



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, February 3, 2020
7:00 PM - Council Chambers**

1. PRAYER – Mike Ludwick
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL.
4. FIRE EVACUATION ANNOUNCEMENT.
5. MINUTES OF PRECEDING MEETINGS.
 - Special Meeting, January 21, 2020
 - Regular Meeting, January 21, 2020
 - Special Meeting, January 25, 2020
6. SPECIAL GUESTS.
 - Wreaths Across America
7. PUBLIC COMMUNICATIONS AND PETITIONS.
8. COUNCILOR COMMUNICATIONS AND PETITIONS.
9. TOWN MANAGER REPORT AND COMMUNICATIONS.
 - Project and Activities Report
10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.
11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.
12. OLD BUSINESS.
 - A. Appointment(s) - Town Council Appointed.
 1. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2018. (Tabled 09/15/2014)
 2. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2020. (Tabled 04/16/2012)
 3. **Enfield Beautification Committee -** The Term of Office of Kristine Mele (R), Expires 12/01/2016. Reappointment or Replacement Would be Until

12/01/2019. (Tabled 12/19/2016)

4. **Enfield Beautification Committee** – A Vacancy Exists Due to the Resignation of Stacy Hout (D). Replacement Would be Until 12/01/2019. (Tabled 03/05/2018)
5. **Enfield Beautification Committee** – The Term of Office of Darren Ketchale (R), Expired 12/01/2019. Reappointment or Replacement Would be Until 12/01/2022. (Tabled 01/06/2020)
6. *****Enfield Beautification Committee** – The Term of Office of Roberta Ladd (D), Expired 12/01/2019. Reappointment or Replacement Would be Until 12/01/2022. (Tabled 01/06/2020)
7. **Enfield Culture and Arts Commission** – A Vacancy Exists Due to the Resignation of Marguerite French (D). Replacement Would be Until 05/31/2021. (Tabled 01/21/2020)
8. **Hazardville Water Company Advisory Council Enfield Representative -** The Term of Office of Scott Kaupin (R) Expired 01/01/2018. Replacement Would be Until 01/01/2022. (Tabled 01/16/2018)
9. **Hazardville Water Company Advisory Council Enfield Representative -** The Term of Office of Andrew Urbanowicz (U) Expired 01/01/2018. Replacement Would be Until 01/01/2022. (Tabled 01/16/2018)
10. **Inland Wetland Watercourse Agency** – A Vacancy Exists Due to the Resignation of Kelly Hemmeler (R). Replacement Would be until 12/31/2021. (Tabled 12/16/2019)
11. **Joint Facilities Committee** – A Vacancy Exists due to Wendy Costa (R), being Appointed as a Board of Education Member. Replacement is Indefinite. (Tabled 01/06/2020)
12. **Loan Review Committee (Alternate)** - The Term of Office of Anne Brislin (R), Expires 12/31/2016. Reappointment or Replacement Would be Until 12/31/2020. (Tabled 12/19/2016)
13. **Loan Review Committee (Alternate)**- The Term of Office of Billie-Jean Griffin (D), Expires 12/31/2020. Reappointment or Replacement Would be Until 12/01/2020. (Tabled 12/07/18)
14. **Patriot Award Committee – Veterans Council** - The Term of Office of Ignatius Maniscalco, Expired 07/31/2019. Reappointment or Replacement Would be Until 07/31/2021. (Tabled 09/16/2019)
15. **Patriot Award Committee – Veterans Council** - The Term of Office of Frank Pasini (U) Expired 07/31/2019. Reappointment or Replacement Would be Until 07/31/2021. (Tabled 09/16/2019)
16. **River Valley CT Central Regional Tourism District** –The Term of Office of William Hosley (R), Expired 06/30/2016. Reappointment or Replacement would be Until 06/30/2018. (Tabled 11/21/2016)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2019. (Tabled 11/25/2004)
2. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2021. (Tabled 10/16/2006)
3. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 2/04/2013)
4. **Building Code Appeals Board**- The Term of Office of Gary Sullivan, (R) Engineer Expired on 11/01/2014. Reappointment or Replacement Would be Until 11/01/2019. (Tabled 11/17/2014)
5. **Building Code Appeals Board** – The Term of Office of William Marr (D), Professional Engineer, Expired 11/01/2016. Reappointment of Replacement Would be Until 11/01/2021. (Tabled 11/21/2016)
6. **Fair Rent Commission (Landlord)** – The Term of Office of Sam Mcgill (D) Expired 06/30/2008. Replacement Would be Until 06/30/2018.
7. **Fair Rent Commission (Tenant)** – A Vacancy Exists Due to Member Kristina Schoen (U), No Longer a Resident. Replacement Would be Until 06/30/2019. (Tabled 06/19/2017)
8. **Fair Rent Commission** - The Term of Office of Elizabeth Gillen (R), Expires 06/30/2018. Reappointment or Replacement Would be Until 06/30/2020. (Tabled 06/1818)
9. **Fair Rent Commission** - The Term of Office of William Downs Sr. (U), Expires 06/30/2018. Reappointment or Replacement Would be Until 06/30/2020. (Tabled 06/1818)
10. **Fair Rent Commission** - The Term of Office of Marlene Cintron-Kakluskas (R), Expires 06/30/2018. Reappointment or Replacement Would be Until 06/30/2020. (Tabled 06/1818)
11. **Fair Rent Commission** - The Term of Office of Dorian Owens (U), Expires 06/30/2019. Reappointment or Replacement Would be Until 06/30/2021. (Tabled 06/17/2019)
12. **Fair Rent Commission** - The Term of Office of Dale Shambo (D), Expires 06/30/2019. Reappointment or Replacement Would be Until 06/30/2021. (Tabled 06/17/2019)
13. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R), Expired on 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
14. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)

15. Housing Code Appeals Board - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Reappointment or Replacement Would be Until 05/01/2021. (Tabled 05/16/2016)

16. Housing Code Appeals Board- The Term of Office of Paul Censki, Fire Marshal Expired 05/01/2017. Reappointment or Replacement Would be Until 05/01/2022. (Tabled 05/15/2017)

17. *Housing Code Appeals Board-** The Term of Office of Roger Russell, Contractor Expired 05/01/2019. Replacement Would be Until 05/01/2024. (Tabled 05/20/2019)

C. Appointment(s) - P & Z Commission Appointed- Council Approved.

D. Discussion: School Roof Replacements. (Tabled 01/22/2019)

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved.

D. Appointment(s) - P & Z Commission Appointed- Council Approved.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) – Town Council Appointed.

1. *Prison Town Liaison Committee** – The Term of Office of Stephen Niemitz, (D) Expires 02/29/2020. Replacement or Reappointment Would be Until 02/29/2022.

2. Prison Town Liaison Committee – The Term of Office of Gretchen Pfeifer-Hall (R), Expires 02/29/2020. Replacement or Reappointment Would be Until 02/29/2022.

3. Prison Town Liaison Committee – The Term of Office of Nelson Rodriguez (D), Expires 02/29/2020. Replacement or Reappointment Would be Until 02/29/2022.

4. *Prison Town Liaison Committee** – The Term of Office of Timothy Slade (R), Expires 02/29/2020. Replacement or Reappointment Would be Until 02/29/2022.

C. Appointment(s) – Town Manager Appointed/Council Approved.

D. Appointment(s) – P & Z Commission Appointed- Council Approved.

E. **Discussion/Resolution: Resolution Reclassifying Responsibilities of the Safety Officer Position and Amending the Executive Secretary Job Description.

- F. **Discussion/Resolution:** Resolution Adopting the Civilian Services Manger Job Description.
- G. **Discussion/Resolution:** Request for Transfer of Funds for Town Manager and Communications Division \$10,074.
- H. **Discussion/Resolution:** Resolution Authorizing the Joint Facilities Committee to Serve as the Building Committee for Henry Barnard School Roof Project Phase III.
- I. **Discussion/Resolution:** Resolution Authorizing the Preparation of Contract Document Drawings and Specifications for the Henry Barnard School Roof Project Phase III.
- J. **Discussion/Resolution:** Resolution Authorizing the Board of Education to Apply for a Roof Construction Grant for the Henry Barnard Roof Project Phase III.
- K. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign a Memorandum of Understanding with the United States Secret Service.
- L. **Discussion/Resolution:** Resolution Referring the Proposed Conveyance of Land to the Planning and Zoning Commission.
- M. **Discussion/Resolution:** Resolution Setting a Public Hearing for the Conveyance of Land.
- N. **Discussion/Resolution:** Resolution to Enter into a Tax Stabilization Agreement with NextEra Energy Resources.
- O. **Discussion/Resolution:** Resolution to Authorize the Waiving of Portion of the Property Maintenance Fines for 34 Wheeler Drive.
- 15. MISCELLANEOUS.**
- 16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**
- 17. COUNCILOR COMMUNICATIONS.**
- 18. ADJOURNMENT.**

* REMOVE FROM AGENDA
 ** MOVE TO MISCELLANEOUS
 *** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, JANUARY 21, 2020**

A Special Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 21, 2020. The meeting was called to order at 6:20 p.m.

ROLL-CALL – Present were Councilors Bosco, Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza, Szewczak and Unghire. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Town Clerk, Suzanne Olechnicki; Town Attorney James Tallberg; Director of Human Resources, Steve Bielenda

CONNECTICUT DEPARTMENT OF LABOR PRESENTATION

Steve Bielenda, Director of Human Resources, introduced Todd Berch, the Director of Apprenticeship Programs for the Connecticut Department of Labor.

Mr. Berch stated manufacturing has become more technologically advanced over the last 25 years at any time in history. He noted Connecticut manufactures jet engines, helicopters, and submarines, and this requires a lot of workers. He stated career tech education has a resurgence, and there are great opportunities. He spoke about the Employer Resource card and left some samples with the Council. He explained an apprenticeship is an employer's voluntary training program.

He stated he would like to see career tech education start at the middle school level. He noted STEM education does not have an occupational focus. He spoke about the need to focus on students, who aren't quite sure what they want to do after graduation. He noted his job is to bring together employers and the people of academia.

Mr. Berch spoke about the Manufacturing Innovation Fund, which the Department of Labor oversees, and one component involves the Incumbent Worker Training Program, which can help manufacturers upscale their employees to the next level. He noted a lot of the program and funding opportunities can be found on the Employer Resource card. He stated at this point in time, funding has served over 200 employers and almost 800 apprentices.

He spoke about the need to make employers aware of these programs and opportunities.

Chairman Ludwick questioned whether the school system has this information. Mr. Berch stated no one knows about these opportunities.

Chairman Ludwick stated he would like to see a way to connect everyone together. Mr. Berch stated that is why he is here in order to ask for a partnership.

Mr. Berch stated although he's a proponent of a higher education, he believes that the days of saying everyone must attend college are over. He noted for every job that requires a PhD or higher, there are two jobs requiring a bachelor's or higher and seven jobs that only require certificates. He noted he's addressing those seven jobs. He noted this route results in very low school debt, and individuals can do very well for themselves.

Mr. Bromson stated they've been working closely with the Board of Education regarding a multi-media approach, and they will do some podcasts, which will include this presentation. He noted they will make it a priority to share this information with Enfield High School students. He stated it is exciting to know an individual can have a career path without becoming indebted for life. He noted in this region and in Enfield there are great manufacturers with a lot of jobs, plus Asnuntuck Community College's program is a jewel in the State of Connecticut's educational system.

Councilor Bosco stated they should be pushing all trades. He noted he can't find an autobody man, a mechanic or driver. He stated the average autobody man is 57 years old, and no one new is coming in. He stated he's very happy to see what's being done regarding manufacturing, but they also must target the other trades. He noted they should sell this at a school assembly to let students know about these opportunities. He pointed out he's a high school graduate and doing well for himself. He noted people need to realize that college isn't for everyone. He stated a lot of students he went to school with were able to get jobs through their metal shop teacher at Hamilton Standard and Pratt & Whitney, and they're all doing very well. He pointed out the sooner students know about this opportunity the better. Mr. Berch agreed with Councilor Bosco and noted he is a licensed steamfitter, plumber, and he holds four or five State of Connecticut licenses. He noted he's from the trades.

Councilor Cekala stated her hope this presentation can be made before the Board of Education. She noted perhaps this presentation could be made at an assembly at the same time there's college representation.

Chairman Ludwick stated the insurance industry is also losing people and that industry is concerned about available workforce.

Mr. Berch stated he's amenable to meeting with Boards of Education, Town Councils, Chambers of Commerce and employers. He noted at this time he's partnered with the Department of Education, Board of Regents, and CBIA.

Chairman Ludwick stated the Chamber of Commerce reached out to him, and they are excited about this program.

Mr. Bielenda stated he will have all this information on hand if anyone needs it. He noted people can contact the Town Manager or Director of Human Resources for the Town of Enfield for more information.

Mr. Bromson stated this information will be sent out to all Enfield businesses, and they'll be sure to have this information on the Town's website.

Councilor Bosco requested an email contact, and Mr. Berch responded ctapprenticeship.com

ADJOURNMENT

MOTION #5307 by Councilor Mangini, seconded by Councilor Muller to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5307** adopted 11-0-0, and the meeting stood adjourned at 6:50 p.m.

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
TUESDAY, JANUARY 21, 2020**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 21, 2020. The meeting was called to order at 7:00 p.m.

PRAYER – The Prayer was given by Councilor Kiner.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was led by Kid Mayor, Kylie Feliciano.

Chairman Ludwick introduced Kid Mayor, Kylie Feliciano, and noted this is the third year of the Kid Mayor Program.

ROLL-CALL – Present were Councilors Bosco, Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza, Szewczak and Unghire. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Town Clerk, Suzanne Olechnicki; Town Attorney, James Tallberg; Director of Finance, John Wilcox

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5308 by Councilor Cekala seconded by Councilor Riley to accept the minutes of the January 6, 2020 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5308** adopted 11-0-0.

MOTION #5309 by Councilor Mangini seconded by Councilor Riley to accept the minutes of the January 6, 2020 Regular Meeting.

AMENDMENT #1 by Councilor Szewczak, seconded by Councilor Mangini to change the party affiliation from (R) to (D) for Jacob Nadeau’s appointment on Page 10.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 11-0-0.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5309** adopted 11-0-0, as amended.

SPECIAL GUESTS

Present this evening regarding the Child First Program were Dr. Gerald Calnen and Jennifer Barrett, Clinical Supervisor for the Enfield office of the Child First Program.

Dr. Calnen stated he is a retired Enfield pediatrician. He noted after a KITE meeting about a year ago, he met with the Mayor, the Chairman of the Board of Education and Superintendent of Schools to discuss a very serious problem. He noted that problem was the entrance to kindergarten of an alarming number of children who are not emotionally ready to participate in classroom activities. He stated dysregulated children cannot learn, and just importantly, they make it nearly impossible for the children around them to learn because they tend to be very highly disruptive. He noted the ad hoc committee that they formed as a result of this meeting was created to address this problem. He stated in addition to the aforementioned people, the committee consists of pediatric providers, Enfield KITE and the Department of Social Services represented by Enfield Youth Services and the Family Resource Centers. He explained their task was to come up with a number of ways to deal with this crisis, one of which was to work with the nationally renowned infant and young child psychotherapy organization, Child First, to establish a presence in Enfield. He introduced Jennifer Barrett, a licensed clinical social worker, who is in charge of the Enfield Child First office.

Ms. Barrett stated they are an intensive evidence-based intervention that works in the home with two generations, therefore, they work with both the child and the caregiver. She noted they work specifically with children under age six and caregivers. She stated they build resilience, they heal trauma, and they protect from future adversity. She noted Child First is a Connecticut-grown organization, which began at Bridgeport Hospital and their national program office is in Trumbull, Connecticut. She stated over the years they've shown tremendous success in communication skills, increasing social/emotional intelligence with children, decreasing parent depression and parental stress and overall better connections between parent and child.

She stated children that come into Child First are children who have emotional and behavioral problems. She noted they also work with families with multiple children, and it's hoped that what they do with one caregiver will translate across all the other children in the home.

Ms. Barrett stated they are psychotherapeutic, and they are trauma informed. She noted they have intensive care coordination, so not only do families get a clinician in the home that is trained in an evidence-based practice—parent/child psychotherapy, but they're also provided with a care coordinator, who will help with basic needs. She stated parents have difficulty focusing on their child's mental health and their own mental health when they are struggling to put food on the table or maintain a roof over their heads.

Ms. Barrett stated Child First is community based, and they have a wonderful advisory board and collaboration, and she thanks Dr. Calnen for welcoming them into Enfield. She noted they've had tremendous success building partnerships with KITE and the Enfield Resource Center and the Enfield Youth and Family Services. She noted what the Town has done with the Stowe Early Learning Center is phenomenal.

She stated because Child First is 100% grant funded by the State Office of Early Childhood, there is no cost to the town or to the families they serve.

Councilor Riley questioned how a parent or child gets service from Child First. Ms. Barrett stated they take referrals from anyone and everywhere, i.e., pediatricians, DCF, daycares and pre-schools. She added they are doing their best to get their name out into the town so they can reach those children and families that need it the most.

Dr. Calnen stated this whole initiative started because everyone came to the realization that if they wait for these children to reach kindergarten, they've already waited too long. He noted these children need to be identified very early on because the sooner they're identified, the greater the likelihood of success. He stated the best person to identify these children would be pediatricians because they see these children from infancy and on a regular basis over an extended period of time, during which time it's hoped they've developed a trusting relationship with the family. He stated pediatricians are ideally positioned to identify these children through screening. He noted the major objection that the pediatricians had about screening was that they would not screen anyone unless they knew what they can do with the results, so if they find a family that's in trouble, and they can't offer them help, they're doing more harm than good. He stated that's really what was behind this drive to get Child First because now the pediatricians have somebody to refer to. He noted the challenge is to convince pediatricians that now they must start screening all children routinely, and that's their next project.

Councilor Riley questioned if Child First has a maximum capacity that they can serve. Ms. Barrett stated at this time they have two teams up and running with the funding that they've received. She noted they have a capacity from 24 to 26 families and since they started in July, they've served 24 families. She stated right now they have a very small wait list, and they anticipate having some new families join them within the next few weeks. She noted typically, families are with them from six months to a year, depending on their needs.

Councilor Cekala stated she is glad to see that Child First has trauma-based therapists because some children really need this kind of help.

Councilor Kiner questioned what the pediatricians would be looking for during the screening process that would necessitate a referral to Child First.

Dr. Calnen stated there are a number of validated screens that are used to identify social and emotional problems. He noted they are focused on disruptive behavior, mood dysregulation,

internalizing problems, depression, anxiety or attention issues. He noted there are also screens that can be used to look for trauma.

Councilor Kiner stated when dealing with trauma, is this a mandated reporter type of concept, and Dr. Calnen responded no, however, if a pediatrician discovers evidence of abuse or neglect, then the pediatrician is obliged to report it.

Councilor Mangini expressed her appreciation for this program. She questioned how Child First will handle the growth of their program. She also questioned how they plan to get information about this program to pediatricians.

Ms. Barrett stated they are always looking for funding. She noted at this point, they are 100% grant funded. She stated she knows there are funding opportunities throughout the state that they will be applying for to expand teams as needed and as the need arises. She stated at this time they are at full capacity with a small wait list, but she's anticipating that wait list will grow over time.

Councilor Unghire questioned whether parents are cooperative when a child is identified. Ms. Barrett stated typically a referral will come to her attention, and within 24 to 48 hours she is calling the referral source to get any additional information. She noted in order for a referral to be made, that referent needs to include verbal or written permission from the parent, and it needs to be documented. She stated within that 24 to 48 hours, she is not only contacting the referent but she's also contacting that parent to let them know she has received a referral and she provides background information about the program. She stated in the four years that she's been involved with Child First, she had one or two families say this might not be the right time for them. She pointed out Child First tends to go a little slower than most programs because they really are relationship-built, and they want to establish a good rapport and trust and really work with families.

Dr. Calnen stated from the standpoint of the pediatrician, there's no way they can compel a family to take this help. He noted there may be those occasions when a family says they don't have a problem, and that's when patience is called upon. He stated a pediatrician can't press the issue, but they can let the family know they're available if they want further discussion. He pointed out there's always the other opportunity of another well child visit or sick visit to gently bring the subject back up again, and lots of times they can bring the family around.

As concerns getting the word out, Dr. Calnen stated they're working primarily with the pediatricians. He noted they had a big dinner at the Nutmeg to introduce the pediatricians to Child First among a number of other initiatives. He stated Child First made a presentation and all the pediatric practices were present, except one, and they visited that practice after the dinner to share with them information about Child First. He pointed out the challenge is going to be to keep reminding them repeatedly, otherwise they may forget.

Councilor Unghire questioned why this is happening now as compared to 10 or 20 years ago, and Ms. Barrett stated there are a lot of different factors, i.e., lack of safe, secure housing, families on

the verge of homelessness, they're seeing community violence and domestic violence in certain areas, and there are a lot of things children are seeing nowadays that maybe they weren't exposed to previously. She noted every family and circumstance is different.

Dr. Calnen stated children since the beginning of history have experienced awful trauma and yet this seems to be the first generation that's really suffering the consequences of childhood trauma. He stated his belief in the past children were able to bounce back because they got their resilience from their family unit. He stated his suspicion one of the contributing factors may be the disintegration of the nuclear and extended family for a whole variety of reasons. He noted that has left children unprotected.

Chairman Ludwick stated if Child First has a presentation, he requested it be sent to the Town Manager, so he can put it on the Town's website. He stated his belief this should also be brought to the Board of Education. He noted Enfield has a mental health committee that meets on a quarterly basis, and this is another avenue to get information out about this program.

Councilor Sferrazza acknowledged pediatricians are well-positioned in this area, but another group involved in daily trauma would be the police officers. He noted they witness children traumatized by domestic violence. He questioned whether Child First has any relationship with the Enfield Police Department. Ms. Barrett stated The Village started a Rapid Response Program, and they've been in contact with police departments and fire departments. She noted in those cases where a child has been a victim of a crime or witnessed a crime, they have a team that can visit that home within 24 hours to start a treatment service.

Councilor Sferrazza questioned whether the Enfield Police Department is aware of this, and Ms. Barrett stated they have reached out to several towns, but she doesn't know if they specifically reached out to Enfield Police, but she can reach out to their coordinator for Rapid Response to make sure they do reach out.

Councilor Sferrazza stated he's sure the Enfield Police Department would be interested in that program. He suggested if they want to get the word out more, they can contact the Connecticut Chiefs of Police Association, which meets once a month at the St. Joseph retreat in West Hartford. He noted it would be great if this could be presented to those 26 Chiefs.

Councilor Muller questioned what happens once a child reaches age six. Ms. Barrett stated typically they will enroll a child into services as long as it is not their sixth birthday. She noted when a child reaches a certain age, i.e., 6 ½ or 7, they will refer the family to appropriate services to continue work and treatment.

Chairman Ludwick stated if Child First has data they can share in six months, the Council will find it interesting to see some of the outcomes.

PUBLIC COMMUNICATIONS & PETITIONS

George Young, 8 Holly Lane

Stated he was glad the Town promoted Ken Boulette at the last meeting for his 40 years of faithful service to the Town. He noted it's encouraging to see the Town promoting from within, and there are many good employees that serve Enfield and need to be retained by the Town. He stated this can be done by continuing education for jobs in each field. He questioned what the Town is doing to keep up with technology to educate employees.

Mr. Young stated he has seen the budget for the last three years, and there is what he calls the 43,207 club, which is too many people getting the same pay for the last three years without a raise. He questioned if the Town should be helping these individuals to get ahead and perform better.

He referred to a proposed position titled Geriatric Care Manager and questioned if this means they would hire another \$50,000+ employee. He stated his hope that is not the case. He noted there's no reason to hire a new person when the Social Services Department should be training one of their own people to do that task. He pointed out the Assessor's Department could inform the Social Services Department what guidelines there are for seniors and the property tax credit that they may be entitled to. He stated he would then ask the Social Services Department to help them, not direct them, to the right resources. He noted this would not be using funds from the Adult Day Care, but rather diverting them.

Mr. Young stated as of March 31, 2020 there is no Adult Day Care, so there should be no further spending. He suggested the Town take responsibility for closing that center and not try to reduce the impact of that decision by tying what the Council does to the Adult Day Center by hiring another person. He urged the Town to be proactive to assist seniors that need the tools to continue to live affordably in their home. He stated this may require some education, but that goes along with what he previously noted. He noted all problems and new opportunities are not solved with more employees because proper training of existing people can address matters.

He stated at the January 6th meeting, it was mentioned a second scale isn't needed at the transfer station, and \$500,000 doesn't need to be spent for this upgrade. He noted the budget for the new scale and to move and service the existing scale was \$91,000. He questioned why an automated gate system is needed for \$20,000. He pointed out this is a cost center, and there should have been some justification of the revenue that they currently bring in and how these improvements can generate more revenue to offset these costs. He questioned what is the revenue of the transfer station as it is today. He noted there's no mention of that in the report by the Facilities Committee. He questioned why it would cost \$37,000 for design and engineering when they're using the 2014 design, which he presumes was previously paid for. He questioned the \$165,000 still needed for site work, concrete and paving if a double-wide trailer is brought in and altered accordingly. He acknowledged employees at the transfer station definitely deserve better than what exists now, but he believes it can be done for much less. He questioned if anyone asked employees for input because it would be great to hear their suggestions.

Mr. Young expressed appreciation for this month's PAR report, which contains a lot of information. He referred to Page 15 where it states people have until February 1st to pay tax bills. He noted that's probably not true since February 1st is a Saturday, therefore, people really have until February 3rd, which is a Monday, and he believes this is what is stated on the tax bills.

COUNCILOR REPORT & COMMUNICATIONS

Councilor Mangini stated the Rotary Club will be having a wine tasting on February 6th at Asnuntuck Community College, and this will benefit student scholarships. She noted interested persons can go online or contact her or Councilor Unghire.

She stated she's very disturbed concerning the Safe Harbor Warming Center. She thanked the Director of Social Services for reaching out to Monica Wright about the situation. She explained there's a lot of dedication involved in running this center. She noted she's disappointed in the response that Ms. Wright received in that this center isn't eligible to receive any funding because the money goes into a pot and it's already disbursed out to Loaves & Fishes and/or the Enfield Food Shelf. She noted at the upcoming budget she will fight to allocate some funding for this group. She stated they aren't looking for a lot of money, i.e., \$2,000.

Councilor Szewczak stated she and Councilors Hemmeler and Unghire had a great time visiting Odin's Keep and seeing the ax throwing. She noted their visit was to support new local businesses.

She noted there's one thing that people who are not in the construction business don't understand and that's when they see a feasibility study and a schematic design, those are not contract documents, and they can't go for building permits without contract documents, and a finished plan needs to be sealed by a professional engineer. She stated this is always a problem when they go to referendum or show anything because it's not a final design, and that's why there's always costs associated with that.

Councilor Szewczak stated a WPCA meeting should be scheduled because they must set rates. She suggested resurrecting the subcommittee.

MOTION #5310 by Councilor Szewczak, seconded by Councilor Muller to suspend the rules to address under Miscellaneous Items 14 D1, D2, E, F, G, H, I and J.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5310** adopted 11-0-0.

Councilor Sferrazza voiced concern about the state budget. He noted last month there was a \$20 million dollar deficit. He stated he is worried about that because a few years ago when the deficit was so great, they came after Enfield and the Town Council had to find a way to make it work without sending supplemental tax bills. He stated he's concerned when he sees a \$100 billion dollar deficit in the State Pension Plan, and today he learned that they revised the state deficit

budget from \$20 million to \$60 million. He questioned what that figure might be by the time the Town gets the numbers. He noted with that in mind, whatever the Council votes on in terms of spending dollars is very important because people are overtaxed as it is. He pointed out when municipal aid gets cut, they go after the towns that were thrifty.

Councilor Bosco questioned when he'll see documents about the trash ordinance.

Councilor Hemmeler commended Odin's Keep for partnering with local restaurants.

She stated the Opera House Players have another show scheduled for February 7th through the 23rd. She noted this is an inexpensive fun night, and they will be performing the comedy, Legally Blonde.

Councilor Riley referred to Mr. Young's comment about the \$165,000 proposed expenditure at the transfer station and pointed out that figure includes bringing water to the site for fire protection, and that's a large expense. She noted they're still working on the scale issue, and they haven't moved forward on anything with the project. She stated she will look into revenue at the transfer station.

Councilor Muller stated on Saturday, February 1st, there will be a Family Pancake Breakfast at Enfield High School cafeteria from 8:00 a.m. to 10:30 a.m. to raise funds for the 20th Annual Jack-O-Lantern Festival.

He stated Buzz Robotics will be hosting a pasta supper on Wednesday, March 4th at St. Bernard's to assist in raising funds for the team to travel to competitions, including Detroit, Michigan for the world championship event held April 29th through May 2nd.

Councilor Unghire stated First Readers are having their Trivia contest on February 22nd at 6:00 p.m. She noted it's \$130 for a table, or \$15.00 per person.

Councilor Szewczak stated the transfer station upgrades have nothing to do with the revenue that the transfer station brings in, but rather it's a working condition environment.

Chairman Ludwick stated he and Councilor Cekala are part of the Loan Review Committee, and he informed people there's a first-time homeowners program. He noted people can go on the Town's website to learn more about this program.

He stated Enfield's sports teams are doing well, i.e., hockey, girls and boys basketball teams. He noted Enfield High School has two or three games a week.

Chairman Ludwick congratulated Coach Cascio for 33 years of coaching the Enfield Ramblers Football Team.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Bromson stated the Council has an updated PAR report.

He referred to Councilor Mangini's comment about the Safe Harbor Warming Center and stated last year they streamlined the process and the Social Services website has an application and enrollment for non-profits such as the warming center. He noted it's up to the Council to fund it, but if they're a 501C and non-profit, they could apply under that grant application to the Council from \$1,000 to \$15,000. He stated his belief this group would be eligible, but they would have to enroll by February 3rd and it would then come before the Council during the presentation of the budget as was done last year.

Mr. Bromson referred to the WPC plant and the jump in flow and explained the higher flows recorded in FY2019 were due to snowmelt and rain, and this water enters the sanitary sewer system through places like homeowners' downspouts, illegal sump pump connections, separations and cracks in the sewer pipes, leaking manholes, etc. He noted last year there was an increase in precipitation from 2018 to 2019 of 34.47%.

He referred to the Geriatric position and stated in last year's budget they did scrutinize and eliminate two full-time positions with benefits that paid well over \$50,000. He noted at that time it was decided those jobs were no longer necessary. He stated it is understood that if other people can take on responsibilities within a pay structure, they do that. He noted they believe they do require a person to assist seniors.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Attorney Tallberg stated he will provide an answer to Councilor Bosco concerning the trash ordinance.

He stated a decision was issued by the Second Circuit Court of Appeals on January 10th. He noted this is a case involving the City of Hartford versus Edwards. He explained this is important because it involves the indemnification statute, which requires municipalities to indemnify employees who are sued for their activities arising in the course of their official duties. He noted there was a verdict against a Hartford police officer in an unreasonable force case. He stated all parties agreed that the city was not obligated to pay the injured party for punitive damages, but the city took the position that it didn't have to indemnify the officer and pay for the compensatory damages that were awarded to the party suing. He noted Judge Garfinkle in Bridgeport disagreed and he ruled that the City of Hartford had to pay because otherwise who would want to be a police officer if when they get sued, the employer is not going to pay when they go and risk the case at trial. He stated the city took an appeal, and the Second Circuit Court of Appeals in New York City on January 10th reversed Judge Garfinkle and directed that the city didn't have to pay because the finding against the officer was the equivalent of an ultra vires act in that it was willful, wanton, malicious, and therefore, that officer now personally has a judgement for \$135,000. He stated it's

not an understatement to say this is a game changer in terms of liability for municipal employees. He noted although that case dealt with Connecticut General Statute 7-465, which is specific to employees, there's a companion statute 7-101a that governs indemnification for volunteers and other elected and appointed officials. He stated this is an important decision that he will be sure gets out to the appropriate department heads, so that word can get out to employees and board members that this is of real concern, and he thinks will have long-lasting impact on how these cases are handled.

Councilor Sferrazza stated historically it was always viewed that when an officer worked outside the scope of what his training was, or he intentionally committed a willful act, they weren't covered anyways. Attorney Tallberg stated he never saw a municipality take that type of a position that they weren't going to pay an award after a jury trial, unless there had been some egregious misconduct where the officer had either been criminally prosecuted, or found to have violated department policy. He stated to his knowledge that was not the case, but rather it was a typical use of force case. He noted what's more noteworthy is that Judge Garfinkle, who was reversed, had construed the statute to say that the officer was entitled to indemnification.

Councilor Sferrazza stated if this becomes the norm, that won't do much to encourage people to pursue careers where hard-working officers taking risks are at risk of losing their homes, their pensions and everything that goes with it. He feels this is horrible.

Mr. Bromson stated the Second Circuit Court of Appeals can only be reversed by the United States Supreme Court. He noted that's unlikely to happen. He stated this won't be limited to police officers because it will affect the Town Council, himself and every board and commission. He feels this will have a very big chilling effect, not only for the police. He stated this is a big issue.

Councilor Cekala questioned was it because it was willful and malicious, or just in general that there was no indemnification. Attorney Tallberg stated it is complicated, and it's his understanding the basis for the opinion was that the plaintiff had asked for punitive damages and was awarded punitive damages, and everyone agreed the municipality didn't have to pay punitive damages, but because the same conduct that gave rise to the punitive damages gave rise to the compensatory damages, the Second Circuit reasoned, contrary to what Judge Garfinkle had held, that it's all the same conduct, therefore the municipality shouldn't have to pay for any of that. He noted there may be an effort to try and amend the statute.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Muller stated the JFK Building Committee is working on the contract drawings for the required state and local submissions. He noted they've been working to further refine the eleven phase-in plans. The CD documents have been distributed to the independent code reviewer, Joe Perez, for his review. The estimators are working on the construction budget and set to reconcile on February 3rd. The committee has confirmed a document review with the state for February 25th.

The next meeting is February 6th in the Enfield Room. The committee will present to the Board of Education on February 11th.

Councilor Mangini stated the Fourth of July Committee met, and they're brochure is on the web. She noted they will have wonderful entertainment, the parade, children's activities and the teen zone. She stated they're having their dinner dance on March 7th and funds will offset the cost of the actual event.

She shared some statistics from the Enfield Food Shelf for 2019:

- A 3% increase over 2018
- 340 families per week have been served
- 300 students per week have been served at the Asnuntuck's Food Pantry
- 5 to 10 emergency food per week through Enfield Social Services
- 65 seniors are served a monthly food box through a program with 38% receiving home deliveries, and Artioli sends drivers to deliver food items to them.
- 185 students are served daily snacks

Councilor Mangini stated these statistics show the need in this community and how this town steps up to that need.

She stated the Social Services Subcommittee met and they talked about the small repair jobs that are continuing. She noted this involves a group of people who go out and help handicapped and elderly individuals with small jobs, i.e., repairing windows, doors, etc. She noted this is really a value to the community. She stated they did have some discussion about the circuit breaker tax rebate program.

Councilor Hemmeler stated the Enfield Veterans Council is working on a memorial for Theodore Plamondon on the Town green. She noted they're also working on the 2020 parades and are looking for exciting ideas to energize the parades. She stated American Legion Post 80 on Route 5 is having their 100th anniversary this year.

Councilor Riley stated the Joint Facilities Committee met two weeks ago, and another meeting is scheduled for this Thursday. She noted at the last meeting they had a presentation for ideas on the Jablonski center, and that will be refined so the Council can have a presentation at a later date. She noted they did bring up ideas as to what can be done with the Annex.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #5311 by Councilor Szewczak, seconded by Councilor Cekala to remove Item #7 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5311** adopted 11-0-0.

NOMINATION #5312 by Councilor Cekala to reappoint Emily McIntosh (D) to the Enfield Culture and Arts Commission for a term which expires 05/31/2021.

MOTION #5313 by Councilor Szewczak, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5313** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Emily McIntosh reappointed to the Enfield Culture and Arts Commission by an 11-0-0 vote.

MOTION #5314 by Councilor Mangini, seconded by Councilor Riley to remove Item #8 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5314** adopted 11-0-0.

NOMINATION #5315 by Councilor Mangini to appoint Joel Cox (D) to the Ethics Commission for a term which expires 10/31/2021.

MOTION #5316 by Councilor Muller, seconded by Councilor Sferrazza to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5316** adopted 11-0-0.

Councilor Cekala voiced her support of Joel Cox, and she believes he will be a great candidate. She stated the Democrats have at least two other people, who have put in applications for the Ethics Commission, and they've been told that at least two of those people will not get the support of the majority party. She stated her belief that if it's a (D) slot, the Democrats should be able to put in who they choose, and they have now been told a minimum of two times that the people that the Democrats are choosing for a Democrat spot will not be allowed to serve because they don't have the vote of the majority party.

Upon a **ROLL-CALL** vote being taken, the Chair declared Joel Cox appointed to the Ethics Commission by an 11-0-0 vote.

MOTION #5317 by Councilor Muller, seconded by Councilor Riley to remove Item #9 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5317** adopted 11-0-0.

NOMINATION #5318 by Councilor Muller to appoint Jason Casey (R) to the Ethics Commission as an Alternate for a term which expires 10/31/2021.

MOTION #5319 by Councilor Muller, seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5319** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Jason Casey appointed to the Ethics Commission by a 10-0-0 vote. Councilor Szewczak responded “present”.

MOTION #5320 by Councilor Muller, seconded by Councilor Riley to remove Item #16 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5320** adopted 11-0-0.

NOMINATION #5321 by Councilor Muller to reappoint Jennifer Casalone (R) to the Loan Review Committee for a term which expires 12/31/2021.

MOTION #5322 by Councilor Muller, seconded by Councilor Riley to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5322** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Jennifer Casalone appointed to the Loan Review Committee by an 11-0-0 vote.

All other appointments remained tabled.

Item D. remained tabled.

NEW BUSINESS

The appointment to the Enfield Culture and Arts Commission remained on the agenda.

ITEMS FOR DISCUSSION

All items were moved to Miscellaneous.

MISCELLANEOUS

NOMINATION #5323 by Councilor Sferrazza to reappoint Mary Scutt to the Capitol Region Council of Governments Regional Planning Commission-Enfield Representative.

MOTION #5324 by Councilor Muller, seconded by Councilor Riley to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5324** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Mary Scutt reappointed to the Capitol Region Council of Governments Regional Planning Commission-Enfield Representative by an 11-0-0 vote.

NOMINATION #5325 by Councilor Mangini to appoint Virginia Higley to the Capitol Region Council of Governments Regional Planning Commission-Enfield Representative Alternate.

MOTION #5326 by Councilor Muller, seconded by Councilor Riley to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5326** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Virginia Higley appointed to the Capitol Region Council of Governments Regional Planning Commission-Enfield Representative Alternate.

RESOLUTION #5327 by Councilor Muller, seconded by Councilor Mangini.

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

TO:	Community Development	
	Land & Building Services	\$12,000
FROM:	Unallocated Charges	
	Contingency	\$12,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 13, 2020.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5327** adopted 11-0-0.

RESOLUTION #5328 by Councilor Muller, seconded by Councilor Riley.

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

TO:	Family Resource Center	
	Salaries	\$8,153
	Medical Insurance	\$4570
	Social Security	\$ 506
	Medicare	\$ 119
	Other Prof Services	\$1,000
	Instructional Supplies	\$ 500
	Food	\$1,000

FROM:	Family Resource Center Revenue	
	Miscellaneous Contributions	\$7,883
	LEGO Grant	\$2,500

FROM:	Family Resource Center	
	Professional Development	\$1,965
	Travel	\$3,000
	Instructional Supplies	\$ 500

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 21, 2020.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5328** adopted 11-0-0.

RESOLUTION #5329 by Councilor Muller, seconded by Councilor Riley.

WHEREAS, on October 4, 2019 Terri-Lynn Johnston filed a complaint against the Town of Enfield with the Commission on Human Rights and Opportunities (CHRO); and

WHEREAS, on December 11, 2019 a mandatory mediation conference was held at the offices of the CHRO; and

WHEREAS, a conciliation agreement was proposed at the mediation conference.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager or his designee to sign on behalf of the Town of Enfield the Pre-Determination Conciliation Agreement for CHRO Case No. 2050071 and HUD Case No. 01-20-3719-8

Attorney Tallberg explained this was the issue discussed in Executive Session two weeks ago, and he believes all the questions were answered at that time.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5329** adopted 11-0-0.

RESOLUTION #5330 by Councilor Muller, seconded by Councilor Mangini.

RESOLVED THAT THE Enfield Town Council does hereby authorize the Town Attorney, James Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action:

JPMCC 2006-LDP CENTRO ENFIELD, LLC V. TOWN OF ENFIELD, Docket Number HHB-CV-17-6038340 S, the combined fair market value of the six parcels subject to this appeal shall be \$22,000,000 on the Grand List of October 1, 2016 and \$21,000,000 on the Grand List of October 1, 2017.

Attorney Tallberg stated this disputed matter was presented at the Executive Session two weeks ago by Assistant Town Attorney Mark Cerrato at which point the Council's questions were answered.

Mr. Wilcox stated when they were preparing the budget for this year, they knew there was an issue with the valuation on the property, therefore, they budgeted for that and allowed that settlement requirements would not impact the budget this year.

Chairman Ludwick stated when they went through the budget last year, they were debating whether they'd be more aggressive on revenue projections, which would have actually lowered the mill increase. He noted they had this conversation in open session, and the Finance Department held firm saying they needed to make sure they were prepared in case this happened.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5330** adopted 11-0-0.

RESOLUTION #5331 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, James Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action:

ENFIELD SQUARE REALTY, LLC V. TOWN OF ENFIELD, Docket Number HHB-CV-17-6054126 S, the combined fair market value of the eight parcels subject to this appeal shall be \$21,500,000 on the Grand List of October 1, 2018.

Attorney Tallberg stated this was another contested tax appeal that was handled by the Town Attorney's Office, and this was the result of a disputed matter and what they think is a fair resolution.

Chairman Ludwick commended the Finance Office for their work on this.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5331** adopted 11-0-0.

RESOLUTION #5332 by Councilor Muller, seconded by Councilor Riley.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, James Tallberg, or his designee, to settle the outstanding tax assessment appeal in the following action:

FRESHWATER MZL, LLC V. TOWN OF ENFIELD, Docket Number HHB-CV-19-6053600 S, the fair market value of the property known as 130 Elm Street to be \$28,500,000.

Attorney Tallberg stated he's happy to report that this is the last of the big tax appeals that have been resolved favorably for the Town.

Chairman Ludwick agreed, adding it was budgeted and planned for.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5332** adopted 11-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

There were no comments from the Council.

ADJOURNMENT

MOTION #5333 by Councilor Muller, seconded by Councilor Cekala to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5333** adopted 11-0-0, and the meeting stood adjourned at 8:30 p.m.

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
SATURDAY, JANUARY 25, 2020**

A Special Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Saturday, January 25, 2020. The meeting was called to order at 8:30 a.m.

ROLL-CALL – Present were Councilors Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza, Szewczak and Unghire. Councilor Bosco was absent. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Town Clerk, Suzanne Olechnicki; Director of Finance, John Wilcox; Chief Technology Officer, Paul Russell; Chief of Police, Alaric Fox; Director of Libraries, Jason Neely; EMS Chief, Erin Riggott; Director of Social Services, Cindy Guerreri; Director of Development Services, Lauren Whitten; Director of Public Works, Donald Nunes and Director of Human Resources, Steve Bielenda

GOALS & OBJECTIVES

Mr. Bromson laid out the format of the meeting and spoke about priority items that they should focus on in consideration of budget constraints.

Mr. Wilcox stated the Town can't spend over .002 of the grand list on a project, or \$670,000, without a referendum at this time. He noted the current grand list didn't grow because the Town took a big hit with the Enfield Square. He stated it would be a good thing to just break even. He pointed out it takes a long time to save a lot of money for CIP projects. He noted if the Town is to be reimbursed by the State, the Town would still have to have the total amount budgeted for a project, and that impacts things such as school roofs.

He stated the Town talked to its financial advisor for bonding, and Enfield has a pretty good bond rating, and they would like to maintain that rating. He noted if Enfield gets to a \$16 million dollar debt, that could impact their bond rating. He stated there may be something he can do to push that number down, i.e., instead of actually bonding, perhaps they can roll over bonded anticipation notes. He noted Enfield is actually in pretty good fiscal health right now, but they have a lot of things coming down the pike. He added the current fund balance is also healthy.

Mr. Bromson stated Standard & Poor is very interested in what Enfield is doing with its infrastructure. He pointed out Enfield must be cognizant every year regarding its fund balance. He noted on the other hand if Hartford sees Enfield as being robust, they could cut more aid. He noted they do want Enfield to be robust, but not too robust, so it's really a balancing act.

Chairman Ludwick questioned whether the Roads 2000 Project is paid off, and Mr. Wilcox responded yes.

Chairman Ludwick questioned whether Enfield can increase its bond rating, and Mr. Wilcox stated Standard & Poor is looking for future financial projections, and he is working on that. He stated fiscal planning is important to Standard & Poor. He noted he will also share with them about development going on in Enfield. He stated it will be difficult to increase the bond rating, but they can try to make that happen. Mr. Bromson added it was a Hail Mary to just maintain what they have, but they will push for an increase in Enfield's bond rating. He pointed out that when it came time to buy the bonds, the banks treated Enfield as though it had a triple A bond rating.

Councilor Szewczak stated her belief the Town shouldn't be bonding for roofs, but rather using the sinking fund for that purpose. Mr. Wilcox stated it will take three years to get up to \$675,000 for roof work.

Mr. Bromson spoke about the importance of planning and having a schedule for maintenance and replacement of roofs, boilers, window replacement, etc. He noted before the Town can address any fun projects, they need to get their house in order.

Councilor Sferrazza questioned where the Town invests its money, and Mr. Wilcox responded mostly federal bonds, which are very safe, and the Town has several investment accounts that are closely monitored. He noted the main thing is that the Town doesn't lose any money. Councilor Sferrazza questioned where this information can be found in the budget, and Mr. Wilcox responded the revenue line item, "Investment Income".

Councilor Sferrazza stated he would like a list that has a schedule showing allocated funds for projects and when those allocated funds expire. Mr. Wilcox responded that can be put together, and he noted that is a rolling list.

Mr. Nunes then spoke about road projects. He noted many roads have been done, and the pavement condition index (pci) has been increased. He stated at this time, collector and arterial roads have an 82 pci, and other roads have a 75 pci. He noted that is great compared to other towns, and Enfield wants to keep that ball rolling. He stated they have a list of roads that have not been done, and they have \$17 million dollars' worth of complaints. He noted a brand new, fully reconstructed road costs \$300 per foot, and it's only \$14 to \$28 per foot for pavement preservation.

He stated the future proposed road project would keep the pci the same as it is now. He noted this would be a \$26 million dollar roads project.

Councilor Szewczak questioned how they can get certain roads on that listing, and Mr. Nunes stated they would have to talk about that in their committee. Councilor Szewczak questioned whether she could email him about a couple roads that are crumbling, and Mr. Nunes responded yes.

Mr. Bromson stated they must have empirical-driven data. He noted people can inform the Town about the condition of their roads, and the Town can look at those roads. Mr. Nunes added they can look at the road listing in detail within the committee.

Mr. Nunes stated \$13.5 million is needed for school roofs and \$7.3 million is needed for Town roofs.

Councilor Szewczak stated the committee only looked at buildings they know the Town is keeping. She noted at this time, they have built-up roofs and EDPM roofs, and they're not going to be doing that kind of roofing anymore. She voiced concern they're not looking at the right pricing.

Councilor Sferrazza stated the evidence room at the Enfield Police Department is leaking, as is the front office.

Mr. Nunes spoke about mandatory CIP costs regarding the following projects:

- Freshwater dam - \$350,000
- Annex handicap pool lift - \$10,000
- Pearl Street Library egress community room - \$100,000
- Nathan Hale lead paint removal - \$25,000
- Hazardville Memorial egress - \$90,000
- JFK PCB monitoring - \$240,000
- DPW equipment - \$366,500
- Crandall underground storage tank removal - \$300,000 (each year, different school)
- Barnard sprinklers - \$475,000
- Finishing school gym floors - \$25,000 yearly cost-one school per year
- Sprinklers-Town Hall - \$250,000
- Sprinklers/alarm upgrades-Lamagna Center (if kept) - \$260,000
- Boiler/chiller water treatment - \$37,492 (yearly equipment maintenance)
- Boiler/chiller water treatment - \$9,912 (yearly cost)
- Roof maintenance - \$72,500 – Senior Center, 100 High Street, Town Hall & EMS
- Generator replacement-police department - \$150,000

Councilor Riley stated her impression PCB work was included in the new building project, and Mr. Nunes stated this relates only to air testing and wipe samples.

Mr. Bromson stated if the Strand Theater and Lamagna Center were demolished, that space could be replaced with housing, which would generate a lot of taxes. He noted it would cost \$1 million dollars to upgrade the Lamagna Center. He pointed out developers have shown interest in housing in this area, and a developer showed interest in the North River Street building.

Councilor Cekala questioned what the Alcorn gymnasium is used for, and Ms. Purciello responded she'd check into that.

Mr. Nunes then spoke about work needed at the transfer station, i.e., a water main and scale work.

Chairman Ludwick stated he is not a fan of artificial turf, and he prefers grass, which is better environmentally.

Chairman Ludwick stated his belief the Town should not be putting a lot of money into the Lamagna Center.

Mr. Neely spoke about the instrument loaning program, which has been started at the Enfield Public Library. He noted they currently have 25 different instruments available. Chairman Ludwick invited Mr. Neely to a future Town Council meeting when he could share this information with the public.

Mr. Neely stated Enfield has a total of 22 playscapes. He noted playscapes typically have a 20-year life cycle, and Enfield needs to get on a rolling cycle for playscape replacements. He noted the LaFayette playscape is in poor condition. He stated there is a condition inventory of all the Town playscapes.

Councilor Muller questioned the possibility of the Town having a splash park, and Mr. Neely noted Mary Keller may have information on that topic. Ms. Purciello added the cost for a splash park is at least \$250,000.

Mr. Bromson stated they will be getting input as to what the public would like to see at Higgins Park.

Chairman Ludwick questioned what can be done with the LaFayette Park, and Mr. Bromson noted that's a potential site for a basketball court, dog park, community garden, etc.

Mr. Bromson stated Enfield has a lot of assets that other communities don't have, i.e., land and the Connecticut River.

Mr. Neely stated there would need to be a new playscape at LaFayette Park. Mr. Bromson stated that could be addressed with very little investment.

Councilor Hemmeler stated last year LaFayette Park was being used to store equipment.

Mr. Russell stated ETV needs some equipment replaced, and new equipment will allow them to videotape special events.

Mr. Russell stated in November there was an outage at Town Hall. He noted a new generator would reduce the cost for a UPS (uninterruptible power supply).

Councilor Sferrazza questioned how much money is spent on annual maintenance fees, and Mr. Russell responded 15% to 25% of the original cost of equipment. He noted annual maintenance keeps everything updated. He pointed out if they don't stay on top of things such as licensing, they become a target.

Chairman Ludwick questioned the cost for Information Technology security, and Mr. Russell indicated he can get that number.

Mr. Bielenda questioned if Mr. Russell is leasing equipment, and Mr. Russell responded yes, they have three-year leases.

Councilor Szewczak questioned the cost of in-house security, and Mr. Russell responded \$1 million dollars annually regarding cloud-based security.

Ms. Guerreri stated Social Services needs a data collection system, and they have been working with Mr. Russell regarding this need. She noted Social Services is largely funded by grants, and they cannot apply for grants unless they have this kind of data system.

Ms. Guerreri stated although there is not a mandate at the moment, they are proposing cameras at ECDC in the Stowe building.

She noted an additional bathroom for ECDC children is needed. Mr. Nunes explained how they would convert an atrium into bathroom space.

Mr. Bielenda agreed cameras would be important at ECDC.

Councilor Riley questioned where the cameras would be at ECDC, and Ms. Guerreri stated they would be installed in eight classrooms.

Chief Fox spoke about an expansion of the joint operations center at a cost of \$188,000. He invited everyone to visit this center.

Chief Fox stated the Town has 44 cameras in 12 locations. He noted the cost per camera is \$4,200, and these cameras operate 24X7, 365 days per year. He stated this program has paid for itself, and they've solved many crimes. He noted he is requesting \$100,000 to install cameras in four new locations.

He spoke about the need for a new crime scene vehicle, which is used in crimes such as murder, arson and sexual assault. He noted their current vehicle is a 1985 Chevy van, which was procured through military surplus. He stated this vehicle often breaks down.

Chief Fox spoke about cameras for police vehicles and body cameras. He noted their in-car cameras are from the mid-1990's and are way past their useful life. He pointed out not having cameras puts them at risk. He went on to note body cameras will eventually be mandated. He noted getting both types of cameras at the same time may prove more fiscally advantageous.

Mr. Bromson stated the subcommittee will look into the police cameras in more detail, but they must at least have in-car cameras. He noted Mr. Russell can look into camera vendors.

Councilor Sferrazza stated he expects there will be more FOI requests for videos from police cameras, and how will that be handled. Chief Fox stated they will handle that in-house.

Councilor Cekala questioned whether anyone will be driving the crime vehicle on a regular basis, and Chief Fox responded no.

Councilor Cekala questioned the cost for just the in-car cameras, and Chief Fox stated if they don't want to buy the body cameras, it will be half the cost for in-car cameras.

Councilor Mangini stated she would like this topic brought back to the Public Safety Committee, so they have more information to make a decision at budget time.

Chairman Ludwick stated his belief all these cameras are too invasive, and he still doesn't see the protection for the officer. He noted he'd like a presentation in public because he's concerned about having cameras everywhere.

Mr. Bromson stated they definitely need in-car cameras, and Chief Fox is presenting both because the body cameras may be mandated in the future, and it might be fiscally advantageous to consider both types of cameras.

Ms. Purciello then spoke about the proposed Higgins Park amenities. She showed a rendering of proposed features, such as a walking trail at a cost of \$640,000 and \$150,000 for lighting. She noted it would cost \$250,000 to remove the pile of soil on this site. She stated they've also consulted with Mr. Russell about possible WI-FI for this area. She noted the softball field could possibly move to the Brooks Brothers open space area. She spoke about different options for a pool on the site.

Councilor Cekala stated she does not want to lose the softball field at the Higgins site. She pointed out that field is used every night in the fall season by the Women's Softball League and the Enfield High School Girls' Softball Team also uses that field. She suggested the walking trail could be accommodated on the Town Green.

Mr. Bromson stated the Town Green is a small area for a walking trail, but that's up to the Town Council. He added if the softball field stays at Higgins, they should still look at accommodating a pool, gymnasium and theater. He noted the Town also needs additional parking in this area.

Councilor Cekala stated the Higgins area also needs bathroom facilities, so people aren't using the Town Hall for that purpose.

Councilor Sferrazza stated Mt. Carmel is privately owned, and people from all over town use the field in that area.

Ms. Whitten stated a walking trail at the Higgins site might not be feasible because it would not be ADA accessible due to the different elevations at that site.

Councilor Riley stated a lot of people would like a splash pool near a regular pool for the use of young children.

Mr. Bromson stated the State of Connecticut will be making a decision on February 3rd regarding possible funding for a train station in Enfield. He noted whatever the outcome of that decision, Enfield will still be going forward with a platform.

The meeting adjourned at 12:15 p.m.



TOWN OF ENFIELD

APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS



Name Christine Sarles Date Jan/27/2020

Address 9 Warriner Ave

Telephone (Home) 860-741-0458 (Work) _____

Email Address mzcgames@gmail.com Occupation _____

Registered Voter (Yes) (No) Party Affiliation Republican

Agency, Board, or Commission Interested In: Enfield Beautification
Committee

New Appointment Reappointment

If this is a reappointment, please list the number of meetings attended during the last 12 months. _____

Please outline your qualifications and how you feel you would contribute to the Agency, Board or

Commission. Therapeutic Recreation Director - enhance quality of life.

Marketing team leader - Promote and Plan community

interactions - Scholarships - Employee relations, family

interactions and Annual Holiday functions via Donations.

Owner operator of Superior Lawn Services / Retired
STRONG advocate for: Eldery, Children and Animals. Community
Active.

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? No

If yes, please state the name of the Agency, Board or Commission and the time served. _____

If the Agency, Board or Commission which you requested has no more vacancies, would you consider

appointment to another? yes

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE
TOWN OF ENFIELD
920 ENFIELD STREET

OR FAX to 253-6310

THANK YOU FOR YOUR
INTEREST IN THE
TOWN OF ENFIELD

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, January 28, 2020 8:11 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	1/28/2020
First and Last Name	Roberta Ladd
Address	10 Carlisle Street
City	Enfield
State	CT
Zip	06082
Phone Number	8607490272
Second Phone:	8607090396
Email	cladd@cox.net
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Beautification
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have served on this board for several terms and feel that I am a valuable member. I would like the opportunity to serve again to help complete the work that we have begun. This board contributes to the quality of life for our citizens because it helps improve the appearance and beauty of our town.
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?

If so, please state name of board, commission or agency and time server: Beautification

If this is a reappointment, please list the number of meetings attended during the last 12 months: I very rarely miss a meeting.

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? Yes

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, January 28, 2020 8:14 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	1/28/2020
First and Last Name	Roger C Russell
Address	40 Conlin Dr
City	Enfield
State	Connecticut
Zip	06082
Phone Number	860-670-5391
Second Phone:	860-749-2840
Email	russellelectrical@netzero.com
Occupation	Electrician Contractor
Occupation Phone Number	860-749-2840
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Building Code Appeals Board Housing Code Appeals Board
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Life long resident. Familiar with government and community service. Familiar with building codes and practices Used to interacting with public
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?

If so, please state name of board, commission or agency and time server: PZC , ZBA

If this is a reappointment, please list the number of meetings attended during the last 12 months: None were called

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? Yes

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, January 24, 2020 8:45 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	1/24/2020
First and Last Name	Stephen Niemitz
Address	1639 King Street
City	Enfield
State	CT
Zip	06082
Phone Number	860-830-5576
Second Phone:	860-830-5574
Email	RNiemitz@cox.net
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Prison Town Liaison Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	My current appointment expires on 2/29/20 and I would like to continue on this Commission.
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?

If so, please state name of board, commission or agency and time server:

Enfield Board of Education. Historic District and Redevelopment Commissions. East Windsor Board of Finance and Warehouse Point Fire Commission.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

Since appointed, we have had three meetings and I have been present at two. Missed one due to illness.

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

Yes

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, January 29, 2020 11:52 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	1/29/2020
First and Last Name	Timothy Slade
Address	79 Brewster Road
City	ENFIELD
State	Connecticut
Zip	06082
Phone Number	8608822467
Second Phone:	860 763-1889
Email	trs1vet@cox.net
Occupation	Retired
Occupation Phone Number	8608822467
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Prison Town Liaison Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Present member
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?

If so, please state name of board, commission or agency and time server: COA

If this is a reappointment, please list the number of meetings attended during the last 12 months: 4

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? No

Email not displaying correctly? [View it in your browser.](#)



TOWN OF ENFIELD

January 24, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Reclassifying the Safety Officer Responsibilities and Amending the Executive Secretary Job Description

Subject: Resolution Adopting the Civilian Services Manager Job Description.

Subject: Request for Transfer of Funds \$10,074

Councilors:

Highlights:

- The Town Manager proposes to re-classify the Safety Officer Responsibilities which has a cost of \$25,000 annually.
- The transfer of certain safety officer responsibilities will be shifted to the Executive Secretary position in the Town Manager's Department.
- To compensate for these added responsibilities, an increase of \$8,000 will be added to the Executive Secretary position.
- In addition, an increase of \$2,000 will be added to the Administrative Secretary position in the Town Manager's Department to compensate for the added responsibilities impacting her position.
- Finally, the Town Manager proposes vacating the Civilian Dispatch Supervisor position and creating the Civilian Services Manager job description with an increase of \$10,000 to compensate the new direct supervision responsibilities of the police records employees.
- Overall, this proposal would result in a savings of \$5,000 for the Town of Enfield.

Budget Impact:

Budgetary savings of \$5,000 annually.

Recommendation:

It is recommended that the Town Council adopt the attached resolutions.

Respectfully Submitted,

Steven Bielenda
Director of Human Resolutions

Attachments:

1. Resolution (2)
2. Executive Secretary Job Description
3. Civilian Services Manager Job Description
4. Resolution to Transfer of Funds

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Amending the Executive Secretary Job Description

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the job description for Executive Secretary.

Date Submitted: January 24, 2020
Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION
TOWN MANAGER'S OFFICE**

EXECUTIVE SECRETARY

GENERAL STATEMENT OF DUTIES: A highly responsible, confidential secretarial/administrative position; acts as a secretary/assistant to the Town Manager and Assistant Town Manager; assists the Mayor and members of the Town Council as necessary.

SUPERVISION RECEIVED: Works under the direction of the Town Manager.

SUPERVISION EXERCISED: Oversees any assigned employee in the office.

ESSENTIAL JOB FUNCTIONS: Regular and punctual attendance; provides secretarial support to the Town Manager, Assistant Town Manager, ~~Emergency Management Director~~, Mayor and members of the Town Council following prescribed standard office and secretarial practices involving the application of various established department rules; transcribes and distributes correspondence, memoranda and reports for the Town Manager and Assistant Town Manager, Mayor and Town Council; handles complaints and directs referrals to appropriate departments; screens incoming calls and visitors to the office and directs them to appropriate individuals; handles incoming correspondence and directs to appropriate personnel; assists in preparation of Town Council Agendas as well as agendas for Subcommittees of the Town Council and Informational Packets; prepares Manager's schedule and sets up appointments; schedules use of Conference Rooms, Council Chambers, Gazebo and Community Sign Board; prepares and composes Mayoral Proclamations; notarizes documents; processes purchase orders and supplies; assists in preparation of the Town Budget; ~~prepares the annual report~~; makes travel arrangements for the Manager, Mayor and the Town Council; United Way, ~~Blood Drive Coordinator~~; plans service award luncheons; coordinates Town social events such as symposiums and business gatherings. ~~prepares Emergency Management Quarterly Reports~~. Oversees and coordinates hearing requests for Property Maintenance, Zoning, Refuse, Snow and Alarm violations according to code. Coordinates with hearing officers and calculates payoffs.

OTHER JOB FUNCTIONS: Types minutes, meeting notices and correspondence for some boards, commissions and committees; makes arrangements for Town participation in Town and community events; oversees the employee break room and Town Hall lobby; performs related work as required. May act as Town Liaison to committees such as the Fourth of July Committee. Performs professional duties in assisting with the management and continuous improvement of the Town's overall safety program. Works with all Town departments to help assess and minimize safety risks across Town staff, activities, equipment, facilities and properties.

- Provide technical advice and assistance on safety issues as requested;
- Assist in timely and thorough follow-up to regulatory inquiries and inspections;
- Assist in developing, coordinating, delivering and tracking safety training and communications for Town personnel;
- Ensure accidents/incidents/near misses involving Town employees and property are promptly reported and thoroughly investigated. Assist departments with identification of appropriate root causes, corrective and preventative actions and follow-up on such action;
- Present major safety concerns/issues and proposed methods to address such issues to department director;
- Actively participate on Town Safety Committee(s).

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 frequently required to sit, talk and hear. 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 necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision 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 of time, and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices to efficiently carry out duties of the position; ability to make arithmetic computations to keep track of office expenditures and assist in preparation of budget; ability to maintain complex written records and to follow complex written and oral instructions to ensure that the Office of the Town Manager is run in an efficient manner; ability to deal with public officials and associates in a courteous manner to effectively keep lines of communication open between the Town Manager's Office and the Town Council; ability to make routine decisions; ability to make independent decisions in the absence of Manager; knowledge of civil preparedness policies in order to prepare reports; ability to take and transcribe with considerable accuracy, dictation at 80 wpm; ability to type at a net speed of at least 40 wpm after deduction of errors; ability to handle taxpayers complaints and to diplomatically and tactfully satisfy the taxpayer.

EXPERIENCE AND TRAINING: Graduation from high school with emphasis on secretarial training and six (6) years of progressively responsible experience, preferably in municipal government or any equivalent combination of education and experience.

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

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Adopting the Civilian Services Manager Job Description

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the job description for Civilian Services Project Manager.

Date Submitted: January 24, 2020
Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION**

**POLICE DEPARTMENT
CIVILIAN SERVICES MANAGER
(911, Emergency Management, Police Records)**

GENERAL STATEMENT OF DUTIES: Highly responsible position performing complex professional, and technical administrative work in planning, directing, supervising, and coordinating the Emergency (911) Communications Center and emergency management/disaster preparedness (EMD), and Police Records Division. Work involves developing and implementing policies and procedures, managing grant funding, system operations, developing, implementing and executing budgets, coordinating activities with other departments and agencies and records maintenance and management services.

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

SUPERVISION EXERCISED: Directly supervises technical and clerical staff.

ESSENTIAL JOB FUNCTIONS:

- Directs operations, organization, and administration activities of the Emergency (911) Communications Center, Town Emergency Management Program, and Police Records Division. Oversees annual budget preparation and administration for supervised divisions.
- Oversees grant application, administration, and reporting for supervised divisions.
- Develops policy and response to service demands for supervised divisions.
- Recruits and makes recommendations for department personnel; assigns, directs and inspects the work of staff; rewards, initiates discipline, and evaluates staff performance; coaches and counsels' staff; ensures the proper training of personnel; develops staff schedules.
- Act as the official custodian of criminal justice records for the department; take necessary action to ensure compliance with court orders.
- Ensure that the various monthly and annual reports are compiled and edited; direct the preparation of statistical reports; prepare a variety of internal and administrative reports.
- Review, implement and interpret operating procedures and submit recommendations for change; Develop procedure manuals and documentation.
- Analyze and interpret state codes, legislation, and regulations; develop and implement policies for the dissemination and release of criminal and related records in compliance with codes and regulation.
- Establishes policies and procedures to coordinate the services and resources of federal, state, local and regional public safety agencies during time of a disaster.
- Supervises the response and recovery efforts of the town for large scale emergencies or disasters; provide leadership that emphasizes tact and diplomacy when working with other public safety agencies.
- Prepares presentations and effectively communicates on complex topics to town administration, elected officials, department directors, and the general public.
- Provides information and makes recommendations to the Town Manager and department heads during emergencies or disasters.
- Plans and attends seminars, and training as required; encourages and promotes a culture of excellent customer service.

OTHER JOB FUNCTIONS: Performs related work as required.

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.

PHYSICAL DEMANDS: This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel. Frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of operating characteristics, capabilities, and limitations of phone and radio receiving and transmitting equipment, recording systems, and other public safety communications equipment, including computer aided dispatch systems, records management procedures and programs. Knowledge of Federal and State laws and regulations regarding Public-Safety Answering Point (PSAP), emergency management/disaster preparedness, and records management; knowledge of administration and budgeting procedures; skilled in public relations and media; ability to work professionally under stressful conditions and be responsive to emergency situations; Maintain mental capacity, which allows for effective interaction and communication with others; ability to exercise sound judgment regarding departmental policies and procedures and emergencies and disasters; ability to plan, organize, direct and supervise a large group of emergency personnel; ability to effectively communicate orally and in writing, including preparing and submitting reports; ability to effectively supervise and motivate subordinates and establish and maintain effective working relationships with other public safety agencies and the general public.

EXPERIENCE AND TRAINING: Bachelor's degree in Criminal Justice, Emergency Management, Public Safety or a closely related field; a minimum of five (5) years of progressively responsible Supervisory/Management experience, or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Favorable result of a background investigation as determined by review of local, State and Federal records and other investigative techniques. Valid driver's license with a favorable driving history (MVR). Residency within 25 miles of the Town of Enfield.

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

**ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS**

RESOLUTION NO. _____

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

TO: Town Manager

Salaries	10120000-511000	\$4,150
Social Security	10120000-522000	258
Medicare	10120000-522100	61

TO: Public Communications

Salaries	10200250-511000	\$4,150
Social Security	10200250-522000	258
Medicare	10200250-522100	61

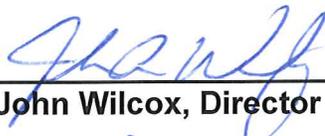
TO: Emergency Management

Salaries	10250000-511000	\$1,054
Social Security	10250000-522000	66
Medicare	10250000-522100	16

FROM: Human Resources

Salaries-Part Time	10170000-511000	\$ 9,354
Social Security	10170000-522000	582
Medicare	10170000-522100	138

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 27, 2020.



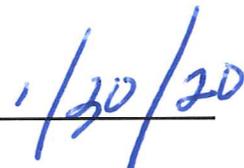
John Wilcox, Director of Finance



Date:



APPROVED BY: Christopher Bromson, Town Manager



Date:

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Joint Facilities Committee
to Serve as the Building Committee**

RESOLVED, that the Town Council does hereby appoint the Joint Facilities Committee to serve as the Building Committee for the Henry Barnard School Roof Construction Project Phase III.

Date Prepared: January 24, 2020
Submitted by: Town Manager's Office

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Preparation of
Contract Document Drawings and Specifications for the
Henry Barnard School Roof Project Phase III**

RESOLVED, that the Enfield Town Council hereby authorizes, at a minimum, the preparation of contract document drawings and outline specifications for Phase III of the roof replacement at the Henry Barnard School pursuant to Chapter 173 of the Connecticut General Statutes.

Date Prepared: January 24, 2020
Submitted by: Town Manager's Office

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Authorizing the Board of Education to Apply for a Roof Construction Grant for the Henry Barnard School Phase III

WHEREAS, the Henry Barnard Elementary School roof needs replacement; and

WHEREAS, the Town is eligible for a school construction grant for roof replacement through the State Office of Administrative Services.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council authorizes the Enfield Board of Education to apply to the State Department of Administrative Services and to accept or reject a grant for the replacement of the Henry Barnard School roof Phase III.

Date Prepared: January 24, 2020
Submitted by: Town Manager's Office



TOWN OF ENFIELD

February 3, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager sign a Memorandum of Understanding with the United States Secret Service

Councilors:

Highlights:

- Membership in the United States Secret Service "Connecticut Financial Crimes Taskforce."
- This does not represent the assignment of an Enfield Police Officer to this working group on either a full-time or part-time basis; rather, case involvement will be solely on an as-needed, ad hoc basis.
- Twenty-six participating police agencies at present, with another seven agency memberships pending.
- Involvement in this taskforce will provide us with access to assets and expertise that we may not otherwise have access to in-agency.
- This Memorandum of Understanding has been reviewed by the Town Attorney's Office.
- The MOU present no expense to the Town of Enfield. Reimbursement to the Town of Enfield for overtime monies expended in certain cases is permissible under this MOU, as is the potential for asset sharing from the United States Secret Service.

Budget Impact:

There is no budget impact.

Recommendation:

It is recommended that the Town Council approve this resolution and authorize the Town Manager to enter into this Memorandum of Understanding.

Respectfully Submitted,

Chief Alaric J. Fox
Enfield Police Department

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to
Sign a Memorandum of Understanding**

WHEREAS, the United States Secret Service oversees the Connecticut Financial Crimes Taskforce, currently consisting of multiple federal, state and local law enforcement agencies, charged with the investigation of certain complex financial crimes; and

WHEREAS, this taskforce functions as a working group wherein the Enfield Police Department can draw on United States Secret Service expertise and assistance, when needed, in furtherance of the investigation of certain complex financial crimes occurring within the Town of Enfield; and

WHEREAS, this taskforce membership may provide for certain overtime reimbursement that would otherwise be borne by the Town of Enfield, as well as possible end of the year asset sharing in such cases; and

WHEREAS, this agreement is terminable at any time upon the mutual agreement of both parties, or is terminable with thirty days' notice by any one party; and

WHEREAS, the Enfield Police Department has been invited to become a member of this Taskforce.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager to enter into this Memorandum of Understanding in furtherance of this Taskforce membership.

Date Prepared: January 17, 2020
Prepared by: Enfield Police Department

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE ENFIELD POLICE DEPARTMENT
AND
THE UNITED STATES SECRET SERVICE**

The Enfield Police Department and the United States Secret Service (USSS) enter into this memorandum of understanding (MOU), which becomes effective with the signatures of both parties and remains in effect until terminated by the mutual agreement of the Enfield Police Department and the USSS or upon 30 day written notice by either party to this agreement.

I. AUTHORITY

This MOU is established pursuant to provisions of the Treasury Forfeiture Fund Act of 1992, 31 U.S.C. § 9705, as amended. This act established the Department of the Treasury Forfeiture Fund and authorized the payment of certain overtime expenditures, travel, fuel, training, equipment and other similar costs of State and Local law enforcement officers, that are involved in joint operations, with a Department of the Treasury law enforcement organization, as prescribed in 31 U.S.C. § 9705 (a)(1)(I)(hereinafter "overtime costs and other expenses").

II. PURPOSE

This MOU establishes the procedures and responsibilities of both the Enfield Police Department and the USSS for the reimbursement of certain overtime costs and other expenses pursuant to 31 U.S.C. § 9705.

III. CONDITIONS AND PROCEDURES

The parties agree to the following conditions:

- (a) The Enfield Police Department may request reimbursement of payment of overtime costs and other expenses directly related to work performed by its officer(s) assigned to assist the U.S. Secret Service's CT Financial Crimes Task Force in conducting official investigations. The Enfield Police Department will submit all requests for reimbursement payments, together with appropriate documentation, to the U.S. Secret Service's Task Force Supervisor. Request for reimbursement will be based solely upon overtime worked and other expenses performed on behalf of the U.S. Secret Service CT Financial Crimes Task Force.

- (b) All reimbursement hours of overtime costs and all other expenses covered under this MOU must be approved and certified by the U.S. Secret Service Task Force Supervisor. The reimbursable overtime payments will be based upon the actual hourly overtime rate, exclusive of matching employer contributions for any taxes or benefits.
- (c) The U.S. Secret Service CT Financial Crimes Task Force supervisor will forward all approved reimbursement requests through the Special Agent in Charge (SAIC) Criminal Investigative Division, Office of Investigations, to the Treasury Forfeiture Fund's payment agent, the U.S. Customs National Finance Center (NFC).
- (d) During the period of assignment to the CT Financial Crimes Task Force, the Enfield Police Department will remain responsible for establishing the salary and benefits, including overtime of the officer(s) assigned to the Task Force and making all payments due them. Reimbursement under this MOU is contingent upon the availability of mandatory funds allocated to the U.S. Secret Service through the Department of the Treasury Forfeiture Fund.
- (e) The Enfield Police Department shall permit and have readily available for examination and auditing by the U.S. Secret Service, the Department of Treasury, the Comptroller of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. They shall maintain all such records and reports until all audits and examinations are completed and resolved, or for a period of three (3) years, whichever is sooner.
- (f) Payments may be made to the extent they are included in the U.S. Secret Service Fiscal Year Plan and the monies are available within the Department of Treasury Forfeiture Fund to satisfy the request(s) for reimbursable expenses. It should also be understood that the total amount(s) made available to the U.S. Secret Service through the Department of the Treasury Forfeiture Fund, for reimbursement to the Enfield Police Department, could change at any time.
- (g) Pursuant to the Treasury Executive Office for Asset Forfeiture (TEOAF) directive number 18, the maximum reimbursement entitlement for overtime costs to any one law enforcement official cannot exceed fifteen-thousand (\$15,000.00) dollars during the fiscal year.
- (h) This document does not obligate funds. Funding authority will be provided through other documents.
- (i) The Enfield Police Department shall provide the U.S. Secret Service within 10 days of the signing of this MOU, with their agency's mailing address, contact name, telephone number and tax identification number. Further, this agency must provide the name, account number and ABA routing number of the financial institution where the Enfield Police Department wants the Electronic Funds

transfer (EFT) payment deposited for the reimbursement of overtime salary costs. Failure to provide this information within the prescribed period of time will nullify this MOU agreement.

IV. REVISIONS

The terms of this MOU may be amended upon the written approval of both the Enfield Police Department and the U.S. Secret Service. Such amendment is effective upon the date of approval.

U.S. Secret Service
New Haven Resident Office

Town of Enfield, CT

RAIC Peter Quinn

Town Manager Christopher Bromson

Date: _____

Date: _____

U.S. Secret Service, Office of Investigation
Criminal Investigations Division

SAIC – Criminal Investigative Division

Date: _____



TOWN OF ENFIELD

January 23, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

**Subject: Resolution Referring to the Planning and Zoning Commission Proposed
Conveyance of Town-Owned Land**

Resolution Setting a Public Hearing

Councilors:

Highlights:

- This property will be put on the market by Century 21 AllPoints Realty on behalf of the Town.
- Purchase will enable the redevelopment of this site and increase revenues for the Town.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached Resolutions.

Respectfully Submitted,

Nelson Tereso
Deputy Director of Economic & Community Development

Attachments:

1. Resolutions (2)

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Referring the Proposed Conveyance of
Land to the Planning and Zoning Commission**

WHEREAS, the Town of Enfield (Town) owns the property located at 2 Broad Brook Road;
and

WHEREAS, the Town intends to market and sell this property with the services provided by
the Town's vendor for real estate agency services; and

WHEREAS, the Enfield Town Council must refer this proposed conveyance to the Planning
and Zoning Commission for a report in conformance with the requirements of
Connecticut General Statute §8-24.

NOW THEREFORE BE IT RESOLVED, that the proposed conveyance of 2 Broad Brook
Road is referred to the Planning and Zoning Commission in conformance with
the requirements of Connecticut General Statute §8-24.

Prepared by: Nelson Tereso, Deputy Director Economic & Community Development
Date Prepared: January 22, 2020

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Setting a Public Hearing
for the Conveyance of Land**

WHEREAS, the Town of Enfield owns the property located at 2 Broad Brook Road; and

WHEREAS, the Town Council has referred this matter to the Planning and Zoning Commission (Commission) for a report in conformance with the requirements of Connecticut General Statute §8-24; and

WHEREAS, the Commission will make a recommendation pursuant to the above-referenced statute at its February 13, 2020 meeting; and

WHEREAS, under certain conditions Connecticut General Statute §7-163e requires the legislative body of a municipality to conduct a public hearing prior to the sale, lease or transfer of real property owned by the municipality.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing regarding the conveyance of 2 Broad Brook Road to be held on February 18, 2020 to begin at 6:50 PM in the Council Chambers of the Enfield Town Hall which is located at 820 Enfield Street, Enfield, Connecticut in order to receive public comment.

Prepared by: Nelson Tereso,
Deputy Director Economic & Community Development
Date Prepared: January 22, 2020



TOWN OF ENFIELD

January 24, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Enter into a Tax Stabilization Agreement with NextEra Energy Resources

Councilors:

Highlights:

- NextEra Energy Resources is building a 131-acre solar facility (19.6 megawatts) at Broad Brook Road.
- The State Siting Council issued its approval of this project on April 26, 2019.
- NextEra has requested a tax stabilization agreement over a 20-year period.
- Because over 90% of the property value that will be taxed is personal property, NextEra would pay significantly more in the first few years than they would in the later years. We have projected the taxes to be collected over the 20-year period of the agreement including estimates for future tax increases. Under this agreement, NextEra will pay the average of these amounts.
- This stabilization agreement is based on the value of the personal property and the real property that will be acquired by NextEra for this project.
- Our Office of the Town Attorney has provided language for the contract.

Budget Impact:

This will result in increased tax revenues.

Recommendation:

It is recommended that the Town Council adopt the attached resolution.

Respectfully Submitted,

Kasia Purciello
Assistant Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION # _____

**Resolution to Enter into a Tax Stabilization Agreement with
NextEra Energy Resources**

WHEREAS, NextEra Energy Resources intends to invest substantial capital into the solar facility located at Broad Brook Road; and

WHEREAS, NextEra Energy Resources has requested a tax stabilization agreement over a 20-year period with the Town of Enfield.

NOW THEREFORE BE IT RESOLVED, that the Town Manager, Christopher W. Bromson, is empowered to enter into a tax stabilization agreement with NextEra Energy Resources, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield.

Prepared By: Town Manager's Office
Date Prepared: January 24, 2020



TOWN OF ENFIELD

January 24, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Authorize the Waiving of a Portion of the Property Maintenance Fines for 34 Wheeler Drive

Councilors:

Highlights:

- The property is subject to a Property Maintenance Lien in the amount of \$65,550.
- The dates of violation for this property were between November 24, 2014 to February 7, 2016. Originally, there were three violations cited: structure, mold, and grass. After going through the hearing process in 2015, the fines for the structural violation were forgiven.
- The property owner has approached the Blight Review Committee (BRC) with a request to waive the remaining property maintenance fines in order to finance the construction of the home.
- This property has remained clean for more than the one year minimum required by the Blight Review Committee.
- The BRC has the authority to waive up to \$10,000 in property maintenance liens.
- The committee recommends a reduction of \$49,162.50, therefore it must go before the Council for a full vote.
- The goal of the Blight Review Committee is to clean properties and not to collect funds.
- The home will be used as a retirement home by the property owner.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Kasia Purciello
Assistant Town Manager

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

RESOLUTION # _____

Resolution to Authorize the Waiving of a Portion of the Property Maintenance Fines for 34 Wheeler Drive

WHEREAS, on November 25, 2014, Beverly Kidder, the owner of 34 Wheeler Drive (property owner), was cited for violations of the Property Maintenance Ordinance and was fined accordingly; and

WHEREAS, pursuant to section 14-180 of the Enfield Town Code, the property owner contested their liability for the violations before a duly appointed hearing officer; and

WHEREAS, the hearing officer found the property owner liable for two of the three violations, ruling in favor of the Town; and

WHEREAS, the hearing officer notified the property owner in writing of such decision; and

WHEREAS, pursuant to section 14-183 of the Enfield Town Code, property maintenance liens securing the fines were recorded in the Town's land records; and

WHEREAS, the property owner has approached the Blight Review Committee with a request to waive the fines in order to finance the construction of the home on the existing foundation; and

WHEREAS, the property has been blight-free since February 2016; and

WHEREAS, the Blight Review Committee has reviewed the request and are recommending the lien on the property be reduced by 75 percent.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does authorize the waiver of a portion of the property maintenance liens on 34 Wheeler Drive and authorizes that the amounts set forth in Attachment A be accepted in lieu of the full payment of those liens.

Date Prepared: January 24, 2020
Prepared by: Town Manager's Office

Attachment A

34 Wheeler Drive

Parcel #052400020055 Map 80 Lot 159

Lien Amount to be waived \$49,162.50

Town to be paid \$16,387.50