverse decision, the Union may request further review by the Town Manager or his/her designee within ten (10) calendar days of the Department Head's decision.
- b. Not later than the next scheduled monthly grievance meeting (date and time as mutually agreed between the Town and Union), the Town Manager or his/her designee shall have a meeting to discuss the grievance with the grievant and/or his/her representative. The Town Manager or his/her designee shall give his/her written answer to the grievance within fourteen (14) calendar days of the grievance meeting.

6.5 Mediation & Arbitration

- a. In the event the Union feels that further review is justified, the Union may elect to seek mediation of the grievance before the Connecticut State Board of Mediation and Arbitration (**verbal warnings are not subject to arbitration or mediation**). The Union's request for mediation shall be in writing and must be filed with the State Board not later than thirty (30) calendar days following the Union's receipt of the written answer of the Town Manager. The Union will advise the Town Manager, in writing, of their submission of the grievance to mediation at the time of the filing.

- b. If the grievance is not resolved through mediation, the Union may seek arbitration of the grievance before the State Board. The Union's request for arbitration shall be in writing and must be filed with the State Board within fifteen (15) calendar days of the mediation hearing. If the Union chooses to seek only arbitration of the grievance, they shall have thirty (30) calendar days from receipt of the decision of the Town Manager in Step 6.4 to file such a request with the State Board. In either event, the Union will notify the Town Manager in writing of their submission of the grievance to arbitration at the time of filing.
- 6.6 When contract negotiations take place during working hours, up to three (3) officers of the Union shall be afforded the necessary amount of time without loss of pay to conduct such business. When step three grievance meetings take place during working hours up to two (2) officers of the Union and the grievant shall be afforded the necessary time without loss of pay to attend such meetings. The grievant and one (1) officer of the Union shall be afforded the necessary time off without loss of pay for step one and two grievance meetings.
- 6.7 Failure of the employer or the Union to insist upon compliance with any provision of this Agreement at any given time or times, under any given set or sets of circumstances, shall not operate to waive or modify such provision or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrences, whether the circumstances are or are not the same.
- 6.8 The arbitrator(s) shall have no authority to add to or subtract from or otherwise modify the terms of this Agreement.
- 6.9 Failure at any step to appeal within the prescribed timelines shall be considered time barred for the Union to appeal to any subsequent step of the grievance procedure.

ARTICLE 7 VACATION

- 7.0 All employees' Public Works Department, Custodial Services Group, Library Department, and Police Department employees' annual vacation leave with pay shall be earned by all regular full-time and part-time employees whose normal workweek is twenty (20) hours or more in the following manner:

<u>Full Years of Service</u>	<u>Days Per Full Month of Continuous Service</u>	<u>Maximum Earned Days Per Year of Continuous Service</u>
Date of hire through 5 th full year	$\frac{5}{6}$ day	10 days
More than 5 years through 7 th full year	1 $\frac{1}{4}$ days	15 days

More than 7 years through 9 th full year	1 ¹ / ₃ days	16 days
More than 9 years through 11 th full year	1 ² / ₅ days	17 days
More than 11 years through 13 th full year	1 ¹ / ₂ days	18 days
More than 13 years through 15 th full year	1 ³ / ₅ days	19 days
More than 15 full years through 24 th full year	1 ² / ₃ days	20 days
More than 24 full years	2 ¹ / ₁₂ days	25 days ³

For Clerical Department Employees, annual vacation leave with pay shall be earned by all regular full-time employees and part-time employees whose normal work week is twenty (20) hours or more in the following manner:

<u>FULL YEARS OF SERVICE</u>	<u>DAYS PER FULL MONTH OF CONTINUOUS SERVICE</u>	<u>MAXIMUM EARNED DAYS PER YEARS OF CONTINUOUS SERVICE</u>
<u>Date of hire through 4th full year</u>	<u>5/6 day</u>	<u>10 days per year</u>
<u>More than 4 yrs Through 6th full year</u>	<u>1 1/4 days</u>	<u>15 days per year</u>
<u>More than 6 yrs Through 9th full year</u>	<u>1 1/3 days</u>	<u>16 days per year</u>
<u>More than 9 yrs Through 12th full year</u>	<u>1 1/2 days</u>	<u>18 days per year</u>
<u>More than 12 full yrs</u>	<u>1 2/3 days</u>	<u>20 days per year</u>
<u>More than 24 full years</u>	<u>2 1/12 days</u>	<u>25 days per year*</u>

³ Employees eligible to receive 25 days understand and agree that 5 of those vacation days can't be used if such use would incur overtime in the department and that said employees will not receive a payout of those 5 days upon resignation or retirement.

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

- 7.1 Vacation time must be used within one (1) year from the date when it accrues, unless other arrangements are approved in writing first by the employee's Department Head. Vacation leave may not be granted until an employee has served a minimum of six (6) months of continuous service. The other half of the employee's accrued vacation earned in the 2001-2002 fiscal year and 2014-2015 for custodial employees (if applicable) shall be paid to the employee in cash, only upon separation from the Town, at the employee's then current hourly rate of pay.
- 7.2 Employees shall apply to their Department Head on a request for leave form. Vacations shall be scheduled by each Department Head in accordance with departmental requirements, giving preference to employee choice according to seniority within the Department or its Divisions.
- 7.3 When an observed holiday, as established by this Agreement, occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time.
- 7.4 An employee who becomes ill on vacation leave may not charge such illness to sick leave unless the employee files with his or her Department Head a physician's certificate describing the nature and duration of the illness.
- 7.5 Employees who are transferred, promoted or demoted from a position in one department/division to a position in another department/division, without a break in continuity of service, shall carry their accrued vacation leave with them to their new position.
- 7.6 In the event of an employee's death, his spouse, and/or beneficiary, and/or minor children shall receive, on the basis of the employee's current wages, full compensation of any accumulated vacation leave.
- 7.7 Since the purpose of vacation leave is rest and relaxation, no additional salary shall be paid an employee in lieu of vacation.
- 7.8 Except for Custodial Services Group employees' vacation leave shall be determined by the length of continuous service. For purposes of computing vacation leave, employees who leave Town employment and are later restored to Town employment shall be considered as new employees, except for employees who leave Town employment for military service, they shall be accorded their rights under Article 8.8 of this contract.
- 7.9 Except for Custodial Services Group employees, employees who resign in good standing or who are laid off for lack of work after employment of six (6) months or more or who have retired from the Town service shall be paid for any unused vacation leave that has accrued to their last day of service. For the purposes of this section, to resign in good

standing, an employee shall give his Department Head a minimum of fourteen (14) calendar days prior working notice unless the Town Manager agrees to permit a shorter period of notice. Said notice shall be in writing to the Department Head by the employee stating the reasons for leaving the employ of the Town. Normally, leave time shall not be granted during said required period of notice.

- 7.10 For dispatchers, the Town of Enfield shall post a vacation calendar sign-up sheet. In concurrence with each 2 consecutive 15-week periods, (during each 15-week bid period), vacation time will be approved based on the needs of the Department then by seniority. Individual dispatchers shall have two (2) scheduled working days from receipt of the vacation calendar to sign up for vacation. Failure to do so will result in the calendar being passed to the next senior dispatcher with the calendar not being returned to the non-compliant dispatcher until after the least senior dispatcher has completed the calendar.

- 7.11 Custodial Services Group Employees shall continue the following practices regarding their vacation time:

Employees who have completed twenty-four (24) years of service shall be entitled to a vacation of twenty-five (25) days annually. Employees eligible to receive 25 days understand and agree that 5 of those vacation days can't be used if such use would incur overtime in the department and that said employees will not receive a payout of those 5 days upon resignation or retirement.

Annually on or before April 15th of the current fiscal year, fix a date when requests for vacations shall be submitted by employees. Effective July 1, 2013 there will be a new cap in place limiting the number of custodians per day taking accrued time off. The new cap number will be twelve (12) for first and second shift *combined* and will be seniority based; custodial staff will also have a FIRM deadline of April 15th to submit all requests for time off. Any requests made after that date will be scheduled at the discretion of the Facilities Manager. Exceptions to the cap, to be decided on by the Facilities Manager, could/will include the following:

- Spring break and Christmas break.
- Extenuating circumstances, to be approved by Facilities Manager.
- Any requested days off exceeding the new cap, but approved before July 1, 2013, will be accepted.

*With respect to custodians requesting time off well ahead of time: If the cap is full for a certain day, custodians with more seniority should try to avoid submitting a request for the same date without ample notice: e.g., if custodian "A" requests the first week of May off three months ahead of time, custodian "B" should not request the same week off at the April 15th (current fiscal year) deadline. This would be considered unreasonable.

- a. Selection by employees shall be by seniority within each school.
- b. Pro-rata earned accumulated vacation pay shall be granted to employees working less than forty (40) hours per week and who are covered by this Agreement,

providing they lack coverage with their primary employer.

- c. No more than three (3) weeks vacation time shall be taken during the annual summer school vacation period and no vacations shall be taken two (2) weeks prior to the opening of school in September.
- d. Pro-rata earned accumulated vacation pay shall be granted to an employee in the event he terminates his/her service with the Town providing the employee gives two (2) weeks prior written notice of such termination, except in emergencies.
- e. When a holiday occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time, and a day for such holiday shall be added to the employee's vacation pay.
- f. Provided an employee becomes hospitalized while on vacation, employee's vacation will stop and sick leave will start provided verification is submitted to the Supervisor.

7.12 Library Employees (Vacation Calendar)

For library employees only, a 12-month vacation calendar sign-up sheet will be posted every 6 months. The calendar will be distributed by seniority. Employees can request up to 150% of their maximum vacation time (i.e., an employee with 5 weeks accumulated vacation time may reserve up to seven and a half weeks, though he/she is limited to using 5 of them.)

At the end of the sign-up period, the most senior employee who signed up for a week will be guaranteed it. If an employee backs out of time previously requested, the next senior employee to request time will be granted the time off if it was previously denied.

At any time after all employees have had an opportunity to sign-up, any union member, regardless of seniority, can request time on the calendar using the "Request for Leave" form as long as the total requested doesn't exceed 150% of their time.

ARTICLE 8 LEAVE PROVISIONS

- 8.0 ~~Except for Custodial Services Group~~ Public Works Department, Library Department and Police Department employees, each employee, shall accumulate sick leave at the rate of one and one-quarter (1 1/4) day per month of service for a total of fifteen (15) days in any one year with no limit to the amount of unused sick leave that can be accumulated. Each employee shall be entitled to use sick leave with full pay as has accrued to his/her credit. Each employee shall be notified of his/her accumulated sick leave as of July 1 of each year.

Public Works Department, Custodial Services Group, Library Department and

Police Department Employees Hired After July 1, 2010

All employees hired after July 1, 2010, shall accumulate sick leave at the rate of one (1) day per month of service for a total of twelve (12) days in any one year with no limit to the amount of unused sick leave that can be accumulated. Each employee shall be entitled to use sick leave with full pay as has accrued to his/her credit. Each employee shall be notified of his/her accumulated sick leave as of July 1 of each year.

For Clerical Department Employees: All regular full-time clerical department employees and part-time clerical department employees whose normal workweek is twenty (20) hours or more, upon completion of the probationary period shall accumulate sick leave at the rate of one and one-quarter (1-1/4) days per month (retroactive to the date of hire) for a total of fifteen (15) days in any one year with no limit to the amount of unused sick leave that can be accumulated. All employees hired after January 1, 2013, upon completion of the probationary period, shall accumulate sick leave at the rate of one (1) day per month of service for a total of twelve (12) days in any one year with no limit to the amount of unused sick leave that can be accumulated.

SICK LEAVE MAY BE USED FOR THE FOLLOWING PURPOSES:

- a. personal illness or physical incapacity
- b. enforced quarantine in accordance with health regulations
- c. for illness or physical incapacity in the employee's immediate family (limited to 3 days for each illness).

Sick leave is not to be used to extend vacations or to be treated as a personal day or day off. Regular doctor's office visits for physical examinations, dental exams, eye exams, etc. are not proper uses of sick leave. Regular doctor's office visits for physical, dental or eye examinations may be properly charged to personal leave or vacation leave. Medical examinations for treatment of an ongoing illness or condition may be charged to sick leave.

The Town bears a great expense when an employee is absent from work. In some instances, the Town not only loses the employee's contribution for that day, but also incurs the cost of replacing that employee on an overtime basis. It is expected that employees will need to use sick leave at some point during their careers with the Town, but it must be stressed that their attendance is critical to the proper functioning of government and the delivery of services to the residents of Enfield.

Employees absent from work for more than three (3) consecutive days will be notified that they are being placed on Family and Medical Leave.

Investigation of Sick Leave Usage. The Town reserves the right to investigate any use of sick leave for which a supervisor determines that there might be an abuse of sick leave. An abuse of sick leave is the use of sick leave for any purpose other than that which is allowed above or by contract. An abuse of sick leave will result in disciplinary action regardless of whether or not the employee has received a notice of sick leave usage, as

described below. In reviewing an employee's record to determine whether the employee is abusing and/or excessively using sick leave, the Town shall consider all of the following factors:

- a. the number of occurrences,
- b. patterns of usage,
- c. employee's past sick leave record,
- d. reasons for usage,
- e. extenuating circumstance

Neutral Attendance Policy. Absences beyond six (6) occurrences of sick leave in a year is considered excessive and will be addressed as follows:

- a. Each employee's attendance will be reviewed in January of each year for the previous calendar year. If an employee has had more than six occasions of sick leave in the previous calendar year (exclusive of any sick leave taken while the employee was on Family and Medical Leave Act leave), the employee's department head will be so notified by the Human Resources Department. An occasion can be part of one day, one day or the use of sick leave for multiple days as long as they are consecutive and not interrupted by a return to work or use of another form of leave or leave without pay. The department head or his designee will meet with the employee and discuss the excessive amount of sick leave. In the absence of extraordinary circumstances, the department head will issue the employee a notice of sick leave usage, which will state that the employee's use of sick leave will be monitored for the next six (6) months. In the event that the employee has more than three (3) occurrences during the six-month period of time that the employee is being monitored the employee will be subject to disciplinary action, which shall include as a minimum a one (1) day suspension without pay. Prior to the issuance of a suspension letter the department head or his designee will meet with the employee to again discuss the excessive absences. If the employee's attendance fails to improve over the next six (6) month period using the above standard, additional disciplinary action, up to and including, the termination of employment may be imposed. Again, this notice will be issued to the department head for issuance to the employee.
- b. Extraordinary circumstances for which a department head or his/her designee may determine that a sick leave usage or disciplinary action notice will not issue include:
 - the need for an employee to attend repeat therapy sessions for the same injury,
 - a re-occurring serious illness
 - a need for ongoing medical treatment for an illness
 - or other reasons which in the department head's judgment, justify excusing the employee from their regular duties during work hours for treatment.

8.1 A doctor's certificate shall be required from employee(s) after three (3) consecutive

working days of absence immediately upon return to work.

8.2 Sick Time Accumulation and Payout:

<u>TYPE OF EMPLOYEE TIER I</u>	<u>Sick Time Accumulation</u>	<u>Sick Time Payout Upon Retirement or Death</u>
Non Custodial <u>or Clerical</u> Employees hired prior to July 1, 1985.	1¼ days per month for a total of 15 days in 1 year. Unlimited accumulation for usage.	Full pay, up to a maximum of 120 days or the number of days accumulated as of June 30, 1980, whichever is greater.
Non Custodial Employees <u>or Clerical</u> hired on or after July 1, 1985, but prior to July 2, 2010.	1¼ days per month for a total of 15 days in 1 year. Unlimited accumulation for usage.	25% of any accumulated sick leave, full pay, up to a maximum of 120 days.
Custodial Employees hired prior to July 1, 2005.	1¼ days per month for a total of 15 days in 1 year. Accumulation up to 180 days.	25% of any accumulated sick leave, full pay, up to a maximum of 120 days.
Custodial Employees hired after July 1, 2005, but prior to July 2, 2010.	1 day per month for a total of 12 days in 1 year. Accumulation up to 180 days.	25% of any accumulated sick leave, full pay, up to a maximum of 120 days.
<u>Clerical Employees hired prior to January 1, 2000.</u>	<u>1¼ days per month for a total of 15 days in 1 year. Unlimited accumulation for usage.</u>	<u>Full pay, up to a maximum of 120 days</u>
<u>Clerical Employees hired after December 31, 1999, but prior to January 2, 2013.</u>	<u>1¼ days per month for a total of 15 days in 1 year. Unlimited accumulation for usage.</u>	<u>25% of any accumulated sick leave, full pay, up to a maximum of 120 days.</u>
<u>TYPE OF EMPLOYEE TIER II</u>	<u>Sick Time Accumulation</u>	<u>Sick Time Payout Upon Retirement or Death</u>
Non Custodial <u>or Clerical</u> Employees hired on or after July 2, 2010.	1 day per month for a total of 12 days in 1 year. Unlimited accumulation for usage.	\$40 per day for all accumulated days not to exceed 90.
Custodial Employees hired on or after July 2, 2010.	1 day per month for a total of 12 days in 1 year. Accumulation up to 180 days.	\$40 per day for all accumulated days not to exceed 90.
<u>Clerical Employees hired on or after January 2, 2013.</u>	<u>1 day per month for a total of 12 days in 1 year. Unlimited accumulation for usage.</u>	<u>25% of any accumulated sick leave, full pay, up to a maximum of 120 days.</u>

In the event of a Clerical Department employee's death, his/her designated beneficiary, or if there is no designated beneficiary, then the employee's estate, shall receive, on the basis of the employee's current wages, one-quarter (1/4) of any unused accumulated sick leave days as severance pay up to (120) days.

- 8.3 In the exceptional cases, the Town Manager may grant additional sick leave with pay provided that all benefit time has been exhausted. Request for such additional sick leave shall be in writing and must be signed by the employee.
- 8.4
- a. Employees shall inform their supervisor of their need to be absent prior to their regularly scheduled starting time and each day thereafter when return to work is doubtful as a result of injury or disease.
 - b. Dispatchers shall inform their supervisor of their need to be absent a minimum of two (2) hours prior to the commencement of their regularly scheduled starting time and each day thereafter when return to work is doubtful as a result of illness, injury or disease.
- 8.5 For Custodial Services Group Employees, sick leave may be used for:
- a. Personal illness or physical incapacity
 - b. Enforced quarantine in accordance with health regulations
 - c. for illness or physical incapacity in the employee's immediate family (limited to 3 days for each illness).

Unless prevented by circumstances beyond employee's control, employee must report an illness by 6:30 a.m. for the day shift and 12:00 noon for the night shift(s) in order to receive payment for the day.

A medical certificate may be required by the Supervisor after absence of five work days.

The Town reserves the right to extend sick leave under extenuating circumstances. Request for such additional sick leave shall be in writing and must be signed by the employee. Upon request of the Human Resources Director, personnel on extended sick leave shall furnish a doctor's certificate from their attending physician.

- 8.6 Sick Leave Pool.
- a. The recipient employee or his/ hers designated representative should make an application in writing to the committee and given to the Human resource office requesting that he / she be considered for eligibility for donation of sick days. This applicant request must indicate the nature of the illness involved.
 - b. The committee composed of two bargaining unit representatives and two

management representatives will be established to certify the eligibility of the applicant employee. All requests will be sent to the Town Manager from the committee for verification and the Town manager will cast any tie breaking vote if needed. Requests will be based on:

- (i) The nature and duration of the illness.
 - (ii) The number of sick days, personal and vacation days remaining in the employee's own account.
- c. An eligible illness should be categorized as extended and catastrophic. Illnesses that fall into this category include, but are not limited to, cancer, cardiovascular illness, illness needing surgery and/or extended recuperation, debilitation infectious (e.g. T.B, meningitis, etc.) or disabling musculoskeletal difficulties. Pregnancy and acute, short term illness are excluded.
 - d. A pool will be formed which will contain days which the eligible employee may draw. This pool will be formed with Voluntary contributions of ALL 1029 employees with a maximum of five (5) days per year, per volunteering employee.
 - e. The maximum number of pooled days which an employee can use will be limited to 183 days per year starting from day one (1) of donated time.
 - f. If further donated time is needed during the same year of said illness the employee or his/ hers representative can request to the Town manager in writing and a copy given to the Committee for the additional time by way of a signup sheet.
 - g. Eligibility for use of the Sick Bank pool the employee must have donated sick time during the fiscal year.

8.7 Custodial Services Group employees shall be granted leave with pay for the following reasons:

- a. Special leave shall be granted for bona fide jury duty, with the Town paying the difference between the employee's regular pay and his compensation for said jury duty, providing the employee notified their supervisor immediately upon being notified of jury duty.
- b. Three (3) days special leave with pay shall be granted for death in the immediate family of an employee, or the immediate family of his/her spouse. Immediate family for the purpose of this clause is defined as parents, grandparents, spouse, brother, brother's-in-law, sister, sister's-in-law, child or grandchild, stepchild and also any relation who is domiciled in the employee's household.
- c. Injury Leave

Injury leave, as distinguished from sick leave, shall mean paid leave given to an

employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his duties. Employees of the Town are covered by Insurance and are paid stated amounts due to injuries sustained on the job. The Town, in case of injury leave shall supplement the payments of the insurance company so that the employee will receive full pay during his absence for a period not to exceed six (6) months.

d. Military Leave

Military Leave, not to exceed two (2) weeks, shall be granted to employees when required to serve a period on active reserve or National Guard Duty. During this period, the employee shall be paid the difference, if any, between his regular and military salary.

1. Employees entering the military service of the United States shall be entitled to leave without pay.
2. No employee shall lose any seniority standing because of military service.
3. On return from military service, an employee shall be reinstated in his former job or one of like rank and pay, provided he reports for duty within ninety (90) days of his discharge from military service.

- e. Upon retirement or death, a Custodial Services Group employee shall be paid \$40.00 per day for all accumulated sick days not to exceed ninety (90) days. In case of death to be paid to the beneficiary.

8.8 Except for Custodial Services Group **and Clerical Department** employees, leave shall be granted with pay for the following reasons:

- a. Special leave shall be granted for required jury duty, with the Town paying the difference between the employee's regular pay and his/her compensation for said jury duty.
- b. Three (3) days' special leave with pay shall be granted for death in the immediate family of an employee or the immediate family of his/her spouse. "Immediate family" for the purposes of this clause, is defined as parents, grandparents, spouse, brother, sister, child or grandchild, stepchild, son-in-law, daughter-in-law, aunts, uncles and also any relation who is domiciled in the employee's household.
- c. Injury Leave
 1. Injury Leave shall be defined as time off the job as a result of physical incapacity caused by an accident, injury or occupational disease arising out of and in the course of employment.

2. An employee who sustains a work-related accident and/or injury shall forthwith notify the immediate supervisor who shall implement workers' compensation insurance procedures for timely reporting to the Personnel Office.
 3. In the event that an employee covered by this Agreement is injured while at work and, as a consequence of said injury receives workers' compensation disability pay, said employee shall receive workers' compensation and supplemental pay that will equal full pay for a period not to exceed a total accumulation of one (1) year. At the end of said one (1) year, such supplemental benefits shall cease.
 4. It is recognized that the Town has a need to be informed of the status of an employee who is absent due to an injury compensable under workers' compensation. Therefore, the employee will comply with reasonable request for reporting to his supervisor during any period of absence.
 5. Employees receiving workers compensation benefits will have their vacation and sick leave balances frozen after they have been out of work for 60 consecutive calendar days until they return to work.
- d. Military Leave, not to exceed two (2) weeks shall be granted to regular employees when required to serve a period on active reserve or National Guard duty. During this period, the employee shall be paid the difference, if any, between his regular and military salary.
 - e. Three (3) union officials shall be allowed the required time without loss of pay to attend official Union conventions and conferences, not to exceed fifteen (15) working days each year for all three (3) officials combined.
 - f. Employees, including Custodial Services Group employees shall be allowed time off with pay for a maximum of three (3) days per year for the purpose of attending family obligations in his/her immediate family which, of necessity, requires his/her attendance. Employees shall apply to their supervisor, in writing, stating the purpose and the reasons for the need for such time off.
 - g. Other leaves with pay may be granted by the Town Manager for other than the above purposes if such leave will benefit the interests of the Town.

8.8a Clerical Department employees shall be granted leave with pay for the following reasons:

- a. Jury Duty. Special leave shall be granted for required jury duty, with the Town paying the full difference between the employee's regular pay and his/her compensation for said jury duty. The employee will notify his/her Department Head at least one week in advance of jury duty.**

- b. Bereavement Leave. Three (3) days special leave with pay shall be granted for death in the immediate family of an employee or the immediate family of his/her spouse. "Immediate family" for the purposes of this clause, is defined as parents, grandparents, spouse, brother, sister, child or grandchild, step-relation, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parents-in-law, uncles, aunts, and also any relation who is domiciled in the employee's household.
- c. Injury Leave. In the event that an employee covered by this Agreement is injured while at work and, as a consequence of said injury, receives Workers' Compensation Disability Pay, said employee shall receive Workers' Compensation and Supplemental Pay that will equal full pay for a period not to exceed a total accumulation of one (1) year. At the end of said one (1) year, such supplemental benefits shall cease. All injuries must be immediately reported by the employee to his/her supervisor. Sick and vacation leave will not accrue for any employee who is out of work for thirty (30) calendar days on a workers compensation leave until said employee returns to a regular work status.
- d. Military Leave. Military Leave, not to exceed two (2) weeks, shall be granted to regular employees when required to serve a period on active reserve or national guard duty. During this period, the employee shall be paid the difference, if any, between his/her regular and military salary.
1. No employee, shall lose any seniority standing because of military service in the National Guards or organized reservists.
 2. On return from involuntary activation into military service, an employee shall be reinstated in his/her former job or one of like rank and shall receive credit for the yearly increments awarded during his/her absence on military services provided that s/he reports for duty within ninety (90) days of his/her discharge from military service.
 3. The Town will pay to the employee's retirement fund the employer's annual assessment.
 4. The employee's accumulation of sick leave, upon leaving for military service, shall be credited to his/her account when s/he returns, but there shall be no additional accumulation in the employee's absence.
- e. Personal Leave. All regular full-time employees and part-time employees whose normal workweek is twenty (20) or more hours per week shall be allowed time off with pay for a maximum of three (3) days per year for

personal business. Employees who work less than twenty (20) hours per week, who were hired before November 14, 2003 and who currently receive personal days will continue to earn three (3) personal days per year.

- 8.9 a. The Town Manager may grant leaves of absence without pay for a period not to exceed two (2) years.
- b. Employees who are activated for military service in the guards or reserves of the United States or States of Connecticut or Massachusetts will be entitled to indefinite leave without pay for the period of time that they have been activated.
- 8.10 During the period of leave without pay, except for military leave, the employees shall not be credited for length of service and shall not be credited with time for the purpose of accruing sick leave or vacation time.
- 8.11 An employee shall be reinstated from leave of absence without pay, but without any preferred status from his/her prior employment to any position comparable to the position the employee last held with the Town.
- 8.12 Any employee who is on leave of absence without pay shall not be paid for any holiday or sick leave during the period of the absence. Any vacation time due to an employee at the time of taking a leave of absence without pay may be paid at that time. Authorized leaves of absences for one (1) month or less will not be used as a basis of reducing employee benefits.
- 8.13 a. No employee shall lose any seniority standing because of military service, including service in the National Guards or organized reservists.
- b. On return from military service, an employee shall be reinstated in his/her former job or one of like rank and shall receive credit for the yearly increments awarded during his/her absence on military services provided that s/he reports for duty within ninety (90) calendar days of his/her discharge from military service. For those hired by the Town for the first time, up to two (2) years of the salary schedule will be given for military service.
- c. The Town will pay to the employee's retirement fund the employer's annual assessment.
- 8.14 The employee's accumulation of sick leave, upon leaving, shall be retained to his/her credit when s/he returns.
- 8.15 Upon termination of his/her services with the Town, due to a medically certified disability, an employee shall receive, on the basis of the employee's current wages, full compensation for any unused accumulated sick leave up to a maximum of one hundred twenty (120) days as severance pay. An employee who has accumulated more than one hundred twenty (120) sick leave days as of June 30, 1980 shall receive full compensation for the unused

accumulated sick leave days remaining in his/her sick leave bank as of his/her termination date, not to exceed the number of days accumulated as of June 30, 1980. Any employee hired on or after July 1, 1985, upon termination of his/her services with the Town due to a medically certified physical disability shall receive on the basis of the employee's current wages, full compensation for 25% of any unused accumulated sick leave as severance pay.

- 8.16 An employee upon request, shall be granted maternity leave in accordance with the Family Medical Leave Policy to commence upon certification from the employee's doctor that she is physically disabled from work. An employee on maternity leave is eligible for paid sick leave in accordance with Article 8, Section 8.0 a. and weekly disability benefits under Article 12, Section 12.0c. of this Agreement. An employee who intends to return to her same position must so notify her Department Head in writing prior to the last scheduled work day.
- 8.17 Family Medical Leave. Family Medical Leave shall be available to employees in accordance with the Town of Enfield Family Medical Leave Policy as agreed between the Town and the Union and which is made part of this Agreement.

ARTICLE 9 HOLIDAYS

- 9.0 Except for Custodial Services Group and Clerical Department employees, the following holidays shall be observed as days off with full pay:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Lincoln's Birthday	Thanksgiving Day
President's Day	Christmas Day
Good Friday	Independence Day
Memorial Day*	Floating Holiday
Labor Day*	

Civilian Dispatchers may be required to use paid holiday benefit days or dates other than the holidays themselves as the needs of the department require. In addition to the above holidays, Civilian Dispatchers will also receive Easter as a holiday.

*Library closed Memorial Day and Labor Day weekends. Library closes at 5:00 p.m. on the day before Thanksgiving, and New Year's Eve.

- 9.1 Custodial Services Group employees shall observe the following holidays as days off, with full pay:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veteran's Day
Good Friday	Thanksgiving Day & Day after

Memorial Day
Independence Day

Christmas Day & first working Day after
Floating Holiday*

* to be used when school is not in session

1. A day, with pay will also be granted whenever schools are closed because of state statute or governor's proclamation. Employees required to work such day will be granted a day off at a time mutually agreeable with the Supervisor and employee.
2. Under Section 9.1 a 7 b, if an employee works on the Friday or Monday for holidays noted in Section 5.2 , the premium pay shall apply.
3. If school is scheduled during any of the above-named holidays, a substitute day off shall be guaranteed at a mutually agreed to time between the employee and the Supervisor.
4. If an employee works on the actual holiday noted in section 5.2.d a premium pay would be in accordance with 5.1.c and /or 5.2.d

9.1a. For Clerical Department employees, the following holidays shall be observed as days off with full pay:

<u>New Year's Day</u>	<u>Labor Day</u>
<u>Martin Luther King Day</u>	<u>Columbus Day</u>
<u>President's Day</u>	<u>Veteran's Day</u>
<u>Good Friday</u>	<u>Thanksgiving Day</u>
<u>Memorial Day</u>	<u>Day after Thanksgiving</u>
<u>Independence Day</u>	<u>Christmas Day</u>
<u>Floating Holiday</u>	

- a. Holidays falling on a Saturday shall be celebrated on the preceding day.
- b. Holidays falling on a Sunday shall be celebrated on Monday.
- c. Each employee's holiday pay shall be computed at his/her regular daily rate.
- d. Whenever any of these holidays shall occur when an employee is out on paid sick leave or vacation, the employee shall be paid for the holiday and no charge to sick leave or vacation shall be made for that day.
- f. In order to receive pay for an observed holiday, an employee must be in a work or paid leave status on his scheduled workday immediately preceding and following the holiday.

9.2 Except for Civilian Dispatchers:

- a. Holidays falling on a Saturday shall be celebrated on the preceding day.
- b. Holidays falling on Sunday shall be celebrated on Monday.
- c. For employees of the Department of Public Works if the actual holiday falls on a Saturday it will be celebrated on the Friday before. Any work performed on the Friday before the actual holiday will be compensated at the rate of double time. Any work performed on the actual holiday on Saturday will be compensated at the rate of time and one-half. If the actual holiday falls on a Sunday it will be celebrated on the following Monday. Any work performed on the Monday following the actual holiday will be compensated at the rate of double time. Any work performed on the actual Sunday holiday will be paid at the rate of double time pursuant to Article 5.2.a

9.3 Whenever any of these holidays occur while an employee is out on paid sick leave, the employee shall be paid for the holiday and shall not be charged for the sick day.

9.4 The floating holiday must be used within the fiscal year and is subject to the approval of the employee's supervisor. Employees who fail to use their floating holiday during the fiscal year will forfeit their holiday.

9.5 Library employees will have the day before Christmas as a paid holiday in lieu of Lincoln's Birthday. In the event that the Library is open on the day before Christmas, if bargaining unit personnel are required to work, they will be compensated at the rate of time and one-half.

9.6 Dispatchers actually working on any of the following holidays on a regular scheduled basis will be paid at the time and one-half rate of their regular rate of pay for all work performed on that holiday: New Year's Day, Memorial Day, Independence Day, Easter Sunday, Labor Day, Thanksgiving Day and Christmas Day.

9.7 Any Dispatcher that previously worked the 6-2 schedule and then lost 3 vacation days when the Town converted to the 5-2 schedule shall have said vacation days reinstated prospectively effective upon contract ratification by both parties.

**ARTICLE 10
PRIOR PRACTICE**

10.0 Nothing in this Agreement shall be construed as abridging any right, benefit or privilege that employees have enjoyed heretofore unless said practice is superseded by a revision of this Agreement.

ARTICLE 11 WAGES

- 11.0 Wage scales, classifications of positions and class specifications shall be negotiated and made part of this Agreement.
- 11.1 Employees promoted to a higher classification or working in a higher classification shall be paid the rate representing the next higher amount of pay, in the classification so assigned, above that previously paid.
- 11.2 Employees assigned to work in a higher classification for a period of thirty (30) consecutive days or more shall be credited with such time in the event said employee is permanently promoted and is less than maximum rate.
- 11.3 **Non Clerical Department** Employees are entitled to the wage scales and increments upon completion of the periods of time as set forth in Appendix A.
1. Effective upon ratification and adoption by both parties, all rates of pay on the pay plan in effect on June 30, 2021, shall be increased and retroactive by three percent (3%)⁴.
 2. Effective July 1, 2022 all rates of pay on the pay plan in effect on June 30, 2021, shall be increased by three percent (3%).
 3. Effective July 1, 2023 all rates of pay on the pay plan in effect on June 30, 2023, shall be increased by three and one-quarter percent (3.25%).
- 11.4 Library Department shall receive a shift differential of five percent (5%) when working on a shift that extends beyond 5:00 p.m. This does not apply to employees who are working beyond 5:00 p.m. on an overtime basis, either as a continuation of the day shift or as an overtime call-in. Employees assigned to Water Pollution Control Division second shift shall receive a 5% shift differential unless assigned to the shift as an overtime assignment whereupon they will receive time and one-half (1 1/2X) the regular hourly rate in lieu of the shift differential. The Water pollution Control shift differential shall be included in all payments for paid benefit time, i.e. vacation, sick leave, etc. for those who are regularly assigned to the second shift.
- 11.5 At the Water Pollution Control Plant a ten percent (10%) shift differential shall be paid for any established regular eight (8) hour shift which commences at or after 3:30 p.m.

⁴ Coupled with the \$2,200 ARPA distribution for eligible employees, both Parties agree that bargaining unit employees will have received a 7.4% annual increase in calendar year 2022.

- 11.6 Employees regularly assigned to the Water Pollution Control Plant shall in addition to regular pay, receive the following payment for certification achieved through accepted State or Federal course:

State Certification for Grade I Operator	\$150
State Certification for Grade II Operator	\$300
State Certification for Grade III Operator	\$1000
State Certification for Grade IV Operator	\$1250

Certification credit payments for Water Pollution Control Plant employees shall continue to be made in a lump sum on the first day of March each year.

Mechanics assigned to Fleet Maintenance will be paid twenty-five cents per hour (25¢) per hour per ASE certification obtained on the approved list below with a maximum of no more than 16 individual certifications (or \$4.00 more per hour).

- Automobile series A1 – A9
- Medium/Heavy Truck series T1 – T8
- Advanced Level series L1 - L3

ASE Master Certified Mechanics assigned to Fleet Maintenance will be paid twenty-five cents per hour (25¢) per hour per ASE Master Certification obtained on the approved list below with a maximum of no more than 2 Master Certifications (or 50¢ more per hour).

- Automobile series A1 – A9 8 of these needed for Master Status
- Medium/Heavy Truck series T1 – T8 7 of these needed for Master Status

Part Clerks assigned to Fleet Maintenance will be paid twenty-five cents per hour (25¢) per hour per ASE certification obtained on the approved list below with a maximum of no more than 1 certification (or 25¢ more per hour).

- Parts Specialist P1 – P4 (Total of 3 tests available since P3 no longer exists).

NOTE: These tests cannot be taken unless employee can document work experience:

- 2 years for Parts, Automotive and Truck series,
- 3 years for Advanced series.
- In addition, employees agree to assume all costs in taking the tests and all studying for the test will be on the employees' personnel time.

All employees, whether internal or external, hired into the position of Fleet Mechanic on or after June 2, 2014 shall be required to obtain, within two years, an ASE Certification for both Truck Air Brake and Automotive Brake. Following achievement of both certifications they shall receive twenty-five cents more per hour (25¢) per ASE Certification.

- 11.7 All employees will be paid through direct deposit and must complete the necessary paperwork for the Finance Department to allow for direct deposit.

- 11.8 All new hires into the Custodial Services Group as a Grade 1 Custodian or Utility person shall be paid at 80% of the rate of the classification. On the employee's anniversary date,

the rate of compensation shall be increased as indicated below:

After 1st year	85% of the Grade 1 rate
After 2nd year	90% of the Grade 1 rate
After 3rd year	95% of the Grade 1 rate
After 4th year	100% of the Grade 1 rate

- a. Severance Pay: Upon retirement or death, an employee with fifteen (15) or more years of full-time continuous service from date of hire shall receive a payment of \$500. An employee with twenty (20) or more years of full-time continuous service from date of hire shall receive a payment of \$750. In case of death, to be paid to the beneficiary.

11.9 All Custodial Services Group employees shall be paid in accordance with the custodial salary schedules set forth in **Appendix A**, included herein.

11.10 Any employee required to use their own personal vehicle for Town business shall be reimbursed the current IRS business rate per mile for each mile driven for such Town business.

11.11 Assigned library personnel will receive a \$200 annual stipend for performing notary public duties. To be eligible, employees must be performing these duties for at least 6 months and on March 1st to receive the stipend. The following library personnel shall receive a \$200 stipend for performing notary public duties.

- 4 Library Assistants at Central Library
- 1 Librarian at Pearl Street Library
- 1 Floater position to be determined by the Director of Library

11.12 Effective July 1, 2019, the hour wage rates (*i.e.* – Start, 1 Year, 2 Year, and 3 Year) for the Civilian Dispatchers shall be modified by first adding \$3.00, then applying the general wage increases in Section 11.3.

ARTICLE 12 INSURANCE & PENSION

The following insurance and pension benefits outlined below shall apply to all employees, including employees in the Custodial Service Group, unless otherwise stated.

12.0 The Town shall provide and pay for the full cost of the following insurance for each **Non Clerical Department** employee:

- a. Group Life and Dismemberment Insurance for employees shall be \$40,000 including \$80,000 coverage for accidental death. Effective July 1, 2010 Group Life Insurance for employees shall be increased to \$50,000, including \$100,000 coverage for accidental death. Effective July 1, 1989, Group Life Insurance shall increase to \$3,000 for retirees.

- b. Weekly disability benefits of \$50 per week for a maximum of thirteen (13) weeks, such benefits to commence upon the eighth day after the commencement of an illness or upon the first day in the event of an accident, subject to the prior exhaustion of all sick leave before being eligible for this benefit. Weekly disability benefits shall be \$250 per week for a maximum of thirteen (13) weeks, such benefits to commence upon the exhaustion of employee's accumulated sick leave.
- c. If an employee has no accumulated sick leave at the time of disability, payment shall commence on day one for injury and day three for sickness.

12.0a The Town shall provide and pay for the full cost of the following insurance for all Clerical Department employees who work thirty hours (30) or more per week (unless otherwise required by State or Federal law). Any employee currently working less than 30 hours per week and receiving life and disability insurance benefits upon ratification of this contract shall be considered "grandfathered" for purposes of this section.

Group Life Insurance for employees shall be \$50,000 including an additional \$30,000 coverage in the event of accidental death. Group Life Insurance shall be \$3,000 for retirees.

The Town shall provide and pay for the full cost of the following insurance for all employees who work thirty hours (30) or more per week (unless otherwise required by State or Federal law). Any employee currently working less than 30 hours per week and receiving life and disability insurance benefits upon ratification of this contract shall be considered "grandfathered" for purposes of this section.

Group Life Insurance for employees shall be \$50,000 including an additional \$30,000 coverage in the event of accidental death. Group Life Insurance shall be \$3,000 for retirees.

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

12.1 INSURANCE

Health Insurance. Details of the group insurance and dental benefits are outlined in **Appendix C and D.**

Effective July 1, 2019 the Town shall provide the following insurance program for those employees and their eligible dependents that choose to enroll in the High Deductible/Health Savings Account plan ("HSA plan"). Details of the group insurance and dental benefits are outlined in **Appendix C and D.**

In addition, the following terms apply:

The Town will fund fifty percent (50%) of the applicable HSA deductible amount. The full amount of the Town's contribution toward the deductible will be deposited in the HSA accounts on or before July 15th of 2019.

Effective July 1, 2020 and every year thereafter, the full amount of the Town's contribution toward the deductible will be deposited in the HSA accounts on or before July 15th of the year.

Employees acknowledge that the Town's HSA contributions are not an element of the underlying health insurance plan, but rather relate to the manner in which the deductible shall be funded for active employees.

The **Non Clerical Department** employee premium contribution (pursuant to IRS Sec. 125) through payroll deduction for the benefits provided under **Appendix C** shall be:

Effective July 1, 2021, bargaining unit members shall be required to contribute seventeen (17%⁵) of the cost of his or her insurance coverage through payroll deductions.

Effective July 1, 2022, bargaining unit members shall be required to contribute seventeen (17%) of the cost of his or her insurance coverage through payroll deductions.

Effective July 1, 2023, bargaining unit members shall be required to contribute seventeen (17%) of the cost of his or her insurance coverage through payroll deductions.

The Clerical Department Employee contribution (pursuant to IRS Sec. 125) through payroll deduction shall be the following:

Effective July 1, 2021, bargaining unit members shall be required to contribute sixteen percent (16%) of the cost of his or her insurance coverage through payroll deductions.

- 12.2 **Health Insurance Buy-back.** An employee who is covered under alternate health insurance through another employer (e.g. spouse) may elect in writing, on a form provided by the Town, to waive coverage under the Town's health and dental insurance programs. Such employee shall receive \$500 if eligible for single coverage, \$1,000 if eligible for employee + one coverage, and \$1,500 if eligible for family coverage on or about December 1 of each year, and prorated as necessary based on the number of calendar months out of the preceding twelve (12) months during which the Town was not

⁵ This rate only applies to employees, and every year thereafter, who have actively participated and met the requirements of the Town's wellness program for the previous year as determined by the Town. Employees that have not met the requirements are expected to pay 22%.

required to pay any premiums for health/dental coverage for the employee or his/her dependents. Re-entry into the Town's insurance program shall be permitted on the first day of January, April, July and October of each year.

- 12.3 **Blue Cross 65/Blue Shield 65 - Retired Employees.** The Town shall provide and pay the full cost of the Blue Cross Blue Shield 65 Plan for retirees. Employees retiring with the Town with a minimum of ten (10) years of service between the ages of 62 and 65 may remain on the group plan if they so choose and said retiree shall pay the group rate.
- 12.4 **Change of Carriers.** The Town may from time to time change the carriers for any of the foregoing insurance provided that the benefits shall be equivalent or better than those provided in the above referenced coverages. A sixty (60) working day notice shall be given to the Union prior to implementing any change under this Section. The parties agree to meet from time to time to discuss alternative health insurance coverage with the understanding that these are informal meetings for the purpose of exchanging ideas and they are not bargaining or negotiation sessions
- 12.5 Employees are provided with retirement benefits under the Town of Enfield Pension Plan. Any changes made in the Pension Plan which would alter the benefits available to employees or the rate of contribution by employees shall be done only through collective bargaining. A copy of the Pension Plan shall be retained by the Union.
- 12.6 Pension improvements are as follows:
- a. Effective July 1, 1990, the Town shall resume payroll deductions for those age 65 or older in conjunction with the elimination of age-based discrimination. Employees will continue to accrue benefits beyond age 65. No retroactive contributions will be required. Employees whose contributions were discontinued after age 65 until this change will not lose credited service for that period.
 - b. Effective July 1, 1990, the Town shall institute a 100% pre-retirement death benefit such that the spouse of an active employee will receive 100% of that employee's retirement benefit should s/he become deceased after s/he becomes eligible for early retirement. The retirement benefit is calculated as if s/he had retired on the day of his/her death.
 - c. Retroactive to July 1, 1989, the normal retirement formula will be based on 2% of final average earnings multiplied by years of credited service.
 - d. Final average earnings shall be the average of the highest four (4) years from the last ten (10) years of service.
 - e. Employee contribution rate shall be 3.5% of the employee's base earnings.
 - f. Employee contributions toward the Town Pension Plan shall be treated as Section 414(H) contributions and thus treated on a pre-tax basis. Employees hired on or

after July 1, 1999 must join the Town pension plan once eligible for said plan. Employees hired before July 1, 1999 who are members of the plan must remain members of the pension plan. Employees hired before July 1, 1999 who are not members of the plan, once eligible, shall be given the opportunity to join the plan each July. Once they join the plan they must remain a member of the plan.

- g. Effective July 1, 1992, the Early Retirement Reduction Table shall be the revised table attached to the Pension Plan for Local 1029 bargaining unit, as revised by Enfield Town Council Resolution 4535.
 - h. The July 1, 1992 salary for pension benefit computation purposes only shall be the salary as of June 30, 1992 increased by five percent (5%).
 - i. Employees shall become 100% vested after five (5) years of service.
 - j. The interest rate for employee contributions shall be set pursuant to Enfield Town Council Resolution 4536.
- 12.7 Employees shall be provided with an annual statement reflecting their current retirement status in clear and concise form.
- 12.8 The Town's flexible savings account and section 125 plan will be made available to the employees per the agreement between the Town and the carrier. The monthly participant cost and annual fees, if any, for this plan will be borne by employees opting to enroll in the account and plan. Enrollment is optional to all employees covered by this Agreement. The Town will provide for payroll deduction of contributions to the Connecticut Higher Education Trust Fund for all employees who wish to participate.

ARTICLE 13

DISCIPLINARY PROCEDURE

- 13.0 To insure maximum effectiveness of its operations, the Town must strive to have a system of employee discipline that provides employees an opportunity to conform to department expectations and correct deficiencies. All disciplinary actions shall be applied in a fair manner and shall be consistent with the infraction for which disciplinary action is being applied.
- 13.1 Disciplinary actions shall include:
- a. A verbal warning;
 - b. A written warning;
 - c. Suspension without pay;
 - d. Discharge
- and shall normally follow this order.
- 13.2 All suspensions and discharges must be for just cause and must be stated in writing with reason given and a copy given to the employee at the time of suspension or discharge.
- 13.3 The service record of any employee disciplined under the provisions of this Article shall be cleared after a period of:
- Six (6) months for a verbal warning⁶;
 - One (1) year for a written warning; and
 - Two (2) years for a suspension and demotion.
- 13.4 Probationary employees may be terminated at any time during the probation period and do not have recourse to the grievance and arbitration provisions of this Agreement.

ARTICLE 14

SAFETY AND HEALTH

- 14.0 A joint safety committee shall be formed by the Town and the Union and said committee shall meet to review and recommend safety and health conditions.
- 14.1 Except for Civilian dispatchers and Library Department employees, the Town shall provide foul weather gear, i.e., rain coats, rain hats, boots, gloves, etc., and for their care as necessary. In addition, the Town shall provide to each Department of Public Works and Custodial Services Group employees weekly uniform changes, uniform cleaning and repairs in accordance with past practice. The type of uniform provided will change with the season. Each employee issued a uniform must wear their uniform while working. Each employee of the Department of Public Works and Custodial Services Group shall receive a

⁶ Verbal warnings are not subject to arbitration or mediation. However, the employee may file a grievance up to and including the final step within the Town to include the Town Manager or his/her designee (i.e. Director of Human Resources).

\$175 annual boot allowance. Boots shall be purchased through a vendor selected by the Town. It shall be a condition of employment that a Department of Public Works and Custodial Services Group employee wear the approved shoes/boots purchased for him/her. If an employee is unable to wear the approved shoes through a physician's order, he/she must provide documentation and the Town will provide a reasonable alternative which the employee shall wear as determined by the work conditions. If no reasonable alternative is available, then the Town is not obligated to purchase safety shoes and the employee will reimburse the Town if safety boots were already purchased for the year.

- 14.2 The Town shall furnish safety helmets and safety glasses to any employee working in hazardous locations or with hazardous equipment and shall pay the cost for replacement of employees' prescription glasses (up to \$350) if broken at work.
- 14.3 DPW employees required to work beyond the regular working hours shall receive a meal allowance of \$10.00 per meal if employed during meal times of 6:00 p.m. and 6:00 a.m. If employed on a paid holiday or Sunday, the noon meal shall also be paid. The meal allowance shall be \$10.00.
- 14.4 The Town shall provide, free of charge to the employee, medical injections for immunization from the common and contagious diseases during the period of time generally recognized to be most effective, said injections to be administered by a physician or other licensed medical professional. Dates will be determined in advance, whenever possible, to assure employees will receive the injections at the most effective times.
- 14.5 Employees failing to comply with OSHA (Occupational Safety and Health Act) requirements, when directed to do so, shall be subject to immediate disciplinary action.

ARTICLE 15 NO STRIKE OR LOCKOUT

- 15.0 During the life of this Agreement, there shall be no strike, slowdown, suspension or stoppage of work in any part of the Town's operation authorized by the Union, nor shall there be any lockout by the Town in any part of the Town's operation.

ARTICLE 16 MANAGEMENT RIGHTS

- 16.0 Except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this Agreement, the employer has and will continue to retain, whether exercised or not, all the rights, powers and authority heretofore had by it and except where such rights, power and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, it shall have the sole unquestioned right, responsibility and prerogative of management of the affairs of the Town and the direction of the working forces, included but not limited to the following:

- a. To determine the care, maintenance and operation of the equipment and property used for and in behalf of the purposes of the Town.
- b. To establish and continue policies, practices and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices or procedures.
- c. To discontinue processes or operations.
- d. To select and to determine the number and types of employees required to perform the Town's operations.
- e. To employ, assign, assist, transfer, promote or demote employees, or to layoff, terminate, or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interest of the Town or department.
- f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the-employees affected by them.
- g. To ensure the incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- h. To establish contracts or sub-contract for municipal operations, provided that this right shall not be used for the purpose or intention of undermining the Union or of discriminating against its members.
- i. To create job specifications, subject to the Union's right to challenge the accuracy of new or revised job specifications or the propriety of the assigned rate.

ARTICLE 17 SAVINGS CLAUSE

- 17.0 Should any Article, Section or portion thereof, of this Agreement, be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section or portion thereof directly specified in the decision. Upon the issuance of such decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.
- 17.1 This contract represents complete collective bargaining and full agreement by the parties in respect to rates of pay, wages, hours of employment, or other conditions of employment which shall prevail during the term hereof and any matters not herein covered have been satisfactorily adjusted, compromised or waived by the parties for the life of the Agreement

ARTICLE 18 NON-DISCRIMINATION CLAUSE

- 18.0 The Town and the Union agree not to discriminate against any individual because of race, creed, color, religion, sex, age, national origin, ancestry, mental disorder, physical disability, marital status, veteran status, sexual orientation or any other non-job related characteristic.

ARTICLE 19

REFUSE COLLECTION EQUIPMENT

- 19.0 When the Town implements two-man or one-man refuse collection equipment, it agrees to pay a premium in the amount of \$2.00 per hour per vehicle for the hours worked on such equipment.
- 19.1 The \$2.00 per vehicle premium shall be distributed as follows:
- a. When two (2) Equipment Operator I's share the driving and loading responsibilities, such Operators shall receive a premium of \$1.00 per hour per man for each hour worked on such equipment.
 - b. When an Equipment Operator I performs the sole driving responsibilities, as well as loading duties such Operator shall receive a premium of \$1.25 per hour for each hour worked on such equipment. The Refuse Collector/Laborer assigned to the equipment in this case shall receive a premium of \$.75 per hour for each hour worked on such equipment.
- 19.2 Any reduction in work force as a direct result of this operation shall be realized through retirements, voluntary resignations, promotions and/or terminations with cause and shall not result in employee layoffs.

ARTICLE 20

TUITION REIMBURSEMENT

- 20.0 Employees with six (6) months of continuous service may apply for an educational refund for a course or seminar for a certificate or toward a degree at an accredited college, including an accredited community college.
- a. The employee must submit to the department head for his/her approval (prior to the commencement of the course) a description of the course to be taken and a degree to which the course is credited, if applicable.
 - b. The Human Resources Director and Town Manager have the prerogative to approve or disapprove such application depending on the nature of the course taken and the degree which is being matriculated for, and its relevancy to the employee's position with the Town.
 - c. **For Non Clerical Department Employees** When the application is approved, the employee will be reimbursed eighty (80) percent of tuition cost up to \$300.00 (not including books) sixty (60) days after the submission of passing grades. The maximum allowance per year will be \$600.00 per employee.

For Clerical Department Employees: When the application is approved, the employee will be reimbursed eighty percent (80%) of tuition cost up to

\$400.00 (not including books), sixty (60) days after the submission of passing grades. The maximum allowance per fiscal year will be \$800.00 per employee.

- d. The Town reserves the right to limit the education refund program based on availability of funds.

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**ARTICLE 21
DURATION**

21.0 This Agreement shall be effective on the date that this contract becomes final and binding and remain in full force and effect through the 30th day of June 2024. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, not more than one hundred eighty (180) days nor less than one hundred twenty (120) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given negotiations shall begin not later than ninety (90) days prior to the anniversary date. This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

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

TOWN OF ENFIELD

LOCAL #1029, AFSCME Council #4

APPENDIX A

Classifications (Public Works)	Increase	Fiscal Year	Start	60 Day	1 Year
Laborer	3.00%	2021-2022	\$ 25.19	\$ 26.07	\$ 26.90
	3.00%	2022-2023	\$ 25.95	\$ 26.85	\$ 27.71
	3.25%	2023-2024	\$ 26.79	\$ 27.72	\$ 28.61
Refuse Collector	3.00%	2021-2022	\$ 26.55	\$ 27.53	\$ 28.56
	3.00%	2022-2023	\$ 27.35	\$ 28.36	\$ 29.42
	3.25%	2023-2024	\$ 28.24	\$ 29.28	\$ 30.37
Equipment Operator 1	3.00%	2021-2022	\$ 27.79	\$ 28.56	\$ 29.72
Highway/Solid Waste Equip. Op. 1	3.00%	2022-2023	\$ 28.62	\$ 29.42	\$ 30.61
Parts Clerk	3.25%	2023-2024	\$ 29.55	\$ 30.37	\$ 31.60
WPC Attendant 1					
Operator	3.00%	2021-2022	\$ 28.05	\$ 28.95	\$ 30.23
	3.00%	2022-2023	\$ 28.89	\$ 29.82	\$ 31.14
	3.25%	2023-2024	\$ 29.83	\$ 30.79	\$ 32.15
Equipment Operator 2	3.00%	2021-2022	\$ 29.45	\$ 30.52	\$ 31.99
Lead Attendant 1	3.00%	2022-2023	\$ 30.33	\$ 31.43	\$ 32.95
Lead Carpenter	3.25%	2023-2024	\$ 31.32	\$ 32.46	\$ 34.02
WPC Attendant 2					
Building Maintainer 2* *This position is "grandfathered" only to the incumbent at time of signing.	3.00%	2021-2022	N/A	N/A	\$ 29.46
	3.00%	2022-2023	N/A	N/A	\$ 30.34
	3.25%	2023-2024	N/A	N/A	\$ 31.33
Scale Operator	3.00%	2021-2022	\$ 30.02	\$ 31.11	\$ 32.58
	3.00%	2022-2023	\$ 30.93	\$ 32.04	\$ 33.56
	3.25%	2023-2024	\$ 31.93	\$ 33.08	\$ 34.65

Electrician	3.00%	2021-2022	\$ 30.24	\$ 31.35	\$ 32.61
HVAC Mechanic	3.00%	2022-2023	\$ 31.15	\$ 32.29	\$ 33.59
Mechanics	3.25%	2023-2024	\$ 32.16	\$ 33.34	\$ 34.68
Plumber					
Crew Leaders (B&G, Cust, Hwy, RRM.)	3.00%	2021-2022	\$ 33.23	\$ 34.23	\$ 35.71
Lead Mechanic (Fleet)	3.00%	2022-2023	\$ 34.22	\$ 35.25	\$ 36.78
	3.25%	2023-2024	\$ 35.34	\$ 36.40	\$ 37.98
Lead Attendant 2 (Shift Operators)	3.00%	2021-2022	\$ 36.42	\$ 37.41	\$ 38.89
(Operations/Maint - WPC)	3.00%	2022-2023	\$ 37.51	\$ 38.53	\$ 40.06
(Operator/Laboratory - WPC)	3.25%	2023-2024	\$ 38.73	\$ 39.78	\$ 41.36

Classifications (Custodians)	Increase	Fiscal Year	Start	1 Year	2 Year	3 Year	4 Year
Regular Custodian/	3.00%	2021-2022	\$ 19.64	\$ 20.88	\$ 22.10	\$ 23.32	\$ 24.56
Utility Person	3.00%	2022-2023	\$ 20.23	\$ 21.50	\$ 22.77	\$ 24.02	\$ 25.29
	3.25%	2023-2024	\$ 20.89	\$ 22.20	\$ 23.51	\$ 24.80	\$ 26.11
Asst. Head Custodian	3.00%	2021-2022					\$ 26.93
(Secondary School)	3.00%	2022-2023					\$ 27.74
Custodian-Boilers	3.25%	2023-2024					\$ 28.64
(Middle & Secondary Sch.)							
Custodian In Charge	3.00%	2021-2022					\$ 27.34
(Elementary Schools)	3.00%	2022-2023					\$ 28.16
	3.25%	2023-2024					\$ 29.07
Custodian In Charge	3.00%	2021-2022					\$ 28.89
(Secondary Schools)	3.00%	2022-2023					\$ 29.76
	3.25%	2023-2024					\$ 30.73

Classifications (Library Department)	Increase	Fiscal Year				Hourly Rate
Library Assistant	3.00%	2021-2022				\$ 24.34
	3.00%	2022-2023				\$ 25.07
	3.25%	2023-2024				\$ 25.88
Administrative Assistant	3.00%	2021-2022				\$ 25.67
Reference Assistant	3.00%	2022-2023				\$ 26.44
	3.25%	2023-2024				\$ 27.30
Branch Librarian	3.00%	2021-2022				\$ 29.45
Children's Librarian	3.00%	2022-2023				\$ 30.33
Head of Circulation	3.25%	2023-2024				\$ 31.32
Technical Processor						
Children's Coordinator	3.00%	2021-2022				\$ 33.09
	3.00%	2022-2023				\$ 34.09
	3.25%	2023-2024				\$ 35.19
Classifications (Police Department)	Increase	Fiscal Year	Start	1 Year	2 year	3 Year
Civilian Dispatchers	3.00%	2021-2022	\$ 27.96	\$ 28.77	\$ 29.51	\$ 31.05
	3.00%	2022-2023	\$ 28.80	\$ 29.63	\$ 30.39	\$ 31.99
	3.25%	2023-2024	\$ 29.74	\$ 30.59	\$ 31.38	\$ 33.03
Lead Civilian Dispatchers	3.00%	2021-2022	\$ 30.19	\$ 31.00	\$ 31.73	\$ 33.28
	3.00%	2022-2023	\$ 31.09	\$ 31.93	\$ 32.69	\$ 34.28
	3.25%	2023-2024	\$ 32.11	\$ 32.97	\$ 33.75	\$ 35.39

Grade					
Entry Level	Classifications (Clerical)	Increase	Fiscal Year	Hourly	Annual
	Receptionist*	3.00%	2022-2023	\$ 20.16	\$ 36,691.20
	*effective 7/1/23 position eliminated				N/A
1	Secretary I	3.00%	2022-2023	\$ 22.03	\$ 40,097.69
		\$5,000	2023-2024	\$ 24.78	\$ 45,097.69
1A	Public Safety Administrator**	3.00%	2022-2023	\$ 22.63	\$ 41,184.96
	**effective 7/1/2023 position raised to Grade 3				N/A
2	Administrative Assistant	3.00%	2022-2023	\$ 24.93	\$ 45,365.32
	Secretary II	\$5,000	2023-2024	\$ 27.67	\$ 50,365.32
	Tax Clerk I				
3	Accounting Clerk	3.00%	2022-2023	\$ 25.95	\$ 47,221.17
	Accounts Payable Clerk	\$5,000	2023-2024	\$ 28.69	\$ 52,221.17
	Assessment Clerk				
	Senior Public Safety Administrator				
	Secretary III				
	Tax Clerk II				
	Public Safety Administrator (7/1/23)				
4	Legal Assistant***	3.00%	2022-2023	\$ 26.96	\$ 49,058.28
	***effective 7/1/23 position becomes nonunion				N/A

APPENDIX B
TOWN OF ENFIELD
FAMILY/MEDICAL LEAVE POLICY

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

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

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

ISSUES	PERSONAL SERIOUS HEALTH CONDITION	BIRTH, ADOPTION OR FOSTER CARE	SERIOUS HEALTH CONDITION OF CHILD, PARENT OR SPOUSE
Maintenance of Medical, Dental and Life Insurance Benefits	The Town will maintain group medical, dental and life insurance coverage for the duration of the FMLA leave provided that the employee make the necessary payment(s) for that portion of the insurance premium that s/he would have had to make had s/he not taken FMLA leave. In the event that the employee does not return to work when the FMLA leave expires, s/he shall be able to continue medical and dental coverage under COBRA at his/her own expense at the COBRA rates. Failure to continue coverage under COBRA will remain in the expiration of medical and dental coverage at the end of the month when such FMLA leave has expired. Life insurance coverage expires when FMLA leave expires if the employee does not return to work.	Same.	Same.
Miscellaneous	All requests for FMLA leave must be documented including whether or not the leave was granted and reasons for the denial where that is the case. The Family Medical Leave Act prohibits an employer from putting any restraint on an employee for exercising his/her rights under the FMLA. The Town may not penalize or discipline an employee for requesting or using the FMLA provisions. The 12 month period for FMLA purposes will coincide with the Town's fiscal year (July 1-June 30). Each employee shall be allowed a combined total of 12 weeks of FMLA leave per year (except when both spouse work for the Town as described above). Medical information and documentation shall be treated as confidential medical records and shall be kept in a confidential file separate from the employee's personnel file. The parties agree that existing contractual benefits will remain in effect in accordance with existing collective bargaining agreement.		
Date of Adoption	The above provisions were agreed to by the parties on _____		

SUMMARY OF BENEFITS



Cigna Health and Life Insurance Co.
For - Enfield & Board of Education, Town of
Open Access Plus Plan
HDHPQ Active Town Plan
Effective - 07/01/2020

Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

Plan Highlights	In-Network	Out-of-Network
Lifetime Maximum	Unlimited	Unlimited
Plan Coinsurance	Your plan pays 100%	Your plan pays 80%
Maximum Reimbursable Charge	Not Applicable	200%
Contract Year Deductible	Individual: \$1,500 Family: \$3,000	Individual: \$1,500 Family: \$3,000
- The amount you pay for all covered expenses counts towards both your in-network and out-of-network deductibles. - Plan deductible always applies before any copay or coinsurance. - All family members contribute towards the family deductible. An individual cannot have claims covered under the plan coinsurance until the total family deductible has been satisfied. - This plan includes a combined Medical/Pharmacy plan deductible. Note: Services where plan deductible applies are noted with a caret (^).		
Contract Year Out-of-Pocket Maximum	Individual: \$3,000 Family: \$6,000	Individual: \$3,000 Family: \$6,000
- The amount you pay for all covered expenses counts towards both your in-network and out-of-network out-of-pocket maximums. - Plan deductible contributes towards your out-of-pocket maximum. - All copays and benefit deductibles contribute towards your out-of-pocket maximum. - Mental Health and Substance Use Disorder covered expenses contribute towards your out-of-pocket maximum. - All eligible family members contribute towards the family out-of-pocket maximum. Once the family out-of-pocket maximum has been met, the plan will pay each eligible family member's covered expenses at 100%. - This plan includes a combined Medical/Pharmacy out-of-pocket maximum.		

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Benefit	In-Network	Out-of-Network
Physician Services - Office Visits		
Physician Office Visit – Primary Care Physician (PCP)/Specialist	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
NOTE: Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).		
Surgery Performed in Physician's Office	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Allergy Treatment/Injections Performed in Physician's Office	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Allergy Serum Dispensed by the physician in the office	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Cigna Telehealth Connection Services Includes charges for the delivery of medical and health-related consultations via secure telecommunications technologies, telephones and internet only when delivered by contracted medical telehealth providers (see details on myCigna.com)	After the plan deductible is met, your plan pays 100%	Not Covered
Preventive Care		
Preventive Care Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit.	Plan pays 100%	After the plan deductible is met, your plan pays 80%
Immunizations	Plan pays 100%	After the plan deductible is met, your plan pays 80%
Mammogram, PAP, and PSA Tests - Coverage includes the associated Preventive Outpatient Professional Services. - Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on place of service.	Plan pays 100%	Coverage varies based on Place of Service
Inpatient		
Inpatient Hospital Facility Services	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Semi-Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate Special Care Units (Intensive Care Unit (ICU), Critical Care Unit (CCU)): In-Network: Limited to the negotiated rate / Out-of-Network: Limited to ICU/CCU daily room rate		
Inpatient Hospital Physician's Visit/Consultation	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%

Benefit	In-Network	Out-of-Network
Inpatient Professional Services For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Outpatient		
Outpatient Facility Services	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Outpatient Professional Services For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Outpatient Therapy Services - PCP	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Outpatient Therapy Services - Specialist	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Contract Year Maximums: Pulmonary Rehabilitation, Cognitive Therapy, Physical Therapy, Speech Therapy, Occupational Therapy and Chiropractic Care – Unlimited days Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient therapy services maximum.		
Cardiac Rehabilitation - PCP	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Cardiac Rehabilitation - Specialist	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Contract Year Maximum: Cardiac Rehabilitation – 36 days Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient therapy services maximum.		

Benefit	In-Network	Out-of-Network
Other Health Care Facilities/Services		
Home Health Care (includes outpatient private duty nursing subject to medical necessity) - Unlimited days maximum per Contract Year 16 hour maximum per day	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities 180 days maximum per Contract Year	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Durable Medical Equipment Unlimited maximum per Contract Year	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Breast Feeding Equipment and Supplies - Limited to the rental of one breast pump per birth as ordered or prescribed by a physician - Includes related supplies	Your plan pays 100%	After the plan deductible is met, your plan pays 80%
External Prosthetic Appliances (EPA) Unlimited maximum per Contract Year	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Routine Foot Disorders Note: Services associated with foot care for diabetes and peripheral vascular disease are covered when approved as medically necessary.	Not Covered	Not Covered
Routine Hearing Exam One exam every two Contract Years	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Hearing Aid - Includes testing and fitting of hearing aid devices at Physician Office Visit cost share. - Coverage through age 12	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Early Intervention Services Birth to Age 3	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Wigs	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 100%

Benefit	In-Network	Out-of-Network
Medical Specialty Drugs		
Inpatient This benefit applies to the cost of the Infusion Therapy drugs administered in an Inpatient Facility. This benefit does not cover the related Facility or Professional charges.	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Outpatient Facility Services This benefit applies to the cost of the Infusion Therapy drugs administered in an Outpatient Facility. This benefit does not cover the related Facility or Professional charges.	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Physician's Office This benefit applies to the cost of targeted Infusion Therapy drugs administered in the Physician's Office. This benefit does not cover the related Office Visit or Professional charges.	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%
Home This benefit applies to the cost of targeted Infusion Therapy drugs administered in the patient's home. This benefit does not cover the related Professional charges.	After the plan deductible is met, your plan pays 100%	After the plan deductible is met, your plan pays 80%

Place of Service - your plan pays based on where you receive services

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Physician's Office		Independent Lab		Emergency Room/ Urgent Care Facility		Outpatient Facility	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Laboratory	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 100% ^	Plan pays 80% ^	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Emergency Room/Urgent Care Services	Plan pays 100% ^	Plan pays 80% ^
Radiology	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Not Applicable	Not Applicable	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Emergency Room/Urgent Care Services	Plan pays 100% ^	Plan pays 80% ^

Place of Service - your plan pays based on where you receive services

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Physician's Office		Independent Lab		Emergency Room/ Urgent Care Facility		Outpatient Facility	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Advanced Radiology Imaging	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Not Applicable	Not Applicable	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Outpatient Facility Services	Covered same as plan's Outpatient Facility Services

Advanced Radiology Imaging (ARI) includes MRI, MRA, CAT Scan, PET Scan, etc.

Note: All lab and x-ray services, including ARI, provided at Inpatient Hospital are covered under Inpatient Hospital benefit

Benefit	Emergency Room / Urgent Care Facility		Outpatient Professional Services		*Ambulance	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Emergency Care	Plan pays 100% ^		Plan pays 100% ^		Plan pays 100% ^	
Urgent Care	Plan pays 100% ^		Plan pays 100% ^		Not Applicable*	

*Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered.

Benefit	Inpatient Hospital and Other Health Care Facilities		Outpatient Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Hospice	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^
Bereavement Counseling	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^

Note: Services provided as part of Hospice Care Program

Benefit	Initial Visit to Confirm Pregnancy		Global Maternity Fee (All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges)		Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist)		Delivery - Facility (Inpatient Hospital, Birthing Center)	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Maternity	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 100% ^	Plan pays 80% ^	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit

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Benefit	Physician's Office		Inpatient Facility		Outpatient Facility		Inpatient Professional Services		Outpatient Professional Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Abortion (Elective and non-elective procedures)	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
Family Planning - Men's Services	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
Includes surgical services, such as vasectomy (excludes reversals)										
Family Planning - Women's Services	Plan pays 100%	Covered same as plan's Physician's Office Services	Plan pays 100%	Plan pays 80% ^	Plan pays 100%	Plan pays 80% ^	Plan pays 100%	Covered same as plan's Inpatient Professional Services	Plan pays 100%	Covered same as plan's Outpatient Professional Services
Includes surgical services, such as tubal ligation (excludes reversals) Contraceptive devices as ordered or prescribed by a physician.										
Infertility	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
Infertility covered services: lab and radiology test, counseling, surgical treatment, includes artificial insemination, in-vitro fertilization, GIFT, ZIFT, etc. Unlimited maximum per lifetime										
TMJ, Surgical and Non-Surgical	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
Services provided on a case-by-case basis. Always excludes appliances & orthodontic treatment. Subject to medical necessity. Unlimited maximum per lifetime										

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Benefit	Inpatient Hospital Facility			Inpatient Professional Services		
	Cigna LifeSOURCE Transplant Network ® Facility In-Network	Non-LifeSOURCE Facility In-Network	Out-of-Network	Cigna LifeSOURCE Transplant Network ® Facility In-Network	Non-LifeSOURCE Facility In-Network	Out-of-Network
Organ Transplants	Plan pays 100% ^	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services

- Travel Maximum - Cigna LifeSOURCE Transplant Network® Facility: In-Network: After the plan deductible is met, \$10,000 maximum per Transplant

Benefit	Inpatient		Outpatient - Physician's Office		Outpatient – All Other Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Mental Health	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^
Substance Use Disorder	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^	Plan pays 100% ^	Plan pays 80% ^

Note: Services where plan deductible applies are noted with a caret (^).

Notes:

- Unlimited maximum per Contract Year
- Services are paid at 100% after you reach your out-of-pocket maximum.
- Inpatient includes Acute Inpatient and Residential Treatment.
- Outpatient - Physician's Office - may include Individual, family and group therapy, psychotherapy, medication management, etc.
- Outpatient - All Other Services - may include Partial Hospitalization, Intensive Outpatient Services, Applied Behavior Analysis (ABA Therapy), etc.

Mental Health and Substance Use Disorder Services

Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs

Cigna Total Behavioral Health - Inpatient and Outpatient Management

- Inpatient utilization review and case management
- Outpatient utilization review and case management
- Partial Hospitalization
- Intensive outpatient programs
- Changing Lives by Integrating Mind and Body Program
- Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management.
- Narcotic Therapy Management
- Complex Psychiatric Case Management

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Pharmacy	In-Network	Out-of-Network
Cost Share and Supply		
Cigna Pharmacy Cost Share - Retail – up to 90-day supply (except Specialty up to 30-day supply) - Home Delivery – up to 90-day supply	Retail (per 30-day supply): Generic: You pay \$5 Preferred Brand: You pay \$25 Non-Preferred Brand: You pay \$40 Retail (per 90-day supply): Generic: You pay \$10 Preferred Brand: You pay \$50 Non-Preferred Brand: You pay \$80 Home Delivery (per 90-day supply): Generic: You pay \$10 Preferred Brand: You pay \$50 Non-Preferred Brand: You pay \$80	Retail: You pay 20% Your plan pays 80% Home Delivery: Not Covered
- Retail drugs for a 30 day supply may be obtained In-Network at a wide range of pharmacies across the nation although prescriptions for a 90 day supply (such as maintenance drugs) will be available at select network pharmacies. - Cigna 90 Now Program: You can choose to fill your medications in a 30- or 90-day supply. If you choose to fill a 30-day prescription, it can be filled at any network retail pharmacy or network home delivery pharmacy. If you choose to fill a 90-day prescription, it must be filled at a 90-day network retail pharmacy or network home delivery pharmacy to be covered by the plan. - Specialty medications are used to treat an underlying disease which is considered to be rare and chronic including, but not limited to, multiple sclerosis, hepatitis C or rheumatoid arthritis. Specialty Drugs may include high cost medications as well as medications that may require special handling and close supervision when being administered. - When patient requests brand drug, patient pays the brand cost share plus the cost difference between the brand and generic drugs up to the cost of the brand drug (unless the physician indicates "Dispense As Written" DAW). - Your pharmacy benefits share an annual deductible and out-of-pocket maximum with the medical/behavioral benefits. The applicable cost share for covered drugs applies after the combined deductible has been met. - If you receive a supply of 34 days or less at home delivery (including a Specialty Prescription Drug), the home delivery pharmacy cost share will be adjusted to reflect a 30-day supply.		

Drugs Covered

Prescription Drug List:

Your Cigna Standard Prescription Drug List includes a full range of drugs including all those required under applicable health care laws. To check which drugs are included in your plan, please log on to myCigna.com.

Some highlights:

- Coverage includes Self Administered injectables and optional injectable drugs – includes infertility drugs.
- Contraceptive devices and drugs are covered with federally required products covered at 100%.
- Insulin, glucose test strips, lancets, insulin needles & syringes, insulin pens and cartridges are covered.
- Lifestyle drugs are covered - limited to sexual dysfunction.
- Oral Fertility drugs are covered.
- Prescription vitamins are covered.
- Prescription smoking cessation drugs are covered.

Pharmacy Program Information

Pharmacy Clinical Management

Your plan features drug management programs and edits to ensure safe prescribing, and access to medications proven to be the most reliable and cost effective for the medical condition, including:

- Prior authorization requirements.
- Quantity over time edits and dose optimization edits
- Age edits, and refill-too-soon edits
- Plan exclusion edits
- Your plan includes Specialty Drug Management features, such as prior authorization and quantity limits, to ensure the safe prescribing and access to specialty medications.
- For customers with complex conditions taking a specialty medication, we will offer Accredo Therapeutic Resource Centers (TRCs) to provide specialty medication and condition counseling. For customers taking a specialty medication not dispensed by Accredo, Cigna experts will offer this important specialty medication and condition counseling.

Additional Information

Case Management

Coordinated by Cigna HealthCare. This is a service designated to provide assistance to a patient who is at risk of developing medical complexities or for whom a health incident has precipitated a need for rehabilitation or additional health care support. The program strives to attain a balance between quality and cost effective care while maximizing the patient's quality of life.

Health Advisor - A

Support for healthy and at-risk individuals to help them stay healthy

- Health Assessments
- Health and Wellness Coaching
- Gaps in Care Coaching
- Treatment Decision Support
- Educate and Refer

Included

Additional Information

Maximum Reimbursable Charge

The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (200%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations.

Out-of-Network Emergency Services Charges

1. Emergency Services are covered at the In-Network cost-sharing level if services are received from a non-participating (Out-of-Network) provider.
2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or if no amount is agreed to, the greater of the following: (i) the median amount negotiated with In-Network providers for the Emergency Service, excluding any In-Network copay or coinsurance; (ii) the Maximum Reimbursable Charge; or (iii) the amount payable under the Medicare program, not to exceed the provider's billed charges.

The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is also responsible for all charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.

Medicare Coordination

In accordance with the Social Security Act of 1965, this plan will pay as the Secondary plan to Medicare Part A and B as follows:

- (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, or an Employee's Domestic Partner who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation);
- (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.

When a person is eligible for Medicare A and B as described above, this plan will pay as the Secondary Plan to Medicare Part A and B **regardless if the person is actually enrolled in Medicare Part A and/or Part B and regardless if the person seeks care at a Medicare Provider or not for Medicare covered services.**

Multiple Surgical Reduction

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.

Pre-Certification - Continued Stay Review - Basic Care Low Management Inpatient - required for all inpatient admissions

In-Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- The lesser of 50% of covered expenses or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.
- Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- Benefits are denied for any additional days not certified by Cigna Healthcare.

Pre-Existing Condition Limitation (PCL) does not apply.

Additional Information

Your Health First - 200- St Louis Care Center

Individuals with one or more of the chronic conditions, identified on the right, may be eligible to receive the following type of support:

- Condition Management
- Medication adherence
- Risk factor management
- Lifestyle issues
- Health & Wellness issues
- Pre/post-admission
- Treatment decision support
- Gaps in care

Holistic health support for the following chronic health conditions:

- Heart Disease
- Coronary Artery Disease
- Angina
- Congestive Heart Failure
- Acute Myocardial Infarction
- Peripheral Arterial Disease
- Asthma
- Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)
- Diabetes Type 1
- Diabetes Type 2
- Metabolic Syndrome/Weight Complications
- Osteoarthritis
- Low Back Pain
- Anxiety
- Bipolar Disorder
- Depression

Definitions

Coinsurance - After you've reached your deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Place of Service - Your plan pays based on where you receive services. For example, for hospital stays, your coverage is paid at the inpatient level.

Prescription Drug List - The list of prescription brand and generic drugs covered by your pharmacy plan.

Professional Services - Services performed by Surgeons, Assistant Surgeons, Hospital Based Physicians, Radiologists, Pathologists and Anesthesiologists

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (not all-inclusive):

Your plan provides for most medically necessary services. The complete list of exclusions is provided in your Certificate or Summary Plan Description. To the extent there may be differences, the terms of the Certificate or Summary Plan Description control. Examples of things your plan does not cover, unless required by law or covered under the pharmacy benefit, include (but aren't limited to):

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.

07/01/2020

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Exclusions

- Treatment of an Injury or Sickness which is due to war, declared, or undeclared.
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under this plan. For example, if Cigna determines that a provider or Pharmacy is or has waived, reduced, or forgiven any portion of its charges and/or any portion of Copayment, Deductible, and/or Coinsurance amount(s) you are required to pay for a Covered Expense (as shown on The Schedule) without Cigna's express consent, then Cigna in its sole discretion shall have the right to deny the payment of benefits in connection with the Covered Expense, or reduce the benefits in proportion to the amount of the Copayment, Deductible, and/or Coinsurance amounts waived, forgiven or reduced, regardless of whether the provider or Pharmacy represents that you remain responsible for any amounts that your plan does not cover. In the exercise of that discretion, Cigna shall have the right to require you to provide proof sufficient to Cigna that you have made your required cost share payment(s) prior to the payment of any benefits by Cigna. This exclusion includes, but is not limited to, charges of a non-Participating Provider who has agreed to charge you or charged you at an In-Network benefits level or some other benefits level not otherwise applicable to the services received.
- Charges arising out of or relating to any violation of a healthcare-related state or federal law or which themselves are a violation of a healthcare-related state or federal law.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, domiciliary or convalescent care.
- For or in connection with experimental, investigational or unproven services.
- Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug or Biologic therapies or devices that are determined by the utilization review Physician to be:
 - Not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed;
 - Not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or Sickness for which its use is proposed;
 - The subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" sections of this plan; or
 - The subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the "Clinical Trials" sections of this plan.
- In determining whether any such technologies, supplies, treatments, drug or Biologic therapies or devices are experimental, investigational and/or unproven, the utilization review Physician may rely on the clinical coverage policies maintained by Cigna or the Review Organization. Clinical coverage policies may incorporate, without limitation and as applicable, criteria relating to U.S. Food and Drug Administration-approved labeling, the standard medical reference compendia and peer-reviewed, evidence-based scientific literature or guidelines.
- Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance or self-esteem.
- The following services are excluded from coverage regardless of clinical indications: acupressure; dance therapy, movement therapy; applied kinesiology and rolfing.
- Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, periodontics, casts, splints and services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental Injury to teeth are covered provided a continuous course of dental treatment is started within six months of an accident.
- For medical and surgical services intended primarily for the treatment or control of obesity. However, treatment of clinically severe obesity, as defined by the body mass index (BMI) classifications of the National Heart, Lung and Blood Institute guideline is covered if the services are demonstrated, through peer-reviewed medical literature and scientifically based guidelines, to be safe and effective for treatment of the condition.
- Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.
- Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.

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Exclusions

- Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.
- Non-medical counseling and/or ancillary services including, but not limited to, Custodial Services, educational services, vocational counseling, training and rehabilitation services, behavioral training, biofeedback, neurofeedback, hypnosis, sleep therapy, return to work services, work hardening programs and driver safety courses.
- Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.
- Consumable medical supplies other than ostomy supplies and urinary catheters. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, skin preparations and test strips, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.
- Private Hospital rooms and/or private duty nursing except as provided under the Home Health Services provision.
- Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.
- Artificial aids including, but not limited to, corrective orthopedic shoes, arch supports (except for custom molds and diabetic shoes), elastic stockings, garter belts, corsets and dentures.
- Aids or devices that assist with non-verbal communications, including but not limited to communication boards, pre-recorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus or post cataract surgery).
- Routine refractions (unless coverage is specifically provided under this plan), eye exercises and surgical treatment for the correction of a refractive error, including radial keratotomy.
- Treatment by acupuncture.
- All non-injectable prescription drugs, unless Physician administration or oversight is required, injectable prescription drugs to the extent they do not require Physician supervision and are typically considered self-administered drugs, non-prescription drugs, and investigational and experimental drugs, except as provided in this plan.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Membership costs or fees associated with health clubs, weight loss programs and smoking cessation programs.
- Genetic screening or pre-implantations genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.
- Dental implants for any condition.
- Fees associated with the collection or donation of blood or blood products, except for autologous donation in anticipation of scheduled services where in the utilization review Physician's opinion the likelihood of excess blood loss is such that transfusion is an expected adjunct to surgery.
- Blood administration for the purpose of general improvement in physical condition.
- Cost of biologicals that are immunizations or medications to protect against occupational hazards and risks.
- Cosmetics, dietary supplements and health and beauty aids.
- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under the benefit section.
- Massage therapy.

07/01/2020

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Open Access Plus - HDHPQ Active Town Plan

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate, service agreement or summary plan description -- the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Cigna Behavioral Health, Inc., Cigna Health Management, Inc., and HMO or service company subsidiaries of Cigna Health Corporation. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

EHB State: CT

DISCRIMINATION IS AGAINST THE LAW

Medical coverage

Cigna complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Cigna does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Cigna:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact customer service at the toll-free number shown on your ID card, and ask a Customer Service Associate for assistance.

If you believe that Cigna has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file

a grievance by sending an email to ACAGrievance@Cigna.com or by writing to the following address:

Cigna
Nondiscrimination Complaint Coordinator
PO Box 188016
Chattanooga, TN 37422

If you need assistance filing a written grievance, please call the number on the back of your ID card or send an email to ACAGrievance@Cigna.com. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, DC 20201
1.800.368.1019, 800.537.7697 (TDD)
Complaint forms are available at
<http://www.hhs.gov/ocr/office/file/index.html>.



All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Cigna Behavioral Health, Inc., Cigna Health Management, Inc., and HMO or service company subsidiaries of Cigna Health Corporation and Cigna Dental Health, Inc. The Cigna name, logos, and other Cigna marks are owned by Cigna Intellectual Property, Inc. ATTENTION: If you speak languages other than English, language assistance services, free of charge are available to you. For current Cigna customers, call the number on the back of your ID card. Otherwise, call 1.800.244.6224 (TTY: Dial 711). ATENCIÓN: Si usted habla un idioma que no sea inglés, tiene a su disposición servicios gratuitos de asistencia lingüística. Si es un cliente actual de Cigna, llame al número que figura en el reverso de su tarjeta de identificación. Si no lo es, llame al 1.800.244.6224 (los usuarios de TTY deben llamar al 711).

Cigna Dental Benefit Summary

Enfield Town - Custodians (DENT1)

Plan Renewal Date: 07/01/2020



Administered by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. **Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.**

Cigna Dental PPO				
Network Options	In-Network: Total Cigna DPPO Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Based on Billed Charge	
Calendar Year Benefits Maximum Applies to: Class II & III expenses	Unlimited		Unlimited	
Calendar Year Deductible				
Individual	\$0		\$0	
Family	\$0		\$0	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Space Maintainers: non-orthodontic Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
Class II: Basic Restorative Restorative: fillings Endodontics: minor and major Oral Surgery: minor and major Repairs: Dentures Repairs: Bridges, Crowns and Inlays Denture Relines, Rebases and Adjustments Crowns: prefabricated stainless steel / resin	100% No Deductible	0% No Deductible	100% No Deductible	0% No Deductible
Class III: Major Restorative Inlays and Onlays Prosthesis Over Implant Crowns: permanent cast and porcelain Bridges and Dentures	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Billed Charge. The dentist may balance bill up to their usual fees.			
Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			
Calendar Year Benefits Maximum	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.			
Calendar Year Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.			
Late Entrant Limitation Provision	No coverage until next open enrollment period. This provision does not apply to new hires.			
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.			
Alternate Benefit Provision	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses. This provision does not apply to fillings.			

Oral Health Integration Program (OHIP)	Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer service 24/7 at 1.800.CIGNA24.
Timely Filing	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
Benefit Limitations:	
Oral Evaluations	2 per calendar year
X-rays (routine)	Bitewings: 1 per calendar year
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy
Fluoride Application	2 per calendar year for children under age 19
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 14
Space Maintainers	Limited to non-orthodontic treatment for children under age 19
Inlays, Crowns, Bridges, Dentures and Partials	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation
Prosthesis Over Implant	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Restorative: fillings	Includes composite fillings on molars
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
Procedures and services not included in the list of covered dental expenses;	
Occlusal guard and Occlusal Adjustments; Anesthesia: general and IV sedation; Periodontics: minor and major;	
Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet;	
Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars;	
Periodontics: bite registrations; splinting;	
Prosthetic: precision or semi-precision attachments; initial placement of a complete or partial denture per plan guidelines;	
Implants: implants or implant related services; Orthodontics: orthodontic treatment;	
Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; diagnose or treat conditions or dysfunction of the temporomandibular joint (TMJ); stabilize periodontally involved teeth; or restore occlusion;	
Athletic mouth guards; services performed primarily for cosmetic reasons; personalization; replacement of an appliance per benefit guidelines;	
Services that are deemed to be medical in nature; services and supplies received from a hospital; Drugs: prescription drugs	
Charges in excess of the Billed Charge.	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Cigna Dental PPO plans are insured and/or administered by Cigna Health and Life Insurance Company (CHLIC) or Connecticut General Life Insurance Company (CGLIC), with network management services provided by Cigna Dental Health, Inc. and certain of its subsidiaries. In Texas, the insured dental plan is known as Cigna Dental Choice, and this plan uses the national Cigna DPPO network.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. Policy forms (for insured dental plans) in OK: HP-POL99 (CHLIC), GM6000 ELI288 et al (CGLIC); OR: HP-POL68; TN: HP-POL69/HC-CER2V1 et al (CHLIC). The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

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May 31, 2023

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution for Technical Revisions to Town Code Section 82-41 Parking Violation Fines

Highlights:

The General Government & Finance Sub-Committee had previously advanced technical revisions to the Parking Violation Fines to bring them in line with fines in other communities.

The previously adopted schedule of new fines erroneously contained additional items for which the Town of Enfield has not traditionally fined for, and/or items that the Police Department deemed as not appropriate for Enfield enforcement. This Resolution re-traces the previously approved schedule and sets a public hearing so that the unnecessary items may be removed from the ordinance. An additional public hearing is required.

The Enfield Police Department is in the process of procuring software in order more effectively manage the ticketing program.

Budget Impact:

There is the potential of additional revenue to the EPD based on the new software.

Recommendation:

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

Date Prepared: May 30, 2023

May 31, 2023

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Concerning the Adoption of the P.A. 490 Open Space Ordinance

Highlights:

The Town Council had referred the matter of the Town adopting an open space classification in order to “maintain and enhance the conservation of natural and scenic resources; protect natural streams and water supply; promote conservation of soils, wetlands...et al; enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves...or other open spaces; enhance public recreational opportunities; preserve historic sites and promote orderly urban or suburban development.

Per the attached memo from Town Planner Laurie Whitten, the Planning and Zoning Commission has acted and is referring the matter of ordinance creation back to the Town Council.

The Town Council now must set parameters to designate and recommend areas for preservation as areas of open space land as an option to reducing the tax burden on open space parcels that do not meet the criteria for P.A. 490 farmland or forest land classifications.

This ordinance needs to be adopted prior to the October 1, 2023 Grand List.

Budget Impact:

There is the potential of reduced tax revenue to the Town based on adopted parameters.

Recommendation:

NOW THEREFORE BE IT RESOLVED, that the Town Council refers the creation of an Open Space ordinance to the Conservation Commission for their recommendations. Further, it is the recommendation of the Town Manager that Council leadership assign two Town Council members to work with the Conservation Commission and serve as liaisons between the two bodies concerning the parameters for this ordinance. The Assessor shall be named as the staff liaison to be relied upon for technical assistance.



TOWN OF ENFIELD

To: Ellen Zoppo-Sassu

From: Laurie Whitten, Town Planner 

Date: May 24, 2023

Subject: Town Council Referral – PA 490 Ordinance

The Planning and Zoning Commission considered the above referenced referral and due to the timing of the referral with respect to the Plan of Conservation and Development (POCD) update and adoption process, the Commission opted to include a general statement in the POCD, stating that:

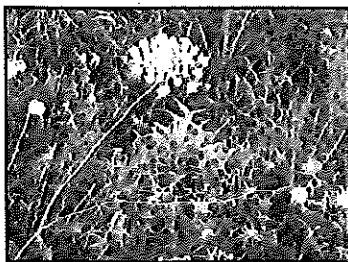
“The entire area of the Town should be eligible for PA 490 designation.”

In this way the Commission felt that the Council and others would not be limited by the POCD as to the potential scope of any ordinance they ultimately developed/adopted.

The updated POCD was adopted with amendments by the Planning and Zoning Commission on March 30, 2023, with an effective date of May 30, 2023.

If you have any questions or need further clarification, please let me know.

OPEN SPACE CLASSIFICATION



■ MUNICIPAL OPEN SPACE DESIGNATION

Open space within a municipality may be protected in a number of ways. Landowners and land use boards may consider conservation easements, deed restrictions and programs funded through the state of Connecticut and various land trusts that purchase development rights from landowners. Another option to protecting undeveloped land is the PA 490 open space classification. The PA 490 open space classification does not provide permanent protection, however it is a valuable option to reducing the tax burden on open space parcels that do not meet the criteria for PA 490 farmland or PA 490 forest land classifications.

Unlike the PA 490 farmland and PA 490 forest land classifications which are mandatory on all towns statewide, PA 490 open space is a classification that is an option for a municipality to adopt. The terms "farmland and forest land" are often referred to in general terms as "open space," but within the context of PA 490 they are distinct land use value classifications that have specific statutory requirements.

Under PA 490 Sec. 12-107b (3) reads: *The term "open space land" means any area of land, including forest land, land designated as wetland under section 22a-30 and not excluding farmland, the preservation or restriction of the use of which would*

- (a) Maintain and enhance the conservation of natural or scenic resources*
- (b) Protect natural streams or water supply*
- (c) Promote conservation of soils, wetlands, beaches or tidal marshes*
- (d) Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open spaces*
- (e) Enhance public recreation opportunities*
- (f) Preserve historic sites, or*
- (g) Promote orderly urban or suburban development;*

Section 12-107e of the Connecticut General Statutes states that:

The planning commission of any municipality in preparing a plan of conservation and development for such municipality may designate upon such plan areas which it recommends for preservation as areas of open space land, provided such designation is approved by a majority vote of the legislative body of such municipality. Land included in any area so designated upon such plan as finally adopted may be classified as open space land for purposes of property taxation or payments in lieu thereof if there has been no change in the use of such area which has adversely affected its essential character as an area of open space land between the date of the adoption of such plan and the date of such classification.

■ THE ROLE OF ASSESSOR, LANDOWNER, AND MUNICIPALITY IN OPEN SPACE CLASSIFICATION

Role of Assessor: Sec. 12-107e (b) of the CGS states that: *The assessor shall determine whether there has been any change in the area designated as an area of open space land upon the plan of development which adversely affects its essential character as an area of open space land and, if the assessor determines that there has been no such change, said assessor shall classify such land as open space land and include it as such on the grand list.*

The assessor should be certain that an application is completed in full and is signed and dated by the landowners.

Role of Landowner: New applications for PA 490 open space should be completed and filed within the required filing periods set forth in CGS Sec. 12-107e (b). All required sections of form M-30 should be completed in full. The application is required to be signed and dated by the landowner. Applications that are not filed within the prescribed timeframe or are incomplete will not be accepted for PA 490 open space classification. The landowner should request a copy of the fully signed and dated application from the assessor at the time of filing. **It is very important that landowners keep signed and dated copies of everything that is submitted to the assessor.**



This signed and dated paperwork is critical should a classification ever be questioned or the issue of the conveyance tax arises. **Landowners should not rely on the town to keep records for them.**

Role of Municipality: It is the role of the planning commission of the municipality in preparing a Plan of Conservation and Development to designate in such plans areas which it recommends for preservation as areas of open space land and for the municipality to adopt an ordinance that sets forth the criteria for open space classification pursuant to CGS Section 12-107e(a).



■ VALUATION OF OPEN SPACE

The value for open space lands has been and continues to be quite problematic for towns. PA 490 states:

The present true and actual value of land classified as... open space land pursuant to section 12-107e shall be based upon its current use without regard to neighborhood land use of a more intensive nature, provided in no event shall the present true and actual value of open space land be less than it would be if such open space land comprised a part of a tract or tracts of land classified as farmland pursuant to section 12-107c.

This has been interpreted to mean different things. One school of thought has open space value comparable to various farm values. It is the assessor's determination based on local ordinance as to what value will be assigned to the land. Again "current use" is the key principle to follow in determining value.

Open Space Land Value Assessment

It is up to each individual municipality to set the assessed value for land that qualifies for the PA 490 Open Space Classification within their municipality.

This is unlike the PA 490 Forest Land or Farmland classification, where the State of Connecticut sets the recommended land values.

Landowners interested in applying for PA 490 Open Space should consult with the local municipal assessor to see if this classification is available in their town and what the assessed value is for land that is accepted into the PA 490 Open Space classification.

It is important to note that the ten-year conveyance tax penalty period for PA 490 open space land originates with the date of classification, unlike the farmland and forest land classification which commence at the time of ownership. Section 9 Conveyance Tax, addresses this in further detail.

■ HOW TO ADOPT THE PA 490 OPEN SPACE CLASSIFICATION AND WHO IS ELIGIBLE

- Land must be recommended for preservation as open space in the town's Plan of Conservation and Development by the town's Planning Commission. - criteria or parcels

- Land included in areas recommended for open space may be identified by geographic location and/or map in the Plan of Conservation and Development.

- Geographic areas designated as being recommended for open space in the Plan of Conservation and Development must be approved by the legislative authority within the municipality.

- The municipality adopts an Open Space Assessment Ordinance which stipulates the qualification criteria for the open space classification in that municipality. This criteria establishes the minimum acreage as well as requiring that the land be completely unimproved and undeveloped.

- Only landowners who have property in an area that has been designated as "open space" on the town's Plan of Conservation and Development may be eligible for the PA 490 open space classification. Landowners interested in this classification should consult with their town planner, land use office or assessor with regard to the status of open space designation and the location, if applicable, of such lands.

Who keeps track: Inspect.

- Landowners wishing to become eligible for the PA 490 open space classification do so by filing form M-30 "Application to the Assessor for Classification of Land as Open Space" with the assessor in the municipality in which the land is located.

■ HOW AND WHEN TO APPLY

Persons wanting to classify land under the PA 490 open space land classification must do so by application to the assessor in which the land is located. The application must be made on form M-30 "Application To The Assessor For Classification Of Land As Open Space Land" prescribed by the Commissioner of the Department of Agriculture. This form is available from the assessor's office. The filing period is between September 1st and October 31st, except in a year in which a revaluation of all real property is effective in the town, in which case the filing deadline is December 30th.



May 17, 2023

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Waiving the Bid Requirements for Fiscal Year 2022/2023 Audit

Highlights:

- Whereas, the Town solicited bids in May of 2022 for three year's of auditing services.
- The winning bidder was CliftonLarsonAllen (CLA) out of West Hartford.
- Industry changes are creating additional testing requirements that take longer to complete and the firm was losing money on not only the engagement in Enfield, but other towns as well.
- They could not commit to the fees quoted for years 2 and 3 of the bid.
- CLA offered to complete the 2023 audit for \$97,000, which is still less than the other bidder for the same audit.
- If we go out to bid again CLA indicated their bid would be greater than the \$97,000 offer.

Budget Impact:

The difference between the original quote and the \$97,000 offer is \$12,600.

Recommendation:

NOW THEREFORE BE IT RESOLVED, that in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require competitive bidding for the FY 2022/2023 audit.

Date Prepared: May 17, 2023

Prepared by: John A. Wilcox, CPA, Director of Finance