



**MINUTES
ENFIELD TOWN COUNCIL
REGULAR MEETING
August 21, 2023
7:00 PM - Council Chambers
<https://youtube.com/live/-SNSFNsyEnc>**

1. PRAYER - Cindy Mangini

- Recited

2. PLEDGE OF ALLEGIANCE

- Recited

3. ROLL CALL

Present: Gina Cekala, Robert Cressotti, Matthew Despard (remote), Douglas Finger, Nick Hopkins, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire

Absent: None

Also Present were Town Manager, Ellen Zoppo-Sassu; Assistant Town Manager, Steve Bielenda; Assistant Town Attorney, Mark Cerrato; and Town Clerk, Sheila Bailey.

4. FIRE EVACUATION ANNOUNCEMENT

- Announced

5. MINUTES OF PRECEDING MEETINGS

- Special Meeting - July 17, 2023

MOTION #6675 by: Cynthia Mangini Seconded: Lori Unghire to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6675** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti
No: None Abstain: None.

- Regular Meeting - July 17, 2023

MOTION #6676 by: Cynthia Mangini Seconded: Ken Nelson Jr. to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6676** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti
No: None Abstain: None.

6. SPECIAL GUESTS

- Enfield Strikers U-14 Girls Team - 2023 USA Cup Soccer Champions

The Town Council honored the Enfield Strikers U-14 Girls Team with their 2023 USA Cup Soccer Championship. The Mayor read a proclamation stating that the 2023 Target USA Cup is the largest youth soccer tournament in North America and the Enfield Strikers were accepted to play in this international tournament, consisting of teams from seventeen countries and twenty-seven states. They achieved an undefeated record of 6 wins, 0 losses, scoring 15 goals and only allowed 2 goals. They became the first team from Connecticut to win the Target USA Cup Championship in the thirty-nine-year history of the tournament. The team was presented with a soccer ball on behalf of the Town Council members for their trophy case.

- Nzima Hutchings, Enfield's New Poet Laureate

Mayor Cressotti read a proclamation honoring Nzima Hutchings as Enfield's New Poet Laureate. He stated Nzima is a longtime Enfield resident, an award-winning author, poetess, artist, advocate, and literary art wellness coach. She is also a commissioner of the Enfield Culture and Arts Commission, Chief Executive Founder and Program Director of Hartford's LIT, and author of two best-selling poetry anthologies. She is a member of multiple organizations designed to promote literacy as well as work with poetry as a means of therapy and trauma healing. She has also taught at many area schools and continues to offer workshops monthly. Nzima is a well-known presenter and performer of events held at Asnuntuck Community College amongst many others. She works with small businesses and bookstores to promote poetry and literature. On behalf of Mayor Cressotti, the Town Council, Town Administration as well as the Enfield Community, they welcomed Nzima Hutchings as Enfield's New Poet Laureate. Ms. Hutchings expressed her gratitude for her recognition and stated she looks forward to continuing her work within the Town.

7. PUBLIC COMMUNICATION AND PETITIONS

Jeff Golden, Enfield Police Captain

Captain Golden thanked the Council for taking up Item 12C at tonight's meeting. He asked the Council to support Steven Kaselouskas by appointing him Deputy Chief of the Enfield Police Department.

Nikki Price, 1324 Enfield Street

Ms. Price expressed her disagreement with the Town Manager's decision not to broadcast the Board of Assessment Appeal's (BAA) August 16, 2023 meeting.

George Hendrickson, 26 Roy Street

Mr. Hendrickson expressed his continued concern regarding the speed of traffic on Roy Street and thinks the 25 MPH posted speed limit is too fast for that street.

George Young, 8 Holly Lane

Mr. Young questioned the budget in regard to WPCA revenue versus expenditures. He

stated that the expenditure cuts are vital to the town and could result in problems for the coming year and expressed concern with the amortization schedule. Mr. Young stated that the interest should decrease with time and not increase.

Donna Dubanoski, 23 Betty Road

Ms. Dubanoski stated that the Board of Assessment Appeals adopted a resolution during their August 16, 2023 meeting that the BAA rejects the suppression of any information on the Assessor's property cards.

Tom Tyler, 18 Bridge Lane

Thanked the Councilors who attended the August 16, 2023 BAA meeting. He also stated that the BAA would be available to meet with the Town Council on September 20, 2023 and further stated that they request that the meeting be unrestricted.

George Young, 8 Holly Lane

Mr. Young continued his discussion regarding the WPC budget, questioning why funds that were voted on during the referendum for multiple pump stations were now being funded by ARPA funds. He stated that he doesn't feel the entirety of the Town has benefited from the ARPA funds. He would also like to see improvements to Holly Lane's roadways and sidewalks.

8. COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Mangini thanked everyone who attended Mount Carmel Feast.

Councilor Pyznar asked where the previously discussed funds from the BOE budget went and Ms. Zoppo-Sassu answered that they went into fund balance.

Mayor Cressotti asked that the Town consider adding a Magic Carpet bus stop at the Advanced Auto location. He also stated that today is Fentanyl Prevention Awareness Day and spoke about the toll this drug has taken on our youth and families.

Deputy Mayor Cekala stated that while she understands residents' appreciation of the work the BAA has done, residents should ask why BAA members reduced the value of a BAA member's property to zero and reduced friends and acquaintances' properties as well.

Councilor Santanella stated that Best Buddies was founded by Amy Santanella, a teacher at JFK Middle School. She actively collects bottles and cans, runs marathons, and remains a huge advocate of the program. He also praised the Culture and Arts Committee and the town for their work in regard to the bandshell and hopes that members of the community can make it to one of the last concerts of the season.

Councilor Unghire said the bandshell ribbon-cutting ceremony was a success and residents can look forward to the opening of the Wallop School Park Basketball Court. Members of the Enfield Together Coalition attended the CADCA Convention to learn how to combat drug use within the community.

Councilor Despard thanked the Mayor for bringing National Fentanyl Prevention Awareness Day to the public's attention as it is the number one most deadly drug. He also expressed his concern that a sitting Councilor publicly stated that the Independent Review of the Revaluation was predetermined.

Councilor Nelson thanked the Town Manager and the Police Chief for sending an officer to Weymouth Road to address the speeding issues there. He also stated that each Councilor should read the eight-page memo written by the BAA before publicly stating a comment.

Councilor Finger asked to see a list of the approved projects from the last budget as well as the status of each.

Councilor Hopkins stated his appreciation of the recent traffic calming measures being taken by the EPD. He asked for a status update on Holly Lane and where it falls on the road repair schedule. He supports hearing from the BAA and having the opportunity to ask them questions. He was disappointed to see that Francis Avenue/Highland Park was not on the agenda.

9. TOWN MANAGER REPORT AND COMMUNICATIONS

A. Project and Activity Report

- Distributed

Town Manager Ellen Zoppo-Sassu updated Councilors by saying the Planning and Zoning Commission has returned a positive response to the 8-24 referral regarding the leasing of Town land to the American Legion for the expansion of their parking lot. There was also a positive response to the referral for the Higgins Park expansion as a Special Meeting topic.

Winstanley and the Lake Communities have a signed letter of intent and will be meeting to discuss the legal interactions concerning 35 Bacon Road and other areas of interest. She also reviewed the vacancies on various Boards and Commissions and encouraged residents who want to volunteer to go to the Town's website and complete an application.

Two new logos were brought to vote for the new collaboration with the CivicPlus program

and will be used on the Town website. Also included in the packet was information on the Senior Tax Credit program and anyone with questions can reach out to the Town Manager's office as well as the Senior Center or find the form online. Once Russell and Dawson complete the report findings for the School Modernization Program, it will be presented in a Special Meeting to discuss how to move forward.

B. Update on Enfield Square Mall

Ms. Zoppo-Sassu presented an update from the owners of the Enfield Square Mall. The owners are currently in the process of a Purchase and Sale Agreement to try and turn the mall over to a new owner. This agreement could be fast-tracked and happen over the next couple of weeks. The Enfield Police Department utilized one of their drones to obtain aerial views of the roof above the Sears building. The drone footage provided interesting patterns on the roof which were very similar to the Macy's roof. Thompsonville Fire Department, along with Ray Steadward, Chief Building Official, toured the Sears premises and performed an inspection which did not have the same findings as with Macy's. However, Sears is on notice for minor repairs that need to be completed in that space and will be given the same timeline to complete them as other occupants. There have been multiple meetings with current tenants of the mall and the Town is working with them on marketing strategies. Ms. Zoppo-Sassu strongly encouraged residents to support these businesses. The new owner promised a plan to support the tenants of the mall as well.

In regard to the referendum for roads 2021, Holly Lane is not on the list for years one through four. It will be referred to Engineering.

Ms. Zoppo-Sassu asked George Young for his notes regarding WPCA matters, so they may be addressed.

Social Services and Magic Carpet have been working together in regard to a bus stop at Advanced Auto Warehouse to have an understanding as to who will be utilizing the service. It is difficult to add another bus stop.

Edgar Parkman School has been the center of discussion regarding maintenance and a missing bench, which has been the cause of concern for many parents. The new bench is currently on back order.

A schedule for Wallop School construction will be forthcoming, as well as for the concession stand.

Jimmy's Pub is within zoning guidelines to have off-site parking at their establishment within a parameter of 500 feet, so a resolution regarding the parking will be different than other

past discussions.

The Town Farm multiuse path has been stalled due to CT DOT needing a culvert expansion and requiring rectangular rapid flashing beacons (RRFB) from Broad Brook Road to Fletcher Road. Due to these requirements, bids have also been delayed.

The concert on August 22, 2023 will be a collaboration between the Culture and Arts Commission and the Diversity, Equity and Inclusion Committee (DEI). The DEI Committee will be passing out flyers to bolster a response from the community.

10. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

- From the General Government and Finance Committee
 1. Tax Refund for Smyth-Trinity Farm in the Amount of \$2,556.34
 2. Informational: Policy on Cash Handling Processes and Refunds

Deputy Mayor Cekala stated that the Smyth-Trinity Farm refund was reviewed in a meeting held by the General Government and Finance Sub-Committee and was to be voted on later in the meeting.

The Tax Department's cash handling processes and refunds procedures were distributed to Councilors. *The policy is appended to these minutes.*

- Request from Diversity, Equity and Inclusion Committee to create 2 alternate positions

Councilor Pyznar stated the the DEI Committee has had difficulty obtaining a quorum for their meetings and are looking to add two alternate positions to the committee. The resolution was listed in the Consent Agenda.

- Discussion: Report from the Public Works Committee on Technical Revisions to the Facility Use Policy

MOTION #6677 by: Douglas Finger, Seconded: Michael Ludwick to revise the Facilities Use Policy as attached.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6677** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti
No: None Abstain: None. *Revised policy is appended to these minutes.*

11. UNFINISHED BUSINESS

A. Resolution to Approve the Fixed Tax Assessment for Fast Track Realty (Tabled 7/17/23)

RESOLUTION #6678 by: Cynthia Mangini, Seconded: Lori Unghire.

BE IT RESOLVED, that the Town Council approves the Tax Assessment Agreement with Fast Track Realty, LLC in conformance with the requirements of Conn. Gen. Stat. §12-65b and authorize the Town Manager to execute the agreement.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6678** adopted. Yes: John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain Ken Nelson Jr. *Fixed Tax Assessment is appended to these minutes.*

12. NEW BUSINESS

A. Consent Agenda

MOTION #6679 to adopt the Consent Agenda Items #1-7.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6679** adopted. Yes: John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain: None. *Gina Cekala and Ken Nelson Jr. having stepped out of the room.*

1. **Discussion/Resolution:** Social Services Sub-Committee Recommended Grants to Social Services Non-Profits

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

FROM: SOCIAL SERVICES BOARDS AND COMMISSIONS

ALLIED REHAB CENTERS	22046164 589208	\$15,000
LOAVES AND FISHES	22046164 589210	\$ 4,500

TO: SOCIAL SERVICES BOARDS AND COMMISSIONS

Amplify, Inc	22046164 589201	\$ 8,875
KITE	22046164 589204	\$ 625
ENFIELD PEOPLE FOR PEOPLE	22046164 589207	\$ 5,000
SHAG BARK HICKORY FARM	22046164 589211	\$ 5,000

I hereby certify that the above-stated funds are available as of August 14, 2023, by John A. Wilcox, Finance Director

2. **Discussion/Resolution:** Request for Transfer of Funds for EMS Billing fees for June 2023 - \$8,500

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

FROM: Emergency Medical Services

Salaries Part time	25222000-512000	\$8500.00
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TO: Emergency Medical Services

Other Professional Services	25222000-533900	\$8500.00
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I hereby certify that the above-stated funds are available as of August 8, 2023, by John A. Wilcox, Finance Director

3. **Discussion/Resolution:** Request for Transfer of Funds for the Emergency Repairs of the Grape Brook Force Main - \$21,000

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

OVERTIME	ACCOUNT #	21003350- \$21,000
	514000	

TO: WATER POLLUTION CONTROL

CONSTRUCTION SERVICES	ACCOUNT #	21003350- \$21,000
	545000	

I hereby certify that the above-stated funds are available as of August 8, 2023, by John A. Wilcox, Finance Director

4. **Discussion/Resolution:** Resolution Referring the Proposed Concession Stand at the Annex at 124 North Maple Street to the Planning and Zoning Commission per Conn. Gen. Stat. §8-24.

BE IT RESOLVED, that the Enfield Town Council refers the proposed concession stand and storage container to be located at the Annex at 124 North Maple Street to the Planning and Zoning Commission per Conn. Gen. Stat. section 8-24.

5. **Discussion/Resolution:** Donation Acceptance from the Friends of the Enfield Police Department - \$1,100

BE IT RESOLVED, that the Enfield Town Council approves this resolution, accepting a \$1,100.00 donation from the Friends of the Enfield Police Department for the purpose of establishing an appropriate future memorial on the grounds of the Enfield Public Safety Complex.

FROM: TOWN MEMORIAL FUND

POLICE MEMORIAL -	23406105 417050	\$1,100
MISC CONTRIBUTIONS		

TO: TOWN MEMORIAL FUND

POLICE MEMORIAL -	23406105 589000	\$1,100
MISC EXPENDITURES		

I hereby certify that the above-stated funds are available as of August 14, 2023, by John A. Wilcox, Finance Director

6. **Discussion/Resolution:** Proposed Revision of Diversity Committee Organization and Creation of Alternate Positions

BE IT RESOLVED, that the Town Council hereby revises Resolution #6396 and Resolution #6504 with regard to the structure of the Diversity Committee to include two alternate positions, one from each political party, for terms of three years. Terms will be until August 31, 2026 and every three years thereafter.

7. **Discussion/Resolution:** Request from Information Technology to Transfer Funds from the PEGPITA Grant Program - \$42,080

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

FROM: Information Technology

Miscellaneous	State 24040000-413699	\$42,080
Revenue		

TO: IT Public Communications

Technology Equipment 24012107-573400 \$42,080

Certification: *I hereby certify that the above-stated funds are available as of August 15, 2023, by John A. Wilcox, Finance Director*

B. Appointment(s)–Town Council Appointed

1. **Diversity, Equity and Inclusion Committee** - A Vacancy Exists Due to the Resignation of Yanired Marie Toledo-DeMicheli (D). Replacement will be Kristen McManus (D) Until 12/18/24.

NOMINATION #6680 by: Cynthia Mangini Seconded: John Santanella Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain: None. The Chair declared the appointment adopted. *Gina Cekala having stepped out of the room.*

2. **Diversity, Equity and Inclusion** - A Vacancy Exists for an Alternate Position. The Recommendation is Bobby Berriault (D) Until 8/31/26.

NOMINATION #6681 by: Michael Ludwick Seconded: Marie Pyznar Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain: None. The Chair declared the appointment adopted.

3. **Enfield Culture and Arts Commission:** A Vacancy Exists for a Member. Recommendation is Debbi Kruzel (R), Until 6/1/2025.

NOMINATION #6682 by: Douglas Finger Seconded: Ken Nelson Jr. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: Gina Cekala Abstain: None. The Chair declared the appointment adopted.

4. **Historic District Commission** - The Term of Office of Raymond Gwozdz (D) Expires 8/31/2023. Reappointment Will be Until 8/31/2028.

NOMINATION #6683 by: Ken Nelson Jr. Seconded: Douglas Finger Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain: None. The Chair declared the appointment adopted.

MOTION #6683B by Ken Nelson Jr. Seconded: Douglas Finger to add the reappointment of Donna Dubanoski to the Board of Assessment Appeals to the agenda. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6683B** failed due

to failure to obtain a 2/3 vote. Yes: Ken Nelson Jr., Lori Unghire, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, No: Gina Cekala, Robert Cressotti, Matthew Despard, Cynthia Mangini, John Santanella, Abstain: None.

C. Discussion/Resolution: Enfield Police Department Deputy Chief Position

RESOLUTION #6684 by: Cynthia Mangini, Seconded: Ken Nelson Jr.

Assistant Town Manager, Steven Bielenda, spoke about the importance of retaining Town employees and having a plan of succession. The Town Council members extended their congratulations and appreciation to Captain Kaselouskas and recognized his dedication to the Town of Enfield.

BE IT RESOLVED, the Enfield Town Council adopts the resolution to fill the position of Enfield Police Department Deputy Chief at a current salary of \$136,000.00

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6684** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain None.

D. Discussion/Resolution: Request for a Bid Waiver for Crack Repairs at the Pickleball Courts Located in Veteran's Memorial Athletic Complex - \$16,788

RESOLUTION #6685 by: Ken Nelson Jr., Seconded: Douglas Finger.

Town Manager Ellen Zoppo Sassu stated the repairs to the pickleball courts would start in the spring, at the recommendation of Vermont Recreational Surfacing & Fencing Inc to prevent further damage that could possibly happen over the winter.

WHEREAS, DPW has communicated with three (3) athletic surfacing companies and Vermont Recreational Surfacing & Fencing Inc. was the only company that would perform the work; and

WHEREAS, Vermont Recreational Surfacing & Fencing Inc. will provide a two (2) year warranty on structural cracks only; and

WHEREAS, Vermont Recreational Surfacing & Fencing Inc. will fill hairline cracks with no guarantee; and

WHEREAS, Vermont Recreational Surfacing & Fencing Inc. will repaint and re-line all six pickleball court lines.

THEREFORE, BE IT RESOLVED, that the Town Council does hereby find, based on the

foregoing compelling public interest, and in accordance with chapter V, section 8(d), that it is therefore against the best interest of the Town to solicit bids for crack repairs at the pickleball courts located in Veteran's Memorial Athletic Complex.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6685** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain None.

E. Discussion/Resolution: Resolution to Approve a New Job Description and Revise Another Job Description

RESOLUTION #6686 by: Cynthia Mangini, Seconded: Ken Nelson Jr..

BE IT RESOLVED, that the Enfield Town Council does hereby approve the new Recreation Program Specialist job description and approve the revised Senior Center Administrative Assistant job description.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6686** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain None. *Job descriptions are appended to these minutes.*

F. Discussion/Resolution: Reduction of Property Maintenance Fines at 10 Parker Street and Reallocation of \$7475 back to the Housing Rehab Loan Account

RESOLUTION #6687 by: Cynthia Mangini, Seconded: Ken Nelson Jr..

BE IT RESOLVED the Enfield Town Council does hereby authorize the reduction of property maintenance fines at 10 Parker Street, related to Property Maintenance Liens recorded October 21, 2015 Volume 2630 Page 827 and February 4, 2020 Volume 2746 Page 899, from \$153,123 to \$60,000.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6687** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti No: None Abstain None.

G. Discussion/Resolution: Resolution to issue Tax Refund to Smyth's Trinity Farm

RESOLUTION #6688 by: Cynthia Mangini, Seconded: Lori Unghire.

BE IT RESOLVED, the Enfield Town Council does authorize the refund of the \$2,556.34 to the Smyth's Trinity Farm.

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

FROM: GENERAL FUND - NON-DEPARTMENTAL CHARGES

CONTINGENCY	10800092	584000	\$2,557
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TO: GENERAL FUND -TOWN MANAGER

MISCELLANEOUS EXPENDITURES	10120000	589000	\$2,557
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I hereby certify that the above-stated funds are available as of August 15, 2023, by John A. Wilcox, Finance Director

Upon a **SHOW OF HANDS** vote, the Chair declared **RESOLUTION #6688** adopted. Yes: Ken Nelson Jr., John Santanella, Cynthia Mangini, Lori Unghire, Matthew Despard, Gina Cekala, Douglas Finger, Nick Hopkins, Marie Pyznar, Michael Ludwick, Robert Cressotti
No: None Abstain None.

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

Councilor Nelson wanted to address the vote regarding Donna Dubanoski and the adoption of the agenda at the beginning of meetings. He stated that according to Roberts Rules of Order, if the Council does not adopt their agendas at the beginning of the meeting, only a simple majority is required to add an item to an agenda. The Town Clerk responded that it was her understanding that our agenda's were adopted once we reached 24 hours prior to the meeting's start, because state law does not allow us to change our agendas within 24 hours of the meeting. Assistant Town Attorney Mark Cerrato stated that the Freedom of Information Act requires a 2/3 majority to add an item to the agenda. Councilor Nelson stated that because the motion was made and seconded, he is requesting the item be added to the next Town Council meeting agenda according to the Council's Rules of Procedures. Councilor Ludwick responded that in the Council's Policies and Procedures, it spells out that the Council follows the order of business unless, by a majority vote, they vote to go out of order. He would like clarification going forward and to update the policies to work in accordance with the Freedom of Information Commission Act.

Councilor Pyznar made a request that the Council schedule a special meeting with the BAA at the recommendation of Tom Tyler, Board of Assessment Appeals Chair, on September 20, 2023. The request is to have the BAA appear and that the meeting be recorded live on ETV. The request for a meeting was seconded by Councilor Nelson. Councilor Ludwick reiterated that the Council's Policy and Procedures are clear that a meeting should be scheduled at the request of two Councilors. Deputy Mayor Cekala responded that the town has offered several dates to the BAA and they have refused all dates offered. Councilor Santanella asked the Council why six Councilors were scheduling a meeting at the request

of the BAA Chair. The Council should be reviewing the report they paid for and making recommendations for best practices. He asked the Council how many tax appeals were heard at the August 16, 2023 meeting. He stated that state statute gives the BAA authority to hear tax appeals only. Councilor Nelson supports scheduling a BAA meeting letting them tell their side of the issues. He said there were eighty pages of information not included in the report. Councilor Hopkins pointed out that it is the Council's own policy to add a special meeting at the request of two Councilors. He supports having a meeting with the BAA and allowing the Assessor to respond.

Councilor Hopkins motioned that he would like to vote to make the parking ban on Francis Avenue permanent along with a towing component.

Councilor Despard reminded everyone that the Council had a meeting with the BAA and they walked out. He would also like to see both sides move forward regarding this situation and hopes the polarization between sides can be distinguished. Councilor Unghire expressed her opinion that any department who wishes to come before the Council should be able to speak before them and have their time. She feels the BAA has something they want to say and the Council should be available to listen.

Councilor Mangini stated the parking issue with Pizza Palace and surrounding streets is a problem specific to that area and not meant for the Council. She recommended that residents who are still having issues with parking call the police to mediate. She also believes it is shameful for the Council to continue to bend to the requests of the BAA. Councilor Finger responded that Councilor Nelson, along with Mayor Cressotti, agreed in a previous meeting that the BAA should be given the opportunity to hold a special meeting. He also seconded the request by Councilor Hopkins regarding Jimmy's Pub.

Assistant Town Manager Steven Bielenda stated that if the September 20th meeting comes to fruition, he would like to see the town employee(s) mentioned in the emails given the courtesy of defending themselves. He reiterated Councilor Nelson's point of not getting personal because then it would go to Executive Session. He asked for assurance that in order to avoid a potential lawsuit, the Council would provide the employee with the opportunity to defend themselves and speak as well as the BAA. He would like to see it less of a BAA Special Meeting and more of a global meeting where all parties involved could speak. Councilor Nelson agreed to a neutral meeting where all sides could be heard, all documents seen, and a neutral moderator present.

Ms. Zoppo-Sassu suggested that there be two meetings, one on September 7th and September 20th, to keep it easily digestible for the Council, as well as a time limit of one

hour and fifteen minutes (including questions and answers). That was the time allowed to Attorney Coppola.

Mayor Cressotti, at the recommendation of Mr. Bielenda agreed that all parties involved should be present.

Councilor Ludwick agreed with Deputy Mayor Cekala that there should be a formal resolution prepared concerning Pizza Palace to place on the next agenda. Deputy Mayor Cekala stated that the reason the resolution regarding Francis Avenue is not on the agenda is because there is no consensus with the Council. Mayor Cressotti stated that the item would be added to the next meeting. Councilor Finger suggested every Councilor email the board with all suggestions concerning Francis Avenue parking.

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

Melanie Dubiel, 4 Francis Avenue

Ms. Dubiel asked for resident-only and towing signs and a solution to the parking problems on Francis Avenue, stating that it has been an ongoing problem for almost a year. She gave examples of the problems facing residents on Francis Avenue, such as littering, urinating on property, and employees of Pizza Palace taking pictures of residents' cars parked on the street.

Ken Bedard, 27 Burnham Street

Mr. Bedard, owner of the Pizza Palace, responded to Ms. Dubiel's comments and explained after the last meeting he sent employees out to take pictures of the reported litter. He stated he would like to come to an agreement with the residents in the surrounding area but that making Francis Avenue and Highland Park residents-only parking would create more problems, as it is a public road.

Robert Buczkowski, 21 Francis Avenue

Mr. Buczkowski referenced a Planning and Zoning meeting on July 27, 2023 that stated the parking for Pizza Palace is on-site only. He asked for the resident-only parking with towing addition to become permanent and to be voted on immediately, as this has been an issue for eight months.

Bobby Berriault, 4 Highland Park

Mr. Berriault thanked the Council for their vote to make him an alternate member of the Diversity, Equity and Inclusion Committee. He stated that the solution from the July meeting for the parking ban to be kept permanently on Francis Avenue and lifted on Highland Park and other surrounding streets was a good idea. He said a majority of neighbors agreed with the parking ban lift on Highland Park because a lot of the houses on the street are

rentals. There are not many places for those residents to park and that has caused many residents to be ticketed in error. He would like the Council to look into alternative parking for patrons of Pizza Palace.

Maureen Mullen, 1625 King Street

Ms. Mullen expressed her concern regarding the Senior Tax Rebate guidelines. She was concerned about residents who are not physically or mentally capable of completing the fifty hours of volunteer work and asked if there was a consideration about how they could also get a tax break. Ms. Zoppo-Sassu responded saying they are working on a solution for more home-bound seniors to participate in the tax break by possibly creating opportunities involving making calls from home.

15. COUNCILOR COMMUNICATIONS.

Councilor Pyznar, called for field hockey fans to come out on August 27, 2023 from 10:00am to 3:00pm at Enfield High to support their 14th Annual Scrimmage to raise money for the Amy Romano Scholarship. Teams from other states will be in attendance.

16. ADJOURNMENT.

MOTION #6689 by: John Santanella, Seconded: Cynthia Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6689** adopted unanimously, and the meeting stood adjourned at 9:55pm.

Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

Lindsay Petrucci, Assistant Town Clerk
Secretary of the Council



Department of Assessment and Revenue Collection
Town of Enfield
820 Enfield Street
Enfield, CT 06082
Tel. 860.253-6340 Fax 860.741.4028
www.enfield-ct.gov

REFUND POLICY AND PROCESS

POLICY

- Enfield is mandated by C.G.S 12-129 on the handling of the refund of excess payments. Under this statute, the “person, firm or corporation who pays property tax in excess....may make application in writing”.
- The application shall be delivered or postmarked no more than three years from the date such tax was due.
- The application shall be denied if there exists another tax delinquency or other debt owed by the same person, firm or corporation. In this case, the overpayment shall be applied to such delinquency or debt.
- By local ordinance 78-1, the tax collector is authorized to retain excess tax payments under \$5.00.

PROCESS

- The Assessor's and Tax departments are made aware of overpayments in many different ways. If the property owner is in the office, and we are aware of an overpayment, the owner is notified of such and handed the Refund Application form.
 - If the property owner calls into the office, they are informed of the excess payment and directed to where they can find the form. We will mail the form if requested.
 - Refunds are processed monthly. During the months of July and January, this part may take a little longer. The accounts are checked for accuracy, other delinquencies and or debts.
 - Once processed, the approved refunds are sent to the Finance Department.
 - The Finance Director reviews the refunds and signs the cover sheet and returns the package to the Tax Department.
 - Once the refunds are received back from the Finance Department, they are processed in the system.
-



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- They are then sent back to the Finance Department to have a check cut from the appropriate account.
- The checks are then sent back to the tax department for mailing. The checks are noted to the corresponding accounts for the check number and mailing date.

Sec. 12-129. Refund of excess payments. Any person, firm or corporation who pays any property tax in excess of the principal of such tax as entered in the rate book of the tax collector and covered by his warrant therein, or in excess of the legal interest, penalty or fees pertaining to such tax, or who pays a tax from which the payor is by statute exempt and entitled to an abatement, or who, by reason of a clerical error on the part of the assessor or board of assessment appeals, pays a tax in excess of that which should have been assessed against his property, or who is entitled to a refund because of the issuance of a certificate of correction, may make application in writing to the collector of taxes for the refund of such amount. Such application shall be delivered or postmarked by the later of (1) three years from the date such tax was due, (2) such extended deadline as the municipality may, by ordinance, establish, or (3) ninety days after the deletion of any item of tax assessment by a final court order or pursuant to subdivision (3) of subsection (c) of section 12-53, subsection (b) of section 12-57 or section 12-113. Such application shall contain a recital of the facts and shall state the amount of the refund requested. The collector shall, after examination of such application, refer the same, with his recommendations thereon, to the board of selectmen in a town or to the corresponding authority in any other municipality, and shall certify to the amount of refund, if any, to which the applicant is entitled. The existence of another tax delinquency or other debt owed by the same person, firm or corporation shall be sufficient grounds for denying the application. Upon such denial, any overpayment shall be applied to such delinquency or other debt. Upon receipt of such application and certification, the



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selectmen or such other authority shall draw an order upon the treasurer in favor of such applicant for the amount of refund so certified. Any action taken by such selectmen or such other authority shall be a matter of record, and the tax collector shall be notified in writing of such action. Upon receipt of notice of such action, the collector shall make in his rate book a notation which will date, describe and identify each such transaction. Each tax collector shall, at the end of each fiscal year, prepare a statement showing the amount of each such refund, to whom made and the reason therefor. Such statement shall be published in the annual report of the municipality or filed in the town clerk's office within sixty days of the end of the fiscal year. Any payment for which no timely application is made or granted under this section shall permanently remain the property of the municipality. Nothing in this section shall be construed to allow a refund based

upon an error of judgment by the assessors. Notwithstanding the provisions of this section, the legislative body of a municipality may, by ordinance, authorize the tax collector to retain payments in excess of the amount due provided the amount of the excess payment is less than five dollars.

- **Sec. 78-1. - Tax collector authorized to retain excess tax payments under \$5.00.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)

Pursuant to the provisions of G.S. § 12-129, the tax collector is authorized to retain property tax payments in excess of the amount due provided that the amount of the excess payment is less than \$5.00.

(Code 1967, § 2-2.8)

**ENFIELD TOWN COUNCIL & ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

USE OF SCHOOL & TOWN FACILITIES

1330

A. Policy Statement

Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may permit the use of any Facility for educational or community purposes.

B. Definitions

1. Administrator for the school means a Principal or his or her designee; for the Town this means the Director of the Facility, or his or her designee.
2. Associated Costs means, but is not limited to, fees for the services of any custodial personnel, field monitoring or setup personnel, Audio Visual technician, utilities, supplies, security personnel or other personnel deemed by the responsible Administrator to be necessary in connection with the use of Facilities. Such costs shall be at the rates set forth in the fee schedule.
3. Business Day means normal hours of operation of the Facility.
4. Community purpose means that which may serve or benefit the Town's residents in some manner.
5. Facility means, but is not limited to, any building, meeting room, conference room, athletic field, cafeteria, gymnasium, park, playground, recreational area, owned or maintained by the Town of Enfield or the Enfield Board of Education.
6. Non-profit means (1) an organization recognized as such by the State of Connecticut or the United States Internal Revenue Code or (2) the Town Committee of a major or minor political party as defined by Conn. Gen. Stat. §9-372.
7. Political campaign activity means an event, gathering, rally or similar assembly either in support of or in opposition to a candidate or group of candidates in an upcoming election.
8. Resident means an individual whose domicile is the Town of Enfield and shall include other legal entities located within the Town.
9. School Year means that period of time beginning on the first day that school is in session and ending on the last day that school is in session and includes school year vacations.
10. Town means the Town of Enfield, a municipal corporation located in Hartford County, in the State of Connecticut, and includes the Town Council, Town boards, commissions, agencies, departments and divisions.

C. Establishment of Rules and Procedures

The use of any Facility for educational or community purposes shall be governed by the following rules and procedures and shall be subject to such restrictions as the Town Manager or Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy and the Town Code, the Code provisions will prevail. This policy shall not apply to the use of school buildings and/or portions therein, during the business day of the school.

Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate Administrative Regulations and associated forms for the use of buildings and Facilities. Since the primary purpose of public school facilities is for public educational activities, including athletic events, such activities will have priority over all other requested uses of school Facilities.

D. Application Procedures

An application for use of a school Facility shall be submitted to the school Administrator during the school year. In the absence of the school Administrator, and during summer vacation, the application shall be submitted to the Town's Facilities Director.

An application for use of a Town Facility shall be submitted to the Town Administrator for the Town Facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.

The application shall specify the Facility requested. All school or Town equipment shall not be used without the express written permission of the Administrator.

The school Administrator shall forward to the Town's Facilities Director each application for the use of school buildings and/or portions therein, with a recommendation, as to approval or denial. The Town's Facilities Director shall review the applications, determine the amount of fees to be collected, and forward approved requests to the School Administrator for scheduling. Approval of the use of the school Facility may be revoked at any time by the Superintendent of Schools or his or her designee.

The school Administrator shall forward to the Town's Facilities Director each application for the use of school grounds, including athletic fields, with a recommendation, as to approval or denial. The Town's Facilities Director shall review the application, determine the amount of fees to be collected, and forward approved requests to the Director of Public Works, or their designee, for final approval and scheduling. Approval of the use of the school grounds may be revoked at any time by the Town Manager or his or her designee.

The Town Administrator shall forward to the Director of Public Works, or their designee, each application for the use of town facilities with a recommendation as to approval or denial. The Director of Public Works or their designee shall make a final determination whether to approve the application. For those applications approved, the Director of Public Works or their designee shall determine scheduling and the amount of fees to be collected. Approval of the use of a Town Facility may be revoked at any time by the Town Manager or his or her designee.

Facilities for athletic and/or sports events shall be assigned to outside organizations based on need and roster size with non-profit teams comprised of 90% Enfield residents taking priority, followed by other non-profit groups, for-profit groups, and all other groups. Assignment of facilities for athletic and/or sports events will be based on the number of Enfield residents on the team. No out-of-town residents will be counted for assignment purposes. All organizations shall electronically submit proof of insurance, rosters including names and residence of participants, schedule and location request to the Director of Public Works, or his designee. All materials shall be submitted by the following dates for each sports season:

- i. Spring: February 15 *February 1st*
- ii. Summer: April 15 *April 1st*
- iii. Fall: August 15 *Aug 1st*
- iv. Winter: November 15 *November 1st*

Facilities for non-athletic and/or non-sports events will be assigned in order of receipt of the application AND upon receipt of the required deposit as set forth below.

All approved applications must be secured by a deposit of 20% of the Rental Fees set forth in Schedule B within 15 days of such approval. The balance shall be paid no later than 30 days prior to the date of the activity or event. Failure to pay the deposit and balance when due shall

116 result in the cancellation of the approval. The deposit and any additional payments toward the
117 balance of the rental fees will be refundable only if the applicant provides written notice of
118 cancellation to the Facilities Director, which notice must be received no less than 30 days prior to
119 the date of activity or event.
120

121 E. Eligible Organizations and Priority of Use

122
123 Administrators responsible for reviewing and recommending requests for use of Facilities will use
124 the following guidelines regarding priority use.
125

126 Order of Priority:

127
128 1. School Facilities

- 129
130 a. School events or activities, including educational and athletic
131
132 b. School-sponsored events or activities
133
134 c. Town events or activities
135
136 d. All other organizations
137

138 2. Town Facilities

- 139
140 a. Town events or activities
141
142 b. School events or activities, including educational and athletic
143
144 c. School-sponsored events or activities
145
146 d. All other organizations
147

148 In the event of the cancellation of any Town or School sponsored event or activity as set forth
149 above, due to weather or any other unforeseen circumstance, the event or activity may be
150 rescheduled to a convenient date that may require the "bumping" of an outside organization's
151 reservation. Bumping will occur in order of priority listed above. The outside organization shall be
152 provided with an alternate date.
153

154 F. Restrictions on Use of Facilities

155
156 In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below
157 shall apply to the use of Facilities. Any violation of this Policy or any applicable Administrative Regulations
158 may result in permanent revocation of the privilege to use Town or school Facilities by the organization
159 and/or individuals involved.
160

- 161 1. The organization shall be responsible for any damage to equipment or buildings that occur
162 during its use of the Facility.
163
164 2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first
165 participant has arrived; remain throughout the event; and not leave until after the last
166 participant has left the Facility. Supervisors must have cell phones with them during the
167 event.
168
169 3. No illegal activities are permitted.
170
171 4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is
172 not permitted in or on school facilities.
173

5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be consumed on Town property or brought into a Town building, without proper permits in place.
6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.
7. Advertising, decorations or materials must be approved by the Town/School Administrator.
8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.
10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
11. Any area deemed "off limits" shall not be used.
12. Town/School Administrators must make arrangements to hire uniformed police at all school events or combination of events for which traffic and parking problems may be expected. Such determination is the prerogative of the Town/School Administrator upon review of the rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works Director for Town sites and the Facility Director for school sites.
13. Political campaign activities are not permitted inside town-owned property. This does not include bi-partisan or non-partisan public information sessions, constituent services, or photographing of candidates in the Joseph E. O'Conner Gazebo.

G. Fees and Other Costs

Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or associated costs otherwise applicable may be waived by the Town Manager or Superintendent of Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the best interest of the Town or the school, respectively. The following guidelines shall be incorporated into such fee schedule:

Category	Example	Fee Charged	
		Facility Rental	Associated Costs
School-sponsored programs No	High School Football, HS Band, etc.	No	
Activities that Further Educational No	PTO, Booster Clubs, Safe Graduation	No	
Objectives of Public Schools	Committees, etc.		
Town Department or Agency Activity	Council, Social Services, Recreation, etc.	No	No
Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A.	Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	No

Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A using for purposes of fund raising.	Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	Yes
Non-profits operating in Town	American Red Cross	No*	Yes
All other entities, including, but not limited to, individuals, groups, associations, organizations and/or businesses.		Yes	Yes

* Outdoor athletic facilities are subject to Rental Fees as set forth on the attached Schedule A.

H. Insurance and Liability

The Facility user assumes all responsibility and liability for any injury to persons, and for damage to and loss of school or Town property in connection with the use of the Facility. The user holds the Town and school employees and the Town Council and Board of Education harmless for any such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

Users must provide a certificate of insurance with their application. The minimum limits of liability are as follows:

General Liability - \$1,000,000 Each Occurrence
\$2,000,000 Aggregate

Automobile Liability - \$1,000,000 Combined Single Limit

Users having either volunteer workers or paid employees must provide Workers Compensation coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

Individual users are required to provide a copy of their homeowner's or apartment dweller's insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

I. Appeal of Denial of Facility Use

1. Any applicant denied use of a Town facility, including an athletic field or fields, or whose use has been revoked, shall have the right to appeal such denial or revocation to the Public Works subcommittee. All appeals shall be submitted in writing to the Town Manager's Office.
2. Any applicant denied use of a school facility, excluding an athletic field or fields and gymnasiums, or whose use has been revoked shall have the right to appeal such denial or revocation in writing to the Superintendent's Office.

J. Upon review of an application for use of a Facility, including its proposed duration, location and type of use, the application may be referred to and reviewed by the Town Attorney to determine if the proposed use of the facility should be subject to a lease or other agreement which may be subject to approval by the Town Council.

290
291
292 **SCHEDULE A**
293

294 **Rental Fees for Outdoor Athletic Facilities**

295 **Includes Pickleball Complex, Baseball, Softball, Football, Field Hockey, Lacrosse, and Soccer**
296 **Fields**

297
298 **Artificial Turf Fields** (not subject to Tournament Fees):

299 \$1000.00 for up to four (4) hours (mandatory minimum fee). Lights Included

300 \$250.00 per hour for every hour, or part thereof, after the first four (4) hours. Lights Included

301
302 **Grass Fields:** \$75.00 per game (Tournament Fees listed below).

303 \$400.00 per season for practices (maximum of two practices per week)

304
305 Spring Season is defined as May through July.

306 Fall Season is defined as August through October.

307
308 **Lights at Grass Fields:** \$25.00 per game (Tournament Fees listed below).

309
310 **Tournaments:**

311 Definition: A series of contests and/or games between 4 or more invited teams held over a one to
312 three-day period.

313
314 Tournaments must be approved by the Facilities Manager and/or his/her agent. The Town may
315 require that the sponsoring organization provide at its own expense services including, but not
316 necessarily limited to, police, security, trash removal and additional sanitary facilities as deemed
317 necessary.

318
319 Non-Exempt Organizations: \$1000.00 per day per field.

320 Exempt Athletic Organizations (listed below): \$500.00 per day per complex.

321
322 For an exempt athletic organization's tournament, a complex is one or more outdoor athletic fields
323 located on one property.

324
325 **Lights for Tournaments:** Included in Tournament Fee.

326
327 **Athletic Organizations Exempt from the**
328 **Rental Fees Listed Above**

329			
330	Enfield Little League	Enfield Girls' Softball Association	Enfield Soccer Club
331	Enfield Men's Softball	Greater Enfield Men's Softball League	Allied Enfield Stars
332	Enfield Ramblers Football	Enfield Women's Softball League	Enfield Men's Over 30 Soccer
333	Enfield Soccer Association	Enfield Fireballs	American Legion Baseball – 15U, 17U and 19U

334
335 A team can file a written application to the Town Manager's Office for exemption status for a term of one
336 year, if the team meets the following criteria:

- 337
- 338 1. 90% of the players on the roster have Enfield residency, and
 - 339 2. The organization provides proof of not-for-profit status.
- 340

341 The written applications will then be reviewed by the Public Works Subcommittee. Recommendations will
342 be brought before the Town Council for final decision. Thereafter, on an annual basis, the list of exempt
343 teams will be reviewed by the Director of Public Works, or their designee.

344 Teams that are approved for exemption status will be eligible for a refund of field rental fees or a
345 reduction of tournament fees, provided that the above-referenced application for exemption is filed with

the Town Manager's Office no later than 30 (thirty) calendar days after the payment of such fees.

SCHEDULE B

Rental Fees for Indoor Facilities

ENFIELD HIGH SCHOOL AND JFK MIDDLE SCHOOL

AUDITORIUM

\$500.00 For Up to Four Hours for Entities with principal offices in the Town of Enfield

\$125.00 Per Hour for Each Additional Hour for Entities with principal offices in the Town of Enfield

\$1000.00 For Up to Four Hours for out-of-town organizations

\$250 Per Hour for Each Additional Hour for out-of-town organizations

Additional Cost:

\$200.00 for Board of Education or Town of Enfield Audio Visual (AV) Technician for up to Four Hours

\$50.00 Per Hour for Each Additional Hour

GYMNASIUM:

\$500.00 For Up to Four Hours

\$125.00 Per Hour for Each Additional Hour

BAND ROOM OR CHORUS ROOM:

\$275.00 For Up to Four Hours

\$69.00 Per Hour for Each Additional Hour

CLASSROOM:

\$225.00 For Up to Four Hours

\$57.00 Per Hour for Each Additional Hour

ENFIELD ANNEX

AUDITORIUM

\$500.00 For Up to Four Hours

\$125.00 Per Hour for Each Additional Hour

GYMNASIUM:

\$450.00 For Up to Four Hours

\$113.00 Per Hour for Each Additional Hour

BAND ROOM OR CHORUS ROOM:

\$275.00 For Up to Four Hours

\$69.00 Per Hour for Each Additional Hour

CLASSROOM:

\$225.00 For Up to Four Hours

\$57.00 Per Hour for Each Additional Hour

ELEMENTARY SCHOOLS

CAFETERIA OR GYMNASIUM:

\$250.00 For Up to Four Hours

\$63.00 Per Hour for Each Additional Hour

CLASSROOM:

\$225.00 For Up to Four Hours

405 \$57.00 Per Hour for Each Additional Hour

406

407 **ASSOCIATED COSTS**

408 Audio Visual Technician \$50.00 Per Hour

409 Buildings and Grounds Staff Member \$51.01 Per Hour

410 Uniformed Police Officer \$62.12 Per Hour

411 Custodian \$42.08 Per Hour

412

413 Fees are computed on a daily rate basis. For example, the fee for a Friday and Saturday event running
414 under four hours each day in the Enfield Annex is \$1000.00 (\$500 per day). The fee for a Friday and
415 Saturday event running six hours each day in the Enfield Annex is \$1500.00 (\$750.00 per day for the six
416 hours each day) plus any associated costs levied.

417

418 **ENFIELD PUBLIC LIBRARY (CENTRAL – 104 MIDDLE ROAD)**

419

420 Large Community Room

421 \$275.00 For Up to Two Hours

422 \$69.00 Per Hour for Each Additional Hour

423

424 **SENIOR CENTER**

425

426 Large Community Room

427 \$275.00 For Up to Two Hours

428 \$69.00 Per Hour for Each Additional Hour

429

430 **TOWN HALL**

431

432 **COUNCIL CHAMBERS**

433 \$275.00 For Up to Four Hours

434 \$69.00 Per Hour for Each Additional Hour

435

436 **ENFIELD ROOM**

437 \$200.00 For Up to Four Hours

438 \$50.00 Per Hour for Each Additional Hour

439

440 **THOMPSONVILLE ROOM**

441 \$150.00 For Up to Four Hours

442 \$38.00 Per Hour for Each Additional Hour

443

444 **Adopted by Town Council:** July 7, 2008

445 **Revised:** May 16, 2011

446 **Adopted by Board of Education:** July 8, 2008

447 **Revised:** March 18, 2019

448 **Revised:** August 5, 2019

449 **Revised:** September 17, 2019

450 **Adopted by Town Council** August 2, 2021 August 21, 2023

TAX ASSESSMENT AGREEMENT

THIS TAX ASSESSMENT AGREEMENT (the "Agreement"), is made and entered into this [] day of [], 2023 by and between FAST TRACK REALTY, LLC, a limited liability company organized and existing under the laws of the State of Connecticut, having an office and principal place of business in the Town of Yaphank, County of Suffolk, State of New York (hereinafter referred to as "FTR") and the TOWN OF ENFIELD, a municipal corporation located in the County of Hartford and State of Connecticut, acting herein by Ellen Zoppo-Sassu, its Town Manager, hereunto duly authorized (hereinafter referred to as "TOWN").

WITNESSETH

WHEREAS, FTR intends to purchase two pieces or parcels of land located at 100 Bright Meadow Boulevard (65.52+/- acres) and 113 Brainard Road (3.78+/- acres) consisting of 69.30+/- acres (hereinafter referred to as "EXISTING PROPERTY"), in the Town of Enfield, Connecticut and as more fully described in Appendix A, attached hereto; and

WHEREAS, FTR intends to construct an All Sports Village which will be comprised of athletic fields, all-purpose indoor facilities, a hotel, restaurant, spa, bar, additional retail spaces and other amenities (hereinafter referred to as "VILLAGE"); and

WHEREAS, the EXISTING PROPERTY and the VILLAGE are hereinafter together referred to as the "FACILITY"; and

WHEREAS, FTR will use commercially reasonable efforts to employ Enfield residents; and

WHEREAS, Section §12-65b of the Connecticut General Statutes provides that a municipality may enter into a written agreement with a party owning or proposing to acquire an interest in real property, to fix the assessment of real property and improvements to be constructed thereon and therein for a period of ten (10) years, provided the improvements are constructed for certain uses which include recreation facilities and retail space; and

WHEREAS, after construction, FTR intends to operate the **VILLAGE**; and

WHEREAS, the TOWN deems it desirable to enter into the Agreement fixing the assessment with respect to the FACILITY as an inducement to FTR to construct and operate the **VILLAGE**; and

WHEREAS, the construction of the **VILLAGE** meets the requirements of Section §12-65b of the Connecticut General Statutes, which permits tax assessment agreements under certain conditions, since the **VILLAGE** will be used primarily for recreation facilities

and retail space; and

WHEREAS, the Agreement has been approved by an affirmative vote of the legislative body of the Town in accordance with Section §12-65b of the Connecticut General Statutes.

NOW THEREFORE, in consideration of the mutual promises contained herein; the parties agree as follows, with regard to the FACILITY:

1. Fixed Assessment Period.

A. The fixed assessment period shall cover ten (10) consecutive Town fiscal years (July 1 through June 30) commencing on July 1, 2026 and ending June 30, 2036 (the "Fixed Assessment Period"). The assessed valuation of the FACILITY shall be fixed in the amount of \$22,986,200 for the Grand Lists of October 1, 2025, October 1, 2026, October 1, 2027, October 1, 2028, October 1, 2029, October 1, 2030, October 1, 2031, October 1, 2032, October 1, 2033, and October 1, 2034.

B. Commencing with the Grand List of October 1, 2035 and every Grand List thereafter, the assessed valuation shall be one hundred percent (100%) of the customary valuation as prescribed by Connecticut General Statute §12-62, as revised.

C. The Town shall not be bound by the Agreement unless:

- i) all municipal property taxes are paid when due; and
- ii) the requirements of Section §12-65b of the Connecticut General Statutes have been satisfied.

2. Penalty. Notwithstanding the provisions contained in Section 1 herein, in the event that FTR, during the term of the Agreement, ceases to maintain recreational facilities or retail space at the FACILITY, or is in breach of any other provisions of the Agreement, the Agreement shall become null and void and all prior tax benefits granted hereunder shall become due and payable and FTR and their successors and assigns shall be liable for full taxation during the period of the Agreement and all tax amounts abated hereunder shall become due and payable with interest at a rate of nine per cent (9%), to be determined from the date said taxes would have been due and payable had the Agreement not been in effect, and such total amount shall constitute a tax lien upon the FACILITY. The penalty provisions stated herein shall not be imposed unless the premises no longer contains either recreational facilities or retail space.

3. Appeals.

A. FTR waives any right to appeal the assessed valuation as set forth in

section 1.A., herein, pursuant to Connecticut General Statutes §§12-53a, 12-111, 12-117a, 12-118, 12-119 or 12-12lbb, as revised, for the Grand Lists of October 1, 2025, October 1, 2026, October 1, 2027, October 1, 2028, October 1, 2029, October 1, 2030, October 1, 2031, October 1, 2032, October 1, 2033, and October 1, 2034 or until the Agreement becomes null and void as herein provided. The purpose of this clause is to assure that the Town shall be entitled to collect all taxes levied on the assessments as provided for in Section 1.A., above.

B. Any such appeals, as referenced in Section 3.A. herein, and judgments, settlements, or agreements thereon for the Grand Lists of October 1, 2022, October 1, 2023, and October 1, 2024 shall have no effect on the assessed valuation as set forth in Section 1. A., herein.

4. Condemnation. In the event the FACILITY or any part thereof, or any estate therein is taken by condemnation or eminent domain during said Fixed Assessment Period, the applicable fixed assessments specified in Section 1.A. shall be adjusted to reflect the diminution of value arising out of said taking, in the manner provided by state and local laws and ordinances. In addition, the required size of the FACILITY shall be reduced as appropriate under the circumstances.

5. Fire or Other Casualty. In the event the FACILITY or any part thereof or any estate therein is damaged or destroyed by fire or other casualty during said Fixed Assessment Period, the applicable fixed assessment shall be adjusted to reflect the diminution of value arising out of said fire or other casualty, in the manner provided by state and local laws and ordinances and the required size of the FACILITY shall be reduced as appropriate under the circumstances.

FTR shall provide to the TOWN, within thirty days (30) of the issuance of a Certificate of Occupancy for the FACILITY and annually thereafter until the expiration of the Agreement, a certificate of fire and casualty insurance for the FACILITY.

6. Notices. All notices shall be in writing and should be sent to the following:

Town of Enfield
Office of the Town Manager
820 Enfield Street
Enfield, CT 06082

Fast Track Realty, LLC
[INSERT CONTACT]
[INSERT ADDRESS]

7. Amendments. The Agreement may not be modified or amended except by written

8. Assignment. The benefits and incentives authorized pursuant to the Agreement, providing FTR with a tax assessment agreement, inure only to the benefit of FTR. However, FTR may assign or transfer the benefits and incentives authorized pursuant to the Agreement and its rights and obligations under the Agreement to a successor if the FACILITY continues to be used for the purposes described in the Agreement. If at any time the FACILITY is not used for the purposes described in this Agreement, the provisions of Section 2 of the Agreement shall be applicable to FTR and to any successor or assigns unless authorized by the Enfield Town Council.

10. Severability. A ruling by any court or administrative body that a portion of the Agreement is invalid or unconstitutional shall have no effect on the other terms hereof which shall remain in full force and effect and binding on the parties.

12. Applicable Law. The Agreement shall be interpreted and enforced in accordance with the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties have executed this Tax Assessment Agreement and affixed their seals hereto, as of the date first above mentioned.

TOWN OF ENFIELD

By: _____
Ellen Zoppo-Sassu
Town Manager

State of Connecticut)
) ss. Enfield
County of Hartford)

On this the ____ day of _____, before me, the undersigned officer, personally appeared Ellen Zoppo-Sassu, Town Manager of the Town of Enfield, signer

and sealer of the foregoing instrument and acknowledged the same to be her free act and deed and the free act and deed of said Town of Enfield, before me.

Notary Public

Signed and delivered in the presence of: FAST TRACK REALTY, LLC

By: _____

Its

State of Connecticut)

) ss. _____
County of _____)

On this the ____ day of _____, before me, the undersigned officer, personally appeared _____, _____ of Fast Track Realty, LLC, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of said Town of Enfield, before me.

Notary Public

APPENDIX A

LEGAL DESCRIPTION

100 Bright Meadow Boulevard – attach a copy of the legal description – volume 1869, pages 299 and 300.

113 Brainard Road – attach a copy of the legal description – volume 2747, page 206 and 207.

**TOWN OF ENFIELD
JOB DESCRIPTION
SENIOR CENTER**

ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES: Under the general direction of the Senior Center Manager performs varied and independent work in conducting research, coordinating activities, and maintaining records and centralized data for a wide range of projects. Performs a variety of responsible and sometimes specialized clerical tasks relating to the administration and daily operations of the Senior Center.

SUPERVISION RECEIVED: Works under the general supervision of the Senior Center Manager or a designated supervisor who issues instructions and who reviews work for conformance to instructions.

SUPERVISION EXERCISED: May supervise, when directed, Program Assistants and volunteers.

ESSENTIAL JOB FUNCTIONS: Regular and punctual attendance; Conducts, independently as assigned, administrative research on special projects; prepares written reports with recommendations to the Manager as required; assists in the installation of new programs, systems procedures and methods of operations; prepares correspondence and maintains records as directed; assists in the preparation of the budget and expenditures of the division; assists in the coordination of the activities, programs and operation of the center as required by the Manager such as scheduling; newsletter and informational handouts; instructor contracts/payments; assists the public both in the office and by phone by giving or securing information requiring some degree of interpretation and explanation; provide coverage for programs and/or front desk and secure building as needed; maintains simple accounting, financial and other records of divisional activities, i.e. budget expenditures, purchase orders, etc.; receives and records checks and/or cash and makes bank deposits; computes and keeps time records and submits weekly payroll to the Manager; takes photos of Senior Center activities for community outreach; maintains Senior Center social media accounts.

OTHER JOB FUNCTIONS: Requisitions and orders supplies and materials; maintains inventory of office supplies; performs other related duties, as necessary.

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 sit and talk or hear, use hands to finger handle feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to walk, lift, push or pull objects up to 20 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. 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 an individual with disabilities to perform the essential functions of the job.

Must be able to concentrate on fine detail with constant interruption, attend to tasks 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 temperature and electro-magnetic radiation as a computer screen. The noise level in the work environment is usually quiet to moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Ability to express ideas effectively in oral or written form; knowledge of the principles and practices of modern public administration, preferably as it relates to local government; knowledge of research techniques and statistical concepts and methods; ability to establish and maintain effective working relationships with other employees and the general public; knowledge of office practices and procedures to include ability to type and knowledge of modern business equipment; ability to relate with an older population. Must be proficient on the computer. Must be honest, tactful and have a neat appearance.

EXPERIENCE AND TRAINING: Bachelor's degree in human services or a related field or Associate's degree and a minimum of two (2) years work experience in a responsible position in the field of Human Services, particularly with an older population or an equivalent combination of experience and training.

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: August 25, 2023

**TOWN OF ENFIELD
JOB DESCRIPTION**

**RECREATION DIVISION
RECREATION PROGRAM SPECIALIST**

GENERAL STATEMENT OF DUTIES: The Recreation Program Specialist is responsible for assisting in the implementation of year-round recreation programming. Including planning, organizing, implementing, supervising, and evaluating activities and events to meet the needs of the community as well as assisting with program budgeting, marketing, scheduling facilities, managing social media platforms, and running special events.

Recreation Program Specialist works closely with contractors, assists with program registration, purchasing of equipment and supplies and related paperwork, and coordinates with various community organizations on activities.

SUPERVISION RECEIVED: Works under the general supervision of the Recreation Manager or his/her designee.

SUPERVISION EXERCISED: Oversees contracted instructors as assigned.

ESSENTIAL JOB FUNCTIONS:

- Independently plans, organizes, schedules, implements, and evaluates year-round recreational contracted classes and special events.
- Assists Assistant Recreation Manager with in-house programming as needed.
- Sets up/breaks down activities and oversees clean up. Manages program supplies.
- Visits and reviews programs for established standards and outcomes.
- Coordinates and reserves indoor and outdoor facilities used for department programs, activities, and special events. Ensures required paperwork is completed.
- Manages and chaperones activities and field trips.
- Assists with advertising and marketing for department programs and events including press releases, Recreation homepage, social media platforms, flyers, and department newsletter.
- Maintains back-end use of the MyRec.com platform for participant registration and program marketing.
- Keeps program and participation records, and other associated records and documents to monitor program effectiveness. Prepares narrative and statistical reports on recreation programs.

OTHER JOB FUNCTIONS:

- Communicates effectively with the general public and addresses inquiries, requests, complaints, and special problems regarding recreation programs and facilities through phone, email, social media and in-person.
- Assists in performing office administration tasks as assigned.
- May assist in recruitment and hiring of program personnel.
- Ability to work evening, weekend, and holiday hours as required during certain times of the year.

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 sit, stand, talk, hear and walk. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl. Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the purpose and goals of public recreation, knowledge of recreation activity areas involving sports, games, outdoor recreation, and special events; knowledge equipment and the handling and operation for the same; ability to instruct and lead groups; skill in communications and public relations; ability to establish and maintain effective working relationships with superiors, subordinates and the public.

EXPERIENCE AND TRAINING: Bachelor's degree in Recreation or a related field plus 1 year experience in municipal recreation or equivalent. Certification in CPR, First Aid and AED as well as Medication Administration or the ability to become certified within the first 12 months of employment. The ability to maintain certifications. Must possess a valid driver's license.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position. Adopted: August 21, 2023