



**MINUTES
TOWN COUNCIL
REGULAR MEETING
November 18, 2024
7:00 PM - Council Chambers
<https://youtube.com/live/O32emDqAdTY>**

1. PUBLIC HEARING - 6:55 PM - TIF Policy Change

The Public Hearing was called to order at 6:59pm on Monday, November 18, 2024, in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield Connecticut.

ROLL CALL

Present: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pynzar, Jeff Rousseau, Lori Unghire

Absent: John Santanella

Also Present were Town Manager, Christopher Bromson; Assistant Town Manager, Steve Bielenda; Interim Town Attorney, Tom Tyler; Director of Economic and Community Development, Aaron Marcavitch; and Town Clerk, Sheila Bailey.

The following Notice of Public Hearing was published in the Hartford Courant on Thursday, November 7 2024.

NOTICE IS HEREBY GIVEN that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, November 18, 2024, at 6:55pm to allow interested citizens an opportunity to express their opinion regarding the proposed modification of the TIF Policy related to the TIF Advisory Committee. Information regarding the proposed modification may be found at www.enfield-ct.gov.

This 5th day of November 2024
Sheila M. Bailey, Town Clerk

Chair Nelson announced the ground rules.

Director of Economic and Community Development Aaron Marcavitch explained that a public hearing is required to change anything in the TIF policy. The modification is essentially a housekeeping issue in which a title was changed and is nothing of substance.

There being no members of the public who wished to speak, the Mayor declared the Public Hearing closed at 7:01 pm.

The Regular Town Council meeting was called to order at 7:02pm on Monday, November 18, 2024, in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield Connecticut.

2. PRAYER - Ken Nelson

A prayer was made.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. ROLL CALL

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

Absent: John Santanella

Also Present were Town Manager, Christopher Bromson; Assistant Town Manager, Steve Bielenda; Interim Town Attorney, Tom Tyler; Community Development Specialist, Kristine Koistinen; DPW Director, Donald Nunes, Director of Economic and Community Development, Aaron Marcovitch; Chief of Police, Alaric Fox; Director of Social Services, Cynthia Guerreri; Director of Finance, John Wilcox; and Town Clerk, Sheila Bailey.

5. FIRE EVACUATION ANNOUNCEMENT

The fire evacuation was announced.

6. MINUTES OF PRECEDING MEETINGS

- Special Meeting - October 21, 2024

MOTION #7059 by: Cynthia Mangini seconded: Bob Hendrickson to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7059** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau No: None Abstain: Lori Unghire.

- Regular Meeting - October 21, 2024

MOTION #7060 by: Cynthia Mangini seconded: Michael Ludwick to accept the minutes.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7060** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau No: None Abstain: Lori Unghire.

7. SPECIAL GUESTS

None.

8. PUBLIC COMMUNICATION AND PETITIONS

Peter Falk, 54 Neelans Road

Mr. Falk has owned a sprinkler system that has been eligible for the deduct meter readings for the last seven years. After he received a large bill recently, he spoke with the Finance Department and was told that his deduct meter had no change in meter readings since December of the prior year. He contacted the water company who came out to his home and replaced his meter. Prior to the water company leaving, they tested it to make sure it worked. He asked for some assistance because he believed that because the deduct meter malfunctioned, he was overcharged approximately \$700. He brought along the work order from the water company as well.

George Young, 8 Holly Lane

Mr. Young said the Senior Tax Committee was able to meet last week to discuss the volunteer program for this calendar year and the impact on the coming July 2025 tax bills. Mr. Young said that on the agenda tonight is a resolution to enter into agreement with CliftonLarsonAllen LLP, to perform an internal control assessment and review of the Board of Education (BOE). It was his hope that the Council would approve this resolution so that it could move forward, because he was astonished that thirty-two categories in the BOE budget had the same allocated totals for the last two years.

Mr. Young stated that the resolution to revise and split the job duties of "Collector of Revenue" and "Assessor" is a good separation of duties. He also asked why there hasn't been an increase to the basic exemption benefit for Veterans. The Veterans exemptions are supposed to be reviewed every time there is a town revaluation, and there needs to be an explanation of how the amount is determined and applied. He questioned the need for an additional School Resource Officer position after months of planning and the expense that would incur. He mentioned that back in 2021, St. Adalbert's property at 90 Alden Avenue was given a favorable report by the Planning and Zoning Department. In the last three years, funds have started to diminish for projects. He stated that many projects will be underfunded or halted completely. He asked what the condition of 90 Alden Avenue was, and whether there was asbestos. He believed it should go to a referendum vote.

Pamela Townsend, 54 Kimberly Drive

Ms. Townsend said that as part of the mission of Wreaths Across America to remember, honor and teach, they will be holding a ceremony and wreath placement on December 14th. Enfield has hosted the ceremony annually since 2008. The John Maciolek American Legion Auxiliary Unit 154 has had that honor since 2018. She invited the public to join her at St. Patrick's Cemetery, 1558 Enfield Street, at 12pm. Volunteers are needed for a variety of positions, including wreath placement. Anyone interested in volunteering can visit www.wreathsassamerica.org or contact Ms. Townsend at enfieldwaa@yahoo.com, or

you may just show up. They are on par to cover 100% of St. Patrick's and the majority of the veterans' graves in other cemeteries in town. There will be a fundraiser held at Jersey Mike's on November 19th with 10% of proceeds going to Wreaths Across America. She said that Laurie Gates is working on the convoy and will provide more information as she receives it. She thanked St. Raymond of Penafort, St. Patrick's Church for giving permission to hold a ceremony for veterans at St. Patrick's Cemetery and for making sure the veterans' foot markers were cleared.

Lucien LeFevre, 54 Kimberly Drive

Mr. LeFevre, Chair of the Enfield Veteran's Council, thanked everyone who attended the Veterans Day Parade and ceremony. Mr. LeFevre also thanked the Town Manager and other departments who helped support their mission and bring it to life. He was appreciative to the Council members who were in attendance. He said the Enfield High Band marched and provided music at the ceremony. The Honors Choir sang the National Anthem, and the two buglers played taps. Best Buddies Club, Buzz Robotics and any other group or school club are encouraged to join as well. It was brought to his attention that many residents were unaware of the Veterans Day Parade taking place, even though they tried their best to advertise it. He told residents to mark their calendars for the Memorial Day Parade on Sunday, May 25th, 2025, at 1pm and the Veterans Day Parade on Sunday, November 9th, 2025, at 1pm.

George Young, 8 Holly Lane

Mr. Young provided recommendations to the Charter Revision Committee, including in Chapter 4 Town Manager Section 1A by removing the second and third sentences, which would not make Enfield residency a requirement for the Town Manager position and making sure the position was their full-time commitment. Chapter 6 Reference on Capital Expenditures Section 9 needed an update in verbiage to keep in line with its requirements as well as provide dollar caps.

9. COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Cekala said that if Mr. Falk's request could not be answered by the Town Manager, then it could be brought to the General Government and Finance committee.

Councilor Cressotti asked for volunteers and monetary donations this holiday season for Loaves and Fishes and for the Enfield Food Shelf to help fight food insecurities. Mr. Cressotti said that at Mark Twain Congregate Living there is a concern around meal funding that is being addressed. The Safe Harbor Warming Center will open in early December, and they are looking for volunteers for the next four months. If anyone is interested, they can reach out to Monica Wright at mwright.eshwc@gmail.com or attend a meeting on Friday, November 22nd at 6:30pm in St. Patrick's Church. Along with Wreaths Across

America on December 14th, there will also be breakfast with Santa. Allied Rehabilitation Services' annual gala will be held in a few months, and they are seeking sponsors for this event that supports their athletes. Interested residents can contact Mike Vignone or himself.

Mr. Cressotti referenced an email he received earlier in the day regarding ADA compliance at the sports fields. He believed there was enough time before spring to get the concerns addressed.

Councilor Mangini thanked the Veterans Council for the well-organized parade, and she was honored to be a part of it. Ms. Mangini said that the Council had the privilege of attending the Police Recognition Ceremony. She was happy to see so many deserving recipients and said that the Enfield Police Department is the best around. She announced that the Daughters of the American Revolution, through the Superintendent of Schools, had chosen Charlotte Zenzick to be honored on December 2nd at the Knights of Columbus.

Ms. Mangini explained she had been receiving calls about the Senior Tax Credit program's website not being current. Residents have been asking for details about the updated program, and how to apply. She asked if there was a compiled list of town-owned property, and if it included 299 Hazard Avenue, also known as Hazardville Cemetery. The wrought iron fence still had not been fixed, and her search on the Assessor's property card and Vision Appraisal showed the owner as Enfield Cemetery Association. Richard Tatoian, President of the Enfield Cemetery Association, had completed his own title search, and it appeared as though a title transfer had never been completed. It was Mr. Tatoian's suggestion that the town complete the search and look prior to 1906 for more information. She would like to see the fence fixed. Although the claim was denied by insurance originally, it could be subrogated and resubmitted with updated information. She believed having a list of town-owned properties would be helpful for any claims against the town going forward.

Councilor Nasuta thanked the Veterans Council for putting on a successful Veterans Day Parade. He attended the Police ceremony as well and was proud of the hard work the department puts in. He recognized the Enfield Girl Scouts for baking and delivering cookies to Enfield veterans.

Councilor Rousseau gave kudos to Mr. LeFevre and the Veterans Council for a successful parade. Mr. Rousseau mentioned that while many Veterans Day Parades have disappeared, it was nice to see Enfield's recognition and tradition continue. He thanked all the town departments that worked together to make it such a great event. The speech by

Rear Admiral was excellent, and he appreciated what he had to say. He was glad to be a part of the police department and dispatcher recognition ceremony on Friday, which also included many local residents going above and beyond. He thanked the Registrars of Voters, the Clerk's office, and the Town Manager's office for their hard work during the last election cycle.

Councilor Rousseau said he was disappointed in the decision of the Siting Council which voted against the interest of the Town of Enfield. He commended the residents of the Abbe Road area for coming out to state their case and working together as a team. He said he didn't believe it was a fair process, and wished the decision could be changed.

Councilor Unghire thanked the Veterans Council for putting on their parade, and she's happy to see the tradition continue. Ms. Unghire said the police award banquet was a great event. She enjoyed hearing the stories and successes of Enfield's police staff and thanked the Mount Carmel Society for their hospitality and great food.

Councilor Hendrickson agreed that the Siting Council process was a difficult one to experience, as it appeared as though they cared very little for the residents of the area. Mr. Hendrickson said it was all virtual, and no one came out to see the area in question. He hoped for legislative changes in the future to improve the process. He wished for more student participation in the veteran activities and suggested getting the Soccer Association involved to create a banner or float. He asked about the possibility of covering the fallen leaves from Brainerd Park to prevent them from blowing into the yards of residents who have already paid for leaf pickup.

Councilor Ludwick suggested that the concern with the veterans' exemption be referred to General Governance, because he was also curious about the benefit and application after revaluation. Mr. Ludwick said the decision from the Siting Council is completely changing the lives and landscape of residents on Abbe Road, and it was frustrating that they wouldn't entertain a public hearing in the town where they wished to make the changes. He felt like the government was working against its residents, and the process was terrible. He believed it should have been in person, and not done virtually. He said that Planning and Zoning should be able to impose a moratorium and establish regulations. He believed that with this outcome, more farmland is at risk. The Siting Council by state statute is supposed to be for multi-town projects. In this case, they intervened on an Enfield only issue, and it was a violation of the statute in his opinion. He asked if there could be a soil sample done on Broad Brook Road by DEEP to see if there had been any contamination or runoff. Mayor Nelson suggested that the soils on Abbe Road also be tested prior to the installation and have them tested ten years down the road.

Councilor Mangini congratulated Pam Townsend for being the recipient of the Daughters of the American Revolution's "Veteran of the Year" award. Ms. Mangini said the ceremony would be held December 2nd, and she was hoping for a full house of attendees.

Deputy Mayor Pyznar said the Veterans Day Parade was wonderful, and they had great weather for the celebration. Ms. Pyznar encouraged residents to attend Wreaths Across America. She stated that the Walmart truck convoy is one of her favorite ceremonies, and it's moving to see the school kids waving as they go by before reaching the Veteran's Monument. She invited residents to attend the Torchlight Parade on December 1st, with a rain date of December 8th. The parade kickoff will start at 6pm at the Enfield Street School. The citizen recognition at the police award ceremony was very touching, and it was nice to see them recognize those who stepped up to help the police department. Mayor Nelson and Ms. Pyznar attended the Elks Dinner which recognized veterans. The public is always encouraged to attend for a nominal fee and enjoy a wonderful dinner.

Mayor Nelson thanked Pam Townsend and Lucien LeFevre for all the hard work they put into the veterans' recognition events in Enfield. Mr. Nelson mentioned that at the veterans' dinner, each veteran was encouraged to stand and say which branch of the military they served in. A 100-year-old World War II veteran was in attendance, and it was moving to hear the stories from those who protected our freedom. He said that the police department sees and experiences more than the average Enfield citizen realizes, and it was nice to see them recognized. He presented an idea for the next Veterans Parade: inviting the younger children to sing along the parade route. The library's 150th year celebration was incredible, and anyone wishing to learn more about Enfield's rails can see the display case at the library. He gave kudos to Shane Grindle, who shared drone footage of Enfield on Facebook and urged residents to check it out.

10. TOWN MANAGER REPORT AND COMMUNICATIONS

Town Manager Bromson stated that they have tried to increase their online presence in the past few months. Mr. Bromson said that they tasked an employee with running the town's Facebook, Instagram, Twitter/X, and LinkedIn pages to help reach a younger demographic. The goal going forward is to provide high points every week from every department. He would like to utilize E-TV more to help broadcast town news and events. He planned to use it to promote the next parade as well as the Summer Concert Series, which would be live-streamed. It was mentioned that the annex is a treasure trove of spare AV equipment that he hoped could be used at area events.

Mr. Bromson said that the Town Attorney will look into the CIRMA claim to see if the town

does, in fact, own the property in question. He also said that the ADA compliance issue at the sports fields would be discussed during Friday's governance meeting.

- Donald Nunes - Update on 920 Enfield Street Sewer Main Break

Mr. Bromson said that the DPW and WPC were expeditious in their resolution of the sewer main break at 920 Enfield Street and congratulated the entire staff on their diligence in fixing the problem.

DPW Director Nunes provided a presentation of "The Little Dig" project which started at 920 Enfield Street and spread to areas around Asnuntuck Street. It showed thirteen areas that were cleaned, videoed, and either lined or analyzed for completion. Mr. Nunes presented pictures of the pipes from sections 1 and 2, showing an inch and a half to two inches of concrete corrosion with rebar exposure due to hydrogen sulfide, along with the repairs that were made. In section 3, further down by the fourth mancover, there was some degradation causing discoloration, but the remediation was able to smooth it over. Sections 4 and 5 were very clean and showed no signs of hydrogen sulfide degradation, and the same was reported for sections 6-13. Mr. Nunes provided a slide showing the cost of the project, reporting that the balance of funds was \$572,739.67. He said that as a result of the repairs, the town will be in good shape for upwards of twenty years, except the first three sections, which will be in good shape for around fifty years.

He provided recommendations as part of his presentation, stating that no work is needed for sections 1-3, and no lining required for sections 4-13. He determined that they should make decisions on what to do with the remaining balance, and recommended they use it to study where the next re-lining should occur. Councilor Ludwick agreed with the recommendation provided by Mr. Nunes.

A copy of the presentation is appended to these minutes.

11. TOWN ATTORNEY REPORT

Interim Town Attorney Tyler commended the effort the Town Council made regarding the solar field project on Town Farm and Abbe Road, even though the decision was not in their favor. Mr. Tyler said that many friends of Enfield came forward to offer their expertise and talents to help make the case for the Siting Council. He believed that the residents were thankful that so many people came forward to help preserve their health, safety, and welfare. He wished that the viewpoint from Lodestar had been that the town was looking out for the well-being of its residents. He was thankful to see bipartisanship from everyone involved.

12. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Mangini said that on December 7th there will be a senior craft fair put on by the Commission on Aging, and on the same day the Lions Club will have their breakfast. Ms. Mangini stated that at the meeting they discussed that some funds from the Senior Repair Committee have been received as public donations, and they would like to know where the funds should be designated. She said ultimately, it would be a Council decision as to where the funds would be allocated and suggested that perhaps the Council could listen to some of the suggestions the Commission on Aging had.

Ms. Mangini said that at the DPW Subcommittee meeting many projects, including leaf pickup and Powder Hollow, were discussed. Under the direction of Mr. Nunes, the meetings are consistently held and there seems to be a good relationship between the two groups. Mayor Nelson asked which account would have the leftover \$10,000 from the Senior Repair program. It was stated that the money consisted of donations from the public, not believed to belong to the town, but he hoped for clarification.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

A. Consent Agenda

MOTION #7061 by: Cynthia Mangini, seconded: Marie Pyznar to approve the following four items on the consent agenda.

Upon a **SHOW OF HANDS** vote, the Chair declared **MOTION #7061** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

1. Resolution to Transfer of Historic Documents Preservation Grant Funds - \$7,500

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

FROM: General Fund Revenue

Miscellaneous	State 10040000-413699	\$7,500
Revenue		

TO: Town Clerk - Supplies/Materials

Office Supplies	10160100-561200	\$7,500
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*I hereby certify that the above-stated funds are available as of November 14, 2024, by
John A. Wilcox, Director of Finance*

2. Resolution to Transfer Funds for Early Voting Ballots - \$2,000

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

FROM: Town Clerk - Personal Services - Salaries

Salaries - Part Time	10160100-512000	\$2,000
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TO: Other Purchased Services

Printing and Reproduction	10160100-555000	\$2,000
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*I hereby certify that the above-stated funds are available as of November 14, 2024, by
John A. Wilcox, Director of Finance*

3. Resolution to Transfer Funds Donated to Youth Services \$2,340

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

FROM: Social Services - Child, Youth and Family

Appropriated Fund Balance	22040417-499000	\$2,340
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TO: Social Services - Child, Youth and
Family

Other Professional Services	22040417-533900	\$2,340
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*I hereby certify that the above-stated funds are available as of November 14, 2024, by
John A. Wilcox, Director of Finance*

4. Resolutions to Transfer Funds for Public Safety-\$9,449

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

FROM: NAME

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

*I hereby certify that the above-stated funds are available as of November 14, 2024, by
John A. Wilcox, Director of Finance*

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

C. Resolution Regarding the TIF Policy Change

RESOLUTION #7062 by: Michael Ludwick, seconded: Robert Cressotti.

BE IT RESOLVED, the Enfield Town Council modifies the section labeled TIF Advisory Committee as follows:

TIF ADVISORY COMMITTEE

“The TIF Advisory Committee shall consist of five people appointed by the Town Council and shall consist of: two members of the Town Council and one member each from the Economic Development Commission, the Conservation Commission, and the Planning & Zoning Commission. ~~The Director of Development Services, the Director of Finance, and the Supervisor of Assessment and Revenue Collection will act as staff liaisons to the TIF Committee.~~ **The Director of Economic & Community Development will act as staff liaison to the TIF Advisory Committee.**”

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7062** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None. Councilor Mangini had stepped out of the room.

D. DPW Fueling Station

Town Manager Bromson said there would not be a vote regarding the DPW fueling station, and that DPW Director Donald Nunes would provide additional explanation during the next agenda item, which is to purchase a portion of 90 Alden Avenue. Mr. Bromson explained that the DPW fueling station project had been funded mostly by ARPA money. The project went to bid, and the proposed cost was over budget so they could not continue with the project. They must encumber all ARPA funds by December 31, 2024, otherwise they lose them. The designated ARPA money for the project was between \$800,000 - \$900,000, with additional monies being provided from other areas.

E. Resolution Authorizing the Town Manager to Enter into a Purchase & Sale Agreement to Acquire a Portion of 90 Alden Avenue

RESOLUTION #7063 by: Cynthia Mangini, seconded: Michael Ludwick.

WHEREAS, Bellsite Development, LLC owns the former St. Adalbert School property located at 90 Alden Avenue; and

WHEREAS, the Enfield Town Council wishes to purchase a 38,000+ square foot parcel of land located in the southeastern portion of the above-referenced property, including the former St. Adalbert School gymnasium.

WHEREAS, the owner's representative has offered to make various renovations and improvements to the gymnasium.

WHEREAS, the cost of the purchase of the land has been discussed and negotiated by the appropriate Town officials, subject to the Town Council's approval; and

WHEREAS, the cost and scope of the renovations and improvements to the gymnasium have not been finalized, but rather remain the subject of ongoing discussions and negotiations between the owner's representatives and Town officials; and

WHEREAS, the Planning & Zoning Commission, per Conn. Gen. Stat. 8-24, issued a favorable report on October 14, 2021

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager, or his designee, to negotiate the terms of the purchase and sale agreement, including, but not limited to, the purchase price of the property and the scope and costs of the renovations and improvements to the former St. Adalbert School gymnasium.

BE IT FURTHER RESOLVED, the Town Manager, or his designee, is authorized to enter into a purchase and sale agreement and any other documents necessary for the purchase of the 38,000+ square foot parcel of land located in the southeastern portion of the above-referenced property, subject to the review of the Town Attorney.

Currently, Bellsite Development LLC owns the former St. Adalbert's Church site. The Town of Enfield wishes to purchase a 38,000 square foot parcel in the southeast portion of the property, including the former St. Adalbert's school gymnasium. The owner's representative has offered to make various renovations and improvements to the gymnasium. The cost of the purchase of the land has been negotiated by the appropriate town officials, subject to Town Council approval. The cost and scope of renovations for improvements have not been finalized and remains open for discussion with the owners' representatives and town officials. On October 14, 2021, the Planning and Zoning Commission issued a favorable report in accordance with CGS.

Mayor Nelson said that he believed they owed it to the children of Enfield to have a safe, warm place for them to hang out since the closure of the Lamagna Center. He believed this would be the perfect solution for the completion of Higgins Park. He would like to see the negotiation include bathrooms at the back of the building as part of the deal.

Town Manager Bromson said that three years ago the idea of Higgins Park was only a concept. All completed improvements have been highly utilized by the public, including the play scape, the bandshell, and the basketball court. The current contract for the gym at St. Adalberts ended as of November 15th, creating the urgency to reach a deal. ARPA funds must be appropriated by December 31st, or they will be lost. They would only be used for this project if it were agreed upon by the Council, otherwise they can be used for other projects. Tonight's action would trigger the funds so that half would be appropriated from fiscal year 2024, and the other half from fiscal year 2025. After scrapping the fuel project, they will move funds of roughly \$900,000 and now have a pool totaling \$1.4million.

Mr. Bromson said that they met with the appropriate personnel to make sure it was a feasible plan. It would remain a gym to be used primarily for basketball, owned and controlled by the town for recreation and youth services. There would be a walking path in the interior to be used during the winter months as well. In the future, they will look into funding a public pool. The current plan would not exceed the \$1.4million that has been discussed. His goal this evening was to get permission to transfer the funds so that they could move forward with the project after December 2nd, if he was successful in negotiations. The current owner has already completed the asbestos remediation as well as pulled up the uneven floor. The uses for the gym are limitless and this would be a turnkey purchase with no exposure or vulnerability for the town. The contract would include deadlines for the contractors so they would be able to determine how much something would cost and the date of completion. There would be two bathrooms and extra office space on the second floor. He would negotiate the addition of a bathroom build-out on the outside entrance to be used during concerts, events, and the future pool. The director of Economic and Community Development, Mr. Marcavitch is looking into grants for the pool. The owner would make the building available for touring by Council members once the air quality from the renovations has improved.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7063** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

F. Resolution to Transfer Funds for the Purchase a Portion of 90 Alden Avenue
RESOLUTION #7064 by: Michael Ludwick, seconded: Marie Pyznar.

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

MOTION by: Marie Pyznar, seconded: Gina Cekala to waive the reading of the specified funds transfer.

Upon a **SHOW OF HANDS** vote, the Chair declared the **MOTION** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None. ***A copy of the specified funds transfer is appended to these minutes.***

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7064** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

G. Resolution Setting a Public Hearing for the Central Connecticut Solid Waste Authority (CCSWA) Enabling Ordinance

RESOLUTION #7065 by: Marie Pyznar, seconded: Cynthia Mangini.

BE IT RESOLVED, that the Enfield Town Council hold a public hearing for all interested citizens to comment on the 2024 CCSWA Enabling Ordinance on December 2, 2024, at 6:55PM.

Director of DPW Donald Nunes explained that these are administrative changes in the Ordinance. Prior to 2019, the Central Connecticut Solid Waste Authority (CCSWA) met regularly. However, since then, they have not met until recently. CCSWA has asked all the participating towns to adopt the administrative changes as well as a few substantive changes. They recommend that towns rescind the original adopting ordinance from 2010 and re-adopt with the changes.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7065** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

H. Resolution Waiving Bids for Consultant Services for Analysis of the Department of Public Works Refuse and Resource Management Division

RESOLUTION #7066 by: Michael Ludwick, seconded: Marie Pyznar.

BE IT RESOLVED, that in accordance with Chapter V, Section 8(d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interest of the Town to require competitive bidding for Consultant Services for Analysis of the Department of Public Works Refuse and Resource Management Division.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7066** adopted. Yes: Bob Hendrickson, Michael Ludwick, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: Gina Cekala, Robert Cressotti, Cynthia Mangini Abstain: None.

I. Resolution Authorizing the Town Manager to Enter into a Purchase & Sale Agreement for the Sale of 5 Taylor Road

RESOLUTION #7067 by: Michael Ludwick, seconded: Gina Cekala.

NOW, THEREFORE, BE IT RESOLVED that the Town Manager, or their designee, is authorized to sign the Purchase and Sale Agreement, on behalf of the Town of Enfield, for the sale of 5 Taylor Road to _____.

BE IT FURTHER RESOLVED, that the Town Manager, or their designee, is authorized to sign all documents, including the deed, on behalf of the Town of Enfield, pertaining to the sale of the property to _____, subject to review and approval by the Town Attorney.

AMENDMENT #1 by: Michael Ludwick, seconded: Gina Cekala to add the words "The Court LLC" in both blanks within the Resolution.

Upon a **SHOW OF HANDS** vote, the Chair declared **AMENDMENT #1** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

Community Development Specialist Kristine Koistinen explained the plan for 5 Taylor Road, the former Nathan Hale School. In 2024, the town went out for an RFP for the purchase and development of the property and received three responses. The proposal submitted by The Court LLC was selected after review by the Council. The project will be in two phases. In Phase 1, the original school building will be demolished and, in its place, will be a 27,000sf multi-use sports complex including three basketball courts that may also be used for volleyball, football and pickleball. The existing gym, cafeteria and auditorium will stay and be used for commercial use. Phase 2 will include thirty-two, two-bedroom housing units. ***A copy of the presentation is appended to these minutes.***

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7067** adopted as amended. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

J. Resolution Authorizing the Town to Submit a Community Investment Fund (CIF) 2030 Application to the CT Department of Economic & Community Development (CT DECD) for the Enfield Marketplace Project

RESOLUTION #7068 by: Cynthia Mangini, seconded: Marie Pyznar.

WHEREAS, pursuant to C.G.S. Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Enfield make an application to the State not to exceed \$10,000,000 in order to undertake the Enfield Marketplace project and to execute an Assistance Agreement.

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

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S. Section 32-285a
2. That the filing of an application for State financial assistance by the Town of Enfield in an amount not to exceed \$10,000,000 is hereby approved and that Town Manager, Christopher W. Bromson, or his designee, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Enfield.

Director of Community Development Aaron Marcavitch announced that as part of this grant application, the town will be holding a Public Input Session on December 4th, 2024, from 5:30pm to 7pm, allowing residents to drop in during that timeframe and express their opinion concerning the future of the Central Business District.

Mayor Nelson stated that the developer had reached out to meet with him directly. Mr. Nelson stated that he advised them that if they would like to meet, he would schedule a special meeting with the Council. Mr. Bromson stated that the Council would be united as they always are, and that he would continue negotiations directly with the developer and would keep the Council abreast of any communications.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7068** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

K. Request for Bid Waiver for ETC Mental Health & Wellness Strategic Planning Consultant

RESOLUTION #7069 by: Cynthia Mangini, seconded: Marie Pyznar.

BE IT RESOLVED, that the Town Council does hereby find, based on the foregoing compelling public interest, and in accordance with Town Charter chapter V, section 8(d), that it is therefore against the best interest of the Town to solicit bids for the purchase of Social Services/ETC MH&W Coalition Strategic Planning Implementation facilitation services.

Director of Social Services Cynthia Guerreri explained that the Town of Enfield has historically cared deeply for their youth and their health and wellness, especially after COVID. The Enfield Together Mental Health & Wellness Coalition's (ETC MN&W) strategic planning has already taken place during this past year. The next step is to actualize that plan and bring it to life. Ms. Guerreri would like to continue to utilize the same consultant they worked with in creating the plan and believed it was in the best interest of the town to do so.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7069** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

L. Resolution to Transfer Funds for Additional School Resource Officer Position

RESOLUTION #7070 by: Cynthia Mangini, seconded: Marie Pyznar.

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

**FROM: GENERAL FUND - NON-DEPARTMENTAL CHARGES - TRANSFERS OUT
AND CONTINGENCIES**

CONTINGENCY	10800092 584000	\$ 47,579
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TO: GENERAL FUND - POLICE SERVICES

SALARIES	10200500 511000	\$ 32,363
HEALTH/MEDICAL	10200500 521000	\$ 14,699
LIFE INSURANCE	10200500 521500	\$ 47
MEDICARE	10200500 522100	\$ 470

*I hereby certify that the above-stated funds are available as of November 14, 2024, by
John A. Wilcox, Director of Finance*

Mr. Bromson explained that this recommendation was made by the school and town Joint Security Committee.

Chief of Police Alaric Fox stated that the Council has been very attentive to school security issues. During the last two Joint Security Committee meetings, he was made aware that in one area the level of protection may not be as robust as what they would prefer. Therefore, they developed a plan to supplement the existing SRO staffing with an additional position.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7070** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

M. Resolution Authoring the Town Manager to Enter an Agreement with CliftonLarsonAllen LLP to Perform an Internal Control Assessment

RESOLUTION #7071 by: Michael Ludwick, seconded: Marie Pyznar.

BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager or his designee to execute and sign all documents necessary for the internal control review and assessment.

Mr. Bromson confirmed that CliftonLarsonAllen, CPA Consultants, are on the state's bid list. He stated that the Council and the Board of Education (BOE) both agreed and are committed to this process and are working collaboratively to assess the needs of the town and the BOE. Director of Finance John Wilcox stated that the Council chose CliftonLarsonAllen out of three applicants and that he would provide the Council with the estimated cost of the review at the early December meeting.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7071** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

N. Resolution to Revise and Adopt the “Collector of Revenue” and “Assessor” Job Descriptions

RESOLUTION #7072 by: Cynthia Mangini, seconded: Marie Pyznar.

BE IT RESOLVED, that the Enfield Town Council does hereby approve the revised “Collector of Revenue” and “Assessor” Job Descriptions. ***Copies of the job descriptions are appended to these minutes.***

Mr. Bielenda explained that when the town first adopted the combined model in 2010, the town had one employee who possessed both certifications. The town has learned over

time that it is very difficult to find candidates with dual certifications. Mr. Bielenda is proposing separating the responsibilities of the Supervisor of Assessment and Revenue job description and returning to fulfilling two separate job descriptions: #1 - Collector of Revenue and #2 - Assessor. He spoke with the union, and they agreed to these changes.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7072** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

O. Resolution Making Recommendations for the Charter Revision Commission to Consider and Setting Time Frame for Submission of the Draft Report by the Charter Revision Commission

RESOLUTION #7073 by: Cynthia Mangini, seconded: Gina Cekala.

WHEREAS, the Enfield Town Council initiated the Charter Revision process at the October 7, 2024 meeting; and

WHEREAS, the Enfield Town Council must set a date for the Charter Revision to submit its draft report to the Enfield Town Clerk and provide suggestions for the Charter Revision Commission to consider.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council:

1. Charges the Charter Revision Commission to review the Charter of the Town of Enfield and make any recommendations it deems appropriate; and
2. The Town Manager is instructed to transmit to the Charter Revision Commission all individual suggestions made by the Town Council members for the Commission's review of the Charter; and
3. Specifies that the Charter Revision Commission will submit a draft report to Enfield's Town Clerk by Monday, April 7, 2025.

Upon a **ROLL CALL** vote, the Chair declared **RESOLUTION #7073** adopted. Yes: Gina Cekala, Robert Cressotti, Bob Hendrickson, Michael Ludwick, Cynthia Mangini, Jim Nasuta, Ken Nelson Jr., Marie Pyznar, Jeff Rousseau, Lori Unghire No: None Abstain: None.

15. ITEMS FOR DISCUSSION

None.

16. ANY OTHER BUSINESS PROPER TO COME BEFORE SAID MEETING

None.

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

None.

18. COUNCILOR COMMUNICATIONS

Deputy Mayor Pyznar reminded the public that there is an event on December 1st for the Cookies for Camouflage campaign, organized by Laurie Gates. Participants can make cookies or make monetary donations to help with the mailing of the cookie packages.

19. ADJOURNMENT

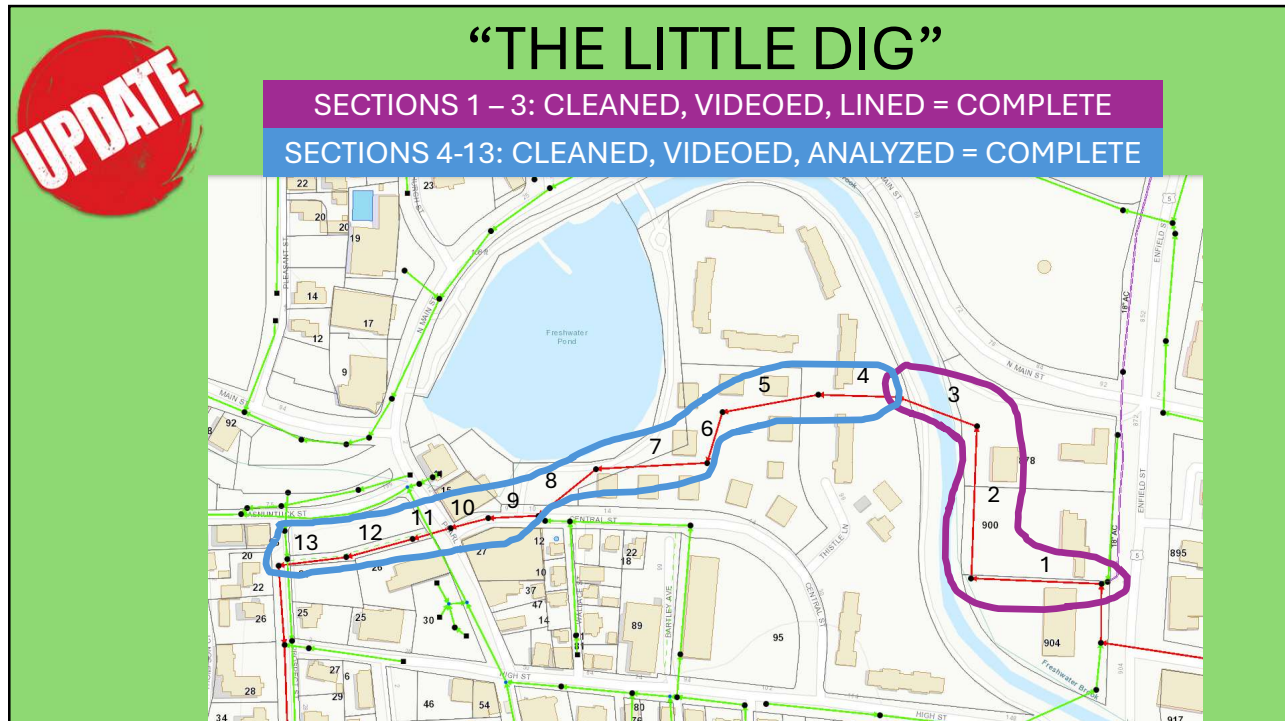
MOTION by: Cynthia Mangini, seconded: Michael Ludwick to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared the **MOTION** adopted unanimously, and the meeting stood adjourned at 10:07pm.

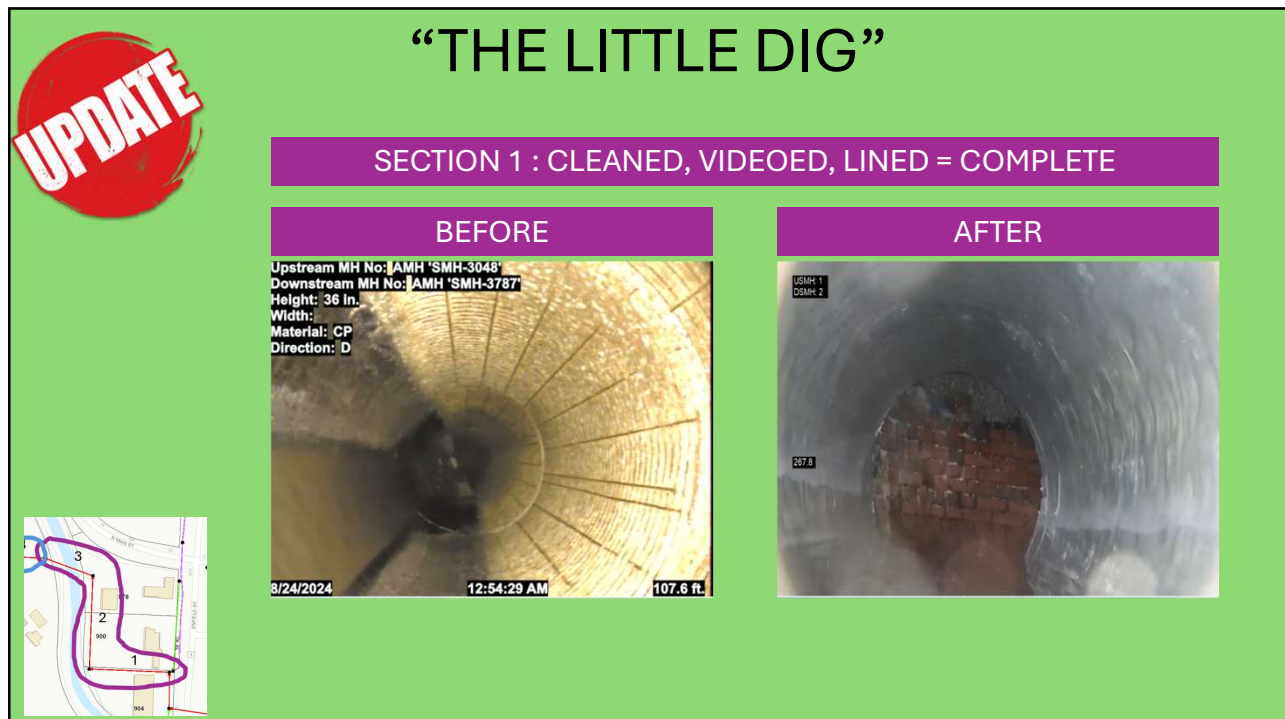
Respectfully submitted,

Sheila M. Bailey, Town Clerk
Clerk of the Council

Lindsay Petrucci, Assistant Town Clerk
Secretary of the Council



1



2



“THE LITTLE DIG”

SECTION 2 : CLEANED, VIDEOED, LINED = COMPLETE

BEFORE

Pipe segment ref.: Sewer Main '1 TO 2'
Upstream MH No.: AMH 'MH-1'
Downstream MH No.: AMH 'MH-2'

Direction: D
Height: 36 in
Width: 36 in
Material: RC



9/24/2024
13.6 ft.

AFTER



2024-08-31 18:45:16
15.5 ft.



3



“THE LITTLE DIG”

SECTION 3 : CLEANED, VIDEOED, LINED = COMPLETE

BEFORE

Distance: 0.0 ft.
MWL - Miscellaneous Water Level
Clock from:
Clock to:
Rating:
Dimension 1:
Dimension 2:
%: 20 %



AFTER



2024-09-01 01:27:34
15.5 ft.



4



“THE LITTLE DIG”

SECTIONS 4-13: CLEANED, VIDEOED, ANALYZED = COMPLETE

CURRENT SECTION 4



CURRENT SECTION 5



5



“THE LITTLE DIG”

COST

SECTION 1	\$	620,461.46
SECTIONS 2&3	\$	352,798.87
SECTIONS 4-13	\$	54,000.00
TOTAL	\$	1,027,260.33
BUDGET	\$	1,600,000.00
CURRENT SPEND	\$	1,027,260.33
BALANCE REMAINING	\$	572,739.67

6



“THE LITTLE DIG”

RECOMMENDATIONS

- SECTIONS 1-3: NO FURTHER WORK NEEDED
- SECTIONS 4-13: NO LINING REQUIRED
- DECISIONS ON REMAINING AVAILABLE BALANCE
 - UTILIZE THE BALANCE TO STUDY WHERE THE NEXT RELINING SHOULD OCCUR THEN CONTINUE TO LINE AS APPROPRIATE
- DPW RECOMMENDS REMOVING THE “EMERGENCY STATUS” DESIGNATION ON THE LITTLE DIG
- DPW SINCERELY THANKS THE TOWN COUNCIL FOR THE QUICK ACTIONS AND FUNDING OF THESE REPAIRS

7

Town of Enfield

Transfer of Funds for Alden Avenue Gym - FY24

Fiscal Year 2024

From		Capital Non-recurring		
	Project	Org Code	Obj Code	Amount
	DPW Fuel Tank Repl-Construction Services	31008705	545000	380,830.00
	JFK PCBs	31008172	533900	103.05
	JFK PCBs	31008172	549000	42,128.93
	EMS Generator/Bay Doors	31008109	573900	49,677.12
	Library Community Room-Construction Services	31008819	545000	30,380.52
	Library Improvements-Construction Services	31008119	545000	2,596.15
	Elevator-Construction Services	31008173	545000	1,219.06
	School Football Field-Construction Services	31008139	545000	49,390.51
	Town Hall Video-Construction Services	31008201	545000	4,300.46
	S. River St Temp Bridge-Construction Services	31008328	545000	6,311.44
	Freshwater Dam Tr Walls-Construction Services	31008335	545000	5,850.00
To		Capital Non-recurring		
	Alden Ave Gym - Buildings	31008203	572000	572,787.24

Town of Enfield
Transfer of Funds for Alden Avenue Gym - FY25

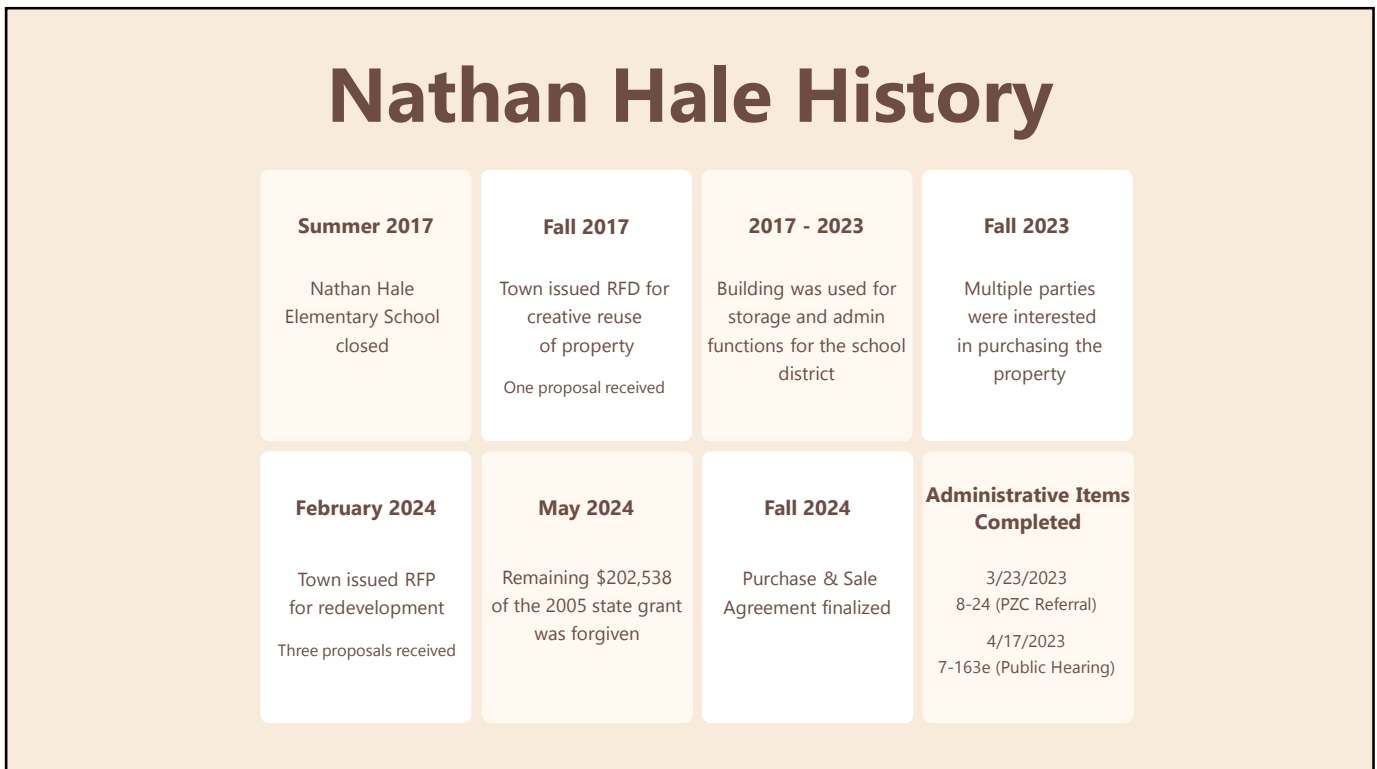
Fiscal Year 2025

From	Capital Non-recurring		
Project	Org Code	Obj Code	Amount
DPW Fuel Tank Repl-Construction Services	24508219	545000	811,089.76
Fuel Mgt System-Equipment	31008828	573400	16,123.00

To	Capital Non-recurring		
Alden Ave Gym - Buildings	24508241	572000	827,212.76



1



2

Mixed Use Sports Facility & Residential Proposal

The COURT LLC

Phase 1

Multi-Sport Facility

Demolition and removal of original school building

27,000 sq. ft. new construction featuring three multi-sport courts with capabilities to support: basketball, volleyball, futsal & pickleball

Parking adequate for use type in accordance with Town regulations

Two-way street to provide access to facility and subsequent residential and accommodate traffic flow



Gymnasium Addition

3

Mixed Use Sports Facility & Residential Proposal

The COURT LLC



Two Story Walk-Up Residential Building

Phase 2

Residential

Eight (8) total two-story walk-up buildings

Four (4) two-bedroom units per building

Thirty-two (32) total units

Southwest of the sports facility

4



5

Project Timeline

The COURT LLC

Phase 1

Demolition and rebuild of adaptive school reuse and multi-sport facility

Between **12-24 months** to execute permitting, financing and construction

Phase 2

Residential construction

Approximately **36 months** from the completion of Phase I of the site reuse



6



Enfield: The Gateway to Connecticut

7

TOWN OF ENFIELD
JOB DESCRIPTION
FINANCE DEPARTMENT

COLLECTOR OF REVENUE

GENERAL STATEMENT OF DUTIES: Administers organizes and directs the collection of revenues as prescribed by the Connecticut General Statutes.

SUPERVISION RECEIVED: Under the general supervision of the Finance Director.

SUPERVISION EXERCISED: Supervises department staff assigned to the Tax Collector's office.

ESSENTIAL JOB FUNCTIONS: Supervises and participates in the collection of monies owed the Town for taxes, interest, liens, sewer assessments and sewer usage charges; maintains accurate records and accounts of monies and assessments collected; prepares reports of collections; anticipates in the handling, recording and disposing of funds collected; prepares periodic reports of collections made, checks and verifies claims for exemptions; balances rate books monthly; submits annual and monthly financial reports as required by law; prepares delinquent and motor vehicle listings, lien notices, releases of liens, suspension list, tax sales and list of outstanding taxes; prepares and submits departmental budget, orders supplies and deals with the public, attorneys, bank personnel and realtors; determines demands, warrants, tax sale items, lien releases, placing of liens; evaluates current collection practices and installs new procedures; regular and punctual attendance.

OTHER JOB FUNCTIONS: May perform other duties as required.

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

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

Hand-eye coordination required to operate computer and various office equipment.

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

May be required to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as the exercise of independent judgment.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of accounting principles and practices; thorough knowledge of municipal revenue and tax laws, requirements and procedures; knowledge of modern office methods, equipment and practices, including the utilization of data processing, particularly as related to collection and billing work; ability to plan, organize and supervise the work of clerical subordinates; ability to establish and maintain effective working relationships with subordinates and with the public.

EXPERIENCE AND TRAINING: At least four (4) years of experience related to revenue collection or accounting, with some experience at supervisory or administrative level, and some exposure to data processing methods and procedure, or any equivalent combination of education and experience. Bachelor's degree in business, finance, public administration or some related field is highly preferred. Must be certified by the State of Connecticut as Municipal Tax Collector.

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

Revised: November 18, 2024

**TOWN OF ENFIELD
JOB DESCRIPTION
FINANCE DEPARTMENT**

ASSESSOR

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the planning of a Town-wide program of real and personal property assessment as prescribed by the Connecticut General Statutes.

SUPERVISION RECEIVED: Works under the direction of the Director of Finance.

SUPERVISION EXERCISED: Directly supervises all division staff.

ESSENTIAL JOB FUNCTIONS: Responsible for the compilation of the yearly grand list; conducts valuation for assessment purposes of all real property and taxable personal property; implements State Elderly Tax Relief programs and Town Elderly Tax Relief programs; formulates Certificate of Occupancy proration; formulates prorations prompted by CGS. 12-18a; implements all state and local exemptions programs; completes and files reports annually to the State of Connecticut; implements statistical procedures to track assessment equity in all classes of real property assessments; assists Town Attorney in litigation matters involving the assessment function; may serve as a witness in Court; reviews maps filed with the Town Clerk on an annual basis; regular and punctual attendance.

OTHER JOB FUNCTIONS: Prepares additional reports for the Director of Finance and/or the Town Manager when required. Performs related work as required

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to sit; climb; balance; stoop; kneel, crouch; crawl; talk and hear. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge as well as exercise independent judgment. The noise level in the work environment is usually moderately quiet in the office and moderate to loud in the field.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of the theory, principles, methods, and techniques of real and personal property valuation for assessment purposes. Considerable ability to analyze and form solutions to problems. Considerable knowledge of taxation statutes and subsidiary titles which affect the assessment function; knowledge of statistics. Ability to deal effectively with the general public, town officials and associates.

EXPERIENCE AND TRAINING: At least five (5) years of experience in the valuation of residential, commercial and industrial properties for assessment purposes. Bachelor's Degree with background in either Real Estate, Accounting or related field is highly preferred. Experience in the valuation of business personal property for

assessment purposes or an equivalent combination of education and experience. Certification by the Connecticut Association of Assessing Offices as a Certified Connecticut Assessor and/or certification by the International Association of Assessment offices as a Certified Assessment Evaluator. Must possess a valid driver's license.

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

Revised: November 18, 2024