



**MINUTES
TOWN COUNCIL
REGULAR MEETING**

October 16, 2023

7:00 PM - Council Chambers

<https://youtube.com/live/RLxOBdnCyT4>

1. PRAYER - John Santanella

- Councilor Santanella led the prayer.

2. PLEDGE OF ALLEGIANCE

- Recited

3. ROLL CALL

Present: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire

Absent: Matthew Despard, Nick Hopkins

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

4. FIRE EVACUATION ANNOUNCEMENT

- Announced

5. MINUTES OF PRECEDING MEETINGS

- Special Meeting - October 2, 2023

MOTION #6740 by: Cynthia Mangini seconded: Ken Nelson Jr. to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6740** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

- Regular Meeting - October 2, 2023

MOTION #6741 by: Ken Nelson Jr. seconded: Cynthia Mangini to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6741** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

6. SPECIAL GUESTS

- None

7. PUBLIC COMMUNICATION AND PETITIONS

George Young, 8 Holly Lane

Mr. Young expressed his support for residents of Francis Avenue. Mr. Young gave cost analysis for the WPCA project based on the numbers provided by the Finance Department.

He asked why the town had never taken advantage of the annual Clean Water Fund municipality loans in amounts of up to \$4M that are offered for such expenses with an interest rate of 2%.

Robert Buczkowski, 21 Francis Avenue

Mr. Buczkowski stated the problems on Francis Avenue have been swept under the rug. He requested police presence on Francis Avenue for six hours per night on Friday and Saturday evenings. He suggested increasing the student/teacher ratio by one student to fund the additional police presence.

Jim Nasuta, 44 Play Road

Mr. Nasuta asked the Council whether the proposal for improvements at Higgins Park included electrical power to the bandshell and whether all four applicants' bids included the connection to the bandshell. He asked whether proper bid protocols were followed.

Tom Walsh, 6 Roseanne Street

Mr. Walsh spoke regarding the \$10M shortage for the Public Safety Complex and suggested the plans for the train station be scaled back to pay for it. He also questioned why the Council gave Winstanley a tax break after they had already built the warehouse. He's concerned the current infrastructure will not be able to support all the truck traffic coming in and out of town.

8. COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Mancini stated that a resident suggested that part of Francis Avenue be changed to one way. She also found comments about paying for police presence on Francis Avenue by reducing a teacher offensive. Each year, the Penelope Terry Abbey Chapter of the DAR awards an American History teacher the honor of Teacher of the Year. This year the award goes to Eli Whitney's fifth grade teacher, Megan Lindoland. They also awarded Veteran of the Year to Tony Torres. The ceremony will be held on December 7, 2023.

Councilor Nelson announced that Girls Youth Soccer 10 will hold a fundraiser at the Red Brewster Brewery. He also stated that the ECDC has been forced to reduce their hours due to staffing shortages and he would like the Council to try to find a solution.

Councilor Nelson also stated that he has a family in his district which consists of two military veterans who received a tax exemption for their vehicle last year and were denied this year. He also stated that he received an unexpected visit from the Assessor at his building because he had an open permit. The Assessor had also visited another location Councilor Nelson was working in. Councilor Nelson asked the Assessor why he was coming unannounced after the Council had passed certain recommendations and he said the

Assessor remarked that he follows state statute in the performance of his job. Councilor Nelson stated he supports a meeting between the DPW Sub-committee and Mr. Nasuta regarding suggestions on how to supply power to the bandshell.

Councilor Ludwick asked the Town Manager to research whether the pump stations were included in the WPCF referendum. He also stated that on Wednesday, October 18th at 7:00 there will be a meeting with residents of Meadowlark, Broad Brook, Yale, Hillyer, Trinity, Starr, and Pearl Street Ext to discuss the upcoming road construction next spring.

Councilor Santanella shared that on October 25 from 5-8pm there will be a fundraiser held to benefit Firefighters of Enfield Local 3059 to raise money for each firefighter to receive a body scan for early detection of job-related cancers. Councilor Santanella mentioned that he took the train to New Haven and that it was packed. He wanted to remind residents that the train station would be a positive thing for Enfield.

Mayor Cressotti stated that over 5,000 people visited the Senior Center last month. He congratulated Nancy Dara, program coordinator, who will retire next month. The Mayor also supported the idea of EMS housing an ambulance at each fire station. He explained that the Annex is more than just storage, that it houses the Recreation Department, Adult Education, is used as a police training ground, as well as the Alternative High School. Mayor Cressotti would like to have Mr. Nasuta sit in on a DPW Sub-committee meeting as well to discuss the opportunity to utilize current electric hookups for the bandshell and Higgins Park. Mayor Cressotti also stated that the state requires a certain ratio of staff and children at ECDC and agreed that this problem needs to be addressed.

Councilor Finger asked the Town Manager for an answer as to how Powder Ridge residents received the resident-only parking signs. He also stated that he worked at the WPC in the past and that funds allocated for repairs were returned to the town and the work was not completed. Councilor Finger is also in agreement to have Mr. Nasuta join the DPW Sub-committee meeting.

9. TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Zoppo-Sassu made a brief presentation on affordable housing and what that means for Enfield in terms of income, rent and the tentative number of units that will be available in the Impact Residential/Strand Lamagna development, as well as the Felician Sisters project at St. Felix House and the Enfield Manor rehab and expansion project. ***A copy of the presentation is appended to these minutes.***

Town Manager Zoppo-Sassu clarified that the tax abatement at the Winstanley facility was a pass-through abatement for both Agrimark and Eppendorf as part of their deal with their

lease agreements and not offered to Winstanley. Winstanley recently purchased 1679 King Street, which had previously been permitted by another developer in 2018 and has since sat vacant. It is zoned industrial and during a recent meeting with Mr. Winstanley it was expressed that the project may be scaled back in size as it does not fit in with his current business model.

Assistant Town Manager Steven Bielenda updated the Council regarding the South River Street Bridge. Mr. Bielenda also updated the Council on repairs to the footbridge over the pond and stated that loose screws were removed, and some boards were replaced. They will be hiring a structural engineer to report on the condition of the bridge, and they expect a completion date of December 1, weather permitting.

Councilor Ludwick stated he would like to see an expansion of the First Time Homebuyers Program to help people with housing issues and teach them budgeting tools and other skills.

A. Project and Activity Report

- Included in packet.

10. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

- General Government and Finance Subcommittee - Recommendation from the Independent Report on the 2021 Revaluation

Councilor Cekala stated that the General Government and Finance Sub-committee met again regarding further recommendations for the Assessor and unanimously made a recommendation which will be addressed later in the meeting regarding non-profits receiving notification and the presumption that the non-profits remain with non-profit status.

11. UNFINISHED BUSINESS

A. Resolution to Authorize the Foreclosure for Property Maintenance Fines totaling \$61,299 for 122 Windsor Street (Tabled 10/2/23)

MOTION #6742 by: Cynthia Mangini, seconded: Michael Ludwick to take resolution from the table.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6742** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

BE IT RESOLVED that the Enfield Town Council hereby authorizes the foreclosure of 122 Windsor Street for the \$61,299 in property maintenance fines; and

BE IT FURTHER RESOLVED that the Town Manager or her designee is authorized to begin the foreclosure process for the property maintenance liens referenced above.

Town Manager Zoppo-Sassu stated that she and Community Development Specialist Kristy Koistinen inspected the property on October 13, 2023 and improvements had been made. She stated that it was their recommendation that this item be tabled but remain under review by the Blight Committee.

MOTION #6743 by: John Santanella, seconded: Ken Nelson Jr. to table.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6743** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

B. Higgins Park Value Engineering Proposal to Complete Parking Lot Improvements (Tabled 10/2/23)

MOTION #6744 by: Ken Nelson Jr., seconded: Cynthia Mangini to take the item from the table.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6744** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

BE IT RESOLVED that the Enfield Town Council does hereby approve the reallocation of \$613,324.80 from the listed ARPA funded line items to the Higgins Park parking lot project.

Councilor Nelson stated that since the town agreed to meet with Mr. Nasuta regarding the electrical work connecting power to the bandshell, he would like to see the item tabled until DPW can meet with Mr. Nasuta.

MOTION #6745 by: Ken Nelson Jr., seconded: John Santanella to table item.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6745** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

C. Resolution to Appropriate \$15,000 to Create Engineering Plans for CAD plan and Education Specifics Needed for HVAC Design at Parkman School (Tabled 10/2/23)

MOTION #6746 by: Ken Nelson Jr., seconded: Lori Unghire to remove items 11-C, 11-D, and 11-E from the agenda.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6746** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

D. Resolution to Appropriate \$15,000 to Create Engineering Plans for CAD plan and Education Specifics Needed for HVAC Design at Eli Whitney School (Tabled 10/2/23)

- Removed from agenda.

E. Resolution to Appropriate \$15,000 to Create Engineering Plans for CAD plan and Education Specifics Needed for HVAC Design at Enfield Street School (Tabled 10/2/23)

- Removed from agenda.

12. NEW BUSINESS

A. Consent Agenda

MOTION #6747 by: Ken Nelson Jr., seconded: Gina Cekala to accept the Consent Agenda.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6747** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

1. Resolution to Transfer Additional Funds From The State Department of Education Grant for The Family Resource Center \$10,979

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

FROM: Family Resource Center Grant

Revenue	22046144-460150	\$10,979
Food	22046144-563000	\$582

TO:	Professional Development	22046144-532200	\$ 4,000
	Other Professional Services	22046144-533900	\$ 5,000
	Travel	22046144-558000	\$ 500
	Other Supplies/Materials	22046144-561900	\$ 1,061
	Furniture	22046144-573300	\$ 1,000

I hereby certify that the above-stated funds are available as of October 13, 2023, by John A. Wilcox, Director of Finance.

2. Resolution to Transfer Additional Funds Into Youth Services Bureau Enhancement Grant \$12,842

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

FROM: Youth Services Bureau (YSB) Enhancement Grant

Revenue	22046146-460840	\$12,842
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Other Professional Services	22046146-533900	\$1300
Field Trips	22046146-532400	\$525

TO: Youth Services Bureau (YSB) Enhancement Grant

Overtime	22046146-514000	\$4032
Travel	22046146-558000	\$500
Student Transportation	22046146-551000	\$1300
Instructional Supplies	22046146-561100	\$4000
Other Supplies	22046146-561900	\$2835
Food	22046146-563000	\$2000

I hereby certify that the above-stated funds are available as of October 13, 2023, by John A. Wilcox, CPA, Director of Finance

B. Appointment(s)—Town Council Appointed - **NONE**

C. Request for Transfer of Funds for Connecticut's Volkswagon (VW) EVSE ZEV Infrastructure Program Grant - \$115,951.71 and Eversource Energy Grant - \$80,000

RESOLUTION #6748 by: Cynthia Mangini, seconded: Gina Cekala.

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

Councilor Pyznar asked who was responsible for paying for the electricity for the charging stations. Ms. Zoppo-Sassu responded that under the grant guidelines, the town would be responsible for five years and after that the users would be charged.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6748** failed. Yes: Gina Cekala, Robert Cressotti, Cynthia Mangini No: Douglas Finger, Michael Ludwick, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire Abstain None.

D. Request for Transfer of Funds for the Restoration of the South Road Sinkhole \$182,000
RESOLUTION #6749 by: Cynthia Mangini, seconded: Ken Nelson Jr.

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

FROM: GENERAL FUND REVENUE

APPROPRIATED FUND BALANCE	10040000-499000	\$182,000
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TO: NON-DEPARTMENTAL CHARGES

TRFS OUT AND CONTINGENCY - 10800092-593010 \$182,000
TRANSFERS TO CAPITAL

FROM: CAPITAL AND NON-RECURRING FUND

CNR FUND REV-FY23-24 REVENUE - 31042024-480001 \$182,000
GENERAL FUND TRANSFERS IN

TO: DRAINAGE/EROSION CONTROL

CONSTRUCTION SERVICES 31008331-545000 \$182,000

*I hereby certify that the above-stated funds are available as of October 13, 2023, by
John A. Wilcox, Director of Finance*

Upon a **ROLL CALL** vote, the Chair declared **MOTION #6749** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pynzar, John Santanella, Lori Unghire No: None Abstain None.

E. Resolution Concerning Recommendations from the Independent Report on the 2021 Revaluation

MOTION #6750 by: Cynthia Mangini, seconded: Gina Cekala.

NOW THEREFORE BE IT RESOLVED, that the Town Council endorse this additional recommendation concerning Non-Profits and quadrennial reporting from the General Government & Finance Committee.

Councilor Nelson asked the Town Attorney whether the Assessor is required to follow Council policy or is it up to his discretion. The Town Attorney responded that if the Council policy doesn't conflict with state law, the Council can provide guidance. He further stated that the policy hasn't been written yet. This resolution is a policy directive for the town to complete. Councilor Nelson stated that he could not support this resolution until the policy is written. Councilor Mangini asked for clarification that this resolution is only authorizing the policy be written, and once the policy is written, it could be reviewed to make sure there is no conflict with Connecticut State Law. The Town Attorney confirmed.

Councilor Santanella stated that he could not support this resolution tonight. Councilor Cekala remarked that the sub-committee worked hard together to develop this policy that non-profits would presumptively stay non-profit. The issue during the revaluation was that

non-profits were removed from that status, and she can't understand why councilors are not supporting this resolution. Assistant Town Manager Steve Bielenda clarified that policy cannot contravene state law. However, he has had to terminate many employees in the past for not following policies set by the town. The Council has the responsibility of setting policy, and administrative staff has the responsibility for implementing it.

MOTION #6751 by: Cynthia Mangini, seconded: Douglas Finger to table.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6751** adopted and **Resolution #6750** was tabled. Yes: Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Marie Pyznar, John Santanella, Lori Unghire No: Gina Cekala, Ken Nelson Jr. Abstain: None.

F. Resolution Referring the Potential Purchase of Open Space Property

RESOLUTION #6752 by: Cynthia Mangini, seconded: Lori Unghire.

NOW THEREFORE BE IT RESOLVED, that the Town Council refer the matter of the potential acquisition of Open Space along the Scantic River to the Planning & Zoning Commission for a Sec. 8-24 referral and to the Town Attorney for the potential negotiation of a purchase price.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6752** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain None.

G. Resolution to Vacate the Current "Building Official" Job Description and Create the New "Chief Building Official" Job Description

RESOLUTION #6753 by: Cynthia Mangini, seconded: Ken Nelson Jr.

BE IT RESOLVED that the Enfield Town Council does hereby approve the new "Chief Building Official" Job Description and Wage Adjustment. ***A copy of the job description is appended to these minutes.***

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6753** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain None.

13. ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING

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

Nikki Price, 1324 Enfield Street

Ms. Price stated that to get HUD funding, zoning must approve the project and the neighbors must be in 100% agreement with the proposed project concerning the Felician

Sisters' property. She said that there must be a policy in place for employees to be written up if they fail to follow state statutes or build a case for dismissal.

Robert Buczkowski, 21 Francis Avenue

Mr. Buczkowski asked the Town Attorney if there was any follow-up regarding the "stay" at Jimmy's Pub while the appeal is in the court system. He said he would like to capture some of the teacher funding and allocate it to the public safety budget. He wondered if Section 8 would be accepted under the affordable housing project, and he believes the goal is to blend multi-family housing amongst single-family homes.

Tom Walsh, 6 Roseanne Street

Mr. Walsh questioned the transfer of permits from the previous owner of 1679 King Street to Winstanley, as he believed new permits would need to be pulled for a new owner since the permits were over five years old. He believed that permits had an expiration of six months. Mr. Walsh was not in agreement with the taxation process of a three-family home valued at \$300,000 versus a single-family home of the same value, as he believes each unit should be taxed separately to support the use of town services.

Liz Davis, 201 N Maple Street

Ms. Davis expressed that she was happy with the Assessor and his assessments and that she believes people are being taxed fairly. She agrees that proof should be given to get their assessments lowered.

15. COUNCILOR COMMUNICATIONS

Councilor Pyznar encouraged the voters of Enfield to come out and make their voices heard. She also stated that all the councilors want to do their best for their constituents.

Councilor Nelson provided clarification about the permit for Winstanley's new property, stating it differed from a building permit that expires if the work is not started. Once you get the approval from PZC, you have twelve months to file the approval on the land records. Once it's filed it is set until someone changes it. It follows the property.

16. ADJOURNMENT

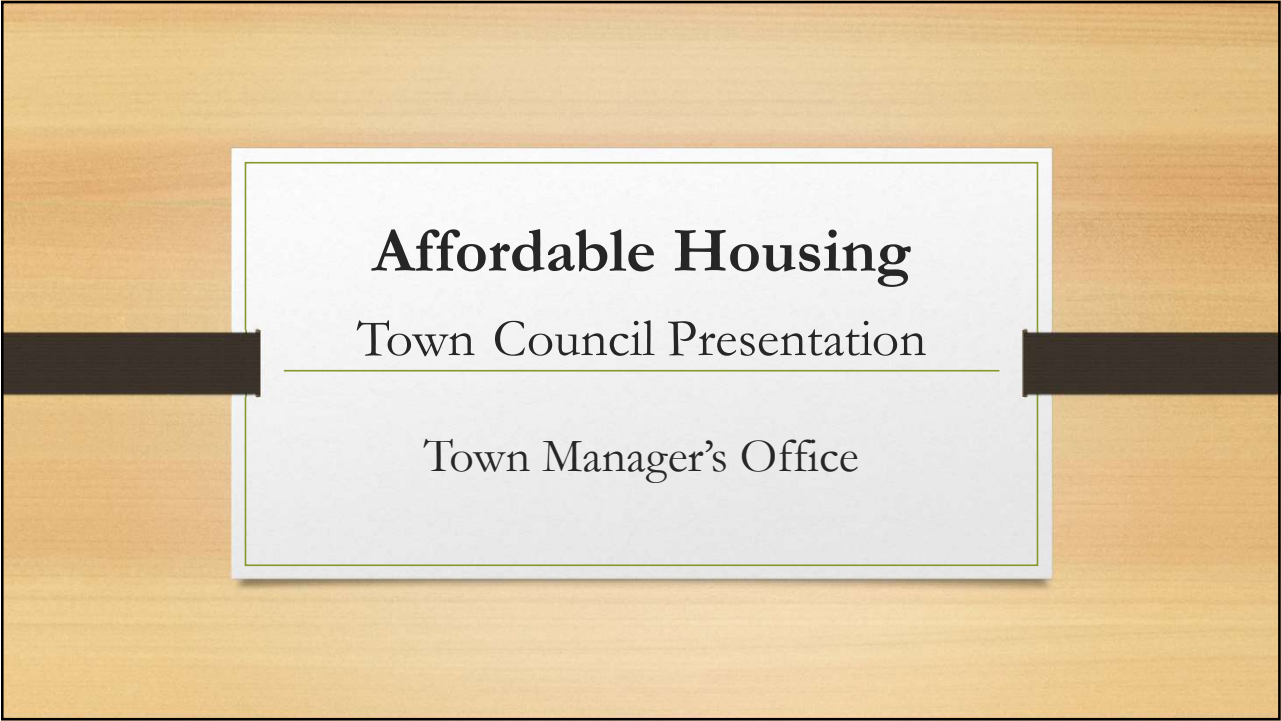
MOTION #6754 by: Cynthia Mangini, seconded: Lori Unghire to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6754** adopted unanimously, and the meeting stood adjourned at 9:00 pm.

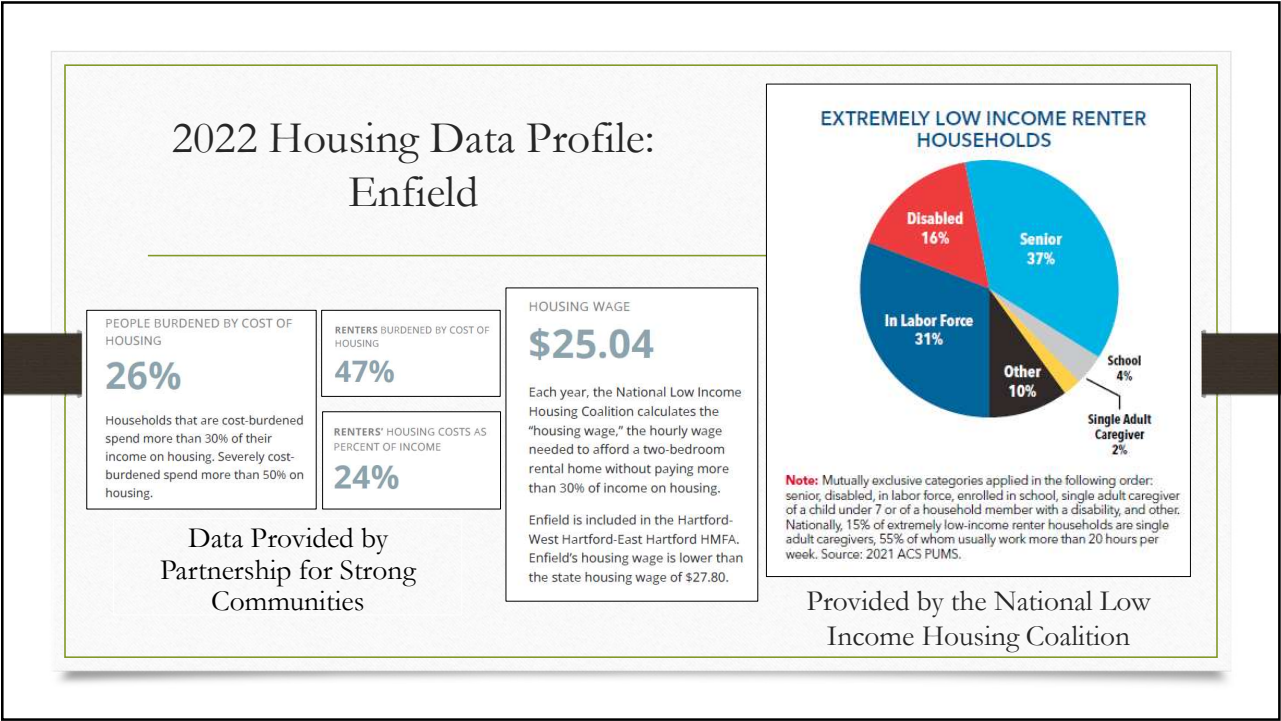
Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

Lindsay Petrucci, Assistant Town Clerk
Secretary of the Council

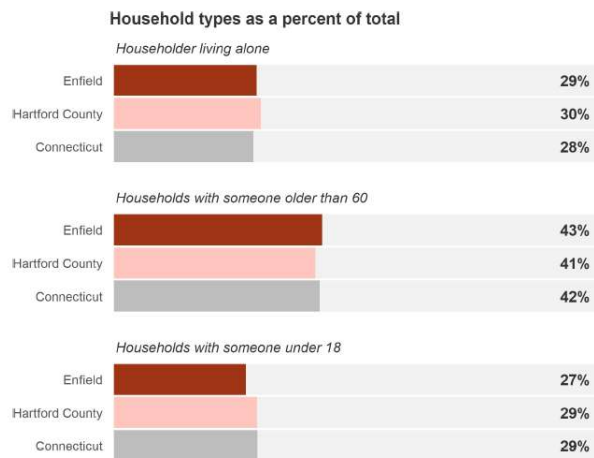


1



2

Understanding who lives in our towns provides insight into the housing and service needs for each community such as accessibility, transportation, child care, and education. Compared to Connecticut, Enfield has more households with someone older than 60 and fewer households with school-age children.



Provided by Partnership for Strong Communities

3

Impact Residential/Strand Lamagna Tentative Unit Count and Income Mix

Type / # of Bedroom	# of Bathroom	AMI %	Income Limit	# of units	Rent Amount
Studio Apartment	1 Bathroom	30%	\$24,810	2	\$620
1 Bedroom Apartment	1 Bathroom	30%	\$24,810	9	\$664
1 Bedroom Apartment	1 Bathroom	50%	\$41,350	11	\$1107
1 Bedroom Apartment	1 Bathroom	60%	\$49,620	4	\$1329
1 Bedroom Apartment	1 Bathroom	Market Rate (80% or >)	No limit	3	\$1772+
2 Bedroom Apartment	2 Bathrooms	30%	\$28,350	7	\$797
2 Bedroom Apartment	2 Bathrooms	50%	\$47,250	17	\$1328
2 Bedroom Apartment	2 Bathrooms	60%	\$56,700	6	\$1594
2 Bedroom Apartment	2 Bathrooms	Market Rate (80% or >)	No limit	11	\$2126+
				70 units	

Unit Count and Income Mix driven by the CT Housing Financing Authority point scoring requirements through their Low-Income Housing Tax Credit Program

- Unit Mix:
 - 80% Affordable at various percentages (30%/50%/60%) of the Hartford County area median income limits **[56 units]**
 - 20% Market rate **[14 units]**
- Enfield's Affordable and Fair Housing Plan:
 - Affordable housing needed at income of \$25,000 **[18 units]**

4

Profiles of Potential Renters: Yearly Salary

- Bank Teller - \$42,141*
- Retail Sales Associate - \$32,240*
- Restaurant Worker - \$38,554*
- Bus Driver - \$49,936*
- Dunkin' Employee- \$35,360
- Thompsonville Firefighter - \$40,000
- ECDC FT Teacher - \$40,000
- ECDC Teacher Aide FT- \$30,940
- ECDC Teacher Aide PT- \$21,125
- BOE Para Educator - \$21,028

* Salaries provided by Indeed

5

Enfield Affordable and Fair Housing Plan - 2023

“Recent changes in the State zoning laws (Public Act 21-29) further require that zoning **affirmatively forward fair housing**.

This means that Enfield must plan for housing, and zone for housing and affordable housing, in ways that are proactive and do not discriminate.”

Page 3

6

Sources Used:

Affordable and Fair Housing Plan. Enfield Dept. of Economic & Community Development, May 2023.

CT Data Collaborative. "2022 Housing Data Profiles: Enfield." *Partnership for Strong Communities*, 2022. housingprofiles.psychousing.org/profile/#Enfield

"2023 Connecticut Housing Profile." *National Low Income Housing Profile*, 2023. https://nlihc.org/sites/default/files/SHP_CT.pdf

**TOWN OF ENFIELD
JOB DESCRIPTION
BUILDING DEPARTMENT**

CHIEF BUILDING OFFICIAL

GENERAL STATEMENT OF DUTIES: Very responsible administrative and technical work involving the direction of a municipal building department. Responsible for the inspection of all construction in the Town of Enfield for conformance to the Connecticut Building Code.

SUPERVISION RECEIVED: Works under the direction of the Town Manager or his/her designee.

SUPERVISION EXERCISED: Directly oversees all employees of the Department.

ESSENTIAL JOB FUNCTIONS: Directly responsible for administration and enforcement of the Connecticut Building Code; processes permit applications; reviews applications and grant permits; investigates unsafe buildings; issues notices and orders; performs inspections; conducts plan reviews; responds to all emergency calls; maintains docket of unsafe buildings; maintains all department activity records; prepares fiscal and annual reports; prepares and maintains department budget; contracts building inspectors as necessary; performs duties as required by Section 110.0 of the Connecticut Building Code; provides counter service to applicants; regular and punctual attendance.

OTHER JOB FUNCTIONS: Oversees Troubled Properties Committee and Coordination of Participating Agencies and Municipal Departments. 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions or risk of electrical shock.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of material and methods used in building construction; ability to understand and interpret provisions of building codes; ability to interpret blue prints, drawings and specifications; ability to inspect projects in various stages of construction and to evaluate materials and workmanship for compliance to laws, codes and regulations; ability to adapt or modify work methods and standards to meet variations in controlling conditions; ability to prepare written reports involving the presentation of facts and data; ability to deal with the public in a courteous manner.

EXPERIENCE AND TRAINING: Bachelor's Degree in architecture, civil engineering, or related field and eight (8) years of experience in a related environment of which five (5) years is supervisory experience in commercial building construction inspection or related field. Must be licensed as a Building Official in the State of Connecticut. Must be currently BOCA Certified as a Certified Building Official. Any equivalent combination of education and experience. 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.

Revised: October 16, 2023