



**MINUTES
TOWN COUNCIL
REGULAR MEETING
November 20, 2023
7:00 PM - Council Chambers
<https://youtube.com/live/Pqp4ji3AZs4>**

1. PRAYER - Gina Cekala

- The prayer was made by Councilor Cekala.

2. PLEDGE OF ALLEGIANCE

- Recited

3. ROLL CALL

Present: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire

Absent: John Santanella

Also Present were Town Manager, Christopher Bromson; 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 - October 16, 2023

MOTION #6765 by: Cynthia Mangini, seconded: Marie Pyznar.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6765** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain: Bob Hendrickson, Jim Nasuta.

- Regular Meeting - October 16, 2023

MOTION #6766 by: Cynthia Mangini seconded: Marie Pyznar to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6766** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia Mangini, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain: Bob Hendrickson, Jim Nasuta.

- Organizational Meeting - November 13, 2023

MOTION #6767 by: Marie Pyznar seconded: Cynthia Mangini to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6767** adopted. Yes: Gina

Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain: None.

6. SPECIAL GUESTS - Jaime Macsata, Enfield Junior Women's Club

Mayor Nelson introduced Jaime Macsata, Co-President of the Enfield Junior Women's Club. Ms. Macsata was joined by Cindy Friedrick. The Enfield Junior Women's Club (Juniors) is a civic, not-for-profit organization, and member of the Connecticut Junior Women's Club, which was founded in 1970. The Juniors have supported numerous organizations in Enfield and throughout the state. Most notably, they have given more than twenty-thousand dollars in scholarships to Enfield High School students and have donated to Safe Grad.

In 1984-1985, Juniors sponsored the first Arts on the Green Craft Fair, which continues to this day during the 4th of July celebration. A few years later, Juniors produced and distributed to all Connecticut Police Departments a tape about drunk driving and started a Get Smart, Don't Start anti-drug program at JFK Middle School.

In 1990-1991 Juniors introduced a recycling brochure to educate people about the benefits of recycling. And in 1995-1996 Juniors hosted the first Torchlight Parade, which is now an annual event, as well as the annual spelling bee for fifth and sixth graders. The Juniors have supported many more local causes that help Enfield's residents and students.

The Enfield Junior Women's Club is able to do these things through fundraisers. Their latest fundraiser is a raffle and if is interested in helping, they may contact the Juniors at ejwc1970@gmail.com or on Facebook.

7. PUBLIC COMMUNICATION AND PETITIONS

George Young, 8 Holly Lane

Mr. Young asked to see the Wastewater Facilities Plan dated May 18, 2015 which was mentioned in the referendum resolution. He would like more information on how the funds authorized by the referendum were spent and the status of the Facilities Plan. He would also like to see a comparison of projected and actual expenses. Mr. Young also requested that the town work to lower the tax burden on our seniors by either freezing taxes or by increasing the exemption for seniors.

Carl Sferrazza, 22 Taft Lane

Mr. Sferazza welcomed the new Council and thanked them for their willingness to take on the important job of Town Councilor. He also congratulated Christopher Bromson on his appointment as Enfield's Town Manager.

Jennifer Krasinkiewicz, 209 Abbe Road

Ms. Krasinkiewicz stated that surveyors have been working on the farmland behind her and she is trying to find out information about what project is going on there. She heard that it will be a solar farm which would be less than thirty feet from her backyard. She also asked whether a public hearing was held or would be held in order to allow residents a voice.

Barbara Audet, 211 Abbe Road

Ms. Audet stated that she has lived on Abbe Road for twenty-eight years and voiced her concern about how close the solar farm would be to her backyard. She moved there because of the farmland. She is concerned about some of the reported issues from living so close to a solar farm and how it will impact her property values.

Lucien LeFevre, 54 Kimberly Drive

Mr. LeFevre thanked the town residents, Councilors, Town Departments and Police who helped and came out for the Veteran's Day Parade. He expressed his disappointment with the number of residents in attendance.

Pam Townsend, 54 Kimberly Drive

Ms. Townsend stated that happily, donations for Wreaths Across America for St. Patricks Cemetery is at one-hundred percent. They now need help distributing them on the veteran's gravesites. If anyone would like to help, they may reach her at enfieldwaa@yahoo.com.

George Young, 8 Holly Lane

Mr. Young stated his concern about how the previous town manager, Ellen Zoppo-Sassu, was removed from office. He questioned whether it was done according to what is written in the Charter. He also questioned why the residency requirements are not being enforced.

8. COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Finger stated he would contact the residents of 209 and 211 Abbe Road to discuss the solar farm in his district.

Councilor Cekala announced that on November 26, 2023 from 11:00 am - 3:00 pm, they will hold the 14th Annual Cookies for Camouflage campaign at the American Legion and on Saturday December 3, 2023 at 6:00 pm, there will be the Safe Grad Jingle Jam at the Mt. Carmel Society. Councilor Cekala asked the Town Manager for the status of the RFP for a Town Attorney and also the status of the OPM referral to investigate the Board of Assessment Appeals' actions.

Councilor Cressotti announced that this Saturday is Small Business Day and asked

everyone to come out and support our local business owners. He also asked the Town Manager for additional information regarding the solar farm.

Councilor Nasuta requested a WPCA meeting in December and also asked for an Executive Session to update the Council on all pending litigation.

Councilor Ludwick mentioned that the Assistant Town Manager is looking at possible additional tax rebates for seniors. He also expressed his desire for the town to take a more aggressive stance against solar farms by passing a moratorium on any new farms. He further explained that the State Siting Council supersedes the town Planning and Zoning Commission and Town Council. In addition, he asked that the Town request the Department of Environmental and Energy Protection perform soil sample testing on existing solar farms.

Deputy Mayor Pyznar encouraged residents to support the local craft people at the craft fairs held each weekend at the mall and Nathan Hale building.

Mayor Nelson thanked Senator Blumenthall, Lt. Governor Bysiewicz, State Senator Kissell and Representative Hall for participating in the Veteran's Day Parade. Congressman Courtney and Katherine Marks of the Small Business Administration came to Enfield at the request of the North Central Chamber of Commerce on a small business walk. They started at the Growth Company, continued to Darly's Boutique and One Piece at a Time, and finished at Quantum Dreams. Mayor Nelson thanked Rick Maggio for a donation of a wooden heart shaped American flag for display in Council Chambers.

9. TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Christopher Bronson announced that he would be sending the councilors potential dates for a new council orientation, goal setting and a tour of town properties as well as an orientation regarding the Freedom of Information Act and the Charter among other subjects. Mr. Bronson further stated that he would like to go out to RFP in December to identify a realtor to handle any foreclosed properties within the town. He further stated that he would be scheduling an Executive Session for the next meeting to determine the qualifications for the RFP for a new town attorney and/or labor attorney.

Mr. Bromson stated that Donald Nunes would be invited to the next meeting to give the Council an update on the Powder Hollow project. He would also like to review the final plans for completion of projects within Higgins Park, such as electrical work for the bandshell, outside bathrooms and parking. Mr. Bromson further stated that he would make sure to post the original presentation for the Water Pollution Control Facility which should provide many answers as to why the town made the decision to go to referendum as well

as the decision to change to a sewer use fee rather than to include the costs in the tax bills.

Assistant Town Attorney Mark Cerrato answered Mr. Young's questions and stated that the residency requirement is unenforceable and that severance packages can be negotiated in an employment contract.

Steven Bielenda stated that the town attorney RFP is prepared and ready for the Council's review. He also stated that they are reviewing an additional tax abatement program for farmers that was implemented in Glastonbury. It appears that the farmers in Glastonbury were hit hard because of all the rain this year and the Town developed this program to help alleviate their financial hardship.

Mr. Bromson introduced Economic Development Specialist Kristy Koistinen who gave the Council an overview on the proposed development of the site of the former Strand Theatre and Angelo Lamagna Activity Center. Ms. Koistinen reviewed the original vision of a mixed-use facility developed by interns from the University of Connecticut and compared this vision with the proposal for residential housing submitted by Impact Residential Development. Ms. Koistinen also reviewed the state's timeline for the Enfield Train Station. ***Copies of the presentation is appended to these minutes.*** Assistant Town Attorney Mark Cerrato stated that the Purchase and Sale Agreement with Impact Residential Development was signed on July 20, 2023 and they appeared before the Planning and Zoning Commission for a Special Use Permit on November 18, 2023. Their next hearing with the Planning and Zoning Commission is scheduled on December 7, 2023

10. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Deputy Mayor Pyznar asked the Town Manager for a status of the funds that were approved for the Veteran's Council. She also asked that DPW look at the tree in front of the Civil War Monument.

Councilor Ludwick asked for clarification as to whether the referral to OPM was originated from the General Government subcommittee and if the Council had ever voted on it. Councilor Cekala responded that it was not, however; she would support the recommendation by the Council.

11. UNFINISHED BUSINESS

12. NEW BUSINESS

A. Consent Agenda - None

B. Appointment(s)–Town Council Appointed

1. **Board of Assessment Appeals** - The Term of Office of Donna Dubanoski (R)

Expired 12/31/2022. Reappointment Will Be Until 12/31/2025.

NOMINATION #6768 by: Michael Ludwick Yes: Douglas Finger, Bob Hendrickson, Michael Ludwick, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: Gina Cekala, Robert Cressotti, Cynthia Mangini Abstain: None. The Chair declared the appointment adopted.

2. **Patriot Award Committee** - A Vacancy Exists for a Veterans Council

Member. Recommendation is Pamela Townsend (R) Until 7/31/2025.

NOMINATION #6769 by: Michael Ludwick Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain: None. The Chair declared the appointment adopted.

3. **Zoning Board of Appeals** - A Vacancy Exists due to the Resignation of Timothy

Neville (D). Replacement Would be Richard Stroiney (U) Until 1/1/2026.

NOMINATION #6770 by: Michael Ludwick Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain: None. The Chair declared the appointment adopted.

C. Resolution to Transfer Funds for Public Safety-Click it or Ticket grant

RESOLUTION #6771 by: Gina Cekala, seconded: Marie Pyznar.

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

Grants-Other State	10040000-460001	\$9,449
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TO: Police Services

Overtime	10200500-514000	\$9,449
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I hereby certify that the above-stated funds are available as of 11/15/2023, by John A. Wilcox, Director of Finance

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6771** adopted. Yes: Gina

Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain None.

D. Resolution to Transfer Funds for Public Safety-DUI Enforcement Grant

RESOLUTION #6772 by: Gina Cekala, seconded: Marie Pyznar.

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

FROM: DUI Enforcement Program

25040000-460490	\$79,138
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TO: DUI Enforcement Program

Overtime	25006049-514000	\$70,348
Medicare	25006049-522100	\$1,021
Workers Compensation	25006049-526000	\$2,814
Unemployment	25006049-525000	\$4
Other Equipment	25006049-573900	\$4,951

I hereby certify that the above-stated funds are available as of 11/15/2023, by John A Wilcox, CPA, Director of Finance .

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6772** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain None.

E. Resolution to Amend the Social Services Caseworker Job Description

RESOLUTION #6773 by: Cynthia Mangini, seconded: Robert Cressotti.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the revised job description for Social Services Caseworker.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6773** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain None.

F. FY2023 Year-End Transfers

RESOLUTION #6774 by: Cynthia Mangini, seconded: Lori Unghire.

BE IT RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made: Please see Attachment A for account detail.

I hereby certify that the above-stated funds are available as of 11/15/2023, by John A.

Wilcox, CPA, Director of Finance.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6774** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain Douglas Finger. ***A copy of the year-end transfers is appended to these minutes.***

G. Resolution Authorizing the Town Manager to Enter into Agreements with the State of Connecticut and the North Thompsonville Fire District Concerning the Fire Suppression Standpipe System.

RESOLUTION #6775 by: Cynthia Mangini, seconded: Robert Cressotti.

BE IT RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager, Christopher Bromson, to sign an agreement with the North Thompsonville Fire District for the duties related to the Master Agreement with the State of Connecticut for the maintenance of the standpipe fire suppression system.

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager, Christopher Bromson, to sign the Master Agreement with the State of Connecticut for the maintenance of the standpipe fire suppression system.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6775** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain None.

H. Resolution Authorizing the Town Manager to Enter into an Agreement with the Capitol Region Council of Governments

RESOLUTION #6776 by: Cynthia Mangini, seconded: Lori Unghire.

BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager or his designee to execute and sign all documents necessary for the Agreement with the Capital Region Council of Governments.

FURTHER RESOLVED, that Christopher W. Bromson, as Town Manager of Town of Enfield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Enfield and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6776** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain None.

I. Resolution Setting a Public Hearing to Amend Enfield Town Code Section 14.1 Appointment of Building Inspector.

RESOLUTION #6777 by: Cynthia Mangini, seconded: Lori Unghire.

WHEREAS, Town Code section 14-1 states that the building inspector shall be appointed by the director of public works as provided by chapter V, section 9, of the Charter; and

WHEREAS, the Charter, chapter V, section 9 previously included a subsection (b) titled "Building inspector; powers and duties" and includes the provision that the Director of Public Works appoints the building inspector; and

WHEREAS, the subsection (b) as referenced above was removed from the Charter as part of the Charter revision of 2014; and

WHEREAS, on October 16, 2023 the Town Council adopted Resolution #6753 establishing a Building Department and creating the position of Chief Building Official, who shall be appointed by the Town Manager; and

WHEREAS, Town Code section 14-1 will have to be amended to reflect the changes referenced above; and

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

NOW THEREFORE BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on **Monday, December 4, 2023 at 6:50 p.m.** to allow interested residents an opportunity to express their opinions regarding the amendment to Enfield Town Code section 14-1.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6777** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain None.

J. Resolution to Re-establish Temporary Residential Permit Parking Program Solely on Francis Avenue for Four Months.

RESOLUTION #6778 by: Bob Hendrickson, seconded: Marie Pyznar.

BE IT RESOLVED, that the Enfield Town Council does hereby approve the proposal to create a temporary Residential Permit Parking program for Four Months on the above-referenced street, effective December 1, 2023 subject to renewal on or before March 31, 2024.

Chair Nelson invited Robert Buczkowski of 21 Francis Avenue and Kenneth Bedard of 27 Burnham Street to address the Council.

MOTION by: Michael Ludwick, seconded: Bob Hendrickson to suspend the rules and allow members of the public to address the Council.

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

Mr. Buczkowski asked the Council to table the item on tonight's agenda. He stated that residents of Francis Avenue, Kenneth Bedard, and Councilors Nelson, Hendrickson and Ludwick met to discuss the issues with Jimmy's Pub. He felt that Mr. Bedard had recently been more proactive in addressing the issues and asking customers to be more respectful of neighboring properties. In addition, Mayor Nelson has assured Francis Avenue that if the issues increase, the Council will again review passing a parking ban. Mr. Bedard also asked the Council to table the vote. He felt the recent meeting held with the neighbors was productive and that they had been making more of an effort to combat any bad behavior and would like to have an opportunity to continue to improve it.

MOTION by: Michael Ludwick, seconded: Lori Unghire to table **Resolution #6778**. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION** adopted and **Resolution #6778** was tabled. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, 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.

George Young, 8 Holly Lane

Mr. Young asked whether there would be a shred day and also asked when the financial statements ending June 30, 2023 would be available. Mr. Young also questioned the use of the word "shall" in the Charter regarding the town manager residency requirement.

Lucien Lefevre, 54 Kimberly Drive

Mr. Lefevre voiced his support for the Cookies for Camouflage campaign and asked residents to support this fundraiser in whatever way that they can. He stated that he has been on the receiving end and the giving end and these packages are very much appreciated by our soldiers.

15. COUNCILOR COMMUNICATIONS

Councilor Cekala clarified Mr. Young's question regarding the town manager's residency requirement. She stated that several years ago, the town received outside legal counsel that the language in the Charter was unenforceable.

16. ADJOURNMENT

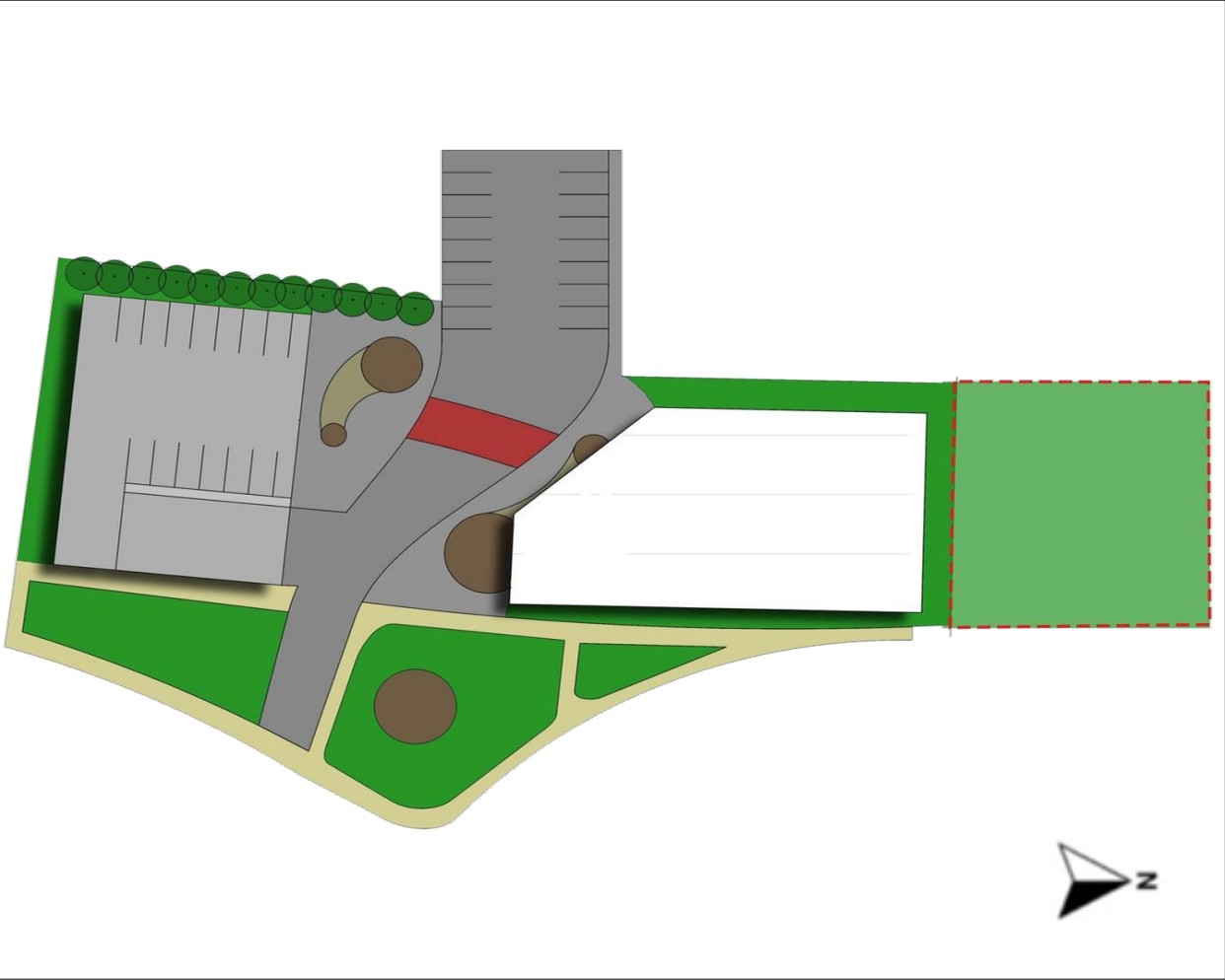
MOTION #6779 by: Michael Ludwick, seconded: Cynthia Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6779** adopted unanimously, and the meeting stood adjourned at 9:00 pm.

Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

UConn 2021 Connecticut Brownfields Initiative Municipal Assistance Program



Floor #1	
Restaurant Space	5,000 square feet
Coffee Shop	1,000 square feet
Offices (4)	4,000 square feet total
Floors #2,3,4	
Number of Housing Units in total	40-44 (14 each floor)



UNION SQUARE

ENFIELD, CONNECTICUT

Department of Transportation Enfield Train Station Presentation October 4, 2023

Project Schedule/Cost

Anticipated Completion: Fall 2027

Anticipated Cost: \$45M

Activity/Responsible Agency	Start	Complete
30% Design	Spring 2023	Complete
Final Design	Fall 2023	Summer 2024
Bid/Award	Fall 2024	Winter 2025
Construction-Rail & Bridge	Winter 2025	Spring 2027
Construction Station, Platform & Site Work	Summer 2025	Fall 2027
Construction- Main Street Roadway Improvements	Summer 2026	Summer 2027



**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Caseworker**

GENERAL STATEMENT OF DUTIES: The Department of Social Services Caseworker is responsible for assisting residents in accessing supports and services for which they are in need, particularly eligibility-based programs offered by the Town, the State of CT, and/or Federal government. This position is part of the Department's Care Coordination Team, and provides ancillary services in collaboration with the social workers in accordance with departmental policies and procedures.

SUPERVISION RECEIVED: Reports directly to the Clinical Care Coordinator

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Meet with residents to ensure all applications and required documentation for tax relief programs, energy assistance, medical insurance including HUSKY and CHOICES, Veteran's benefits, and Uniform Relocation (URA) assistance are properly completed and ready for submission; coordinate food and gift donations for holidays and special events; conduct home visits as needed; provide resource and referral to community-based services; correspond and communicates effectively with other Town Departments, State and Federal departments and agencies

OTHER JOB FUNCTIONS: Performs related work as required.

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

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

While performing the duties of this job the employee is occasionally required to 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 individuals 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.

**TOWN of ENFIELD
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES
Caseworker**

Must be able to perform tasks requiring independent knowledge. Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time and remember multiple assignments given over long period of time.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the various programs available to the residents of the Town. Ability to assist in the operation of an established program for services provided. Ability to understand moderately complex, written and oral directions; ability to work harmoniously with program participants and the general public. Should have ability to recognize abnormal behavior patterns in clients. Complete understanding of computer operation necessary.

EXPERIENCE AND TRAINING: Bachelor's Degree in social work or related field and two (2) years of experience in community activities relating to social services. Associates Degree in Human or Social Services may be substituted with 5 years' experience in the field. 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: 2-1-99

Revised 11-21-23

Department	Account	Description	To Amount	From Amount	Account	Description
General Fund						
Town Manager						
	10120000	521000 Health/Medical Insurance	33,239	47,039	10120000	511000 Salaries
				13,262	10120000	555000 Printing and Reproduction
Town Attorney						
				26,141	10130000	533200 Legal
Town Clerk						
	10160100	511000 Salaries	2,015	5,000	10160100	521000 Health/Medical Insurance
Records Management						
	10161600	511000 Salaries	2,240			
	10161600	516000 Stipend	68			
Human Resources						
				49,744	10170000	525000 Unemployment
Finance Administration						
	10180100	511000 Salaries	4,430			
	10180100	516000 Stipend	9			
Treasury						
	10181000	511000 Salaries	343	6,972	10181000	521000 Health/Medical Insurance
	10181000	516000 Stipend	158			
Revenue Assessment and Collection						
				14,003	10183000	511000 Salaries
				49,878	10183000	521000 Health/Medical Insurance
				7,436	10183000	555000 Printing and Reproduction
General Services						
	10184000	511000 Salaries	2,574			
	10184000	512000 Salaries - Part Time	249			
Historic District Commission						
	10190960	512000 Salaries - Part Time	515			
	10190960	522000 Social Security	32			
	10190960	522100 Medicare	8			
Public Safety Communications						
	10200250	511000 Salaries	62,311	15,726	10200250	553100 Telephone
	10200250	514000 Overtime	15,788			
	10200250	516000 Stipend	829			
	10200250	521000 Health/Medical Insurance	4,808			
	10200250	521500 Life Insurance/Disability	5			
	10200250	522000 Social Security	10,865			
	10200250	522100 Medicare	2,517			
School Security						
	10200270	511000 Salaries	258,285			
	10200270	514000 Overtime	3,629			

Department	Account	Description	To Amount	From Amount	Account	Description
Police Services						
	10200500	511000 Salaries	348,454	4,138	10200500	521000 Health/Medical Insurance
	10200500	512000 Salaries - Part Time	4,536	28,008	10200500	521200 Heart & Hypertension-Police
	10200500	514000 Overtime	378,934	6,162	10200500	532200 Professional Development
	10200500	514101 POS OT BOE	33,307	20,811	10200500	533300 Health Services
	10200500	514102 POS OT Town	32,641	9,299	10200500	562600 Gasoline
	10200500	519000 Employee Separation Pay	91,508	13,837	10200500	581000 Dues & Fees & Subscriptions
Emergency Management						
	10250000	512000 Salaries - Part Time	17			
Public Works Administration						
				15,665	10300100	511000 Salaries
				12,148	10300100	521000 Health/Medical Insurance
				18,388	10300100	533900 Other Professional
Building Inspection						
	10300325	511000 Salaries	7,101			
	10300325	514000 Overtime	1,803			
	10300325	516000 Stipend	308			
	10300325	521000 Health/Medical Insurance	9,262			
	10300325	553500 Postage	49			
Buildings and Grounds						
	10300340	511000 Salaries	39,587	5,658	10300340	521000 Health/Medical Insurance
	10300340	514000 Overtime	3,070			
	10300340	541000 Utility Services	26,379			
	10300340	541100 Water/Sewerage	14,815			
	10300340	562100 Natural Gas	101,914			
	10300340	562200 Electricity	93,984			
Custodial Maintenance						
	10300345	511000 Salaries	29,644	12,201	10300345	561500 Custodial Supplies/Materials
	10300345	514000 Overtime	41,157			
	10300345	522000 Social Security	23,458			
Highway Maintenance						
	10300370	511000 Salaries	22,308			
	10300370	521000 Health/Medical Insurance	2,494			
Equipment Repairs and Maintenance						
	10300380	511000 Salaries	41,035	7,439	10300380	521000 Health/Medical Insurance
Refuse Collection and Disposal						
	10300390	511000 Salaries	62,298			
	10300390	521000 Health/Medical Insurance	928			
Planning						
				51,605	10406100	511000 Salaries
				42,383	10406100	521000 Health/Medical Insurance
Economic and Comm Develop						
	10505100	511000 Salaries	5,769			
	10505100	516000 Stipend	79			
	10505100	521000 Health/Medical Insurance	67			

Department	Account	Description	To Amount	From Amount	Account	Description
Code Enforcement						
	10505200	512000 Salaries - Part Time	431			
	10505200	522000 Social Security	26			
	10505200	522100 Medicare	5			
Liability Insurance						
				100,511	10800090	552800 Deductibles/Small Claims
Employee Benefits						
	10800091	519000 Employee Separation Pay	61,488			
	10800091	521000 Health/Medical Insurance	16,629			
	10800091	522000 Social Security	9,852			
	10800091	522100 Medicare	2,305			
Unallocated Charges						
	10800092	541100 Water/Sewerage	25,738			
				59,255	10800092	562200 Electricity
				25,053	10800092	562600 Gasoline
				67,000	10800092	584000 Contingency
				1,113,000	10800092	593070 Transfer to Collective Bargaining
Debt Service						
				19,654	10800096	583000 Interest
				70,881	10800096	592000 Lease Payments
Total General Fund			1,938,297	1,938,297		
Social Services						
Lego Grant - FRC						
	22046147	511000 Salaries	3,518	1,082	22046147	532200 Professional Development
				1,109	22046147	561100 Instructional Supplies
				855	22046147	561900 Other Supplies/Materials
				472	22046147	563000 Food/Food Related
Fixed Route Bus Grant						
	22046148	521000 Health/Medical Insurance	19,765	19,765	22046148	512000 Salaries - Part Time
Total Social Services Fund			23,283	23,283		

Department	Account	Description	To Amount	From Amount	Account	Description
Library Fund						
Library & Leisure - Admin						
	22505500	511000 Salaries	3,940			
	22505500	516000 Stipend	9			
Library						
	22505510	511000 Salaries	49,825			
	22505510	512000 Salaries - Part Time	3,792			
	22505510	522000 Social Security	953			
Rec Programs						
				58,519	22505530	513000 Salaries Temp/Seasonal
Total Library Fund			58,519	58,519		
Grand Totals			2,020,099	2,020,099		

I hereby certify that the amounts are available for transfer per the guidelines established by the Town Council.

Finance Director *[Signature]* 11/15/23

Town Manager *[Signature]* 11/17/23

Agreement No.

MASTER AGREEMENT

**BETWEEN
THE STATE OF CONNECTICUT
AND
THE
TOWN OF**

**REGARDING THE INSTALLATION OF
FIRE SUPPRESSION STANDPIPE SYSTEMS
ON BRIDGES AT VARIOUS LOCATIONS**

THIS AGREEMENT, concluded at Newington, Connecticut, this day of
, A.D. 2023, by and between the State of Connecticut, Department of Transportation,
Garrett T. Eucalitto, Commissioner, acting herein by Scott A. Hill, P.E., Bureau Chief, Bureau of
Engineering and Construction, duly authorized, hereinafter referred to as the “State,” and the Town
of , acting herein by, its , hereunto duly authorized,
hereinafter referred to as the “Municipality” (hereinafter collectively referred as the “Parties”).

WITNESSETH, THAT:

WHEREAS the Municipality and the State agree that providing fire protection
on bridges that are part of the National Highway System is prudent; and

WHEREAS the Municipality and the State agreed to the installation of a Fire
Suppression Standpipe System, hereinafter referred to as the “System”, on bridges at the locations
listed in "List A", in the Town of and

WHEREAS the installation of the System(s), requires that the Municipality and
the State enter into an Agreement for installation, maintenance, inspection and testing of the
System(s); and

WHEREAS the Commissioner has, in accordance with the Connecticut General
Statutes Section 13b-26, the power to make such alterations in the State Highway System as he
may, from time to time, deem necessary; and

WHEREAS the State and the Municipality wish to memorialize their
understandings concerning their respective duties, rights, liabilities and obligations whenever the
Commissioner of Transportation determines that the System(s) will be installed on bridges that are
part of the State Highway System.

NOW, THEREFORE, FOR GOOD AND OTHER VALUABLE CONSIDERATION:

THE PARTIES HERETO AGREE AS FOLLOWS:

Section 1: Definitions

- 1.01 The term “Claims” as used herein is defined as all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.
- 1.02 The term “Municipality Parties” as used herein is defined as a Municipality’s members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Municipality is in privity of oral or written contract and the Municipality intends for such other person or entity to perform under the Agreement in any capacity.
- 1.03 The term “Records” as used herein is defined as all working papers and such other information and materials as may have been accumulated by the Municipality in performing the Agreement, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda, and correspondence, kept or stored in any form.
- 1.04 The term “State” as used herein is defined as State of Connecticut, including the Department of Transportation (“Department”), and any office, department, board, council, commission, institution or other agency or entity of the State.

Section 2: The State Shall:

- 2.01 Furnish and hire a Contractor to install the System(s) including piping, valves, drains and any appropriate items required for the installation and inspection of the System(s) as part of construction contracts administered by the State.
- 2.02 Provide the Municipality with plans and specifications of the System(s) for review and comment during the design process on projects where design is performed by the State, either through “in-house” design forces or by a consulting engineer hired by the State.

Section 3: The Municipality Shall:

- 3.01 Furnish and hire a Contractor to install the System(s) including piping, valves, drains and any appropriate items required for the installation of the System(s) as part of construction contracts administered by the Municipality.
- 3.02 Provide the State with plans and specifications of the System(s) for review and comment during the design process on projects where design is performed by the Municipality, either through “in-house” municipal design forces, or by a consulting engineer hired by the Municipality.

- 3.03 Assume all responsibility, liability, and all costs associated with the proper maintenance, testing, and operation of the entire System(s) listed in “List A”, upon completion of the construction and acceptance of the System(s) listed in “List A”, to the satisfaction of the State and the FHWA. The maintenance of the functional aspects of the System(s) listed in “List A” shall be done in accordance with the needs listed in the Municipality’s latest test report.
- 3.04 Respond promptly with fire fighting vehicles to fire calls at any of the bridges listed in “List A” attached hereto and incorporated by reference. The Municipality recognizes the necessity of responding to all fire calls as quickly as possible and will, therefore, arrange for the most efficient and practical response to the fire calls, whenever the need occurs at any of the bridges listed in “List A” herein and their immediate approaches.
- 3.05 Test the System(s) listed in “List A” subject to the following requirements:
- (a) Testing shall be conducted in conformance with the National Fire Protection Association (NFPA) codes. Testing shall preferably be conducted in the Spring, not in winter months nor during periods of prolonged temperatures at or below freezing. The testing shall be conducted so that no road hazards or undesirable conditions to traffic are created such as ponding of water or encroachment of water into the travel way.

If vandalism or tampering has occurred, testing shall be conducted after the System(s) has (have) been repaired and restored to working condition.
 - (b) Prior to conducting any test, the Municipality shall secure a permit to enter the right-of-way of the State Highway from the State's District Maintenance Director.
 - (c) The equipment used to test the System(s) normally will be allowed only on the secondary road crossed by limited access highways. Upon approval from the State, the testing equipment may be allowed on a limited access highway in certain circumstances, however, testing will be limited to off peak hours determined by the State and will be subject to appropriate traffic control being provided by the State.
- A written report of each test performed at each site shall be kept on record by the Municipality for a minimum of five (5) years. The reports shall indicate the date of the test and the results.
- If any component of the System(s) listed in “List A” is (are) not functioning properly, the Municipality shall arrange for the repair of the System(s) with the State immediately by the Municipality.
- 3.06 Drain and/or flush the System(s) after each use. If the System(s) contain(s) valves, the valves will be left in the open position after use or testing to prevent freezing damage to the System(s). After each use, for whatever reason, the Municipality shall notify the Manager of Bridge Operations, at telephone number (860) 594-2634.

- 3.07 Conduct an initial test of the System(s) upon completion of the installation and accept the System(s) as a municipally owned facility.
- 3.08 Provide the water supply for the System(s) and any ancillary equipment required to bring the water to the point of connection to the System(s).
- 3.09 Agree that nothing in this Agreement shall preclude the Municipality from asserting its Governmental Immunity rights in the defense of third-party claims. The Municipality's Governmental Immunity defense against third party claims, however, shall not be interpreted or deemed to be a limitation or compromise of any of the rights or privileges of the State, at law or in equity, under this Agreement, including, but not limited to, those relating to damages.
- 3.10 Comply with all mandated "State and Federal Statutory and Administrative Requirements" set forth in (Exhibit A), "State of Connecticut Required Provisions Municipality Agreements" set forth in (Exhibit B) and comply with the provisions contained in the Department of Transportation's "Policy No. E&C-39" set forth in (Exhibit C) attached hereto and made a part hereof, and all Schedules attached thereto which are also hereby made a part of this Agreement.
- 3.11 Agree that where the Municipality is self-insured, the Municipality may request that the State accept general liability insurance coverage provided under a self-insurance program. If requested by the State, the Municipality shall timely provide to the State evidence of its status as a self-insured entity and describe its financial condition, the self-insured funding mechanism, and the specific process on how to file a claim against the self-insurance program. If the State determines, in its sole discretion, that such self-insurance coverage is acceptable, then the Municipality shall assume any and all claims as a self-insured entity and shall not be required to obtain general liability insurance from an insurance company.

(a) Where a Municipality is self-insured, the Municipality shall name the State as an additional insured on the Municipality's excess liability policy (e.g., umbrella policy).

Section 4: The State and the Municipality Mutually Agree:

- 4.01 In the event the Municipality desires to add or delete a bridge (or bridges) to/from the "List of Bridges with Fire Suppression Standpipe Systems" (List A) attached hereto, at some later date, the Municipality shall do so by forwarding an explanation regarding the requested change(s) to the Transportation Engineering Administrator, in writing. Such change(s) shall be approved upon receipt of a letter stating so from the Transportation Engineering Administrator.

The letter shall contain, but shall not be limited to, any pertinent information regarding such change(s) to "List A" herein, and a statement that the funding for additional installation(s) of System(s) (if any) will be provided for in accordance with the Exhibit C. In the event the Municipality is required to participate in the funding for installation(s) of System(s), the letter will include a request for a demand deposit from the Municipality.

- 4.02 That each party will be responsible for its respective costs.
- 4.03 That this Agreement, when fully executed by both Parties hereto, shall constitute the entire agreement between the Parties regarding the installation, maintenance, inspection and testing of the System(s) listed in "List A".
- 4.04 That neither party hereto shall be liable for default or delay caused by any occurrence beyond its reasonable control, including, but not limited to, fires, strikes, accidents, delays of common carriers, and acts of God.
- 4.05 That the validity, interpretation, and performance of this Agreement shall be governed by the laws of the State of Connecticut.
- 4.06 That any Official Notice from one such party to the other such party, in order for such notice to be binding thereon, shall:

(a) Be in writing (hardcopy) addressed to:

(i) When the State is to receive such Notice -

Commissioner of Transportation
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546.

(ii) When the Municipality is to receive such Notice -

Town of

, Connecticut

(b) Be delivered in person with acknowledgement of receipt or be mailed by the United States Postal Service - "Certified Mail" to the address recited herein as being the address of the party to receive such notice; and

(c) Contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "Official Notice," as used herein, shall be construed to include, but not be limited to, any request, demand, authorization, direction, waiver, and/or consent of the party(ies) as well as any document(s), including any electronically produced versions, provided, permitted, or required for the making or ratification of any change, revision, addition to, or deletion from, the document, contract, or agreement in which this "Official Notice" specification is contained.

Further, it is understood and agreed that nothing hereinabove contained shall preclude the Parties from subsequently agreeing, in writing, to designate alternate persons (by name, title, and affiliation) to which such Notice(s) is (are) to be addressed; alternate means of conveying such notice(s) to the particular party(ies); and/or alternate locations to which the delivery of such Notice(s) is (are) to be made, provided such subsequent agreement(s) is(are) concluded pursuant to the adherence to this specification.

- 4.07 That the State shall have the right to terminate this Agreement within thirty (30) days advance notice, in writing, to the Municipality.
- 4.08 That the sole and exclusive means for the presentation of any claim against the State arising from or in connection with this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims against the State) and the Municipality further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
- 4.09 That the Parties deem the Agreement to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Agreement to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Municipality waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

The Parties acknowledge and agree that nothing in the Agreement shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Agreement. To the extent that this paragraph conflicts with any other paragraph, this paragraph shall govern.

Agreement No.

The Parties have executed this Agreement by their duly authorized representatives on the day and year indicated, with full knowledge of and agreement with its terms and conditions.

STATE OF CONNECTICUT

Department of Transportation

Garrett T. Eucalitto, Commissioner

BY: _____

Scott A. Hill, P.E.

Bureau Chief

Bureau of Engineering and Construction

Date: _____

Town of

BY:

Sign Name: _____

Print Name:

Print Title:

Date: _____

List A

TOWN OF

**LIST OF BRIDGES WITH FIRE SUPPRESSION STANDPIPE SYSTEMS WHICH WILL BE
MAINTAINED BY THE MUNICIPALITY**

<u>BRIDGE NO.</u>	<u>LOCATION</u>	<u>STATUS OF INSTALLATION</u>
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