



**MINUTES
TOWN COUNCIL
REGULAR MEETING**

March 4, 2024

7:00 PM - Council Chambers

https://youtube.com/live/gN_3frMulc4

1. PRAYER - Jim Nasuta

A prayer was made by Councilor Nasuta.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

Absent: None. Deputy Mayor Pyznar attended remotely.

Also Present were Town Manager, Christopher Bromson; Assistant Town Manager, Steve Bielenda; Interim Town Attorney, Tom Tyler; Director of DPW, Donald Nunes; Director of Social Services, Cynthia Guerrerri; and Town Clerk, Sheila Bailey.

4. FIRE EVACUATION ANNOUNCEMENT

- The fire evacuation was announced.

5. MINUTES OF PRECEDING MEETINGS

- Special Meeting - February 20, 2024

MOTION #6880 by: Cynthia Mangini seconded: Douglas Finger to accept the minutes. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6880** adopted. Yes: Gina Cekala, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: Robert Cressotti.

- Regular Meeting - February 20, 2024

MOTION#6881 by: Cynthia Mangini, seconded: Douglas Finger to accept the minutes. Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #6881** adopted. Yes: Gina Cekala, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Lori Unghire No: None Abstain: Robert Cressotti, John Santanella.

6. SPECIAL GUESTS (Maximum 15 Minutes)

- Lewis Fiore and Tom Kienzler, Registrars of Voters

Registrars of Voters Lewis Fiore and Tom Kienzler spoke regarding the upcoming Presidential Preference Primary on April 2, 2024. Mr. Fiore informed residents that the hours of voting at the polls would be between 6am and 8pm, at the Enfield Street School, Henry Barnard School, JFK Middle School and the Annex, depending on the district the voter resides in. School will not be held that day. Residents were reminded that because it is a Democratic and Republican Primary, only members of those two parties are eligible to vote in the primary. The 90-day window for voters to switch from one major party to another has passed. Unaffiliated voters looking to join a major party will have until noon on Monday, March 25th to do so. Absentee ballots will be available on March 12th from the Town Clerk's office.

Mr. Kienzler spoke about Early Voting in Connecticut and what it means for Enfield residents. The Early Voting period is held during a four-day period starting Tuesday, March 26th through Thursday, March 28th, closed for Good Friday on March 29th, and then resumed on Saturday, March 30th. Voting will take place in the Enfield Room at the Town Hall between the hours of 10am and 6pm. Proper polling place signage will be placed in accordance with state law, and there will be no soliciting or loitering within the 75ft area. The Scitico Room will be available for meetings and the break room will be available for staff.

Councilor Santanella asked if signage would be outside the Town Hall or around town to let residents know that early voting would take place. Mr. Fiore clarified that Early Voting signage would only be in front of the Town Hall as it is the only early voting polling place in town. Mr. Kienzler asked if the Town Manager's Facebook page and website could put up a PSA regarding early voting as a way to let residents know of this option. The Secretary of the State's office was supposed to take the lead in advertising the early voting option in all towns across the state. Both registrars stated that they are continuing to reach out to the Secretary of State for guidance regarding advertising.

Councilor Ludwick asked about the chain of custody of the ballots and why there was a break for Good Friday and a continuation on Saturday. Mr. Fiore explained that the hours and days of early voting were decided by the state legislators and not by the registrars or the new Secretary of the State. Mr. Kienzler further explained that every early ballot will be contained in a sealed envelope, which will then go into a locked, fireproof cabinet overnight. The Town Clerk will retrieve the ballots the following morning and will place them in the vault until they are counted on Election Day. The registrars explained how they will cross-check the early voting and absentee voting lists ensuring that no voter would be able to vote

twice in the same election.

Councilor Finger asked if the town's A-frame signs could be utilized across town to let residents know about early voting.

7. PUBLIC COMMUNICATION AND PETITIONS

Bill Hosley, 30 Old Abbe Road

Mr. Hosley, a thirty-year resident of the town and member of the Enfield Historical Society, stated that the town recently hired a new tourism director. He stressed the importance of tourism as well as saving the Martha Parson's house from being sold off and the collections dispersed, as Ms. Parson donated her family's 18th century house and possessions. In the past, the home was opened to the public seasonally on Sundays from 2-4pm, but due to the lack of programs and promotion, it's not very accessible. Mr. Hosley and his wife have over eighty years of combined museum operations experience at several Connecticut museums and historical societies. Mr. Hosley offered a plan to help turn things around for the Martha Parson house and said that successful museums utilize marketing, advertising, fundraising, volunteering, public programming and a passion and understanding of the subject. He said everyone should visit the Enfield Historical Society Museum in the old town hall and that, as of late, there are only 120 paying members who pay a membership fee of \$10.

Diane Stelmat, 18 Clear Street

Ms. Stelmat stated she had reached out to Senior Services earlier in the day to make an appointment with the Senior Minor Repair Program and was disappointed to hear that the program was no longer in operation due to liability concerns. She was provided a phone number for a group called "Your Community Cares" with no other information. She spoke about the positive services she has received from Senior Repair in the past. She asked if other volunteer programs in town will also cease operations because of liability concerns.

Jennifer Krasinkiewicz, 209 Abbe Road

Ms. Krasinkiewicz stated she originally appeared before the Council back on November 20, 2023 with her neighbors and at that time they did not know what was in store for the farmland surrounding their homes. She explained that the land has been surveyed and sifted with no notification to herself or her neighbors. Ms. Krasinkiewicz stated that after the Council meeting, she was hopeful that the town had heard her concerns and that they would work within their powers to stop the land from becoming an eyesore and future solar farm. After the meeting she received a priority mailing dated November 20th, as notice of being an abutter to the property and per the letter was asked to wait for the formal intention from the solar company to file a Petition of Declaratory Ruling with the Connecticut Siting Council.

She explained that she is not against solar farms but is against losing precious farmland to solar farms.

The life expectancy for solar farms is twenty to thirty years and after that time the land is no longer suitable for farming. The US has no plan for solar panel destruction or disposal and the life of a solar panel is actual 40% less than originally anticipated. She is concerned about the destruction to local flora and fauna, wildlife and ecosystems, as well as potential long-term health consequences. She asked the Council and members of the community to stand together to fight against more solar farms in town and looks forward to having the Intervenor speak on their behalf.

Mary Ann Turner, 7 Meadow Road

Ms. Turner encouraged residents to visit the Martha Parson house and explained that Enfield cannot afford to lose any more of its heritage. They are working hard to revamp the Hazardville Institute and Thompsonville's downtown. She stated that the Economic Development Commission supports historic buildings, artifacts and parks as those are things that draw people to the community. Ms. Turner said she would be purchasing her membership to the Enfield Historic Society to show support, now that she knows the cost and asked the Council to have the Historic Society attend a meeting. The town cannot afford to lose the Martha Parson house.

Danielle Girard, 18 Edgewood Drive

Ms. Girard stated that since the discussion of armed guards two weeks ago, full transparency with the public has not been provided as promised. It is a sensitive topic concerning school security that cannot be shared with the public. She asked why the resolution had not been included in the agenda packet, since that would have been a perfect opportunity for transparency. She stated that after the installation of armed guards in the schools last time, it was not well received. The public has not had an opportunity to discuss concerns or other options.

Ms. Girard also requested an update on the Powder Hollow project, the lights at Brainerd Park, field assessments, and the high school drainage repair project, and asked if the status of these projects can be listed on the Town Manager website.

Amanda Pickett, 33 Guild Street

Ms. Pickett clarified that she does support school security, but no other security options were explored outside of armed guards. The idea did not come from the Board of Education and is not cost neutral. She does not believe that spending \$1M on armed security without engaging the public or exploring other options that could meet the needs of students and

staff, is doing the right thing. She asked the Council how they were going to fund this without raising taxes and where they were going to make cuts. She explained that education needs to be fully funded and any cuts would have to come from different areas.

George Young, 8 Holly Lane

Mr. Young stated that he was provided information from the Finance Department and spent time figuring out how the mill rate is computed. He said to find the figure you just divide the gross taxes needed to cover expenses by the net taxable Grand List as adjusted and that gives you the factor. The mill rate is per \$1,000 of valuation, and you multiply the factor by 1,000 which is used for your real estate and personal property, which is 30.56 for fiscal year 2024. He explained that the state has capped the rate for motor vehicles at 29.21. The town has increased its budget from \$72.1M in fiscal year 2023 to \$77.4M in fiscal year 2024, an increase of \$5.3M, which he believes accounts for the \$5M fund balance used to meet town expenses. He stated the Board of Education budget went from \$73.3M in 2023 to \$75.9M for fiscal year 2024. In one year, there was a total increase of \$7.9M that taxpayers had to fund. He told the Councilors he was not happy with the increase on his taxes and that there was a total assessment valuation increase of over \$33M resulting in the town's valuation of \$3.7B on October 1, 2023. Mr. Young stated the Council will have to do some adjustments from now until 2025 in order to maintain the same mill rate, because as of October 1, 2024, the net taxable value was not higher than October 1, 2023. It was estimated that when the WPC separated over five years ago, that the town would receive \$390,000 per year from the WPC for services from the Town Attorney, Town Manager and others. He reminded the Council that the amount the WPC pays out is what gets covered in the quarterly water and sewer usage bills. He would like to see the estimates more in line with the costs associated with them and he hoped he was able to simplify the process for the Council. He also would like to see the departments looked at accordingly along with employees to see if they are needed and could be used to cut expenses.

John Cox, 215 Abbe Road

Mr. Cox stated that he was there to speak about the solar farm and petition to the CT Siting Council, Petition No.1611. All the information is available online for viewing, including nine different segments: site plan, equipment specifications, operations and maintenance plan, decommissioning plan, abutters notification, certificate of surface, environmental assessment, noise analysis, and carbon debt. He posed a few questions, one regarding the operations and maintenance plan called the "Spill Prevention, Control and Countermeasures Plan" which is to prevent hazardous materials from being released into the environment. Within this plan they would need to have any immediate spills reported right away to DEEP and any other regulatory bodies. There is also monitoring twenty-four hours within this plan covering the solar cells themselves but does not mean that an

individual is in the area to oversee any potential materials leaks. He mentioned he has a well on his property that is below grade of the proposed site and does not want to drink contaminated water. The life expectancy of these solar farms is on average twenty-five to thirty years and the Decommissioning Plan does not specify what would happen after that time. The environmental assessment mentioned the DEEP aquifer protection area, and while it is not in the area as outlined by DEEP, it is fairly close, and it is above the same sediments. Mr. Cox stated that because the sediments are sand and gravel, water travels pretty quickly through the ground in that area and he does not want to be drinking hazardous materials.

CT DEEP decided where the aquifer protection areas are based on the United States Geological Survey and on the CT State Surficial Geology map it shows the area of the proposed site plan has a very similar surficial geology to the area that has been selected by DEEP for the aquifer area, which happens to be just right outside of where the site is. Within his research, it does not appear as though they have discussed groundwater which is a concern of his. He said that the land within the site is prime farmland and if that is lost, how much is the town willing to let go of and what are the implications. It was recommended that the Department of Agriculture gets involved to provide input on the petition and retaining as much topsoil as possible.

Mr. Cox stated that the definition of farms in the General Statutes, relates to the cultivation of the soil for agricultural or horticultural commodities and nothing should be restricted by the local zoning authorities. The area in which he lives is zoned R-44, meaning it is residential with opportunities for farming as long as a special permit is pulled for utilities within that zoning area. He asked if the town could step in to see if they had authority under Council or by-laws to ensure that at a state level the laws that are written are followed to keep the town safe.

Robert Buczkowski, 21 Francis Avenue

Mr. Buczkowski stated he fully supports the idea of armed guards at the schools, and he would like to see active duty armed Enfield police officers with arrest powers. He would like to see the town fund the guards and not the BOE. He also stated that in the event of an active shooter, an active-duty officer would be the most qualified for the position. He mentioned that fortification of infrastructure including door locks and cameras should be considered, since currently some classroom doors don't even lock from the inside. Mr. Buczkowski also spoke against the school libraries having inappropriate books with adult themes for middle school children, Pajama Day, and drag events for children.

Angela Foss, 16 Crescent Beach Drive

Ms. Foss stated that she went on the town website and noticed there was no bidding listed for the Parkman School roof and it was her hope that she would see that soon, since the roof is in dire need. Ms. Foss also included a packet which contained the minutes of the March 2021 Special meeting, aerial pictures of the Parkman roof, a breakdown of the roof replacement plan, and a letter from the Parkman Physical Education teacher.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel said that there has been recent activity started on the railroad tracks since the last meeting. He believed the state lied to the Council about the project and he finds it unlikely that East Longmeadow would tear up a brand new bike path so that rail tracks could be laid back down.

Mr. Kruzel said that his predecessor on the BOE used to say that Enfield's special education was getting shorted by the state, as it should be funded 100% by the state but has not been fully funded in over twenty years. He also said that the Four Chaplains mass had 209 people in attendance and Lucien LeFevre did a fantastic job speaking on the history. He noted that Enfield is the only town in the country who celebrates the Four Chaplains, and he would like to see 300 people next year.

Peter Jonaitis, 3 Farmstead Circle

Mr. Jonaitis stated that the agenda posting for the BOE meeting did say that they would be discussing school safety and five people spoke against armed guards. Mr. Jonaitis hoped that the town could do something for the residents of town who are in close proximity to the proposed solar farm. He agreed with the flag policy decision and mentioned that the presenter at the last Joint Facilities meeting did a great job explaining the bidding process which can take up to six months.

Luis Martin, 32 Jackson Road

Mr. Martin, resident and teacher at JFK Middle School, asked the Council to support the proposed education budget, as there are no increases or decreases to programs or staff. He stated that he had to purchase pencils for his classroom, and though insignificant, it is an expense that should be covered by the budget.

George Young, 8 Holly Lane

Mr. Young referenced a public notice that was put in the paper on February 29th, 2024 asking for bids for the redevelopment of Nathan Hale. He doesn't believe the Council is transparent and wondered where the money will come from. He also doesn't agree with armed guards at the schools and said that the cost should be discussed with the residents. He stated that if BOE funds to support the unarmed guards ran out, then he believes the

Council should fund it and not the BOE. Mr. Young said he feels that after the last BOE meeting, members felt bullied by the Mayor into "falling in line". He wanted to see both sides come together to form a consensus on how to move forward to strengthen school safety.

Angela Foss, 16 Crescent Beach Drive

Ms. Foss asked the Council to fully fund the education budget.

8. COUNCILOR COMMUNICATIONS AND PETITIONS

Mayor Nelson addressed Mr. Young and said that the Council voted for armed guards at the schools and not just himself. Mr. Nelson also mentioned that he had met with the Enfield Historical Society and Mr. Hosley. He asked Mr. Hosley to make a plan to save the Parson House and present it to the Council as a special guest. Mr. Nelson said that \$1M to insure the Senior Minor Repair Program was not worth the cost to provide the free services. Volunteers on town property are covered under the town's umbrella policy, but not on personal property. Mr. Nelson also stated that he believed John Cox was the perfect person to be considered to act as Intervenor and would make a great representative for the town. He would be willing to attend the meetings with him and Councilor Ludwick.

Mr. Nelson said that in the BOE 8.6% budget that was brought up by Ms. Pickett there was no mention of school security funding and that no BOE members voted to amend the budget. He also stated that the Council has not received a budget yet from the BOE to consider for approval. Mr. Nelson also replied to Ms. Foss and said he would get an update on the roof project, as they were under the assumption that the roof was not leaking, and the town had time to go out to bid. Mr. Nelson asked the Town Manager for an update on the Roads 2021 schedule to be completed over the next few years. He said that once winter is over, it is their goal to have the lights working at Brainerd, the fields playable at Powder Hollow, and the drainage completed at the high school.

Councilor Santanella asked if the ARPA tab on the town website had been updated to show what the money had been spent on. Town Manager Bromson responded that he would follow up with the Finance Director. Mr. Santanella said that outside of premium pay for firefighters, town employees, and teachers, the ARPA money was not used to fund operations but was used on projects like the bandshell, overdue police cruisers, ballfields and other things that were not personnel. The reason the grant funds were not used on people is because down the road it creates a hole in the budget. He would like to have the public see exactly what the ARPA funds were used on.

Mr. Santanella said he has been reaching out to outside organizations that may be able to house the Senior Repair Program and he needs a bit more time. He further spoke about

the armed guards at the schools and said that the issue lies within the underfunded budgets that have been set for the schools over the last decade. He said the amount of money that is spent to educate each individual child is among the lowest in the state. The reason the armed guards were picked up by the Council was because when cuts were being made from the school budget, it was either cut \$800,000 from the teachers or the same amount from the guards at the schools. He said that when he attends the Joint Securities meetings the information is sensitive, so he rarely takes notes and because of that, he does not share the information with his caucus unless it's absolutely necessary. The discussion of armed guards never came up previously as a need and other options were never explored. He felt the public deserved to have more say in the matter. Mr. Santanella encouraged the residents to pay attention to the Charter Revision, because there are significant things that need to be evaluated and changed.

Deputy Mayor Pyznar said she understood as a former insurance worker that the liability to hold insurance for the Senior Repair Program would far exceed the benefit but as a resident, she is disheartened that the program had to end. Ms. Pyznar said she would work with Senior Services and other vendors to see if there was a way to maintain parts of the program. She thanked the past and present volunteers for their dedication and hard work, and she will do all she can to provide seniors with similar program.

Councilor Cekala empathized with the residents surrounding the solar farms and said they will work within their capacity to help. Ms. Cekala also said she was frustrated to see the Senior Repair Program disband after being around for so many years, with liability being the concern. She stated that she has supported the BOE budget year after year, although she feels they are not funded enough. She explained that the reason Parkman School got pushed until 2024 was so that the roof was age eligible for state reimbursement to avoid having to do it in two phases. They are working with the appropriate people to complete the reimbursement paperwork for the state, and they are working hard to get the project completed. Ms. Cekala further stated that Pajama Day is a wonderful fundraiser for cancer research and to insinuate that it's anything other than that is disgusting and ridiculous.

Councilor Mangini said she was disappointed in the way the school security plan was rolled out. In the past when she was on the subcommittee that they would meet and discuss issues and those issues would then get brought to Council in Executive Session. From that point they would discuss whether those issues would get brought to a vote, unlike how the resolution was brought to the Council this past time. Ms. Mangini said she can appreciate Mr. Santanella keeping the security information "close to the chest" but that at some point it needs to be brought to entire Council.

Ms. Mangini stated that she would like to join Mr. Hosley's group to help save the Martha Parson house and it's important because of the historical significance in Enfield. Ms. Mangini echoed Ms. Cekala's statement about the Senior Repair Program being around for a long time and now it being an issue to insure it. She hoped that they could have a hold harmless agreement or MOU agreement drafted with the people doing the work because it was of benefit to the elderly and disabled community.

Councilor Cressotti shared a letter from Dave Goyette, co-founder of the Enfield Minor Repair Program, stating that the program has served over 2,000 residents. They were notified late last week that due to insurance regulations they needed to cease operations immediately and he was saddened to see the program end. Mr. Cressotti asked if any claims had been filed since the implementation of the program that would have caused the program to be shut down and he wanted to know if the \$1M increase was for the entire town or just this program. He said that because of this decision, all volunteer programs need to be examined to see if best practices are being used. Enfield has a great Social Services program and Enfield may now have to rely on the Manchester based program "Your Community Cares" to help keep the Senior Minor Repair Program in operation.

Mr. Cressotti stated that he supported the education budget, and it was unfortunate that there was no discussion around armed guards versus security guards. During discussions, the Superintendent and Assistant Superintendent mentioned they could not fund the security guards and the town said they would. He is not in favor of armed guards but of school security and would also like to see some of the money go towards mental health education. He also participated in Read Across America at Stowe Early Learning Center and had a wonderful time reading Dr. Seuss books with the preschoolers. He congratulated the Enfield Stars from Allied for their participation in the Winter State Games, stating it was a great weekend and the Connecticut Chasers ice hockey team hosted the Eastern Shore Jumbos making for an exciting game. Mr. Cressotti said he stands behind the residents concerned with the solar farms.

Councilor Hendrickson stated that as a first-time councilor, he spent time watching previous meetings, so he understands how important the budget is. Mr. Hendrickson has worked with budgets in his past jobs and stated that there is typically more pushback versus the approval he has seen. He said it is the department heads' job to go to the Council and ask for money and it is the job of the Council to make sure that the town can afford it, the taxpayers can afford it, and that a budget can be agreed upon that is payable. He explained that the Council needs to review fixed and non-fixed costs to make sure that they come up with the best plan. He said it is irresponsible to keep saying the town can approve every budget.

Councilor Nasuta told the Town Manager that he received a call that the streetlights on Freshwater Blvd down to Eppendorf are currently not working and the residents don't feel safe driving down the road in the dark.

Councilor Finger asked if the barcode on the panhandler signs around town had been fixed so they can be scanned. Mr. Finger asked for clarification about the Parkman roof having to go out for bid. He made it clear that no one bullies him or any other Council members and that his decisions are his alone.

Councilor Unghire agreed with Mr. Hosley and Ms. Turner about how important the Martha Parson house is to the town and asked the residents to come together to come up with ideas to save it. Ms. Unghire stated that she worked for many years alongside Councilor Cressotti on the Commission on Aging, and she has many ideas she would like to bring forward to help see the Senior Minor Repair Program continue.

Councilor Ludwick asked what the deadline was for the Senior Circuit Breaker Tax Credit and if it could be put online so that the seniors would know to go to Alcorn to apply. Mr. Ludwick thanked Donald Nunes for putting together a spreadsheet of all the taxpayer funded projects in town and believed it should be made available to residents. He reassured residents that the town is tracking their money.

Mr. Ludwick formally requested a Public Hearing to discuss the Intervenor Status and mentioned that Zach Zannoni had put together a nice presentation and letter. Mr. Ludwick said he would take this issue as far as he could to prevent the solar farm from coming to Enfield and will legally fight alongside Mr. Zannoni, exhausting all legal municipality authority. He reminded residents that at the February 5th special meeting in the Scitico Room, Item C: Matters Concerning Security, the entire Council and BOE received the presentation and not just the subcommittee and that information is public. He would like to show the public how much the Enfield taxpayer is funding the education budget and asked what residents feel would be a fair number to spend per child on education.

Mayor Nelson explained he already reached out to the Town Manager a week ago to get the numbers at budget time to show the true costs. He asked if the numbers for education the past two years were so bad, why didn't the prior administration raise the education funds. He said he was not willing to let the children go without security and that the public was made aware of the discussions. He stated that the BOE 8.6% did not contain security and said they could have asked for upwards of 12-15% to include security, but they just cut it from the budget completely. Mr. Nelson said that he asked the questions of who was

the licensee for the Senior Repair Program, as a contractor must hold a license, and who held the liability and workers compensation back when former Town Manager Ellen Zoppo-Sassu was in office. He said that the program could be run from someone's home if they choose, but it can not be under the umbrella of the town's insurance.

9. TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Christopher Bromson expressed his excitement in regard to the town hiring a new Economic Development Director and is looking forward to his start date in early April.

Mr. Bromson said that the Nathan Hale School has received quite a bit of interest, and he wanted to be able to bring forward all projects to the Council based on their merits, financial backing, as well as possible zoning impacts in the surrounding area now that the property could be sold versus given away. He would like to update the DPW webpage with a link to the Town Manager's page to alert the residents of DPW projects including when the project went out to bid, when the bid was awarded, and project timelines.

Mr. Bromson stated that in regard to the Senior Minor Repair Program, an opinion had been issued back in 2017 explaining that waivers for the volunteers and homeowners should have been provided but had since fallen by the wayside. During their yearly meeting with CIRMA to discuss reinsurance for Worker's Compensation and Liability and Property insurance, CIRMA asked to review more information concerning the program. He does not believe, based on CIRMA's concerns about liability, that the program can continue due to the costs for supervision, background checks, and licensure. Mr. Bromson said that they will revisit the program with a cost estimate, but he believed it was prohibitive. He explained that in the past there was a Worker's Compensation claim submitted that caused CIRMA to raise the premium on Worker's Compensation \$1M the following year as well as an additional \$2M the year after, which had caused the town to be priced out of the market. The town subsequently had to switch to Traveler's Insurance and lower the frequency and intensity of claims to become marketable again. Considering the risks of the Senior Minor Repair Program, CIRMA doesn't want to underwrite it at all. Under the advice of the Town Attorney, the program has been terminated. He thanked the volunteers and apologized for the passing of the program, and he hopes to find a solution for the seniors in the future.

10. TOWN ATTORNEY REPORT

Interim Town Attorney Tom Tyler stated that he spoke with the Vice President of Underwriting at CIRMA to discuss the ramifications and their concerns regarding the Senior Minor Repair Program. His main questions were whether the program would be covered and what the cost would be to do so and, unfortunately, he was never able to get a price because the risks would have been too difficult to cover. He said that at a minimum, in order to obtain a reasonable premium, the town would need to hire at least one person to oversee the program, who would then be in charge of background checks for volunteers. Mr. Tyler explained that once the insurance company raises your rates for claims, that rate will remain or increase for about ten years. Luckily, no claims have been filed against this program, but to prevent any issues going forward, the town should look into alternatives and have them reviewed by the Town Attorney's office. He clarified that this opinion only applies to this program and does not apply to other volunteer programs within the town.

Mr. Tyler wanted to remind everyone that the Assistant Town Attorney Mark Cerrato was working on the solar farm issues and is currently composing a letter applying for Intervenor status. He asked Jennifer Krasiniewicz and John Cox to reach out to the Town Attorney's office for additional information.

Mr. Tyler stated that the Town Clerk, Sheila Bailey, put together a list of proposed dates for the Charter Revision Commission. Mr. Tyler clarified that nothing would need to be initiated until August of 2024 in preparation for the 2025 General Election.

11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Hendrickson stated that the General Government and Finance Sub-committee met on February 23rd with Councilors Cekala and Ludwick and discussed possible tax credits for farmers. Tentatively, there is a forum for farmers and the public scheduled for Wednesday, April 3rd at 6:30pm in the Scitico Room. Members of the Agriculture Committee and Connecticut Farm Bureau will be in attendance.

Mayor Nelson and Councilor Cekala met with Zen Leaf to discuss the future partnership and blighted property at the former Outback Restaurant, which was cleaned up within two days of the notification. They are currently working on their Social Equity Plan, a requirement of their license, which would provide roughly \$15,000 to \$20,000 in funds to the town. He said that he, Councilor Santanella, and Deputy Mayor Pzynar decided that since the \$20,000 would come from a drug product, they would like to see the money used for a social or caseworker to work alongside the police department to help with opioid overdoses. The police department shared that 99% of people who overdose refused treatment or even future care at the hospital. On April 4th, Zen Leaf will hold a televised

meeting at the Town Hall for the public to discuss where the residents would like to see the funds utilized.

12. UNFINISHED BUSINESS

A. Request for Transfer of Funds for Custodial Supplies - \$100,000

RESOLUTION #6882 by: Michael Ludwick, seconded: Cynthia Mangini.

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 - CUSTODIAL MAINTENANCE

Salaries	10300345 - 511000	\$100,000
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TO: GENERAL FUND - CUSTODIAL MAINTENANCE

Custodial Supplies/Materials	10300345 - 561500	\$100,000
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I hereby certify that the above-stated funds are available as of 2/14/2024 by John A. Wilcox, Director of Finance

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6882** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: Douglas Finger.

B. Resolution to Approve Twelve New Job Descriptions in the Police Department

RESOLUTION #6883 by: Robert Cressotti, seconded: Cynthia Mangini.

BE IT RESOLVED that the Enfield Town Council does hereby approve the above-referenced twelve new job descriptions. ***Copies of the job descriptions are appended to these minutes.***

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6883** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

C. Resolution Authorizing the Town Manager to Sign an Application for and Enter into an Agreement with the Substance Abuse and Mental Health Administration (SAMHSA) for a Partnership for Success Grant for FYs 2025-2029, Pending Contract Review by the Town Attorney's Office.

RESOLUTION #6884 by: Cynthia Mangini, seconded: Robert Cressotti.

WHEREAS, The Substance Abuse and Mental Health Administration (SAMHSA) published a NOFO inviting applications for their Partnership for Success grant

WHEREAS, Social Services has prepared a non-binding application to submit by the February 21, 2024 deadline for funds that will be available to the Town in Fiscal Years 2025-2029 to support the work of the Enfield Together Mental Health & Wellness Coalition (ETC MH&W)

NOW THEREFORE BE IT RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant application and subsequent agreement, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the Substance Abuse and Mental Health Administration (SAMHSA) and to affix the Corporate Seal.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6884** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: Michael Ludwick Abstain: None.

13. NEW BUSINESS

A. Consent Agenda

- None

B. Appointment(s)–Town Council Appointed

1. Prison Town Liaison Committee - The Term of Office of Timothy Slade (R)

Expired on 2/29/2024. Recommendation is Peter Kula (R) Until 2/28/2026.

NOMINATION #6885 by: John Santanella to appoint Peter Kula. **NOMINATION #6886** by: Marie Pyznar to re-appoint Tim Slade.

MOTION by: John Santanella, seconded: Douglas Finger to close nominations. 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, John Santanella, Lori Unghire No: None Abstain: None.

Upon a **ROLL CALL** vote, Gina Cekala, Bob Hendrickson, Ken Nelson Jr., and John Santanella voted for Peter Kula. Robert Cressotti, Douglas Finger, Michael Ludwick, Cynthia

Mangini, Jim Nasuta, Marie Pyznar, Lori Unghire voted for Tim Slade. The Chair declared Tim Slade appointed.

2. Prison Town Liaison Committee - The Term of Office of Gretchen Pfeifer-Hall (R) Expired 2/29/2024. Reappointment Will Be Until 2/28/2026.

NOMINATION #6887 by: John Santanella

MOTION by: Douglas Finger, seconded: John Santanella to close nominations. 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, John Santanella, Lori Unghire No: None Abstain: None.

By a **SHOW OF HANDS** vote, the Chair declared **NOMINATION #6887** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Marie Pyznar, John Santanella, Lori Unghire No: Ken Nelson Jr. Abstain: None. The Chair declared the appointment adopted.

C. Resolution Waiving Bids for Roof Replacements at the Enfield Public Safety Complex and the Central Library on Middle Road

RESOLUTION #6889 by: Cynthia Mangini, seconded: Robert Cressotti.

BE IT RESOLVED, that in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require competitive bidding for the roof projects at the Enfield Public Safety Complex and the Enfield Central Library.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6889** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Cynthia Mangini, Jim Nasuta, John Santanella No: Bob Hendrickson, Michael Ludwick, Ken Nelson Jr., Marie Pyznar, Lori Unghire Abstain: None.

D. Resolution to Raise the Starting Salary of the Director of Economic and Community Development Position

RESOLUTION #6890 by: Cynthia Mangini, seconded: Robert Cressotti.

BE IT RESOLVED, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the wage adjustment to start the annual salary of the new Director of Economic and Community Development position to \$115,000 per year.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6890** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: Douglas Finger Abstain: None.

E. Resolution Authorizing the Town Manager to Sign an Application for and Enter into Agreement with the North Central Area Agency on Aging (NCAAA) for a grant in support of services for residents 65+ and/or disabled, pending Town Attorney Office review.

Moved from 14A - ITEMS FOR DISCUSSION.

RESOLUTION #6891 by: Michael Ludwick, seconded: Douglas Finger.

WHEREAS, the North Central Area Agency on Aging (NCAAA) issued a request for Proposals for FY 2025 funding for programming in support of the Older American's Act

WHEREAS, Social Services has prepared a non-binding application to submit March 15, 2024 for funds in support of reducing adverse effects of isolation of seniors age 65+ and disabled adults while promoting health and wellness

NOW THEREFORE BE IT RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant application and subsequent agreement, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the NCAAA and to affix the Corporate Seal.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #6891** adopted. Yes: Gina Cekala, Robert Cressotti, Douglas Finger, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, John Santanella, Lori Unghire No: None Abstain: None.

14. ITEMS FOR DISCUSSION

A. Resolution Authorizing the Town Manager to Sign an Application for and Enter into Agreement with the North Central Area Agency on Aging (NCAAA) for a Grant in Support of Services for Residents 65+ and/or disabled, pending Town Attorney Office Review.

MOTION by: John Santanella, seconded: Michael Ludwick to move Item 14A to NEW BUSINESS. 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, John Santanella, Lori Unghire No: None Abstain: None.

15. ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING

- None

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

Jennifer Krasinkiewicz, 209 Abbe Road

Ms. Krasinkiewicz asked if an Intervenor had been appointed for the deadline of March 9th or whether she needed to reach out to John Cox to be an Intervenor.

17. COUNCILOR COMMUNICATIONS

Mayor Nelson stated that there can be multiple requests filed for intervenor status with the Connecticut Siting Council. Mr. Nelson is trying to have East Windsor attend as well. There is a meeting scheduled on Friday, March 8th with area mayors and first selectpersons from surrounding towns so that they can coordinate their efforts to have the decision-making ability given back to the towns. Councilor Ludwick asked if there was a deadline to apply for intervenor status and Attorney Tyler responded that the deadline is March 9, 2024. Senior Assistant Town Attorney Mark Cerrato is currently composing a letter to the Siting Council requesting intervenor status for the town.

18. ADJOURNMENT

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

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION** adopted unanimously, and the meeting stood adjourned at 10:27pm.

Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

Lindsay Petrucci, Assistant Town Clerk
Secretary of the Council

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Animal Control Officer

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Administers and enforces the laws relating to dogs or other domestic animals. Duties include, but are not limited to, responding to animal complaints, capturing and handling animals, investigating animal cruelty, transporting and sheltering animals, maintaining records, and preparing reports.

SUPERVISION RECEIVED: Works under the supervision of the Police Chief or other supervisory officers who issue instructions regarding work assignments and review work for conformance to instructions and department rules and procedures.

SUPERVISION EXERCISED: Issues instructions to part-time Animal Control personnel.

ESSENTIAL JOB FUNCTIONS: Enforces state statutes and Town ordinances relating to licensing and control of dogs or other domestic animals; investigates complaints concerning animal problems or violations of animal control ordinances; cares for, feeds, and houses animals at the animal shelter; provides maintenance and upkeep for the shelter; prepares annual report to Police Chief on activities; testifies in court as needed; sells animals not claimed or has them destroyed per state statutes; regular and punctual attendance.

OTHER JOB FUNCTIONS: Prepares newspaper advertising for lost, strayed, or abandoned animals; issues notices of delinquent animal licenses; collects fees on animals sold or reclaimed by owners; maintains a daily log of activities; prepares a monthly report on number of complaints, number of animals in pound, number of dogs destroyed; performs other duties as necessary.

PHYSICAL DEMANDS: The physical demands described here represent 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. The employee is occasionally required to stand, climb, stoop, crouch, reach with arms and hands, walk, run, use hands to finger, handle, or feel objects, tools, or controls. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Must be able to operate motor vehicles and control aggressive, dangerous animals. The employee may occasionally lift and/or move 50 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 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of law enforcement principles, procedures, techniques and equipment; knowledge of animal restraint and care techniques; knowledge of state statutes and Town ordinances relating to dogs

and dog control; ability to prepare simple written reports; ability to deal with the public, associates and Town officials courteously, but varying ones' technique as the situation demands; ability to make routine decisions involving choice of action to be taken within prescribed standard police practices.

EXPERIENCE AND TRAINING: A high school diploma or its equivalent and experience in the breeding and/or handling and control of dogs. Possession of valid driver's license.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Chief of Police

SALARY RANGE: As Defined*

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: This is highly responsible position involving the direction of a broad range of municipal police functions and personnel. General duties include, but are not limited to, leadership and strategic planning, legislative and policy advocacy, fiscal oversight and accountability, risk management, agency performance metrics, and critical incident management.

SUPERVISION RECEIVED: Under the general supervision of the Director of Public Safety.

SUPERVISION EXERCISED: Directly supervises the Deputy Chief, Captain, and Secretary.

ESSENTIAL JOB FUNCTIONS: Administers and supervises daily police activities through subordinates in three functional areas: administration, services and operations; analyzes Town growth and crime patterns and prepares long-range planning and strategy for police services; assigns and inspects patrol, investigative and headquarters activities; regular and punctual attendance; subject to approval by the Town Manager, appoints and removes all employees of Department; prepares budget recommendations and administers the Department budget; administers personnel regulations and collective bargaining agreements for the Department; does all planning and research, prepares regular statistical and narrative reports; prepares written material for, and speaks to, school groups, civic organizations and private citizens on matters of law enforcement and public safety.

OTHER JOB FUNCTIONS: Coordinates staff analysis of criminal traffic incidence information; plans action to combat and prevent crime and reduce motor vehicle violations; may lead investigations of serious crimes; plans and supervises the training and development of Department employees; organizes and manages special police services provided to contractors, businesses and members of the public; coordinates police activities with other Town, State and Federal Law Enforcement Agencies; coordinates Department activities with other Town departments, Boards and Commissions; works closely with Human Services Administrator on social problems related to criminal or anti-social activities; may participate in and serve on regional and State advisory committees on law enforcement; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; perform physical actions necessary to effect an arrest; and taste, smell. The employee must occasionally lift and/or move up to 100 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. While performing the duties of this job the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. Must be able perform highly complex and varied tasks requiring independent knowledge and remember tasks/assignments for an extended period. Must be able to concentrate on fine detail with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Must be able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Must be able to remember tasks/assignments given to self and others over long periods of time. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of the techniques, principles and practices of Municipal Police Administration; administrative and executive ability to initiate, organize and follow through on comprehensive and confidential law enforcement projects; ability to deal effectively with co-workers, elected officials, members of the general public and the media; ability to prepare administrative reports in a clear, logical manner; ability to present ideas and policies to individuals or groups; thorough knowledge of state laws and Town ordinances; considerable ability to analyze and solve major problems, develop data and recommendations to influence policy.

PERSONAL ATTRIBUTES: Physical, mental, and moral courage; honesty, loyalty, and integrity; neat personal appearance; comfortable working under unpleasant working conditions; problem-solver with the ability to think quickly and act decisively in emergencies; adaptable; emotional stability; impartiality; sound judgment; empathetic, strategic thinker; and effective leadership.

EXPERIENCE AND TRAINING: A master's degree in law enforcement, police administration, public administration, or related field and not less than ten (10) years in law enforcement of which five (5) years shall have been in increasingly responsible supervisory capacity for a municipal police department. Six (6) additional years experience in law enforcement may be substituted for educational requirements. Any equivalent combination of experience and training may be considered.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*This salary is periodically subject to change as determined by the Town Council.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Deputy Chief of Police

SALARY RANGE: As Defined*

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: This position serves as second in command of the Police Department and as such, is responsible for the effective delivery of police services to the community. Acts as Chief in the Chief of Police's absence. General duties include, but are not limited to leadership and strategic planning, legislative and policy advocacy, fiscal oversight and accountability, risk management, agency performance metrics, and critical incident management.

SUPERVISION RECEIVED: Works under the direction of the Chief of Police.

SUPERVISION EXERCISED: Supervises the work of subordinates and provides guidance to subordinate supervisors.

ESSENTIAL JOB FUNCTIONS: Directs department staff and subordinates in the identification and establishment of department objectives consistent with the goals of the organization; plans department systems and systems operations through the use of department staff and subordinates and other available departmental resources to achieve short and long range department objectives and provide general department services; reviews all policies and procedures affecting department operations, ensuring their consistency with the goals of the organization and the objectives of the department, and negotiates and directs necessary modifications and innovations; directs department staff and subordinates in the development and innovation of operational programs and work procedures; inspects and directs the deployment and use of department resources; directs the coordination of inter-department communications and systems cooperation; executive staff member to the Chief of Police providing technical counsel and resource, management support and representing all segments of the department; directs department staff and subordinates in the identification and substantiation of department resource needs; reviews personnel performance and development with executive and department staff and supervises personnel assignment for the purpose of achieving department objectives and developing personnel career opportunities and worker capabilities; regular and punctual attendance.

OTHER JOB FUNCTIONS: Inspects all department systems and their operations for effective, efficient pursuit of objectives, ensuring proper line supervision and resource deployment; coordinates inter-department activities and communications ensuring a unified department effort; directs department staff and subordinates in the identification of training needs and coordinates efforts towards the development and application of job-related training; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; perform physical action necessary to effect an arrest; and taste or smell. The employee must occasionally lift and/or move up to 100 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. While performing the duties of this job the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. Must be able perform highly complex and varied tasks requiring independent knowledge and remember tasks/assignments for an extended period. Must be able to concentrate on fine detail with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Must be able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Must be able to remember tasks/assignments given to self and others over long periods of time.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL, AND ABILITY: Extensive knowledge of modern police management theories; knowledge of systems organization and operations; broad knowledge of the principles of police services and the laws governing those services; knowledge of current social factors relevant to police services and operations; ability to conceptualize, develop and implement operational systems; ability to organize and direct resources to the achievement of objectives; ability to direct and motivate subordinates and gain cooperation and support of associates; ability to identify and properly interpret the critical essence of written and verbal data; ability to communicate comprehensive and complex concepts clearly and concisely both verbally and in writing; be physically and mentally sound; possession of valid Connecticut motor vehicle operator's license.

PERSONAL ATTRIBUTES: Physical, mental, and moral courage; honesty, loyalty, and integrity; neat personal appearance; comfortable working under unpleasant working conditions; problem-solver with the ability to think quickly and act decisively in emergencies; adaptable; emotional stability; impartiality; sound judgment; empathetic, strategic thinker; and effective leadership.

EXPERIENCE AND TRAINING: Bachelor's degree in law enforcement administration or related field and not less than ten (10) years of experience in an organized municipal police department with five (5) years in increasing responsible supervisory capacities. Any equivalent combination of education and experience.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*This salary is periodically subject to change as determined by the Town Council.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Detective

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Duties involve the performing of specialized police work in the investigation of criminal offenses, accidents, and related police problems following standard police investigation practices and department instruction involving the application of various established departmental rules and procedures. General duties include, but are not limited to evidence collection and analysis, informant handling, case management, surveillance, court appearances, preparation and execution of search and arrest warrants.

SUPERVISION RECEIVED: Works under direction of the Investigative Division Supervisor who issues direction regarding work assignments and who reviews work for effectiveness, attention to detail, judgment, and conformity with laws, ordinances, departmental regulations, and with police techniques and practices.

SUPERVISION EXERCISED: May supervise Police Department personnel when so delegated.

ESSENTIAL JOB FUNCTIONS: Makes investigations of matters within the purview of the Police Department to acquire needed information or to determine violation of federal or state laws or local ordinances; conducts investigations of vice, major felonious crimes, suicides, untimely deaths and missing persons; visits scenes of crime, searches for evidence using photography and fingerprinting; collects, identifies and preserves evidence for court use; interrogates and interviews suspects, prisoners, complainants, witnesses and others to obtain information and clues; apprehends violators, makes arrests, serves warrants, extradites prisoners, and testifies in court as required; prepares comprehensive reports related to investigative findings and maintains pertinent records and files; regular and punctual attendance.

OTHER JOB FUNCTIONS: Investigates requests and fingerprints applicants for such functions as bazaar permits, gun permits, public services licenses, postal and state employees, and naturalization requests.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or operate objects, controls, or tools; reach with hands and arms. The employee is occasionally required to stand and walk. The employee is occasionally required to stoop, kneel, crouch run, or crawl; and taste or smell. The employee must possess the physical strength to subdue and arrest a subject. Hand-eye coordination necessary for the operation of computer and various offices machines. The employee must occasionally lift and/or move more than 100 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually quiet while in the office and moderately noisy while in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of pertinent federal and state laws and municipal ordinances with particular reference to the apprehension, arrest, and prosecution of persons; ability to obtain information through interviews, interrogations, and observation and to observe and remember names, faces and details of incidents and scenes

of crime; ability to take photographs and develop film; ability to take, lift and classify fingerprints; ability to deal with the public, associates and Town officials courteously, but varying one's techniques as the situation demands.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty and loyalty; neat appearance; ability to work under unpleasant working conditions; ability to observe and recall details; ability to think quickly and act decisively in emergencies; emotional stability; impartiality; judgment.

EXPERIENCE AND TRAINING: Not less than three (3) years' employment as a Patrol Officer with the Town of Enfield Police Department.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings, or material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENTS: Considerable agility and endurance; no disease or abnormality which tends to impair health or usefulness. A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Police Lieutenant

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: This position is responsible for diversified work involving the application of the broader aspects of established standard police practices and department procedures to problems and situations not falling clearly or concisely within the limitations of accepted standards or precedents. General duties include, but are not limited to, planning work schedules, supervision of first-line supervisors, implementation of incident command systems and critical incident management, evaluation of first-line supervisors, and arranging details necessary for the accomplishment of the particular division's work.

SUPERVISION RECEIVED: Works under the general supervision of the Police Captain who issues instructions regarding work assignments and who reviews work for effectiveness of solutions to problems and situations encountered and for conformance to department procedures.

SUPERVISION EXERCISED: Supervises personnel assigned to the particular division, especially first-line supervisors.

ESSENTIAL JOB FUNCTIONS: Plans and prepares daily work schedules to provide for coverage of essential services; is responsible for clearance of complaints and accidents; provides guidance and routine in-service training to subordinates; conducts roll call; ensures regular and punctual attendance of personnel; issues instructions regarding work assignments; reviews work in progress and upon completion, for conformance to instructions and established department rules and procedures; regular and punctual attendance.

OTHER JOB FUNCTIONS: Consults with other members of the department and members of other law enforcement agencies regarding various police matters; checks out court dispositions of arrest and attaches same to prosecutor's reports; acts as liaison officer with circuit court, consulting with the clerk, prosecutors, and judges on improving preparation of cases by officers and answers questions pertaining to evidence.

PHYSICAL DEMANDS: The physical demands described here represent 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 stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must possess the physical strength to subdue and arrest a subject. Hand-eye coordination necessary to operate computers and various pieces of office equipment. The employee must occasionally lift and/or move more than 100 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 occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemical, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of modern techniques of law enforcement, control traffic, and crime investigation; considerable knowledge of State laws including motor vehicle laws and traffic control or criminal law; knowledge of police photography and fingerprinting techniques; knowledge of court procedures; ability to prepare written reports involving the presentation of facts, data, etc.; considerable ability to make decisions in working toward assigned

objectives at times adapting or modifying work methods and standards to meet variations in controlling conditions; considerable ability to elicit pertinent information from the public and others for the purposes of obtaining data necessary to the completion of work assignments; ability to deal with the public, associates and Town officials courteously, but varying one's technique as the situation demands.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty, and loyalty; neat personal appearance; ability to work under unpleasant working conditions; ability to observe and recall details; ability to think quickly and act decisively in emergencies; emotional stability; impartiality; judgment; leadership.

EXPERIENCE AND TRAINING: At least 5 years of service as a Police Officer and at least one year of employment at the rank of Police Sergeant.

INVESTIGATION OF FITNESS: All appointments will be made subject to satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Police Captain

SALARY RANGE: As Defined*

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Administrative position responsible for the effective administration of one or more specialized police operation systems. General duties include, but are not limited to, policy implementation and compliance, training and professional development, critical incident oversight, personnel evaluation, budget management, risk and liability reduction, and incident command oversight.

SUPERVISION RECEIVED: Works under the direction of the Deputy Chief of Police.

SUPERVISION EXERCISED: Supervises the work of subordinates within the Police Department.

ESSENTIAL JOB FUNCTIONS: Plans operations to ensure compliance with departmental goals, objectives, policies and procedures, and monitors systems productivity; performs executive assignments of a critical or sensitive nature providing a direct report to executive management; directs and performs in-depth analytical studies of special organizational problems presenting viable proposals and alternatives; establishes strong professional liaison with the department to enhance the mission; coordinates field operations with the total organization ensuring their cooperative and supportive effort; regular & punctual attendance.

OTHER JOB FUNCTIONS: Directs patrol and investigative personnel in all field operations; performs all internal investigations; develops new and innovative systems to maximize operational effectiveness and efficiency; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; perform physical actions necessary to effect an arrest; and taste or smell. The employee must occasionally lift and/or move up to 100 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. While performing the duties of this job the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. Must be able perform highly complex and varied tasks requiring independent knowledge and remember tasks/assignments for an extended period. Must be able to concentrate on fine detail with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Must be able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Must be able to remember tasks/assignments given to self and others over long periods of time. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: General knowledge of managerial theories; knowledge of field operations and development; knowledge of criminal justice systems and their support capability to the municipal police role; knowledge of police services and the laws; knowledge of departmental policies and procedures; ability to direct subordinate personnel and to accurately evaluate performance and develop innovative improvements; ability to achieve strong liaison with

external support systems and agencies; ability to comprehend and apply governing laws in accordance with the principles of police service and the mission and goals of the department; ability to comprehend and apply organizational mission, goals and objectives to systems operation; ability to comprehend and apply departmental policies and procedures to field operation; ability to identify and properly interpret the critical essence of verbal and written data; ability to communicate complex concepts to sensitive data in a clear, accurate and comprehensive manner both verbally and in writing; ability to retain highly critical and sensitive information in strict confidence; be mentally and physically sound; have possession of a valid Connecticut vehicle operator's license.

PERSONAL ATTRIBUTES: Physical, mental, and moral courage; honesty, loyalty, and integrity; neat personal appearance; comfortable working under unpleasant working conditions; problem-solver with the ability to think quickly and act decisively in emergencies; adaptable; emotional stability; impartiality; sound judgment; empathetic, strategic thinker; and effective leadership.

EXPERIENCE AND TRAINING: A bachelor's degree in criminal justice or related discipline and ten (10) years of law enforcement experience with three (3) years in increasingly responsible supervisory capacities. Any equivalent combination of education and experience.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*This salary is periodically subject to change as determined by the Town Council.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Police Officer

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Duties involve routine police work, following clearly prescribed standard police practice, and involving straight-forward application of readily understood department rules and procedures. Duties include, but are not limited to, patrol and surveillance, traffic control and enforcement, report writing, crisis response, community engagement, emergency medical response, and court testimony.

SUPERVISION RECEIVED: Works under supervision of a Sergeant who issues instructions regarding work assignments and who checks work for conformance to instructions and department rules and procedures.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Patrols an assigned area on foot or in car to enforce State and local laws and ordinances and to prevent, detect, and investigate crimes; checks premises of business establishments, residential areas, and town properties to enforce laws and prevent or investigate violations; investigates complaints, crimes, motor vehicle violations, etc.; makes arrests for violations of laws or ordinances; interrogates suspects and witnesses and takes written statements; prepares simple written reports of investigations and activities encountered during the tour of duty; drives or escorts ambulance and administers first aid; directs traffic as required; testifies in court; plans, organizes and executes arrest warrants; books and fingerprints persons taken into custody; protects crime scenes and collects evidence and information; executes motor vehicle stops; conducts searches and seizures; regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs related work as required. As desk officer: Answers all phone inquiries and complaints; receives calls from cruisers; dispatches ambulance and/or cruisers to answer emergencies and complaints; maintains records such as transportation log, complaint sheet, accident reports, department absentee records, etc.; receives and sends teletype messages.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, controls, or tools; reach with hands and arms. The employee is occasionally required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, run or crawl, and taste or smell. The employee must possess the physical strength to subdue and arrest a subject. Hand-eye coordination required for operation of computers and various other office equipment. The employee must occasionally lift and/or move more than 100 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. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of simple arithmetical procedures; knowledge of the meaning of common words, phrases and terms; ability to spell common words; ability to read and interpret simple passages; ability in elementary reasoning such as drawing accurate inferences from problems presented; ability to follow simple written and

oral instructions; ability to deal with the public courteously, but varying one's technique as the situation demands; ability to apply various established department rules and procedures and laws and ordinances to situations.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty and loyalty; integrity; neat personal appearance; ability to work under unpleasant working conditions; emotional stability; ability to observe and recall details; ability to think quickly and act decisively in emergencies.

EXPERIENCE AND TRAINING: A high school diploma or equivalent is required. Must possess valid Connecticut motor vehicle operator's license. Must meet eligibility requirements of the Connecticut Municipal Police Training Council. Must complete a mandatory course at the Police Training Academy; must attend and complete any training program either mandated by law or by the Police Department. Must attend and complete any non-mandatory training program voluntarily accepted; must attend and complete any mandatory refresher courses or tests of ability designed to ensure skill and knowledge in areas of performance.

INVESTIGATION OF FITNESS: All appointments will be made subject to satisfactory investigation which may be conducted either before or after the appointment. Candidates will be investigated secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings, or material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: Considerable agility and endurance; no disease or abnormality that tends to impair health or usefulness. A rigid physical examination will be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Public Safety Administrator

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Involves a wide variety of various clerical tasks in a Town department or office. Duties include but are not limited to data entry and record maintenance; record retrieval, report generation, archiving and destruction of files, quality control, and court support.

SUPERVISION RECEIVED: Works under the direct supervision of the Civilian Services Manager or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Include but are not limited to the following tasks. Regular & punctual attendance; performs routine typing, word processing, filing and clerical tasks such as preparation and typing of permits, letters, licenses, records, examination material, reports, forms, purchase orders, and filing of the same; assists the public both over the counter and by phone; may receive and record various documents; receives checks and/or cash and prepare related reports. Assist individuals over the phone and at the window, email and mail any requests for reports/information, and assist officers with requests for information and case management. Downloads court dispositions into NexGen database, identifies error messages, and edits data to current. Voiding Infractions/Misdemeanors - Send letters to state agencies requesting voids/maintaining files; respond to Fire Department requests for accidents reports; Update Lethality Reports - maintain files monthly report to CCA/DV; Process and maintain files for Infractions/Misdemeanors for all radar cases, selective enforcement cases and DCF requests; Clear Protective Custodies and maintain yearly totals; Processing/maintaining files for Protective/Restraining Orders; Process, maintain and clear files for all arrests and file cases; Process and submit all paperwork to Per Se for DUI cases and file cases (time sensitive); Clear misdemeanor summonses and file; Process applications for Bazaar/Raffle Permits and issue permits; Process and maintain an Bingo permits, quarterly reports, take payments; Process and file all miscellaneous paperwork (i.e., lock outs, trespasses, larcenies, evidence forms, Medical Examiner's reports, statements, etc.). Assist pistol permit applicants with paperwork, process applications; Assist applicants with Precious Metals Permits, Pawn Broker Permits, Vendor Permits, and Liquor Permits. Maintain Inventory and order office supplies/stock officer's workroom. Process requisitions/invoices/batching purchase orders for accounts payable Process cash/checks & prepare deposit for accounts receivable. Take payments for Parking Tickets and record them on a spreadsheet. Process paperwork for juvenile arrests going to Juvenile Court/Juvenile Review Board. Sit on Juvenile Review Board in capacity of secretary. Under the supervision of a Captain, correspond with Freedom of Information Act requestors via mail and/or email. Receive and process subpoenas for keeper of records from State's Attorneys. Process Department of Corrections and Board of Pardons/Parole requests for incident reports. Perform records check for other law enforcement agencies requesting information on employment applicants. Process accident report requests for Lexis Nexis and law firms. File court dispositions alphabetically by offender's last name. Maintain Motor Vehicle Tow Forms file by year and incident number.

OTHER JOB FUNCTIONS: May be designated "key operator" for one or more office machines; may be required to compose letters; may float from office to office as the need may arise; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear, and perform repetitive motions. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination to operate the computer and various office equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

with disabilities to perform the essential functions. Must be able to concentrate on fine detail with constant interruption, attend to task for 45 - 60 minutes at a time, remember multiple assignments given over long periods, and understand the theories behind several related concepts. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Must be a proficient typist and knowledgeable of varied office procedures; clerical ability; ability to accurately follow written and oral instructions; knowledge of office machines; must be able to deal effectively and courteously with the general public.

EXPERIENCE AND TRAINING: High school diploma or equivalency (GED) and one (1) year of office experience or any equivalent combination of education and experience.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

SPECIAL REQUIREMENTS: All employees (whether new hires, promotional or laterals) must be able to learn the COLLECT training system (or any succeeding system) through the CT State Police and maintain their certification as required. Use of the COLLECT system is necessary when running background checks for any permits we process; i.e. pistol permits, liquor permits, vendor permits, etc. CISS Certification Training- Statewide multi-agency information sharing system. Training to utilize this system is required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Public Safety Community Service Aide

SALARY RANGE: As Defined*

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL DESCRIPTION OF DUTIES: Supports the Police Department by assisting administrative, professional, or clerical staff in various roles in accordance with skill and training. Duties include but are not limited to receiving calls for service and engaging with the public; providing information and support; and recording and documenting information in support of administration.

SUPERVISION RECEIVED: Works under general supervision of the Police Chief, Deputy Police Chief, or Captain.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: Processes prisoners and assists in prisoner maintenance; Completes appropriate documents in written form; Assists desk officer with routine duties such as answering the telephone, distributing mail, handling walk-in traffic at the front window and directing persons to the appropriate office, relaying messages to field police personnel via radio and other similar tasks; Picks up departmental mail from Town Hall and/or make deliveries as requested; Fingerprints applicants and/or prisoners; Assists Records personnel; may complete required court paperwork; Cross-trains to work as booking officer in the jail, as necessary; Must maintain confidential departmental information; Performs a variety of routine technical, administrative work in support of law enforcement activities; Performs other related duties as assigned; Regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs crossing guard duties as needed; May perform departmental tours as needed; Runs miscellaneous errands to assist administration and operations in performance of duties.

PHYSICAL DEMANDS: The physical demands described here represent 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. Must be able to push/pull/lift objects more than 20 lbs.; Must be mobile and able to walk, stand, and sit; Must be able to perform simple, manipulative skills such as writing and gross body coordination activities such as walking, stooping and be able to subdue hostile prisoners; Must be able to see far away as in driving and up close as in typing a document or reading a report; Must be able to communicate through human speech as in answering a telephone and able to hear normal sounds with some background noise as in hearing a telephone ring; Must be able to concentrate on minimal to moderate detail with some interruption; May be exposed to seasonal conditions as in outside weather; Must be able to remember task/assignments for a few hours or several days; Needs to attend to task/function from 45 minutes to more than 60 minutes at a time.

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. Performs shift work in a rotation of days, evenings, and nights, including weekends and holidays. While performing the duties of this job, the employee occasionally works in outside weather conditions and in hazardous traffic conditions on busy streets in moving traffic. The employee may operate Town vehicles in all types of weather conditions. Ability to get along with coworkers, supervisors, customers, and the public at large; Possible exposure to body tissues and fluids. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of office procedures and rules of the workplace; good social skills; ability to follow oral and written instructions and to complete forms in writing; ability to express oneself clearly and concisely and to deal effectively with employees and the public; ability to use Personal Computer for basic input and typing reports.

EXPERIENCE AND TRAINING: High school diploma or equivalent. One year of work experience dealing with the public required. Must know Town ordinances, and citizen rights; good knowledge of town geography; good working knowledge

of community services, safety measures, and police vehicle/equipment; considerable ability to relate positively to staff members and the general public; ability to communicate effectively, orally and in writing; and ability to operate regular and four-wheel drive police vehicles. Must possess a valid driver's license and be a United States citizen.

SPECIAL REQUIREMENTS: Prior law enforcement experience is required.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

TOOLS AND EQUIPMENT USED: Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet, and word processing applications software, as well as various police vehicles and equipment.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

* This hourly rate is periodically subject to change as determined by the Town Council.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Public Safety Dispatcher

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Performs activities relative to the dispatching of Police, fire, Emergency Medical Service resources and transfer messages and information; performs other related work as may be required. Duties include but are not limited to receiving calls for service and dispatching officers, EMS personnel and fire personnel; maintain communication and monitor police, fire, and EMS radio channels; document information and provide support; utilize computer systems to complete dispatch and support functions.

SUPERVISION RECEIVED: Works under the Civilian Services Manager, or his/her designee, who issues instructions regarding work assignments and who may review performance periodically to determine effectiveness.

SUPERVISION EXERCISED: A lead dispatcher may provide supervision over other dispatchers concerning the setting of schedules, training, evaluation of dispatchers and certain administrative functions relevant to the dispatch operation.

ESSENTIAL JOB FUNCTIONS: Regular and punctual attendance; receives messages at the Public Safety Complex; evaluates information received and takes appropriate action; transmits information and/or instructions to patrol cars, fire apparatus, ambulance personnel or to any designation as required; maintains complete and accurate records of messages, complaints and information received and transmitted; operates various types of communication and office equipment; monitors prisoners via remote cameras; provide pre-arrival medical instruction to callers utilizing the approved Emergency Medical Dispatch protocols.

OTHER JOB FUNCTIONS: Maintain fire sprinkler system tests; maintain confined space log; monitor school alarms; performs related work as necessary.

PHYSICAL DEMANDS: The physical demands described here represent 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 stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. Hand-eye coordination is necessary to operate computer and various office equipment. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Ability to speak the English language clearly; ability to operate radio and teletype as well as other communication and office equipment; clerical aptitude; ability to work effectively with the general public; ability to type at a tested rate of speed and ability to work various shifts.

PERSONAL ATTRIBUTES: Good character; clarity of voice, both on radio and telephone; ability to handle stressful situations.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and

general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

EXPERIENCE AND TRAINING: High school diploma or equivalent and one (1) year of experience in work involving duties comparable to the duties described or a minimum of one (1) year of employment as a police officer.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Public Safety Systems Technician

SALARY RANGE: \$30/hr.*

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL DESCRIPTION OF DUTIES: The primary function of this position is to perform a variety of technical duties relating to the operation and maintenance of the police department's computer and technical systems. Duties include but are not limited to assisting with the evaluation of new technology; help establish the technological vision for the police department; and help maintain the police department telecommunications system.

SUPERVISION RECEIVED: Works under general supervision of the Police Chief or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Maintains police department in-car computer systems (both wired and wireless) and operating system upgrades as required, software program upgrades, security procedures, and general maintenance. Perform installation, troubleshooting, and repair of cruiser computers and a variety of peripherals. Installs police-related vehicle hardware. Helps maintain police department telecommunications system. Installs and configures web-based programs, i.e. cradle point modems, PowerDMS, Faro Zone 3D, A.D.O.R.E. etc. Assists as needed with designs and implementations of information technology projects related to primary functions of the police department. Helps identify needs and recommends purchases of computer-related equipment and software. Helps with the design and maintenance of the police department website. Assists with technical decisions related to the police fleet infrastructure/network maintenance and enhancements. Assists with technical support and training to police department employees. Maintains inventory of computer hardware and software. Works hand in hand with the town Information Technology Department as needed to fulfill the needs of the police department. Regular and punctual attendance.

OTHER JOB FUNCTIONS: Respond to emergency situations as needed after hours. Performs other related duties as required.

PHYSICAL DEMANDS: Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (up to 20 pounds). May usually involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing. Tasks may involve extended periods of at a keyboard or workstation and/or extended periods of standing. Some tasks require manual dexterity, in addition to visual and hearing acuity.

WORK ENVIRONMENT: The principal duties of the position are performed in a general office 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. Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES: Operation processes and procedures related to the police department computer systems, including Microsoft operating systems. Programming knowledge of cradle point modems. Knowledge of WinDSX - access control software. Axon Camera System, processing, editing and redacting video. Troubleshooting and deploying NexGen Leas & Mobile CAD software. General networking abilities related to a wired and wireless computer environment. Basic knowledge of vehicle electrical systems. Operation processes and procedures related to the police department telecommunications system. Computer installation, repair, and troubleshooting skills. Live Scan – system

administrator. Basic knowledge of web page design and maintenance. Assists with implementing large computer related projects. Troubleshoot computer related problems. Prioritize tasks effectively and independently. Assists with designing and maintaining the police department's webpage. Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties, some listed above. Communicate effectively both verbally and in writing. Maintains and supports a multi-user computer system. Prepare technical and statistical reports. Communicate effectively and establish working relationships with supervisors and co-workers. Ability to regularly attend work and arrive punctually for designated work schedule.

EXPERIENCE AND TRAINING: Associates degree in computer science and/or two (2) years of experience in desktop – mobile support or related experience; and/or; equivalent combination of experience and training related to police technology procedures as well as general IT functions which provide the knowledge and abilities necessary to perform the work. Must possess valid driver's license and be a United States citizen.

SPECIAL REQUIREMENTS: Prior law enforcement experience is required.

TOOLS AND EQUIPMENT USED: Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet and word processing applications software, as well as various police vehicles and equipment.

INVESTIGATION OF FITNESS: All appointments will be subject to a satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings of material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*This hourly rate is periodically subject to change as determined by the Town Council.

Adopted: 3/4/2024

TOWN OF ENFIELD

JOB DESCRIPTION

TITLE: Police Sergeant

SALARY RANGE: As Defined By Contract

DEPARTMENT: Enfield Police Department

DATE: March 4, 2024

GENERAL STATEMENT OF DUTIES: Duties involve the carrying out of standardized work assignments following standard police practices and department instructions and involving the application of various established department rules and procedures; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of a Police Lieutenant who issues instructions regarding work assignments and reviews work for effectiveness and conformance to instructions and department rules and procedures.

SUPERVISION EXERCISED: Issues instructions to patrol officers regarding work assignments and checks work assignments for conformance to instructions, department rules, and procedure.

ESSENTIAL JOB FUNCTIONS: During a designated shift, issues assignments to patrol officers and reviews the performance of duties, providing assistance as necessary; field check of personnel on patrol and providing general assistance as required; assists patrol officers in the making of written reports as required; regular and punctual attendance.

OTHER JOB FUNCTIONS: Conducts roll call, inspection, and briefing of patrol officers; reviews complaints for currency and for briefing of succeeding shifts; provides routine in-service training.

PHYSICAL DEMANDS: The physical demands described here represent 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; use hands to finger, handle, or operate objects, controls, or tools; reach with hands and arms. The employee is occasionally required to stand and walk. Then employee is occasionally required to stoop, kneel, crouch, run, or crawl; and taste or smell. Hand-eye coordination necessary to operate computers and various pieces of office equipment. The employee must possess the physical strength to subdue and arrest a subject. The employee must occasionally lift and/or move more than 100 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of modern techniques of law enforcement; knowledge of State laws, including motor vehicle laws; knowledge of traffic control; ability to provide instructions to patrol officers regarding work assignments; ability to prepare simple written reports involving usage of elementary arithmetic and spelling of words common to police work; ability to deal with the public, associates and Town officials courteously, but varying one's technique as the situation demands; ability to make routine decisions involving choice of action to be taken within prescribed standard police practices.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty, and loyalty; neat personal appearance; emotional stability; ability to observe and recall details; ability to think quickly and act decisively in emergencies; leadership; resourcefulness.

EXPERIENCE AND TRAINING: Not less than five (5) years of employment as a Patrol officer.

INVESTIGATION OF FITNESS: All appointments will be made subject to satisfactory investigation, which may be conducted either before or after the appointment. Candidates will be investigated to secure evidence of their honesty, integrity, and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings, or material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A physical examination may be required.

The duties and job functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Adopted: 3/4/2024