



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Tuesday, February 18, 2020
7:00 PM - Council Chambers**

6:50 Public Hearing – Conveyance of Town Owned Property

- 1. PRAYER – Cindy Mangini**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting, February 3, 2020**
 - **Regular Meeting, February 3, 2020**
- 6. SPECIAL GUESTS.**
 - **Elderly Tax Credit, Della Froment**
- 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 6/30/2020. (Tabled 09/15/2014)
 - 2. Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2022. (Tabled 04/16/2012)

3. **Enfield Beautification Committee** – A Vacancy Exists Due to the Resignation of Stacy Hout (D). Replacement Would be Until 12/01/2022. (Tabled 03/05/2018)
4. **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)
5. **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)
6. **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)
7. **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)
8. **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)
9. **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)
10. **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)
11. **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)
12. **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)
13. **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)
14. **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 06/30/2020. (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 11/01/2024. (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 11/01/2024. (Tabled 11/17/2014)
5. **Building Code Appeals Board** – The Term of Office of William Marr (D), Professional Engineer, Expired 11/01/2016. Reappointment or 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 06/30/2020.
7. **Fair Rent Commission (Tenant)** – A Vacancy Exists Due to Member Kristina Schoen (U), No Longer a Resident. Replacement Would be Until 06/30/2021. (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)

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.

1. *****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.
2. *****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.

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.

1. **Discussion/Resolution:** Request for Transfer of Funds for Town Manager \$3,600.
2. **Discussion/Resolution:** Request for Transfer of Funds for Youth and Family Services \$8,000.
3. **Discussion/Resolution:** Request fir Transfer if Funds for Youth Services United Way \$3,800.

B. Appointment(s) – Town Council Appointed.

1. **Ethics Commission – Alternate** – A Vacancy Exists Due to the Resignation of Jason Casey (R). Replacement Would be Until 10/31/2021.

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

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

E. **Discussion/Resolution: Request for Transfer of Funds for Enfield Child Development Center \$70,000.

F. **Discussion/Resolution: Resolution Adopting the Elderly Services Care Coordinator Job Description.

G. **Discussion/Resolution: Request for Transfer of Funds for Social Services Salaries \$27,990.

- H. **Discussion/Resolution:** Request for Transfer of Funds for Public Safety \$24,155.97.
- I. **Discussion/Resolution:** Resolution to Authorize the Carry Forward of Unspent Funds for the Distracted Driving Grant.
- J. **Discussion/Resolution:** Request for Transfer of Funds for Public Works for Pickleball Courts \$36,349.
- K. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign the Amendment to the Agreement with Construction Solutions Group.
- L. **Discussion/Resolution:** Resolution to Create the Honorary Position of Poet Laureate for the Town of Enfield.
- M. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Apply for the Connecticut State Opioid Response.
- N. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Sign a Memorandum of Understanding with United States Naval Criminal Investigative Service.
- O. **Discussion/Resolution:** Resolution Directing the Director of Finance to Give Notice to Hazardville Water Company and Connecticut Water Company.
- P. **Discussion/Resolution:** Resolution Regarding Adopting the Policy and Procedure for Enfield Town Council Meetings.
- Q. **Discussion/Resolution:** Resolution Amending Town Council Resolution No. 4472 Regarding the Joint Facilities Committee.
- 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

OFFICE OF THE TOWN MANAGER

- Date: February 18, 2020
- To: Michael Ludwick, Mayor
- From: Christopher Bromson, Town Manager
- Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the **PROPOSED CONVEYANCE OF 2 BROAD BROOK ROAD.**
1. Roll Call.
 2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, February 7, 2020.

TOWN OF ENFIELD
LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, February 18, at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the PROPOSED CONVEYANCE OF 2 BROAD BROOK ROAD.

For more information please contact Nelson Tereso, Deputy Director Economic & Community Development at 860 253-6391 or ntereso@enfield.org.

Suzanne F. Olechnicki, Town Clerk
Dated: February 4, 2020

3. Announce Ground Rules for Public Hearing:
 - a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
 - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
 - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc., time.
 - d. Please refrain from personalities.



PUBLIC NOTICES

TOWN OF LEBANON INLAND WETLANDS COMMISSION LEGAL NOTICE

At the February 3, 2020 regular meeting of the Lebanon Inland Wetlands Commission, the following decisions were rendered:

IW-20-8429: Town of Lebanon, Goshen Hill Road, Bridge/Culvert replacement over Exeter Brook. APPROVED.

IWAR-20-8430: John Drum (owner), 567 Tobacco Street, Map 224/Lot 2. Creation of farm pond. APPROVED.

Dated at Lebanon, CT this 4th day of February, 2020.
Holl E. Smith, Land Use Secretary
2/7/2020 6596710

NOTICE TO CREDITORS

ESTATE OF Judith Anne Ayer, Doyle, Late of Windham (20-00045)

The Hon. John J. McGrath, Jr., Judge of the Court of Probate, District of Windham - Colchester Probate Court, by decree dated January 30, 2020, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Kimberly C. Smith, Clerk

The fiduciary is:
Steven Ayer, 524 Plain Hill Road, Norwich, CT 06360
2/7/2020 6595762

TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, February 18, 2020 at 6:50 p.m. In order to receive public comment regarding the PROPOSED CONVEYANCE OF 2 BROAD BROOK ROAD.

For more information please contact Nelson Tereso, Deputy Director Economic & Community Development at 860 253-6391 or nteres@enfield.org.

Suzanne F. Olechnicki, Town Clerk
Dated: February 4, 2020
2/7/2020 6595603

NOTICE TO CREDITORS

ESTATE OF Russell K. Bilodeau, late of Colchester, AKA Russell Bilodeau (19-00461)

The Hon. John J. McGrath, Jr., Judge of the Court of Probate, District of Windham - Colchester Probate Court, by decree dated January 31, 2020, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Kimberly C. Smith, Clerk

The fiduciary is:
Kathleen A. Terrill aka Kathleen A. Turick c/o ALEXANDRA B BOWEN, JACOBS, WALKER, RICE & BARRY, LLC, 146 MAIN STREET, MANCHESTER, CT 06042
Russell Joseph Bilodeau c/o ALEXANDRA B BOWEN, JACOBS, WALKER, RICE & BARRY, LLC, 146 MAIN STREET, MANCHESTER, CT 06042
2/07/2020 6596138

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #20-16
RE: R.F.P. - Engineering Design Services for the Development and Implementation of a Road Improvement Program

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until 11 A.M. ON Wednesday, March 11, 2020 at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

2/7/2020 6595873

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #20-15
RE: 2020 Roadway Improvement Project "Cambridge Drive Neighborhood"

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until 11 A.M. Thursday, March 5, 2020 at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

2/7/2020 6595345



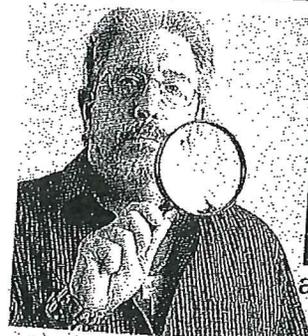
IT'S WHAT'S IN A GOING OUT

Best Of Winners. Exciting

CTNOW is your

CTI

the place to



Josh Kovner
health & safety
a COURANT Exclusive

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, FEBRUARY 3, 2020**

The 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 Monday, February 3, 2020 at 6:18 p.m.

ROLL-CALL - Present were Councilors Bosco, Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza, and Szewczak. Councilor Unghire was absent. Also present were Town Manager Christopher Bromson, Town Attorney, James Tallberg, Deputy Town Clerk, Karen Coolong.

MOTION #5332 by Councilor Ludwick, seconded by Councilor Szewczak to go into Executive Session to discuss Real Estate Negotiations and Pending Litigation.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5332** adopted 10-0-0 and the meeting stood recessed at 6:19 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Ludwick at 6:20 p.m.

ROLL-CALL - Present were Councilors Bosco, Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza, and Szewczak. Councilor Unghire was absent. Also present were Town Manager Christopher Bromson, Town Attorney, James Tallberg, Deputy Town Clerk, Karen Coolong.

Chairman Ludwick recessed the Executive Session at 6:52 p.m., reconvened the Special Meeting at 6:53 p.m. and stated that during Executive Session, Real Estate Negotiations and Pending Litigation were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #5333 by Councilor Muller seconded by Councilor Mangini to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #5333** adopted 10-0-0 and the meeting stood adjourned at 6:54 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, FEBRUARY 3, 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 Monday, February 3, 2020. The meeting was called to order at 7:00 p.m.

PRAYER – The Prayer was given by Chairman Ludwick.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Bosco, Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza, and Szewczak. Councilor Unghire was absent. Councilor Cekala left at 9:00 p.m. Also present were Town Manager, Christopher Bromson; Deputy Town Clerk Karen Coolong; Town Attorney, James Tallberg; Director of Finance, John Wilcox; Director of Human Resources, Steve Bielenda

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #5334 by Councilor Muller seconded by Councilor Mangini to accept the minutes of the January 21, 2020 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5334** adopted 10-0-0.

MOTION #5335 by Councilor Muller seconded by Councilor Mangini to accept the minutes of the January 21, 2020 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5335** adopted 10-0-0.

MOTION #5336 by Councilor Mangini seconded by Councilor Muller to accept the minutes of the January 25, 2020 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5336** adopted 9-0-1, with Councilor Bosco abstaining.

SPECIAL GUESTS

Pam Townsend – Wreaths Across America

Ms. Townsend expressed her appreciation to Enfield for amazing support to Wreaths Across America. She noted for the past eleven years, Enfield has had a Wreaths Across America ceremony. She stated over the years different organizations have sponsored this ceremony, but for the past two years the American Legion John Maciolek, Unit 154 Auxiliary has sponsored this event. She noted she's the President of the Auxiliary and has been the Location Coordinator for Wreaths Across America during the past two years. She stated she has been very fortunate to work with Lori Gates. She noted they are partners in support of Wreaths Across America's mission to remember the fallen, honor those who serve, and teach children the value of freedom. She stated she and Lori Gates work independently, as a team, for the success of this mission. She explained Lori coordinates the convoy and school events, and she coordinates, with the assistance of Unit 154, the ceremony at St. Patrick's Cemetery, wreath sponsorship and wreath placement within the cemetery.

She stated an event doesn't happen without the support of everyone. She noted the theme for 2019 was "Everyone Plays a Part", and that's what Enfield and the surrounding communities did. She noted everyone remembered and honored 1,058 veterans by sponsoring and placing wreaths at their final resting place, and the next generation was taught the value of freedom. She thanked everyone for their support.

Ms. Townsend expressed appreciation to the Town Council, Town employees, ETV, first responders, the schools, the coaches, the Boy Scouts, Girl Scouts, small businesses, private organizations, veteran organizations, the Blue Star and the Gold Star families, and the people of Enfield.

She stated she is retired Army and served almost 27 years, and her husband is a combat veteran and served 37 years. She noted it's truly an honor to call Enfield their home and to know that the town they chose to reside in cares so much about its veterans.

Ms. Townsend then read a statement from Lori Gates:

"While we had everything in place for a return visit of Wreaths Across America trucks as they headed from Maine to Arlington in December, the one thing we couldn't control was Mother Nature. Since she didn't want to cooperate, the very difficult but safest and best decision was made to cancel the visit to town allowing our Walmart friends extra travel time to get their precious cargo to hallowed ground on time. I received many messages throughout the remainder of their trip and since they were truly disappointed to have to miss Enfield, they hope that they consider us for a visit in 2020, and hopefully this time Mother Nature will get the memo. I want to sincerely express my gratitude to all the working parts behind the convoy as most of the public doesn't

realize all the planning and coordination involved behind the scenes from police, fire, EMS, Town, American Legion Post, schools, students, the general public, etc. that goes into putting Enfield on the Wreaths Across America map. Thank you to all of you. Let's keep our fingers crossed for a return trip and work together to continue to be a desired destination for Wreaths Across America."

Ms. Townsend stated the 2020 theme is "Be an American Worth Fighting For", and this was inspired by a keynote speaker during a stop of the wreath escort to Arlington National Cemetery. She stated her belief the people of Enfield are worth fighting for, and they show it every day and especially this past December. She noted she knows Enfield's passion and support will continue for this year. She stated she has already worked on wreath sponsorship and preparation for this year's ceremony. She noted they need about 1,700 wreaths to remember and honor every veteran that's laid to rest at St. Patrick's Cemetery. She stated the ceremony will take place on December 19th, and wreath sponsorship has already begun online. She explained people can go online anytime of the year all year long. She noted to make it easier for people to sponsor a wreath, they may contact her at enfieldwaa@yahoo.com, and she will email a direct link for wreath sponsorship for St. Patrick's Cemetery. She stated along with that site, there are local fundraising groups listed should people wish to support one of them. She pointed out she has not yet created the forms which will go out to the public.

She concluded thanking everyone for their tremendous support.

Councilor Bosco stated they need to keep pushing how many wreaths they're short, and perhaps this should be brought to the Council's attention in the summer. He noted it might help when the public hears about a wreath shortage. Ms. Townsend stated at this time, they're about 1,200 wreaths short.

Councilor Szewczak stated her understanding there are 1,700 veterans at the St. Patrick's Cemetery, and she questions if there are more veterans throughout the town at other cemeteries. Ms. Townsend stated there are approximately 5,500 veterans buried in every cemetery throughout Enfield. She noted people can sponsor a wreath and pick it up the day of the ceremony and bring it to another cemetery. She stated her goal is to cover St. Patrick's Cemetery first.

Councilor Szewczak expressed her appreciation for all this hard work.

Chairman Ludwick thanked Ms. Townsend and Lori Gates for allowing the hockey team to help. Ms. Townsend stated the hockey team was very flexible with all the changes that were happening, and they did an outstanding job.

Councilor Mangini expressed her appreciation for all this hard work.

Chairman Ludwick invited Ms. Townsend to give an update in the future.

PUBLIC COMMUNICATIONS AND PETITIONS

George Young, 8 Holly Lane

Referred to last month's PAR report and the resolution to settle pending tax appeals. He noted three resolutions were passed without a lot of fanfare or disagreement because all the legal issues were resolved prior to the meeting. He stated it was mentioned that the proper steps were taken by the Finance Department and the Council to make sure there was very little or no impact on the budget, but there was no mention what was specifically done, and he saw no copy of the stipulation for judgement, which must be filed with the Superior Court. He stated he did a chart to show the effects of this resolution. He noted it shows that the appeals reflect a decrease in real estate taxes of \$1,628,079 for the Fiscal Year 2018, 2019 and 2020. He stated his belief that it's all being repaid to the taxpayers in Fiscal Year 2020 by either refunds back or reductions in the January 2020 payments to the town. He noted he doesn't know whether any interest must be prepaid on the prior overpayments or what legal fees the Town incurs, or if the Town must pay any legal fees or damages to the parties that brought the appeals. He questioned how the Town can be so far wrong to value property 100% above their fair market value and expect them to accept this valuation.

Mr. Young stated this involves the revaluation of eight of the nine parcels of the Enfield Square in 2018 at \$42,842,950 and it's now revised downward to \$21,500,000, which represents \$612,841 in taxes that aren't going to be collected for 2020. He noted according to his calculations the \$1,628,079 of total taxes overcharged for those years for the two locations involved are split between the Town and Fire District #2 since this is the fire district that the properties are located within. He noted it's \$1,368,980 for the Town taxes and \$259,059 for the fire district taxes respectively. He stated since the fire department has already paid their monies as budgeted back in August, will they be charged back, or will the General Fund pick up this whole amount. He noted there's probably enough money for a fire district to buy a new ladder truck.

He stated the two prior assessments completed for 2011 and 2016 were both done by Vision Government Solutions, and he questioned whether they gathered recent sales data and compared these sales to other properties, and do they have any liability in this matter. He noted if this was a valuation for the IRS, there would be substantial penalties involved.

Mr. Young stated Enfield is now scheduled for another revaluation in 2021 according to the last PAR report for which the RFP's were issued and are scheduled to be opened over the next couple weeks. He feels there should be a substantial savings to revalue the above areas since it has mostly been resolved, and it appears that Stateline Plaza has been fixed for the next two years.

He stated in 2001, when booklets were sent to homeowners during the revaluation, it was stated in the booklet that was prepared by the Enfield Committee for revaluation that the Town Assessor will supervise the revaluation process and will be responsible for the final determination of value. He noted it was also the responsibility of the firm, CLT, a state-certified revaluation company, to

be responsible to research and determine fair market value in a particular area. He feels as though all Enfield residents have been let down this time.

Mr. Young acknowledged how frustrated many Council members get when they must go to referendum to spend more than .0002 times the Town's assessed valuation, but here they were able to approve reduction by just a vote of hands of \$1.6 million dollars. He stated it's ironic that the Town has a spending cap limitation but can approve an income reduction for a far greater amount. He stated he has no idea how the Town administratively handled the loss of revenue, but it should be made public. He noted at the last Town meeting, he suggested one overall mill rate for all five fire departments in town, but he feels that's a long way off, but he bets Fire District #2 will not be absorbing this loss by itself. He stated this sounds like more teeth for a consolidation effort.

Robert Tkacz, 815 Woodgate Circle

Stated many times it's difficult to hear Council members comments because they don't have their microphones turned on. He stated the sound system for ETV must be fixed.

Mr. Tkacz stated he asked the Chief of Police why the Town of Wallingford can run their department with 75 sworn officers, and Enfield must have 95. He noted Enfield's crime rate should be lower. He noted he asked a Council member and the Chief of Police about a crime map and was told they must check with the FBI. He pointed out he found a crime map, which divides the different sections of the town. He questioned why nobody knows about a crime map. He stated the crime map shows the safest areas, but it doesn't show the high crime areas. He noted with 13 districts, a person can figure out where the crime areas are located – Broadbrook and Abbe Roads are the safest areas, Scitico is 2nd, North Thompsonville is 3rd, Kings Corner is 4th, Southwood Acres is 5th, Sherwood Manor is 6th, Woodgate Circle is 7th, Shaker Road is 8th, Hazardville is 9th and Washington Road is 10th. He stated all the patrols should be in those areas not mentioned, which are the high-crime districts. He feels it's time to have a Civilian Review Board for the Police Department because they're not getting the answers. He noted he asked questions for two years in a row and still doesn't have an answer.

He stated he did research into the Shelton Police Department and learned that town has about the same population as Enfield. He noted Shelton has 52 sworn police officers and 21 civilian members, and they deal with 70,000 people that live and work in the Shelton community during the day. He stated in 2018, they responded to 45,000 calls.

Mr. Tkacz suggested Enfield solve crime in this town. He pointed out Enfield is surrounded by Longmeadow, Somers, Suffield, Windsor Locks and East Windsor where there are low crime rates. He questioned why Enfield can't get its act together and do it right. He noted perhaps they should have civilians running the police department.

Tina Perez, 57 Abbe Road

Stated she's very disappointed in Enfield because a teenager was murdered near where she lives. She noted when she came in 2004, someone was held hostage in her house. She stated the police aren't in all the nice areas. She noted when she's in New Jersey, and her alarm goes off in Enfield, she must pay a \$100. She questioned why she must pay \$100 if her alarm goes off and nobody is there. She questioned why these rules were passed, and why is it pay-for-play. She questioned why her taxes are price-gouged because her house is only worth \$200,000, and she pays \$8,100 in taxes. She noted there's a house for sale on Longhollow Road, and they must drop it \$25,000 because nobody wants to buy it, and it's \$10,000 for taxes on this house. She stated if she wants to go back to Jersey someday, she'll take a loss on her house.

Ms. Perez stated there's a high crime rate in a middle-class neighborhood, and it's not fair. She noted her neighbor's senior citizen mother yielded at a stop sign and got a ticket. She noted she and her neighbors must shovel the snow on the corner of Bush and Abbe Roads, and that belongs to the Town. She stated her belief the Town picked a poor builder who built those 23 houses. She noted she is going to have to sue the builder, and she has 16 years' worth of proof because every year something comes up. She suggested when the Town builds houses in Thompsonville near the train station, the Town shouldn't pick a banker to be the builder, but rather pick a real builder. She feels all the businesses come here and exploit Enfield.

She stated her area needs police, and all the police are in Thompsonville. She noted she has friends in Thompsonville, and she is there at all hours of the night, and it's safe.

She stated the Town needs to consider the pay-for-play that's going with the Police Department. She stated her belief the police officers are very rude because when they pull people over, they are rude and nasty, and that's making people leave the town.

Lucien LeFevre, 54 Kimberly Drive

Stated the 70th annual Four Chaplains' Mass is going to be Sunday, February 9th at St. Patrick's Church, and this is a good service to remember the four chaplains that went down with the Dorchester in World War II. He noted there will be a luncheon downstairs afterwards, and the public is invited to the luncheon.

George Young, 8 Holly Lane

Stated his understanding the State stopped funding the circuit breaker program for senior and disabled residents. He stated his hope Enfield will pick this up 100% because many people need this help. He noted over half of the Town's budget goes to the Department of Education in Enfield, and very few of the members of this group of nearly 600 people have anyone in the school system. He pointed out this is not an entitlement, but a tax break to those who have funded and continue to help fund the town. He stated the Town needs to contact its legislators and have the State restore monies back to this mandated program.

Mr. Young referred to Page 1 of the Special Meeting of January 25th where it stated the Town's spending cap on a project was .002 of the grand list without going to a referendum. He stated his belief it should read .0002.

As concerns school and town roofs, Mr. Young encouraged the Council to go to referendum and bond for the \$21 million dollars as a separate item from the roads referendum because the roofs need to be done.

Robert Tkacz, 815 Woodgate Circle

Stated his belief police are very rude when they're working at construction sites. He believes they need a lesson in politeness to the public because the public is paying them.

Mr. Tkacz stated at the last Board of Education meeting, there was talk about racism and bullying in the schools, and this must stop. He stated his concern this community is at the edge of things going bad, and he believes nobody is doing anything about it.

He referred to individual student cost and noted Enfield is very good at \$14,300, and Enfield is 152nd out of 169 towns, and that's pretty good. He then referred to administrative costs and noted Enfield is 28th from the top, and Enfield is 30th in overall school spending. He feels that's an unbelievable high cost. He feels they're taking away from the students, and they're paying administrators. He noted when schools were closed, nobody was laid off, and they only made smaller class sizes.

Mr. Tkacz spoke about the performance of Enfield. He referred to a Stamford study, which showed average test scores were very good showing Enfield is .56 grade ahead of the nation. He noted Enfield is going down. He noted students are learning 18% less in each grade than the U.S. average. He noted that's unacceptable for all the money they're paying administrators.

He then spoke about trend and test scores and noted Enfield shows declining educational opportunity test scores. He noted the school district is getting more money every year, and they're on the way down. He stated nobody wants to cut costs. He noted they need to cut spending, and he does not believe the Police Department needs 95 police officers when a town of the same size has 55 officers. He stated Enfield should have a Civilian Review Committee to look at this.

Tina Perez, 57 Abbe Road

Disagreed with the cost. She feels the problem is they need to find the fat, and the fat is not the people, but rather who's working there and not providing kids with a good education. She questioned why some Council members were against rehabbing JFK Middle School. She noted when Enfield High School was built, she heard from people that this is why they moved into Enfield. She stated if there isn't a good school system, and police are not friendly and there are high taxes, people can't sell their homes. She concluded stating the Town needs to review and correct what's wrong.

Marie Pyznar, 25 Roy Street

Stated she's a lifetime resident of Enfield, and she's a downtown girl, who grew up on South River Street. She noted she knows the entire town well, and there's always going to be good and bad parts.

Ms. Pyznar stated her belief Enfield has an awesome school system, and she feels the problem is that people expect too much from teachers and administrators and not enough from families. She pointed out education starts at home and needs to be reinforced at home.

She stated she has never had a problem with any police officer. She noted she attends these meetings because she cares and is passionate about Enfield. She stated if she can make the town better, she wants to be part of that. She feels it's wrong to only criticize without an alternative to make things better.

She concluded stating the Town Council members do a fantastic job for zero money.

Tina Perez, 57 Abbe Road

Stated she was negative, but she feels she deserves to be negative. She noted she's on the Enfield Forum, and she defends the Council and Thompsonville. She went on to thank the Council for the ambulance service and noted she received good service after a car accident.

Robert Tkacz, 815 Woodgate Circle

Stated he doesn't speak negative when he has the facts. He noted he provided information from the Stamford report, which shows Enfield schools are on their way down. He suggested the Council get together with the School Board to see what they're going to do about improving the school system. He noted it's time to talk about the defects in Enfield and straighten them out instead of covering them up.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Sferrazza referred to a comment about Enfield police being rude. He stated the Enfield Police Department has 95 individual men and women that work there, and they all have individual names, and nobody is named, "Enfield Police". He noted if a person encounters an officer on a particular day and felt they were not treated fairly, the department has a very thorough complaint procedure that they follow. He stated if anyone feels the need to do that, they just need to go to the Police Department, and it will be looked into. He noted many times, they have in-car camera systems, therefore, if someone alleges something, it would be wise to be telling the truth.

As concerns the staffing of the Enfield Police Department, he believes the staffing should be closer to 105. He noted there are only about 13 or 14 police departments in the State that are nationally certified, and Enfield has been certified, with distinction, since 1996. He noted staffing shouldn't be tied to a crime rate. He stated his belief a lot of Enfield's crime rates are on the decline.

Councilor Sferrazza stated it's not a requirement to be an EMT to be a police officer, however, 90% of the Enfield Police Department holds that status. He noted the police are also the people who respond to homes when there's a medical emergency, and they are the first responders.

He stated he does not believe it's fair to compare the Enfield Police Department with area towns such as East Windsor, Suffield or Somers. He stated his belief that's not apples to apples at all. He noted Enfield has been a leader in this community in terms of providing safety for the public in ways that they perhaps can't quantify all the time. He stated perhaps because they have officers patrolling all over town, the crimes don't occur that would have occurred, but they can't prove a negative.

Councilor Sferrazza stated there is no police department better trained and equipped to put 10 to 12 officers in a building undergoing an active shooter situation in less than four minutes.

He stated Enfield ranks high regarding protective custody and the handling of the opioid crisis.

He concluded stating it's unfair to categorize a whole group because on a particular day the perception was that an officer was rude. He noted he is not saying that's untrue, but why would the whole department be painted in that light.

Councilor Riley referred to the circuit breaker program and noted everyone received an email from Senator Kissel's office asking if the Council wanted to put in any requests for bills. She noted on January 27th she sent him an email asking if it's possible to have the State start funding the tax credit again. She stated she cc'd that email to Mayor Ludwick and Deputy Mayor Szewczak, and they also forwarded that email to Representative Carol Hall. She noted the response she received from Senator Kissel's office was that they would work on that to see if they could add it. She stated Representative Carol Hall was not as optimistic.

She referred to comments from Mr. Tkacz and noted there are a lot of things that play into the school budget that the Council has absolutely no control over. She noted if an email is sent to Board of Education Chairman Walter Kruzal or Superintendent Christopher Drezek, they can be asked for a list of all the unfunded mandates that the State of Connecticut requires. She noted administrators are state-mandated. She referred to other costs such as increases in salary, diesel for the buses, the number of students attending special education, attorney fees, and all sorts of fees that they don't have any control over.

Councilor Riley stated the First Readers Trivia Night is on February 22nd at 7:00 p.m. at Mt. Carmel. She thanked Mt. Carmel for donating their facility for this event for eight years in a row. She also thanked people who donated towards prizes for this event.

Councilor Mangini agreed there are many unfunded mandates that the town must comply with.

Councilor Mangini stated Enfield is fortunate to have a Police Department of this caliber. She noted Enfield's Police Department is professional, and officers are held to the highest standards and all the reports she gets back have all been positive. She feels it's unfair to say the Enfield Police are not courteous, however, to some degree that may be the case, however, that picture shouldn't be painted because overall, Enfield has a very professional and well-trained police department. She agreed Enfield should increase the number of police officers in town.

She noted she is a realtor in town and has learned many families move to Enfield primarily because of the educational system and public safety system.

Councilor Mangini stated she is an officer and Treasurer for DAR (Daughters of the American Revolution) and stated in May, 2018 there was a resolution that the Town of Enfield owns the Thomas Abbe monument in front of the Enfield Congregational Church, and the resolution states the Town agreed to accept the monument and for it always to remain upon the site where its erected as long as it's maintained, repaired and kept in good condition. She stated there was supposed to be a subsequent resolution as to how, when and who is going to do the maintenance. She pointed out that statue is dirty. She noted past Councilor Bill Lee and a couple Boy Scouts cleaned the statute previously. She stated it appears the Town is responsible for maintaining that statue. She requested this be researched because this statue is not being maintained, and it's one of Enfield's historic sites.

Councilor Kiner stated the Enfield Together Coalition wants to get the message out that if anyone has unused or expired medications, they should not throw them in the toilet, sink or trash, but rather place them in the drop box provided at the Enfield Police Department.

He stated the Enfield Together Coalition is having a health and wellness fair on May 16th, and more information will be coming out on this event.

Councilor Bosco agreed with other Council member comments about the Police Department. He referred to comments made by Ms. Perez and noted the Town has no control over who builds a house, but rather the Town can only be sure the house is built to code. He noted if a person feels their taxes are too high, they can go before the Board of Tax Appeal.

As concerns topics such as the Enfield Square, Councilor Bosco suggested Mr. Young see the Town Manager the day before a meeting because many questions can be answered. He noted a lot of things are done in Executive Session. He stated his hope Mr. Young will attend budget meetings so he can witness how hard the Council works to save money.

Councilor Bosco stated he totally disagrees with comments about the school system, and he feels Enfield has a great school system. He noted a lot of times the school system is what students and families put into it.

Councilor Hemmeler stated economic development is very important for the success of Enfield. She noted a new business opened at 786 Enfield Street, and it's a CBD store. She stated they had a ribbon cutting, and the owners are very excited to be in Enfield.

She stated on January 23rd, she and Chairman Ludwick went to the American Legion Post 80, and they celebrated 100 years, and the Mayor presented them with a Town proclamation.

Councilor Hemmeler stated on January 29th she attended Tonight in Thompsonville, which is held by the ERFC. She noted they educate families and have educational games for the children. She stated these meetings are held at St. Patrick's Church.

She stated the Opera House Players is having their next show this Friday, and this show is "Legally Blonde". She noted this show will run for three weeks.

Councilor Muller stated the Fourth of July dinner dance is scheduled for Saturday, March 7th from 6:00 p.m. to 11:00 p.m. at the Old Country Deli.

Councilor Muller stated a comment was made earlier about not being supportive of the JFK renovation project, and he noted he is a liaison for the JFK Building Committee. He noted he was also on the Enfield High School building committee for five years with Councilor Szewczak.

Councilor Szewczak stated last year the Council re-did the alarm ordinance. She noted they inadvertently put in the alarm ordinance that if people are not registered on the first false alarm, they will be fined \$90. She stated unfortunately there's a lot of people that did not realize that they were supposed to have their alarms registered, and the Town was relying on businesses to get out the word that people should be registering their alarms. She noted to get the word out, they've had a press release, and it's been on Facebook. She stated the Public Safety Committee will look at this.

She stated the Scantic River Watershed Association hosted the Superbowl Hike, and they hired a Colonel Hazard impersonator, and they walked through the hollow and learned about the process of manufacturing gun powder, which was manufactured for 77 years in the hollow. She noted this is part of the heritage of the Hazardville Village.

MOTION #5337 by Councilor Szewczak, seconded by Councilor Mangini to suspend the rules to address under Miscellaneous this evening Items 14 B1, B4, E, F, G, H, I, J, K, L, M, N and O.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5337** adopted 10-0-0.

Chairman Ludwick stated he believes in continuous improvement, and he also believes they should be honest with themselves, and everyone can improve. He agrees the school system can get better because their goal is fairly simple – they want to be Number One in the State of Connecticut. He

noted there are good things going on i.e., the Enfield Patch publishes every quarter a long list of Enfield students who are attending many different universities in many different disciplines all over the country, plus those students are getting on the Dean's list.

Chairman Ludwick stated Enfield Girls' Basketball and Boys' Basketball Teams are headed for state tournaments, as is the hockey team. He noted these students are balancing sports, academics and jobs plus they're making high honors. He stated there are good things happening.

Chairman Ludwick requested a copy of the fire district report when it is ready.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Bromson stated he has heard from families who moved to Enfield for the education system.

He spoke about the value of the pre-kindergarten programs and the Eagle Academy in Enfield.

Mr. Bromson stated he received an email from Representative Tom Arnone with excellent news for Enfield. He noted Rep. Arnone was at a legislative meeting this morning with Johnson Memorial, and they publicly announced a \$34 to \$38 million dollar expansion of their Enfield campus on Hazard Avenue where they'll have a state-of-the-art geriatric wellness program in Enfield.

As concerns collaboratives, Mr. Bromson stated Enfield has an excellent Youth Services Program, which works with the Police Department, Social Services and school department. He noted there were hearings at the Legislature last week, and they commended Enfield on its Suicide Prevention Program. He stated Commissioner Steven Hernandez invited Enfield to present at the next State of Connecticut Commission on women, children and seniors and what Enfield is doing regarding suicide collaboration between all the schools. He noted Enfield is considered a state leader in this initiative.

He referred to Youth Services and noted the Town does get grants and federal aid. He noted there was an excellent program in Washington, D.C., and Enfield's consortium attended as did Councilor Unghire and Kasia Purciello, as well as people from the Board of Education and Youth Services. He noted there will be a presentation before the Council concerning this program.

Mr. Bromson stated last year, he and Mayor Ludwick visited Asnuntuck, and they met students from South Korea, and those students returned because they love the school system and the town of Enfield.

He stated he would be happy to meet with Mr. Young about any questions he might have. He noted the Town Attorney's Office did a very good job concerning the real estate item. He stated no one was happy with the outcome, but they're happy staff planned for it. He noted to make up the over \$1 million dollars will be a herculean effort because it's a huge deficit to come up with

that money in the grand list. He stated when an assessment is done, things change over years, especially with malls and squares. He noted this is a national trend. He stated he is hopeful that what Planning and Zoning did recently regarding the square will be steps towards a resurgence in that square.

Referring to Mr. Tkacz's comments about the sound system, Mr. Bromson stated they went out to bid on the ETV and HD system, and there will hopefully be upgrades by March. He noted people also must remember to turn on their microphones.

Mr. Bromson stated Enfield has an excellent Police Department. He noted he stresses customer service with all Town directors. He noted if anyone believes they've been treated discourteously, he and the Chief of Police want to know about it. He agreed that Enfield has more police officers than some other departments, but its apples and oranges. He noted without this staff they would not have the specialized units that they have, i.e., canine officers, traffic division, the CREST Team (swat team), SRO's for schools, DEA liaison, detective bureau, calligrapher/polygraph. He noted there's a consequence and a cost to give up any of these departments. He pointed out Enfield has the finest Police Department in the State of Connecticut, including EMS and firemen.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Tallberg stated they will be offering training to volunteer members of boards and commissions with regard to discrimination laws with an emphasis on the Americans With Disabilities Act, and it will be sponsored in conjunction with the Commission on Human Rights and Opportunities, and this will probably occur in March. He stated at the last Town Council meeting he made an announcement about an important decision that came from the Second Circuit Court of Appeals with regard to Municipal Indemnification of Employees and defense obligations, so they're going to couple that to try to allay concerns that may have arisen for volunteer board members and Town staff. He noted more details to follow.

He stated Councilor Bosco requested an update on the Solid Waste Ordinance. He noted Attorney Elsdon met this week with Donald Nunes, and they will draft an amended or replacement ordinance that will be referred to the Solid Waste Committee for discussion and debate.

REPORT OF SPECIAL COMMITTEES

Councilor Szewczak stated if funding is available, Phase III of the roof work at Henry Barnard will be done this summer, and they'll start Phase I of the Memorial and Whitney roofs. She noted in the fall they will be going for a roofing referendum, which will include school and town roofs. She emphasized this work needs to be done.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #5338 by Councilor Muller, seconded by Councilor Riley to remove Item #3 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5338** adopted 10-0-0.

NOMINATION #5339 by Councilor Muller to appoint Christine Sarles (R) to the Enfield Beautification Committee.

MOTION #5340 by Councilor Szewczak, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5340** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Christine Sarles appointed to the Enfield Beautification Committee by a 10-0-0 vote.

MOTION #5341 by Councilor Mangini, seconded by Councilor Muller to remove Item #6 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5341** adopted 10-0-0.

NOMINATION #5342 by Councilor Mangini to reappoint Roberta Ladd (D) to the Enfield Beautification Committee.

MOTION #5343 by Councilor Muller, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5343** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Roberta Ladd reappointed to the Enfield Beautification Committee by a 10-0-0 vote.

All other Town Council appointments remained tabled.

APPOINTMENTS (TOWN MANAGER)

MOTION #5344 by Councilor Muller, seconded by Councilor Mangini to remove Item #17 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5344** adopted 10-0-0.

NOMINATION #5345 by Councilor Mangini to reappoint Roger Russell (D) to the Housing Code Appeals Board.

MOTION #5346 by Councilor Cekala, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5346** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Roger Russell reappointed to the Housing Code Appeals Board by a 10-0-0 vote.

All other appointments remained tabled.

Items C and D remained on the agenda.

NEW BUSINESS

There were no New Business items.

ITEMS FOR DISCUSSION

Appointments B2 and B3 remained on the agenda.

All other items moved to Miscellaneous.

MISCELLANEOUS

NOMINATION #5347 by Councilor Mangini to reappoint Stephen Niemitz (D) to the Prison Town Liaison Committee.

MOTION #5348 by Councilor Muller, seconded by Councilor Riley to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5348** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Stephen Niemitz reappointed to the Prison Town Liaison Committee by a 10-0-0 vote.

NOMINATION #5349 by Councilor Muller to reappoint Timothy Slade (R) to the Prison Town Liaison Committee.

MOTION #5350 by Councilor Muller, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5350** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Timothy Slade reappointed to the Prison Town Liaison Committee by a 10-0-0 vote.

RESOLUTION #5351 by Councilor Muller, seconded by Councilor Mangini.

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.

Mr. Bielenda explained they do evaluate and assess key positions, and it was decided to roll the environmental health and safety duties (Safety Officer) into this position, which will result in efficiencies and cost savings.

Councilor Sferrazza commended the Town Manager for doing this in a more cost-efficient way.

Chairman Ludwick stated the Town made a commitment to be more efficient where possible and be flexible, and this is an opportunity to give more responsibilities to current employees if they want it.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5351** adopted 10-0-0.

RESOLUTION #5352 by Councilor Muller, seconded by Councilor Mangini.

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.

Mr. Bromson stated the Director of Human Resources looked at job descriptions across the town to make sure that what people are doing comported with what their job description is. He noted that's very important under labor law and so that people know what their job is, so job descriptions are updated as times change. He explained it was determined a supervisor was needed for Dispatch, therefore, they hired Steve Hall, who was a former Connecticut State Trooper, and he did a great job. He noted last year, Mr. Hall did an assessment of dispatch.

Chief Fox stated the Dispatch center is running extremely well. He noted Mr. Hall is about \$15,000 below his contemporaries in a survey that was done. He stated the Records Division does very good work, however, the work they do is very specific and there is not a degree of direct oversight over the records unit.

Chief Sferrazza stated Mr. Hall is an outstanding candidate to do this job. He noted the Records Unit deals with sensitive and confidential reports, and timeliness is of the essence. He stated they never had a supervisor to help assist when things are falling behind and to get help and reallocate the work. He stated this will pay tremendous dividends.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5352** adopted 10-0-0.

RESOLUTION #5353 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: TOWN MANAGER
Salaries \$4,150
Social Security 258
Medicare 61

TO: PUBLIC COMMUNICATIONS
Salaries \$4,150
Social Security 258
Medicare 61

TO: Emergency Management
Salaries \$1,054
Social Security 66
Medicare 16

FROM: Human Resources \$9,354
Social Security 582
Medicare 138

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

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5353** adopted 9-0-0.

(Councilor Cekala left at 9:00 p.m.)

RESOLUTION #5354 by Councilor Muller, seconded by Councilor Szewczak.

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.

Present for this item was Chris Cykley, Construction Solutions Group.

Mr. Cykley stated the balance to do the last section of the Henry Barnard roof is \$250,000. He noted they are submitting a third application for the project. He stated at the next Council meeting he will present the estimate for the Council's approval, and at that point they will submit the grant application.

Chairman Ludwick questioned whether there's been application to the State for any of the reimbursement for the first two projects, and Mr. Cykley responded yes, and they received reimbursement for Phase I, and reimbursement for Phase II is pending.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5354** adopted 9-0-0.

RESOLUTION #5355 by Councilor Muller, seconded by Councilor Szewczak.

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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5355** adopted 9-0-0.

RESOLUTION #5356 by Councilor Muller, seconded by Councilor Mangini.

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.

Chairman Ludwick questioned when Phase III will start, and Mr. Cykley responded at the end of school.

Councilor Szewczak stated this is an involved process, but it's well worth it with the 70% reimbursement from the State. She noted that's part of the decision to go out for a referendum, so they could do these projects in the least number of phases. She noted some roofs are over 35 years old.

Mr. Cykley stated the 70% reimbursement rate will apply to future roof projects if the Town goes out for a referendum.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5356** adopted 9-0-0.

RESOLUTION #5357 by Councilor Muller, seconded by Councilor Mangini.

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.

Chief Fox stated there's no downside to this MOU. He noted these are cases that the Enfield Police would be working anyway for certain complex financial crimes. He noted by entering into this MOU, the Town is able to access their resources for assistance in these cases. He pointed out this is an ad hoc sort of taskforce. He noted if a case goes to a parallel federal prosecution route, they

reimburse for Enfield's overtime expense. He stated there's the possibility of asset forfeiture sharing at the end of their fiscal year. He noted this is a win-win situation all the way around.

Councilor Sferrazza stated he was very proud to see that the Enfield Police Department was instrumental in cracking a counterfeit ring that stretched from Virginia to Connecticut.

Councilor Mangini questioned if the Enfield Police Department is still going to be in charge of any crime, and Chief Fox responded that's correct.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5357** adopted 9-0-0.

RESOLUTION #5358 by Councilor Szewczak, seconded by Councilor Muller.

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.

Councilor Mangini stated she will abstain from this vote and the next resolution because she is an independent contractor for Century 21 and even though she will not directly receive a benefit, she will indirectly receive a benefit.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5358** adopted 8-0-1, with Councilor Mangini abstaining.

RESOLUTION #5359 by Councilor Muller, seconded by Councilor Riley.

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 p.m. in the Council Chambers of the Enfield Town Hall which is located at 820 Enfield Street, Enfield, Connecticut in order to receive public comment.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5359** adopted 8-0-1, with Councilor Mangini abstaining.

RESOLUTION #5360 by Councilor Muller, seconded by Councilor Mangini.

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.

Mr. Bromson stated this will be a 130-acre solar farm, and the Town is being asked to enter into a tax stabilization agreement. He noted this is not a tax abatement or reducing NextEra's tax obligation to the Town.

Mr. Wilcox stated if they pay taxes according to the actual tax rates, they'd be paying about \$500,000 in year one, and then they'd start collecting less in following years because of the depreciation of the business personal property.

Chairman Ludwick questioned whether NextEra must sign within a certain period of time once the Town Manager signs it.

Councilor Szewczak clarified this does not include the land because the landowner will still be taxed. She stated her understanding the land does not depreciate, and Mr. Wilcox responded that's correct.

Councilor Szewczak questioned whether there will be building permit fees for the foundations, and Mr. Wilcox stated he's unsure, however, he does not know why there wouldn't be fees.

Attorney Tallberg stated on Page 1 there is a "whereas" that the project will be specifically subject to further construction and public utility permits and approvals by the Town, just like any other project.

Councilor Sferrazza stated his understanding if the State Legislature were to enact some type of legislation that would be more favorable to these projects, NextEra would still be contractually obligated to fulfill the contract for 20 years, and Mr. Wilcox stated his understanding that would be the case. Attorney Tallberg stated he can't answer that question at this time. Councilor Sferrazza questioned whether state law trumps this pre-existing contract. Mr. Bromson stated the State can always pre-empt it, but he doesn't think the Legislature would do that to towns. Attorney Tallberg stated he can't think of a comparable situation where the State has done that.

Chairman Ludwick clarified this property remains as a residential-zoned property.

AMENDMENT #1 by Chairman Ludwick, seconded by Councilor Szewczak to revise the last paragraph as follows:

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, effective today, February 3, 2020 until 5:00 p.m. March 4, 2020.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5360** adopted 9-0-0, as amended.

RESOLUTION #5361 by Councilor Muller, seconded by Councilor Riley.

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.

Councilor Hemmeler stated she and Councilor Kiner are on the Blight Review Committee and agreed the resident has remedied the situation.

Councilor Bosco stated something could have been done before it got to this point. He noted he will support the resolution.

Councilor Kiner stated there's a precedent for this prior to the advent of the Blight Review Committee. He noted the Town Council took it upon themselves to make this determination, and he stated his belief there were four or five properties that came before the Town Council over a period of years, and three of those liens were either removed or substantially reduced. He noted the five-member Blight Review Committee worked very hard to come up with what they believe is very objective criteria to make this determination. He stated he's satisfied with this recommendation.

Chairman Ludwick stated his belief government needs to reward good behavior. He noted the whole point of what was done a year and a half ago was to provide an appeals process and for people to bring their property back up to compliance.

Councilor Szewczak stated when a resident corrects a blight situation, they need to call and have the blight officer come out and look at the property.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5361** adopted 9-0-0.

PUBLIC COMMUNICATIONS

George Young, 8 Holly Lane

Stated he's happy to see jobs being combined. He then referred to the bottom of Page 1 and the top of Page 2 of the agenda and questioned if the expiration date of 12/1/19 is correct. Chairman Ludwick indicated that would have to be looked into.

Mr. Young referred to the Special Meeting of January 25th and stated he agrees with Councilor Sferrazza in that there should be a schedule as to when things are going to expire, especially funds that have been allocated for projects. He noted he asked this question several months ago, and he thought it should be done in November, so the Council would have a chance to look at it, and when a project is going to expire, the Council won't be stuck in May or June with the funds already being eliminated because they weren't used.

Robert Tkacz, 815 Woodgate Circle

Stated people should never go to the Police Department to complain about a police officer because the complainant always loses.

Mr. Tkacz stated his belief police officers should not be working at construction projects, but rather private contractors should be hired.

He noted he served on the Board of Education in the 1990's, and they always complained about unfunded mandates. He stated the State told them that apparently the school system didn't want any money. He noted they get 40% to 60% of the money, yet there's the claim about unfunded mandates. He stated there's no such thing.

Mr. Tkacz stated the Adult Day Care Center is a thing of the past, and it should end today. He noted Medicare is changing how things are done, i.e., they want people in their homes, the nurses come to the house, and couriers deliver the medications. He stated that's the future. He noted they want to get rid of nursing homes.

He stated he has not found one education study that shows Enfield education is on a positive upturn. He noted it's time the Town Council pressured the Board of Education about what changes must be made to improve education in Enfield.

Mr. Tkacz stated everything that Mr. Bromson stated about the Enfield Police Department and the services they offer is offered by the Shelton Police Department and even more. He noted Shelton's crime is half of Enfield's, and they have only 55 police officers. He stated Enfield needs civilians to look at what services the Enfield Police Department provides. He noted he raised several questions, and he received no answers.

COUNCILOR COMMUNICATIONS

Councilor Sferrazza stated while he was Chief of Police, police officers were suspended or arrested if they did something wrong. He encouraged people to make a report if something is wrong. He noted there's an agreement between the Police Union and the Town as concerns private duty jobs. He stated one of the issues with private security is they don't have any jurisdiction to direct traffic on state roads.

Councilor Riley stated her belief Enfield has a really good school system, and they're constantly trying to improve. She noted when there is a problem, they come up with a solution and implement it.

Councilor Bosco referred to Shelton, CT and stated if they have 50% of the crime, and they have a third less police officers, they're actually doing worse than Enfield because the amount of crime and the amount of work involved would probably justify the extra police officers.

ADJOURNMENT

MOTION #5362 by Councilor Mangini, seconded by Councilor Muller to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5362** adopted 9-0-0, and the meeting stood adjourned at 10:00 p.m.



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Christopher W. Bromson, Town Manager
DATE: February 18, 2020
RE: Projects & Activities Report (PAR)
CC: Town Direct Reports

The following is a summary of activities and their progress over the last three weeks. The title-lines **highlighted in yellow represent** areas where information reported has changed from previous Projects & Activities Reports.

TOWN MANAGER:

Governor's Budget: Governor Lamont's proposed budget has been released with an increase of 1.2% for Enfield. In the coming weeks, the Town Manager will begin meeting with Department directors to formulate the Town of Enfield Annual operating and capital budget.

LIBRARY SERVICES:

Library Services & Programming: The Library constantly strives to provide quality services and changing programs to meet the needs of both adult and youth audiences. Highlights of our recent efforts in these areas are as follows:

Adult Programming:

- Meet the Author series continues 2/19 with K.B. Pellegrino and on 3/4 with Adam Harrison-Friday.
- Book discussions include *Soul Food* on 2/20, *Stay With Me* on 2/24, *Witchmark* on 2/27 and *My Italian Bulldozer* on 3/11.
- Metropolitan Opera Adventures with Mike Cascia continues with Handel's *Agrippina* on 2/27 and *Wagner's Der Fliegende Hollander* on 3/12. Sponsored by the Friends.
- The Friday Film Series continues with *Downton Abbey* on 2/21 and *Red Joan* on 3/6.
- On 3/9, Reference Librarian Sam Lee presents Parents' Guide to Online Safety for Minors.
- Join us on 3/11 for Creative Thinking and Learning to See with professional photographer Fred Bird.
- Library Assistant, Erica Leahy, will be running a biweekly Ukulele Club at the Senior Center beginning in March.



TOWN OF ENFIELD

Children's Programming:

- Children ages 3-7 are invited to join us for PJ Storytime on 2/27.
- Registration begins for the next session of Storytime on 3/2.
- Family Movie Night will screen *Frozen II* on 3/6.
- Rhyme Time classes for ages birth to 2 continue 2/24, 3/2, and 3/9.
- Tot Tasters will offer hands on introduction to new foods on 3/13.
- On 3/18, join us to Paint Along with Miss Sandra.

Community Partnerships:

- Career Coach Cherie Sachiel from the Goodwill Career Center is continuing her workshop series with Cover Letters on 2/25 and Interview Skills on 3/9.
- On 2/26, the North Central District Health Department is sponsoring the lecture Caring For Your Aging Parents presented by Jennifer McCaughey of Hartford HealthCare Center for Healthy Aging.

Friends of Enfield Library:

- On 2/25/20, Author Dan Szczesny will share *The White Mountain*.

Recreation:

Staff News:

- Applications for Lifeguards and Summer Camp Counselors are currently being accepted for Summer 2020 programs. Applications can be submitted online at www.enfield-ct.gov/hr.

Programming Wrap-ups:

- The Pickleball Sport and Social Club held their monthly social on January 17. Participants enjoyed coffee while listening to the presentation, *Supporting Pulled Muscles and Previously Broken Bones*, given by Brianna Butcher, PT, DPT.
- The Dolphins Swim Team wrapped up its Fall 2019/Winter 2020 season the weekend of February 8 & 9. Championships were held in Wethersfield, CT.

Current Programming:

- Playgroup, a free birth – 5 yr. old program, is held Monday/Wednesday/Friday, 9:00 - 11:00 AM at the Angelo Lamagna Activity Center. This is a drop-in program; no pre-registration is required.
- High School Open Gym Volleyball is being held on Mondays, 6 – 9 PM through March 16 at Eli Whitney School. Daily fees apply.
- Youth Basketball programs for grades K – 12 are well underway. Programs will run through the end of February, weather dependent.
- Adult Open Gym programs are currently being offered for Pickleball, Basketball and Volleyball. Daily fees apply. See website for complete details.



TOWN OF ENFIELD

- Pickleball Sport and Social Club is being held on Monday/Wednesday/Friday, 11AM – 1PM at the Angelo Lamagna Activity Center. Registration for session three is now underway.

Upcoming Programs:

- Registration for Spring Swim Lessons will begin on Friday, February 21 at 8:00 AM. Lessons will be held on Saturdays, May 2 – June 6 at the Annex Pool. Spaces are limited and the program is open to Enfield residents only.
- **New Program** – Chess Club for kids in grades 3 – 5 will be held on Saturdays, February 29 – April 4, 9:00 – 10:15 AM at the Angelo Lamagna Activity Center. Enfield High School Chess Club members will be on hand to assist young players in learning and playing the game. Registration is underway and is filling quickly.
- A Babysitter Safety Course for youth ages 11 – 16 is scheduled for April 13th, 9 AM – 2 PM at the Angelo Lamagna Activity Center. Pre-registration is required, and space is extremely limited.
- *Skyhawks* Multisport Camps for children ages 3 – 4 and 5 – 7 years old will be held on Wednesdays, May 6 – June 3 at Parkman School. Pre-registration is required and can be done at www.skyhawks.com.
- A Field Hockey Clinic for grades 3 – 8 will be held on Wednesdays, April 22 – May 27, 6:00 – 7:30 PM at the Enfield Annex. Pre-registration is required.
- **New Program** - C.A.R.E Introduction to Fishing Program will be held on Saturday, May 2 at the Angelo Lamagna Activity Center. This is a FREE program offered by the CT DEEP. Pre-registration is required, and spaces are limited.
- Adult Yoga will be held on Tuesdays, March 17 – May 12 (no 4/14), 6:15 – 7:30 PM at Parkman School. Registration is now full for this session.
- MLB Game Bus Trips registration is now underway. NY Yankees on July 11th and the Boston Red Sox on August 15th. Trip includes roundtrip motor coach transportation and game ticket.
- Spring program planning is ongoing. Additional programs will continue to roll out over the next few weeks. Information on all programs can be found on the Recreation homepage. Visit www.enfield-ct.gov/recreation for complete details.

Information on all programs can be found on the Recreation homepage.

Visit www.enfield-ct.gov/recreation



TOWN OF ENFIELD

Senior Center:

Programs:

- Registration for March and April classes began on Tuesday, February 11 for residents and Tuesday, February 18 for non-residents.
- The Movie "Judy" will be shown on Friday, Feb 28, 1:30 pm.
- Australia and New Zealand Trip, February 22 - March 13.
- Toast, Tips and Trivia, Thursday, February 27, 10:00 am. Home Helpers provides a light breakfast along with health care tips and trivia.
- Bushnell Trip, (Jesus Christ Superstar and The Chowder Pot), Saturday, February 29, 12:00 pm.
- Name That TV Tune, Friday, March 6, 1:00 - 2:30 pm.
- AARP Tax Aide program will begin Appointments on February 3. These services will go through April 13th.
- Chair Volleyball will begin Tuesdays, 1:30 pm starting in March.

Seminars:

- Put Some Super in your Soup, Wednesday, February 19, 1:00 pm, Presented by Suffield by the River.

Technology Classes:

- Drop in Tech Help, Tuesday, February 18, 1:00 pm – 3:00 pm.

Services:

- Legal Consultation, Tuesday, February 18, 10:00 am – 12:00 pm.
- Ask the CPA, Wednesday, February 19, 9:00 am – 12:00 pm.
- Ask the Financial Professional, Tuesday, February 25, 10:00 am.

Support Groups:

- Alzheimer's Caregiver Support Group, Tuesday, February 18, 1:00 pm.
- Bereavement Support Group, Thursdays, 5:30 pm.
- Blood Cancer Survivor Journeys, Thursdays, 5:30 pm.

Wellness Programs:

- T.O.P.S., Wednesdays, 12:30 pm.

Community Partnerships:

- Several groups meet at the Senior Center monthly. These groups include Friends of The Enfield Senior Center, Senior Center Advisory Committee and The Commission on Aging.

There are a variety of programs, clubs, meetings, trips and seminars offered at the Senior Center. Look for their monthly newsletter "Front & Center" or view their website www.enfield-ct.gov/seniors to inquire about program offerings and special events.



TOWN OF ENFIELD

TOWN CLERK:

Records Management: Records Management had the pick-up of the second shipment of maps and drawings from the Building Department and the return of the materials in the first pick-up on 1/21/20, for the Grant funded scanning project. Additionally, Records Management was notified last week that the second batch of maps and drawings from the Building Department have been scanned by the vendor and are currently being proofed and uploaded to SharePoint. Once that process has been completed, we will schedule a pick-up of the third batch of maps and drawings and the return of the materials from the second batch. Records Management continues to draft calendar year disposal authorizations for records that are eligible for destruction in calendar year 2020 and will continue sending them out to the various departments for authorization.

POLICE:

Police Officer Standards and Training Council, 366th Basic Training Session Graduation: On January 23, two Enfield Police Officers graduated from the Connecticut Police Training Academy in Meriden. Officer Christopher Bouchard was voted "class speaker" by his classmates and Officer Morgan Ledden was recognized as the top academic graduate within this class. Both officers have now entered the Enfield Police Department Field Training Program.

Grandparents Raising Grandchildren Public Speaking Presentation: On February 3, Chief Alaric J. Fox served as a guest speaker for the town/community group "Grandparents Raising Grandchildren."

Narcotics Detection Canine Graduation Ceremony: On January 24, Officer Christopher Dufresne and his canine partner graduated from the Connecticut State Police Narcotics Detection Canine Program. All four Enfield Police Department canines are now narcotics detection trained.

Special Olympics Recognition Event: On January 30, several department members attended this year's "Special Olympics Kickoff Event." During this event the Enfield Police Department was recognized as one of Connecticut's top fundraising departments, toward the Connecticut Special Olympics for calendar year 2019, having raised over \$30,000 toward this cause.

Board of Firearms Permit Examiner's Contested Hearing (Wethersfield): On January 23, Chief Fox represented the Town before the Board of Firearms Permit Examiners in a contested pistol permit hearing case. The Town unanimously prevailed in this matter.



TOWN OF ENFIELD

DEVELOPMENT SERVICES:

REPORT FROM CT DOT – Hartford Line Transit Oriented Development (TOD) Action Plan

In 2015 the Federal Transit Authority (FTA) financed a study of the CT Rail Hartford Line existing and potential stations to determine the opportunities that existed. Part 1 which was released in early 2019 was to determine the desire and readiness of the associated municipalities with the potential TOD. For Enfield, that study pulled together the many efforts that were underway, while recommending others as next steps. A “Blueprint” was developed to serve as a strategic resource for Town leadership as they strive to concurrently advance multiple projects with an overarching objective to promote downtown revitalization in Thompsonville. Staff will continue to implement the TOD projects and follow along with next step recommendations as suggested.

Link to Part 1 Report: (highlight link and select open)

<https://portal.ct.gov/-/media/DOT/TOD/HartfordLinePart1ReportChapters16Appendices2017.pdf?la=en>

Link to Part 2 Report:

<https://portal.ct.gov/-/media/DOT/TOD/Hartford-Line-TOD-Action-Plan--Part-2-Report-FINAL-Pages-102219.pdf?la=en>

DEVELOPMENT SERVICES – PLANNING AND ZONING:

Inland Wetlands & Watercourses Agency: Planning staff has drafted a re-write of the Enfield Inland Wetlands & Watercourses Agency regulations. The original 25-page document has been modified to include the required State of Connecticut Department of Energy & Environmental Protection (DEEP) regulation advisories dating back to 2005. Additionally, Planning staff has proposed language to improve clarity and consistency with statutes within the regulations. The 35-page completed draft is being reviewed by the Town Attorney as well as DEEP. A public hearing for the formal adoption of the regulations must be opened no later than April 21, 2020.

Planning & Zoning Commission (PZC): Planning staff is working on updating the zoning regulations in several areas that require immediate attention in order to make the regulations more business friendly. Text amendments must be reviewed by the regional planning agency Capitol Region Council of Governments (CRCOG):

Accessory Building Heights: Currently, the zoning regulations allow a maximum median height of 12-feet for accessory buildings (sheds, detached garages, etc.). Planning staff has worked with the PZC on proposing an amendment to allow a maximum median height of 15-feet in order to provide relief in all residential, commercial, and industrial zones. This proposed amendment is under review by the Town Attorney and the CRCOG. The public hearing is tentatively scheduled for February 27, 2020.



TOWN OF ENFIELD

Thompsonville Village Center Zone: The PZC approved Thompsonville District regulations to accommodate Transit-Oriented Development in place of the Thompsonville Village Center regulations and zone. The Thompsonville Village Center Zone and Regulations were never removed from the map or zoning regulation document. Planning staff has reviewed and removed all references and regulations pertaining to the Thompsonville Village Center from the 140-page zoning document. This requires review from the Town Attorney and CRCOG, both of whom have received the draft changes. The public hearing is tentatively scheduled for March 12, 2020.

Administrative Approvals: In 2014, the PZC amended the regulations to require all administrative approvals be authorized by them at a meeting. Citing that the current process significantly slows businesses from opening in approved locations throughout town, the PZC has now requested that this process be changed so as to allow Planning staff, in consultation with the Commission Chairman, to administratively approve and report on such uses or small site improvements. The proposed changes are also being reviewed by the Town Attorney and CRCOG. The public hearing is tentatively scheduled for March 12, 2020.

Site Restoration Bonding: The zoning regulations currently require that Site Restorations Bonds be filed prior to the issuance of a Building Permit. These are required in addition to Erosion and Sedimentation Control Bonds and Landscaping Bonds. The Site Restoration Bond often is an exorbitant amount to cover the cost of loaming and seeding to restore the site to its original state. This is most often a requirement prior to the issuance of a Certificate of Zoning Compliance or Certificate of Occupancy. For this reason, the PZC has asked that this requirement be removed from its regulations in order to be more business friendly. This regulation is also being reviewed by the Town Attorney and the CRCOG. The public hearing is tentatively scheduled for March 12, 2020.

Multi-Family Residential Uses: Multi-Family Residential Uses are currently only permitted in Multi-Family Housing Districts, which require a minimum of 60-acres. An applicant has proposed an amendment to the zoning regulations to allow multi-family uses within the Historic Residential-33 Zone. This amendment has been circulated to the Town Attorney and CRCOG. No comments were received. The public hearing is scheduled for February 13, 2020.

Zoning Board of Appeals: Planning staff has worked with the Zoning Board of Appeals (ZBA) as well as the Town Attorney to re-write their bylaws. The ZBA voted to continue this agenda item to the next meeting for adoption. Their application forms and instruction guides are also under review by the Town Attorney.



TOWN OF ENFIELD

Fee Schedules: Planning staff is working on updating the fee schedules for all land use commissions, which requires an analysis of current fees and the cost of fulfilling the legal state statute requirements for review of applications and legal advertisement especially for public hearings. Each application for public hearing requires a minimum of three advertisements in newspaper having general circulation to the community. An estimate from the Journal Inquirer is \$15+ per square inch of advertisement. The fee schedule will need to be adopted by the Town Council before it can go into effect.

Pending Applications Before PZC:

51 Palomba Drive (Big Y Plaza): The property management company would like to install a new pylon sign along Palomba Drive in order improve tenant identification. They would also like to add tenant identification signs to the bottom of the existing freestanding sign along Hazard Avenue. This application is scheduled for public hearing February 13, 2020.

53 Manning Road: The owners of 53 Manning Road would like to remove the requirement for a fire escape from the second floor of the building as it is not required by the Building or Fire Codes. Additionally, they would like approval for a new appliance service and distribution tenant within the building. This application is scheduled for review by the Planning & Zoning Commission for February 13, 2020.

DEVELOPMENT SERVICES – ECONOMIC & COMMUNITY DEVELOPMENT:

28 South River Street / 26-32 Church Street - Demolition: Associated Building Wreckers (ABW) was the lowest qualified and responsible bidder at a bid amount of \$308,974 with an additional bid alternate of \$24,920 for the demolition of 26 Church Street. ABW has completed the hazardous building materials abatement on both properties and a report was provided. All utilities have also been disconnected. Demolition is scheduled to be completed by early March.

Enfield On-Call Real Estate Service for Sale of Town Owned Properties: The Town currently has 3 residential building lots (59 Garden Street, 75 Oliver Road and 92 Post Office Road) on the market for sale.

Enfield First-Time Homebuyer (FTHB) Program: The Town has budgeted \$100K from our CDBG program income account to fund this program. On February 4, the Loan Review Committee approved a deferred loan in the amount of \$4,570.50 to a qualified FTHB that is going towards a purchase. The closing is scheduled to take place on February 13, 2020.

Enfield Historic Grants: The Town received 2 grants totaling \$50K to conduct a town-wide survey of Historical Resources Inventory (HRI) of approximately 200 properties and to prepare the nomination paperwork for the listing of 100 High Street and 33 North River Street on the State and National Register of Historic Places respectively. The nomination of 100 High Street was submitted to the State for review and approval on February 4.



TOWN OF ENFIELD

Thompsonville Bike Path: This project is proceeding under an extension approved by the Federal Highway Administration (FHWA) which expires on April 1, 2020, by which time the Town will need to complete the federal environmental review in order to obtain design approval. The Town Council must authorize that the project move into final design and a referendum must be held to authorize funding for the construction phase. A Special Meeting of the Town Council is scheduled to take place on March 16.

Community Development Block Grant: The Enfield Housing Authority is currently finalizing the Phase 1 Environmental Site Assessment on the properties being rehabilitated in order to meet the federal environmental reviews requirements.

DEVELOPMENT SERVICES – BUILDING SERVICES:

541 Hazard Avenue: Dalene Flooring remodeling with a larger showroom

55 Palomba: Wood N Tap patio. (CV\$140,000)

306 Hazard Avenue: Fit out for new shake/ smoothie place.

74 Palomba: is prepping for a new restaurant.

51 Palomba Drive: Rite Aid is becoming Walgreens.

Shaker Heights: 3 new houses.

100 Print Shop Road: Lego is remodeling some of their bathrooms.

14 Residential Addresses: About \$392,000 (CV) in miscellaneous Rooftop PV panels

Foundation Replacements: 2 single family \$406,000 *(fees waived by ordinance)

Revenue and Permits: About \$46,000 in revenue for the month with 95 building permits, 51 electrical permits, 52 HVAC permits, and 27 plumbing permits for a total of 225 permits for the month. (About \$3.68 million in construction value).

Inspections: About 308 inspections performed in approximately 20 working days.

Housing Code Issues: 9 complaint cases started with at least 53 code violations. 6 cases brought into compliance. Averaging 3-5 inspections per case.

Housing Rehab: 5 projects at generally, 2 inspections per project.



TOWN OF ENFIELD

EMS:

Data: In January 2020, EMS responded to 643 calls for service; mutual aid was needed for 47 responses and mutual aid was provided to surrounding communities 19 times.

Community Outreach: EMS participated in a career day at St. Martha's school, and provided CPR instruction for a majority of St. Martha's staff members. Additionally, 10 residents learned CPR at our Community class offered at the Lamagna Center.

Other Department News: Enfield EMS has hosted two Paramedic students from Capital Community College; they are completing their clinical field internship with our agency. It is a compliment to the department to be selected as an Internship site for an accredited Paramedic program.

INFORMATION TECHNOLOGY:

Emergency Services Technology Boost: The Emergency Services team made up of Police, EMS, and Fire Departments, have begun the planning and implementation to bring in a new, state of the art, Dispatch and Records Management System. NexGen Public Safety Solutions was selected to provide the Town with Dispatching and Records Management System for Enfield's Public Safety departments. This system is widely used throughout Connecticut and has a tremendous track record of providing Systems and Solutions dedicated to public safety. The system is planned to go live in early June 2020.

Munis Financial System Upgrade: The Town and Schools will be doing a major upgrade to the Financial System. This upgrade will provide enhanced reporting and tracking capabilities for all departments. The upgrade will lay the foundation for other enhanced modules such as an Enterprise Asset Management System that will allow for work order tracking, facility maintenance, and enhanced preventive maintenance plans to ensure all assets are properly maintained and managed.

E-TV and Council Chambers: RFP has been completed and awaiting quotes from perspective bids. A mandatory pre-bid conference and walkthrough was held for interested companies to bid on the upgrading the E-TV equipment in Council Chambers. The new equipment will provide High Definition transmissions for viewers of E-TV, and the presentations will be much clearer as a result.



TOWN OF ENFIELD

DEPARTMENT OF SOCIAL SERVICES:

Early Care and Education

Enfield Child Development Center

The Enfield Child Development Center currently serves 218 children.

The oldest toddlers and the oldest school age children are getting together two afternoons a week in the Play Lab. The intent of this opportunity is for the children to experience cooperative play with children of different ages.

The Rocking Chair readers continue to be a success in all of our younger classrooms. Some of the readers come once a week, other come more. The children look forward to having their readers come and in turn, the readers enjoy the interactions as well. One reader expressed as she was leaving, "That was the best half hour of my life."

One of the school readiness classrooms had a very successful after hour family engagement event. The families made cookies together. The children had an opportunity to count and measure ingredients with the help of their family members. Families go to take home some measuring tools and the cookies to bake at home. This particular event focused on math, science and social skills.

Family Resource Centers

Grandparents Raising Grandchildren Support Group: The group met on January 6 with nine grandparents and six grandchildren in attendance. Kristin Raiche from the Enfield Public Library attended to give information about library programs. State Representative Tom Arnone also attended and heard from grandparents about some of the challenges they face related to eligibility for assistance programs. A focus group with grandparents raising grandchildren is in the process of being organized through the DCF Family First Workgroup that the FRC Coordinator is part of.

Early Childhood Programming: 116 adults and 152 children ages birth-five are currently registered in our weekly Learning through Play Groups. Our January Friday parent and child enrichment events consisted of a story time at Barnes and Noble, open play at My Gym, and a visit at the FRC from Kristin Raiche from the Enfield Public Library for stories and songs and information on the services offered at the library. A Fatherhood event was held at Home Depot where 20 fathers/father figures and their children attended to build together. Students on the Enfield Youth Council attended an FRC Learning through Play Group to participate in LEGO-based activities with young children.



TOWN OF ENFIELD

Infant Mental Health: The FRC Parent Educators began running the 8-week Circle of Security Parenting group at the Stowe Early Learning Center on January 9. A meeting was held with Dr. Ross Porter of Enfield Pediatrics to discuss opportunities for the FRC to partner with pediatricians on identifying and connecting infants and toddlers in need of additional services.

School Collaboration: The FRC at Barnard was visited by the Trauma Informed Schools National Breakthrough Collaborative team as part of their visit to Enfield.

Referrals: 5 Ages and Stages Developmental Questionnaires and 4 Social-Emotional Questionnaires were completed and scored by the Parent Educators. 3 referrals were made to Birth to Three for additional services. The FRC Social Worker worked with 16 families through ongoing case management services and facilitated 4 groups with 9 children. The FRC Parent Educators made 8 referrals to families for community services and provided three home visits.

Youth and Family Services

Youth Services

Social Work Services: Current social worker provided 37 assessments for counseling: JRB (3), DCF and FRC (3), and schools (8). Five new referrals came in for students caught vaping at schools. Social worker attended 6 student assistance team meetings providing clinical consultation and outreach on mental health and substance use disorders for at-risk youth and their families, and 12 referrals were received for Family with Service Needs on students with chronic absenteeism.

Staff responded with postvention support, intervention, and referral for students, EHS staff, and the family due to the recent events. An additional 20 hours was provided in postvention response through the Fragile with Care Initiative for children being exposed to traumatic events in the home – mostly substance use overdose to traumatic incidents in the community.

Provided 5 hours of clinical supervision in support of meeting licensure requirements for the FRC social worker.

Participated in the Breakthrough Series Collaborative site visit with Enfield Public Schools on the trauma informed school mental health initiative.

Professional Development: Two staff attended a workshop on Cultural Humility. Best practices serving LGBTZ/GNCT youth and strategies to use when interpersonal and intercultural conflicts arise.



TOWN OF ENFIELD

Youth Development: Youth Advisory Council conducted radio interviews with the Warming Center and the Enfield Together Coalition. The youth lead a workshop on developing podcasts and website development. Staff and youth will be helping organize a regional Peers Are Wonderful Support conference for middle school youth in the Spring with Amplify.

Prevention: The January ETC meeting focused on expanding our reach for super bowl messaging. Sub-committee meetings were held with the Police Task Force, PSA, Faith and Trauma Informed School Mental Health. The North Central Regional Opioid Task Force Prevention Committee met in January to organize regional response to prevention by town. Blitz Day was conducted on January 22nd. Coalition members visited 11 pizza restaurants to deliver 1,500 stickers to be placed on pizza boxes and grinder bags on the day of the Superbowl.

Youth Center: There are currently 98 members with an average daily attendance of 48. Weekly programs running are the Tea Club (a girl's support group) with 7 girls participating and cooking club with 10 youth participating. Homework assistance continues a daily. Members continue enjoying basketball, arts & crafts, video games, healthy walking, and staff continue to build supportive relationships with new and existing youth.

Adult and Community Services

Community Services

Social Worker: 74 individuals were provided information through a combination of phone calls and office visits. Issues include: insurance concerns (Medicaid or Medicare), medical equipment needs, transportation information, housing information, in home services both for private pay and for grant or state funded services for elderly, substance abuse services, case management, energy assistance, access to food, access to subsidized housing for elderly/disabled, and referrals from physicians.

A meeting was held between CHR, the Warming Center and Social Services to discuss the Shelter Diversion Grant in order to solidify a system for assessments and follow-up functions. For January a total of 23 CAN Assessments were scheduled between CHR, Loaves & Fishes, and 110 High Street. Outcomes: 12 people were successfully diverted; 3 follow-up sessions; 6 No-Shows; 2 Other. Additionally, Social Worker received 5 EMS/Fire Department referrals for at risk Enfield residents for which wellness checks and/or phone calls were conducted.

Case Worker: 56 residents were provided with program assistance such as medical benefit applications, hardship assistance for utilities, the water assistance program, the Gift of Sight program, budget worksheets and Operation Fuel assistance. 40 appointments were scheduled for the Homeowner's Tax Credit Program/Circuit Breaker Program to begin in February.



TOWN OF ENFIELD

Adult Day Center

The Social Worker provided counseling services to 13 individuals who attend the Adult Day Center. Of the 13 individuals that received counseling services, the presenting problems included: housing issues, social support concerns, and general questions. Also, the ADC clients were entertained by the Old Thyme Fiddlers and a classical accordion player. One notable art activity included a beading activity that was a hit with the clients. The clients went bowling and engaged in daily arts and crafts, cooking lessons, and exercise.

Transit Services

Enfield Dial-a-Ride provided 1794 rides in September and 1813 rides in October to seniors and the disabled. Popular destinations continue to be medical appointments, grocery shopping, the senior center and the Adult Day Center.

Magic Carpet gave 2889 rides in September and 3563 rides in October. The new revised routes are both operating efficiently with an increase of being on-time.

PUBLIC WORKS:

Building and Grounds/Custodial Services:

Town Hall:

Building & Grounds is currently working on multiple renovation projects for Town Hall to enhance the customer service experience.

Enfield Police Department:

Building & Grounds and Custodial Services has started to work on projects with EPD to prepare for their accreditation inspection next month.

Custodial Services has been performing extra cleaning and disinfection to help combat the spread of the influenza virus.

Senior Center:

Custodial Services has begun to strip all the floors to clean and refinish the Senior Center.

DPW Moody Road:

Building & Grounds started Phase II of the office and customer service area renovation. This project will create a new customer service counter to better serve customers when they arrive at Moody Road.



TOWN OF ENFIELD

Enfield Annex Pool:

Work on the pool is nearing completion. The Engineer and Installer will be completing a pre-inspection punch list the week of February 10th to prepare for final inspection from CT Department of Public Health and the Building Department.

EMS HVAC:

The wiring for the new HVAC equipment has been completed, and the mechanical company is performing the new equipment start-ups Monday, February 10th. The units will be scheduled for final inspection shortly to complete this project entirely.

Water Pollution Control Updates:

Plant Upgrades:

Headworks:

First new Bar Rack online. Second new Bar Rack now mounted in channel, plumbed and electrical connections made, startup expected second week of February.

Primary Clarifier #2:

Still offline, waiting to do bypass pumping of structure #2 to repair gates. One new 4" scum pump has been installed with new grinder and approx. 1/3 of piping and valving has been installed for scum/primary pumps.

Aeration tank #1:

Online since Tuesday 2/4/20. 18" stainless airline connected to aeration header pipe. Two new aeration blowers installed have gone through startup procedures the week of 2/3/20. This week we are working with contractors and SCADA people to try to integrate compatibility between old and new equipment.

Dewatering Building:

New chemical areas have been coated; new chemical tanks have been installed. Delivery systems are being installed. New rotary presses have been delivered and have been put in place. Electrical and plumbing being worked on in these areas. Basement piping and pumps being installed to and from gravity thickener tanks.

Administration Building:

Bathrooms/locker areas are going through final punch list items. New breakroom is being prepped for construction to begin.

Pump Building:

Work continues on structural condition of chlorine area floor, investigation/remedies. Chlorine line trench has been dug on the south side of building for disinfection application point. Chlorine contact chamber north side has been dropped for inspection and new gate installation.



TOWN OF ENFIELD

Final Clarifiers #2/#4: Bypass plan being worked on by Woodward & Curran to allow flows/high flows to be sent to structure #5, while isolating flows away from structure #6 (clarifier #2/#4) for gate replacement.

Crew also continues to investigate problems on the road:
Example: Manhole brick repair at Windsor Street.

We continue to work with DPC engineering on Grapebrook Pump Station rehabilitation.

Highway:

Working on sign reflectivity around town.

Engineering:

On-Call Utility RFP:

Engineering Staff have been working with Finance on an On-Call Utility RFP.

Freshwater Dam DEEP required inspection:

Engineering Staff have arranged for one of our on-call consultants to make the DEEP required dam inspection. Engineering Staff have also been working with Building and Grounds to get the vegetation cleared from the dam walls, in preparation for the inspection.

Still Meadow Consent Order water testing:

Engineering Staff with DPW Director have arranged for one of our on-call consultants to make the DEEP required water testing on the effected properties.

FINANCE:

Tax Collection

Sewer Use Fees: Since March 2018, the Tax Division has referred 701 delinquent sewer accounts to state marshals for collection. As of February 6, 2020, we have collected \$1,049,033 on those accounts.

Delinquent Motor Vehicle Accounts: In June 2019, we reported delinquent motor vehicle property tax accounts from grand list years 2004 through 2017 to the Rossi Law Offices, LLC for collections. As of January 31, 2020, \$722,532 has been collected.

Property Assessment

October 1, 2019 Grand List: The Assessor's Office is in the process of completing the grand list for October 1, 2019. State law requires that the grand list be completed, signed by the assessor and submitted to the State by January 31st. Towns can request an extension of one month to February 28th. The Town of Enfield has requested such an extension because the State did not provide required motor vehicle information until mid-December.



TOWN OF ENFIELD

The Grand List is made up of 3 types of property. Real property, motor vehicles and personal property used in a trade or business. Enfield has approximately 15,000 real estate parcels. The assessor reviews all property transfers and building permits to determine if the changes will cause a change in market value. For motor vehicles, the state provides a data file of all vehicles that are registered and have an address in Enfield. Enfield has approximately 45,000 motor vehicles registered in the town. The assessor reviews the valuations provided by the state and makes any adjustments needed. Business owners are required to submit personal declarations by November 1st each year. The assessor reviews these declarations to determine the values that should be taxed.

General Services

General Services:

We have issued the following RFPs which are scheduled to be opened over the next couple weeks:

- Council Chambers Video Equipment Replacement
- Municipal Solid Waste Disposal Services
- Sewer/Storm Manhole Covers, Frames and Risers

The following RFP/RFQs has been opened. We have tabulated the submissions and are awaiting selection of the winning bidders:

- On-Call Replacement of Street Lighting Poles and Associated Equipment

We have selected and notified the winning bidders for the following RFPs. We have issued or are in the process of issuing contracts for these RFPs.

- Revaluation of All Real Property (Taxable and Exempt) Effective for the Grand List of October 1, 2021
- Monthly Systematic Extermination, Adjustment and Lubrication of Eleven (11) Elevators

Treasury

Treasury has completed the review of the 2nd quarter financial results. They have been attached as Appendix A.

Date: February 16, 2020

To: Chris Bromson, Town Manager

From: John Wilcox, Finance Director

Subject: Project Activity Report for Finance

General Fund Revenue and Expenditure Analysis

We have reviewed the General Fund revenues and expenditures through the month of December for fiscal year 2020 and compared them with 2019. The comparisons are attached. Some highlights from comparisons are:

Revenues

- Tax collections (largest source of revenue) are on par with collections from the prior year. Percentage collected in FY20 is 67.19% of budget versus 65.92% in FY19.
- Intergovernmental revenues decreased by \$82,000 in FY20 year to date due to the state's holding its first installment of the Town Aid Road Grant for \$267,000. As of now, we anticipate that this payment will be received on a future date. This delay was offset by an additional \$100,000 received for Educational Cost Sharing and \$86,000 received for Medicaid-School Based Health.
- Charges for services decreased by \$425,000 due to decreased conveyance taxes of \$469,000 offset by additional Zoning Board of Appeals fees of \$25,000, additional Recording fees of \$11,000 and Planning & Zoning fees of \$10,000.
- Use of money and property increased by \$2,500,000 due primarily to an increase in the bond premium on the bonds issued in August 2019. This was caused by an increase in the amount of bonds issued for the Roads 2015 project.

Expenditures by Function

- Public Safety expenditures increased due to the positions in Dispatch that were open in FY19 being filled in FY20 as well as the addition of new full-time police officers.
- Public Works expenditures decreased in FY20. These savings were due to vacant positions for Deputy Director of Operations DPW and Highway/RRM Manager and Technology costs shifted to the IT Department budget.

- Planning and Development expenditures decreased in FY20. This was caused by payouts for employees who left Town service in FY19 as well as software charges in FY19 moved to the IT Department budget.
- Non-departmental expenditures increased due timing differences for debt services payments and transfers to other funds.

Expenditures by Division

- Town Manager expenditures increased due to the Town Manager position being filled and the addition of Assistant Town Manager in FY20.
- Registrar of Voters and Town Clerk expenditures decreased due to fewer elections and fewer staff members in FY20.
- Human Resources expenditures increased due to an increased cost of unemployment expenditures as well as the costs associated with new hires.
- Treasury expenditures decreased due to the payout of the retiring payroll clerk in FY19.
- Public Safety Communications expenditures increased due to the filling of positions that were vacant in FY19.
- Police Services expenditures increased due to the hiring of additional police officers.
- Public Works Administration expenditures decreased due to the vacancies of the Deputy Director and Assistant Public Works Director positions for a portion of FY20.
- Building and Grounds Maintenance expenditures decreased due to the movement of several technology items to the IT Department budget.
- RRM expenditures decreased due to timing differences in recording fuel allocations, technology items moving to the IT Department budget and the elimination of rental costs for a truck wash facility and rear-loading collection truck.
- Employee Benefit expenditures increased due the timing of premium payments for retiree insurance.
- Debt service expenditures increased due to the increase in debt service for bonds (\$419,000) and lease payments (\$193,000).

**Town of Enfield
General Fund Revenues vs Budget
Fiscal Year 2020 vs 2019
July to December**

Description	2020 Revised Budget	2020 Actual	% of Budget	2019 Revised Budget	2019 Actual	% of Budget
Taxes	99,672,824	66,735,747	66.95%	96,881,045	64,166,151	66.23%
License and Permits	643,200	439,156	68.28%	581,400	488,248	83.98%
Intergovernmental	31,716,540	8,565,585	27.01%	31,732,396	8,647,717	27.25%
Charges for services	1,358,000	887,631	65.36%	1,382,000	1,313,220	95.02%
Fines and Forfeitures	10,000	14,378	143.78%	9,200	8,444	91.78%
Use of money and property	185,000	3,761,907	2033.46%	175,000	1,242,132	709.79%
Miscellaneous	859,800	144,534	16.81%	880,200	185,080	21.03%
Intragovernmental Transfers	524,417	-	0.00%	408,517	408,517	100.00%
Appropriated Fund Balance	2,366,000	-	0.00%	2,100,000	-	0.00%
Total	137,335,781	80,548,938	58.65%	134,149,758	76,459,509	57.00%

Current Year Tax Collections vs Current Year Budget	2020 Budget	Collections		2019 Budget	Collections	
Real Estate	80,939,810	53,465,341	66.06%	79,023,229	51,129,557	64.70%
Motor Vehicle	9,874,883	7,934,764	80.35%	9,454,152	7,495,124	79.28%
Personal Property	7,550,631	4,695,595	62.19%	7,093,664	4,372,283	61.64%
	98,365,324	66,095,700	67.19%	95,571,045	62,996,964	65.92%

Current Year Tax Collections vs Current Year Billings	2020 Taxes Billed (, Collections		2019 Taxes Billed (AR) Collections			
Real Estate	82,634,065	53,465,341	64.70%	79,993,231	51,129,557	63.92%
Motor Vehicle	9,064,865	7,934,764	87.53%	8,667,698	7,495,124	86.47%
Personal Property	7,750,663	4,695,595	60.58%	7,327,571	4,372,283	59.67%
	99,449,593	66,095,700	66.46%	95,988,500	62,996,964	65.63%

**Town of Enfield
 General Fund Expenditures vs Budget
 Fiscal Year 2020 vs 2019
 July to December**

Function	Revised Budget 2020	Actual 2020	% Expended	Revised Budget 2019	Actual 2019	% Expended
General Government	3,423,420	1,631,088	47.6%	3,284,807	1,594,801	48.6%
Public Safety	13,859,432	6,083,518	43.9%	12,641,484	5,808,794	46.0%
Public Works	16,925,741	7,128,676	42.1%	17,050,476	7,245,813	42.5%
Library	-	-		-	-	0.0%
Planning and Development	1,646,599	644,392	39.1%	1,436,432	685,711	47.7%
Intergovernmental and agency	462,646	346,718	74.9%	468,128	354,558	75.7%
Non-departmental	29,974,294	8,817,978	29.4%	27,991,808	7,842,068	28.0%
	<hr/>	<hr/>		<hr/>	<hr/>	
	66,292,132	24,652,370	37.2%	62,873,135	23,531,745	37.4%

Town of Enfield
General Fund Expenditures vs Budget
Fiscal Year 2020 vs 2019
July to December

Department	Revised Budget			Revised Budget		
	2020	Actual 2020	% Expended	2019	Actual 2019	% Expended
10110000 COUNCIL	6,610	2,102	31.8%	4,650	1,588	34.2%
10120000 TOWN MANAGER	432,422	211,516	48.9%	192,263	128,518	66.8%
10130000 TOWN ATTORNEY	396,187	218,319	55.1%	492,958	215,483	43.7%
10140000 PROBATE COURT	42,385	17,905	42.2%	45,010	16,225	36.0%
10150000 REGISTRAR OF VOTERS	138,315	51,733	37.4%	136,195	74,261	54.5%
10160100 TOWN CLERK	462,141	212,575	46.0%	496,710	248,524	50.0%
10161600 RECORDS MANAGEMENT	81,367	39,117	48.1%	79,293	38,131	48.1%
10170000 HUMAN RESOURCES	426,550	204,530	47.9%	409,186	167,603	41.0%
10180100 FINANCE ADMINISTRATION	289,154	158,954	55.0%	262,134	141,980	54.2%
10181000 TREASURY	375,155	177,176	47.2%	382,283	224,958	58.8%
10183000 ASSESSOR	576,531	252,524	43.8%	590,919	244,922	41.4%
10184000 GENERAL SERVICES	144,846	69,667	48.1%	144,766	70,173	48.5%
10190905 BOARD OF ASSESSMENT APPEALS	4,752	1,247	26.2%	4,602	1,431	31.1%
10190922 ENFIELD REVITALIZATION COMM	-	-	0.0%	-	-	0.0%
10190925 ETHICS COMMITTEE	50	-	0.0%	50	-	0.0%
10190955 BEAUTIFICATION COMMITTEE	9,034	-	0.0%	3,960	97	2.4%
10190960 HISTORIC DISTRICT COMMISSION	3,938	1,559	39.6%	2,880	756	26.2%
10190961 PLANNING & ZONING COMMISSION	13,115	4,547	34.7%	8,640	4,095	47.4%
10190962 ZONING BOARD OF APPEALS	4,326	1,555	36.0%	5,760	456	7.9%
10190963 INLAND WETLANDS AND WATER	9,791	2,295	23.4%	9,240	4,981	53.9%
10190964 AGRICULTURE/CONSERVATION C	3,004	1,030	34.3%	3,061	1,584	51.8%
10190970 FAIR RENT COMMISSION	300	-	0.0%	300	-	0.0%
10190990 CULTURAL ARTS COMMITTEE	2,500	2,500	100.0%	9,000	9,000	100.0%
10190991 PRISON LIAISON COMMITTEE	247	97	39.2%	247	37	14.9%
10190993 LOAN REVIEW COMMITTEE	200	-	0.0%	200	-	0.0%
10190995 LAND USE COMMISSIONS	-	-	0.0%	-	(14)	0.0%
10190996 ECONOMIC DEVELOPMENT COM	-	-	0.0%	-	-	0.0%
10190997 COMMUNITY EMERGENCY RESP	500	140	28.0%	500	-	0.0%
10200250 PUBLIC SAFETY COMMUNICATIONS	1,808,644	703,543	38.9%	1,381,191	593,745	43.0%
10200270 SCHOOL SECURITY	250,000	92,023	36.8%	-	-	0.0%
10200500 POLICE SERVICES	11,796,907	5,286,084	44.8%	11,256,408	5,213,181	46.3%
10250000 EMERGENCY MANAGEMENT	3,881	1,868	48.1%	3,885	1,868	48.1%
10300100 PUBLICS WORKS ADMINISTRATIVE	921,241	325,506	35.3%	960,575	379,582	39.5%
10300340 BUILDINGS AND GROUNDS MAINT	4,987,398	2,017,880	40.5%	4,971,881	2,105,641	42.4%
10300345 CUSTODIAL MAINTENANCE	4,564,631	2,049,036	44.9%	4,470,958	2,050,221	45.9%
10300370 HIGHWAY MAINTENANCE	1,799,668	616,572	34.3%	1,835,751	572,723	31.2%
10300380 EQUIPMENT MAINT & REPAIRS	1,245,717	632,546	50.8%	1,334,909	567,179	42.5%
10300390 REFUSE COLLECTION AND DISP	3,407,086	1,487,136	43.6%	3,476,402	1,570,467	45.2%
10551000 ENFIELD TELEVISION	-	-	0.0%	-	-	0.0%
10600100 DEVELOPMENT SERVICE ADMIN	232,336	90,339	38.9%	216,916	90,713	41.8%
10606100 PLANNING	448,586	119,049	26.5%	221,452	99,955	45.1%
10606155 THOMPSONVILLE REVITALIZATION	170,905	65,568	38.4%	174,014	67,831	39.0%
10606200 ZONING COMMISSION	-	-	0.0%	-	-	0.0%
10606300 ZONING BOARD OF APPEALS	-	-	0.0%	-	-	0.0%
10606400 INLANDS/WETLANDS	-	-	0.0%	-	-	0.0%
10606500 CONSERVATION COMMISSION	-	-	0.0%	-	-	0.0%
10606600 COMMUNITY DEVELOPMENT	212,027	102,541	48.4%	204,726	111,527	54.5%
10606800 BUILDING INSPECTION	506,733	238,619	47.1%	542,909	277,410	51.1%
10606900 CODE ENFORCEMENT	76,012	28,276	37.2%	76,415	38,288	50.1%
10700710 CAPITAL REG COUNCIL GOVTS	31,465	31,465	100.0%	30,740	30,740	100.0%
10700712 METROHARTFORD ALLIANCE	8,887	8,887	100.0%	8,887	8,887	100.0%
10700715 ENFIELD CEMETERY ASSOC	37,000	37,000	100.0%	37,000	37,000	100.0%
10700716 ENFIELD HISTORICAL SOCIETY	18,697	18,697	100.0%	15,892	15,892	100.0%
10700720 CT CONFERENCE OF MUNICIPAL	32,132	32,132	100.0%	32,132	32,132	100.0%
10700725 NATIONAL LEAGUE OF CITIES	3,813	-	0.0%	3,813	3,813	100.0%
10700730 ENFIELD VETERANS COUNCIL	41,500	41,500	100.0%	43,500	43,500	100.0%
10700735 DISTRICT FIRE MARSHAL	1,000	-	0.0%	1,000	-	0.0%
10700760 NORTH CENTRAL HEALTH DISTRICT	208,212	104,106	50.0%	207,199	103,599	50.0%
10700770 CLEAN ENERGY COMMITTEE	1,485	-	0.0%	1,485	-	0.0%
10700780 CELEBRATIONS AND SPEC EVENT	65,098	64,286	98.8%	73,123	70,350	96.2%
10700782 SAFE GRADUATION COMMITTEE	1,000	-	0.0%	1,000	-	0.0%
10700785 GRTR HARTFORD TRANSIT DIST	7,145	7,145	100.0%	7,145	7,145	100.0%
10700790 SCANTIC RIVER WATERSHED ASS	-	-	0.0%	-	-	0.0%
10700796 HOUSING EDUC RESOURCES	3,712	-	0.0%	3,712	-	0.0%
10700798 ATHLETIC HALL OF FAME	1,500	1,500	100.0%	1,500	1,500	100.0%
10800090 LIABILITY INSURANCE	816,568	-	0.0%	798,061	-	0.0%
10800091 EMPLOYEE BENEFITS	5,112,817	230,461	4.5%	4,842,432	192,909	4.0%
10800092 UNALLOCATED CHARGES	12,402,881	978,847	7.9%	11,283,664	643,674	5.7%
10800096 DEBT SERVICE	11,642,028	7,608,670	65.4%	11,067,651	7,005,486	63.3%
	<u>66,292,132</u>	<u>24,652,370</u>	<u>37.2%</u>	<u>62,873,135</u>	<u>23,531,745</u>	<u>37.4%</u>

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2020 3:42 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	2/5/2020
First and Last Name	Gretchen Pfeifer-Hall
Address	4 Somers Road
City	Enfield
State	CT
Zip	06082
Phone Number	860-212-0779
Second Phone:	860-749-6594
Email	gretchenph@snet.net
Occupation	Realtor
Occupation Phone Number	860-212-0779
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:	I have been a participating member of the prison liaison committee since it's inception. I live near the prison complex. My neighborhood is directly impacted by activities from the corrections facilities. It is important that we are represented. I have been doing that.
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:

Inland Wetlands & Watercourses, Conservation Commission, Agriculture Commission, Board of Assessment Appeals.

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

I have attended the last three of 2019. It meets quarterly.

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.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, January 31, 2020 8:51 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	1/31/2020
First and Last Name	Nelson Rodriguez
Address	38 Wheeler Dr
City	Enfield
State	Ct
Zip	06082
Phone Number	860 818 1018
Second Phone:	8607630549
Email	Neldee1292@yahoo.com
Occupation	Truck driver
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:	I worked 20 years for the prison system retired as a captain and I was a fire commissioner for Shaker Pines fire department
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:

Shakers fire department 2.5 years shaker pines Lake president for 18 years

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

all of them

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

February 4, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Town Manager \$3,600

Councilors:

Highlights:

- Connecticut General Statute §7-152c states violations of Town Code are entitled to a hearing.
- At the January 2019 Town Council Meeting a transfer of funds was adopted to provide a stipend for Hearing Officers under the Town Managers Office.
- Due to the increased amount of enforcement with respect to property maintenance, snow, zoning, and alarm violations, the account has been depleted.
- This transfer will be coming from the account used to collect the fines that have been paid.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Debra McCarthy
Executive Secretary to the Town Manager

Attachments:

1. Resolution.

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.

FROM:	Clean and Lien	TO:	
23306120-542400	\$3,600	23306120-593000	\$3,600
Clean and Lien – Grounds Services		Clean and Lien – Fund Transfers Out	

FROM:	General Fund	TO:	
10040000-488000	\$3,600	1012000-555000	\$3,600
General Fund Revenue – Trfs In - Other Funds		Town Manager – Other Purchases Services	

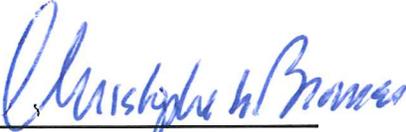
CERTIFICATION: I hereby certify that the above-stated funds are available as of February 11, 2020.



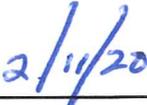
John A. Wilcox, Director of Finance



Date:

APPROVED BY: 

Christopher W. Bromson, Town Manager



Date



TOWN OF ENFIELD

February 6, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Youth and Family Services-Youth
Mental Health & Wellness Advisory Council Funds \$8,000**

Highlights:

- The Youth Mental Health & Wellness Advisory Council's funding for travel to fund the Harvard Medical School, School Mental Health Conference was not used. There are no plans for out of state training through June 2020.
- This transfer to Other Professional Services will provide Infant and Young Child Mental Health training to the Department of Social Service staff in these divisions: Enfield Child Development Center, Family Resource Center, and Youth & Family Services. In addition, staff from Kite, H.B.Stowe Learning Center, pediatric practices, and other early care providers will be invited to the training.
- The training will be provided by The Village in Mid-Level Developmental Assessment (MLDA) and Motivational Interviewing to build skills engaging parents/caregivers in the early identification of social, emotional, and behavioral concerns of young children. This is in line with working with local pediatricians as a source of referral, assessment, and care coordination for children and families of concern.
- This training will enhance the assessment skills of staff working with children ages 6 months to 6 years and their parents/caregivers to determine the need for specific and targeted intervention services, such as referrals to Child First.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached Resolution.

Respectfully Submitted,

Cynthia Guerri
Director of Social Services

Attachment:

1. Resolution

**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: Youth & Family Services

Other Professional Services	22040450-533900	\$8,000
-----------------------------	-----------------	---------

FROM: Youth & Family Services

Travel	22044450-558000	\$8,000
--------	-----------------	---------

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 6, 2020.



John Wilcox, Director of Finance

2/11/2020

Date:

APPROVED BY:  _____ Town Manager

Date: 2/11/20



TOWN OF ENFIELD

February 6, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Youth Services United Way Grant \$3,800

Councilors:

Highlights:

- Youth Services received a United Way Suicide Prevention Grant
- Purpose of this grant is to promote and provide mental health awareness, education, and training to staff and community partners.
- This transfer from travel to Other Professional Services will provide Motivational Interview Training to the Department of Social Services Staff in the divisions of: Enfield Child Development Center, Family Resource Center, Youth & Family Services, and Adult and Community Services with other town and school departments who interact with youth, parents, and caregivers.
- Motivational Interviewing is a client-centered counseling and communication style for eliciting behavior change by helping mental health and substance use disorder clients explore conditions that lead to an improved quality of life.
- This transfer stays within the guidelines of the grant

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Cynthia Guerreri
Director of Social Services

Attachments:

1. Resolution.

**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: Youth & Family Services United Way Grant

Other Professional Services	22046602-533900	\$3,800
-----------------------------	-----------------	---------

FROM: Youth & Family Services United Way Grant

Travel	22046602-558000	\$3,800
--------	-----------------	---------

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 6, 2020.



John Wilcox, Director of Finance

2/11/2020

Date:

APPROVED BY: 

Town Manager

Date: 2/11/20

31 January 31, 2020

Enfield Town Counsel
820 Enfield St
Enfield, CT 06082

To Whom It May Concern:

It has recently been brought to my attention that I may pose a possible conflict of interest serving as an Ethics Commissioner for the Town of Enfield. Due to this potential conflict I feel it's in the best interest of our community that I relinquish my position on the ethics commission. I greatly appreciate the opportunity to serve, and apologize for any inconvenience I may have caused.

Respectfully,



Jason Casey

R — 10/31/2021 —



TOWN OF ENFIELD

February 6, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request to Transfer Funds for Enfield Child Development Center \$70,000

Highlights:

- To reduce cost, Enfield Child Development Center prepares meals on behalf of the Board of Education Head Start Program at the Stowe Learning Center.
- The Board of Education pays a fee per meal to Enfield Child Development Center.
- This transfer is required to appropriate funds received to pay food costs.
- Money will be used to cover food cost for the remainder of the fiscal year.

Budget Impact:

There is no budget impact.

Recommendation:

I recommend that the Enfield Town Council approve the attached transfer.

Respectfully Submitted,

Cindy Guerreri
Director of Social Services

Attachments:

1. Resolution

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: Enfield Child Development Center

Food/Food Related 22040432-563000 \$ 70,000

FROM: USDA Head Start Grant

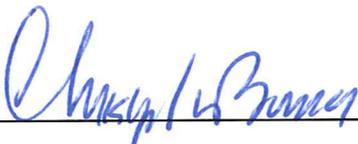
Revenue 22044432-413651 \$ 70,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 6, 2020.



John Wilcox, Director of Finance

Date: 2/8/2020

APPROVED BY:  Town Manager

Date: 2/12/20



TOWN OF ENFIELD

February 18, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Adopting the Elderly Services Care Coordinator Job Description

Subject: Request for Transfer of Funds for Social Services \$27,990

Councilors:

Highlights:

- The Human Resources Department proposes the newly created job description for "Elderly Services Care Coordinator."
- The annual salary for this position is targeted at \$64,000/yr.
- This new job description reflects the organizational changes in the Department of Social Services resulting from the closure of the Adult Day Center.
- This position will ensure the direct service and care coordination of seniors residing in Enfield to support their quality of life and aging in place.
- This is a 35 hour per week position that reports directly to Director of Social Services.

Budget Impact:

There is no budget impact associated with this new job description because it is included in the FY20 budget. However, funds for this position will be coming out of existing DSS/ADC budget this FY.

Recommendation:

It is recommended that the Town Council adopts the attached resolution and job description.

Respectfully Submitted,

Steve Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Adopting the Elderly Services Care Coordinator Job Description

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

Date Submitted: February 07, 2020
Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION
SOCIAL SERVICES**

Elderly Services Care Coordinator

GENERAL STATEMENT OF DUTIES: Responsible for provision of direct service, care coordination, and support services for elderly residents in order to promote aging in place. Includes coordination of service delivery system within Social Services in partnership with community providers.

SUPERVISION RECEIVED: Reports directly to the Social Services Director.

SUPERVISION EXERCISED: May be required to supervise staff in the absence of the Social Service Director.

ESSENTIAL JOB FUNCTIONS: Conduct comprehensive care planning assessments, including depression screens, to identify needs and to develop a client-centered plan of service and support. Provides social work services including short-term counseling, community resource planning, and crisis intervention; provide client and family education on issues, supports and services impacting elder family members' quality of life; serve as liaison to town and community service providers; conducts home visits as indicated; provide CHOICES counseling; serve as the Social Services liaison to the Enfield Commission on Aging, the Senior Center, and the Circuit-Breaker program; maintain current information on state and federal efforts for programs and policies in support of aging-in-place

OTHER JOB FUNCTIONS: Performs related work as required.

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

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

While performing the duties of this job the employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

Work is routinely performed in an office and home environment. The employee is occasionally exposed to communicable diseases, toxic substances and medicinal preparations. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

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

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

MINIMUM QUALIFICATIONS:

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

EXPERIENCE AND TRAINING: Master's Degree in social work or related field and two (2) years of experience working with the elderly and the senior services system of care. Must be a licensed/eligible social worker. Any equivalent combination of experience and education. Must possess a valid driver's license. Certification in Geriatric Care management a plus.

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 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: Neighborhood and Community Services

Salaries	22040460-511000	\$20,000
Health and Medical	22040460-521000	\$ 6,400
Social Security	22040460-522000	\$ 1,240
Medicare	22040460-522100	\$ 290
Life	22040460-521500	\$ 60

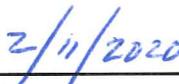
FROM: Adult Day Care

Salaries	22040431-511000	\$26,460
Social Security	22040431-522000	\$ 1,240
Medicare	22040431-522100	\$ 290

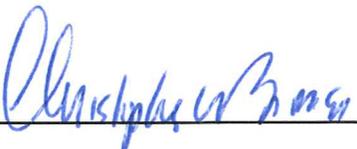
CERTIFICATION: I hereby certify that the above-stated funds are available as of February 11, 2020.

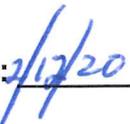


John Wilcox, Director of Finance



Date:

APPROVED BY:  Town Manager

Date: 



TOWN OF ENFIELD

January 28, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Public Safety \$24,155.97

Subject: Resolution to Authorize the Carry-forward of Unspent Funds for the Distracted Driving Grant.

Councilors:

Highlights:

- Acceptance of the 2020 Distracted Driving grant.
- The current Distracted Driving grant has been awarded to the Town of Enfield and the police department would like to provide enforcement of distracted driving laws for the enforcement "waves" in April and August 2020.
- The grant is reimbursed to the Town at 100%, two times a grant period.
- The money will replenish the overtime accounts for the cost of the Distracted Driving enforcement.
- This grant spans two local fiscal years (2019-2020 and 2020-2021) since it follows the federal fiscal year.

Budget Impact:

There is no budget impact.

Recommendation:

It is recommended that the Town Council approve the transfer and award of the 2020 Distracted Driving grant.

Respectfully Submitted,

Sgt Matthew J. Meier
Traffic Supervisor/Grant Administrator

Attachments:

1. Resolutions 2

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Authorize the Carry-forward Unspent Funds
from the Distracted Driving Grant**

RESOLVED, that the Finance Director is authorized to carry forward unspent funds from the Distracted Driving Grant Fiscal Year 2019/20 Appropriations, revenue and expenditure accounts in Org code 25006130 into the next fiscal year until all monies are spent.

Date Submitted: January 28, 2020
Submitted by: Town Manager's Office

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: Distracted Driving Enforcement Program

FROM: Distracted Driving
Enforcement Program

Overtime
25006130 514000 \$ 23,576.00

DDHVE Grant Revenue
25006130 461211 \$24,155.97

Medicare
25006130 522100 \$ 341.85

Workers Comp
25006130 526000 \$ 195.68

Unemployment
25006130 525000 \$ 42.44

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 28, 2020.

John A. Wilcox, Director of Finance


_____ 2/11/2020

APPROVED BY:  _____ Town Manager

Date: 2/11/20



TOWN OF ENFIELD

February 7, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

**Subject: Request to Transfer Funds for Pickleball Courts at Mark Twain Complex
\$36,349**

Highlights:

- The Leisure subcommittee has recommended moving forward with the conversion of two (2) existing tennis courts into six (6) pickleball courts at the Mark Twain complex.
- An RFP has been issued and it has been determined that the cost of the conversion is \$36,349. This cost includes the construction of 6 pickleball courts, sealing cracks, fencing to divide the courts, coating, lining, and new netting.
- Work will commence late Spring once funding is available.

Budget Impact:

There is no budget impact.

Recommendation:

I recommend that the Enfield Town Council approve the attached transfer.

Respectfully Submitted,

Kasia Purciello
Assistant Town Manager

Attachments:

1. Resolution

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.

FROM:	General Fund	TO:	
10800092-584000	\$36,349	10800092-593010	\$36,349
Unallocated Expenditures – Contingency		General Fund - Unallocated-Transfers to Capital	

FROM:	Capital & Nonrecurring Fund	TO:	
31042020-480001	\$36,349	31008801-545000	\$36,349
CIP Fund Rev-FY2019-2020 –General Fund Trf In		Tennis Courts – Construction Services	

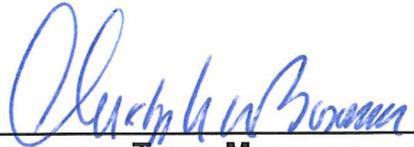
CERTIFICATION: I hereby certify that the above-stated funds are available as of February 11, 2020.



John A. Wilcox, Director of Finance



Date

APPROVED BY: 

Christopher W. Bromson, Town Manager



Date

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Authorizing the Town Manager to Sign the Amendment to the Agreement with Construction Solutions Group, LLC

WHEREAS, Construction Solutions Group, LLC and the Town of Enfield executed an Agreement on August 20, 2019, to perform Owner's Representative Services in connection with the design and construction of John F. Kennedy Middle School State Project; and

WHEREAS, Section 10., subsection D.4., of the Agreement requires Professional Liability coverage with a minimum of \$5,000,000 Per Claim/\$5,000,000 Annual Aggregate; and

WHEREAS, Construction Solutions Group, LLC is requesting that the amount of this coverage be reduced to \$1,000,000 Per Claim/\$1,000,000 Annual Aggregate.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to sign the Amendment to the Agreement with Construction Solutions Group, LLC revising the insurance provisions.

Prepared by: Town Managers Office
Date Prepared: January 30, 2020



TOWN ATTORNEY'S OFFICE

TO: Christopher W. Bromson, Town Manager
FROM: James N. Tallberg, Town Attorney
DATE: January 27, 2020
SUBJECT: JFK, Construction Solutions Group—Insurance Amount
File No. 2019-62

FACTS

These are the relevant facts related to the above-referenced signed agreement. Parenthetically, this office was not copied on the emails identified below; they were ultimately forwarded to us.

- RFQ for owner's rep provides for professional liability insurance of \$5,000,000 per claim/\$5,000,000 aggregate.
- 5/2/19—Construction Solutions Group (CSG) provides agreement for owner's rep, drafted by CSG—page 4 provides professional liability insurance is \$5,000,000 per claim/\$5,000,000 aggregate.
- 5/15/19—email from Cathy Cherpak to Randy Daigle confirms the insurance requirements that appeared on page 4, and in the RFQ, which should be cut and pasted as they were approved by the Town's risk management consulting firm for the work.
- 8/20/19—final clean copy of the agreement sent to Town Attorney for review still has the above-referenced identical insurance requirement.
- 9/24/19— email from Cathy Cherpak to Guiliano (Sheila) and Chris Cykley questions that there is not the required professional liability insurance in the amount of \$5,000,000.
- 10/3/19— email from Cathy Cherpak to Guiliano (Sheila), Randy Daigle, and Chris Cykley indicating that CSG's agent has still not addressed the professional liability issue.
- 10/17/19—email from Cathy Cherpak to Guiliano (Sheila), Randy Daigle, and Chris Cykley inquiring re the status of the insurance.

ISSUES

1. Whether the agreement may be amended to provide for a lesser amount of insurance.
2. Whether the losing vendors may challenge the amendment.

To: Tallberg/Cerrato
Re: JFK/CSG, Insurance

Date: January 27, 2020
Page: 2 of 2

SHORT ANSWERS

1. Yes. By its terms, the agreement allows for written amendment.
2. While anyone may attempt to challenge the amendment, it is unlikely that any such challenger has standing or would prevail.

LAW AND DISCUSSION

1. Yes. The agreement specifically allows for written amendment. Section 21 of the Town's agreement with owner's rep CSG provides, "This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives." The Town Council, in Resolution #4974, authorizes the Town Manager to sign both the agreement and any amendments with CSG, subject to review and approval of the Town Attorney.
2. While anyone may attempt to challenge the amendment, based on prior legal opinions such a challenger would neither have standing, nor would prevail. Prior legal opinions, 1988-6 and 2016-20 (the latter citing numerous cases), indicate that the Town has the latitude to reject any and all bids and that an unsuccessful bidder/proposer does not have standing to protest the Town's award decision. See, also, *Class Act Cleaning Services v. Town of Enfield*, Docket No. CV 03-0519462 S (J.D. District of Hartford, May 19, 2003, Cohn, J.) where a losing bidder challenged the Town's choice of bidder but did not prevail. Exceptions to this rule are fraud or collusion, neither of which is a factor here.

cc: John Wilcox, Director of Finance

K: Manager/JFK, CSG, Insurance Issue, 1-27-20



TOWN OF ENFIELD

February 4, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Create the Honorary Position of Poet Laureate for the Town of Enfield

Councilors:

Highlights:

- The Poet Laureate will serve as an advocate for poetry and will promote the appreciation of poetry and literary arts for Enfield residents.
- The Poet Laureate will be selected by the Enfield Culture and Arts Commission through an application process and then be approved by the Town Council.
- The Poet Laureate will participate in town events as requested by ECAC or the Town Council.
- The term will be two years, with the possibility of reapplying for subsequent terms.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached resolution of authorization.

Respectfully Submitted,

Jason Neely
Director of Libraries

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution to Create the Honorary Position of Poet Laureate
for the Town of Enfield**

WHEREAS, poetry tells the history of the human feeling and can sustain the emotional memory of a community while allowing us to perceive our experience with greater richness and complexity; and

WHEREAS, poetry can carry us to the frontiers of linguistic imagination so that we can articulate our vision of the future; and

WHEREAS, knowledge of poetic traditions allows us to know more about our own culture and can serve as a passport to the cultures of others; and

WHEREAS, Enfield Culture and Arts Commission has developed policies and procedures for the selection of the holder of the honorary position; and

WHEREAS, the Enfield Culture and Arts Commission is hereby authorized to coordinate the selection of a Poet Laureate for the Town of Enfield; and

WHEREAS, the position is voluntary in nature and such honorary position shall not be considered as being an employee, nor an elected official of the Town of Enfield, Connecticut and as such cannot legally bind or obligate the Town in transactions with others; and

WHEREAS, two members of the Town Council and one staff liaison of the Town's employment will serve as the municipal representatives to provide guidance to the members of Enfield Culture and Arts Commission as necessary.

NOW THEREFORE BE IT RESOLVED, the future Enfield Poet Laureates shall be appointed by the Enfield Culture and Arts Commission for a term of two years and be approved by the Enfield Town Council; and

BE IT FURTHER RESOLVED, the honorary position of Poet Laureate is hereby acknowledged by the Town council of the Town of Enfield.

Prepared by: Town Managers Office
Date Prepared: February 4, 2020



TOWN OF ENFIELD

February 6, 2020

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to apply for the Connecticut State Opioid Response – SOR grant and enter into agreement with Amplify, Inc. for Fiscal Year 2020.

Councillors:

Highlights:

- Amplify, Inc. is releasing grants to local communities to enhance local opioid addiction and overdose prevention and response efforts.
- The grant is \$5,000 for Fiscal Year 2020.
- This grant is in collaboration with the Amplify, Inc. and Connecticut Department of Mental Health and Addiction Services.
- Youth & Family Services will work with community leaders to include opioid overdose prevention, safe prescribing practices, promoting the prescription monitoring program, Naloxone distribution, and QPR (Suicide Prevention Training in Question, Persuade, and Refer)
- Youth & Family Services will work with the Rotary and Lions Club to promote safe storage of medications.
- There is no out of state travel associated with this grant.

Budget Impact:

There will be no impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached resolution.

Respectfully Submitted,

Cynthia Guerreri
Director of Social Services

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Authorizing the Town Manager to Apply for the Connecticut State Opioid Response – SOR Grant and Enter into Agreement with Amplify, Inc.

WHEREAS, Amplify, Inc. has provided a grant opportunity to the Youth and Family Services Division; and

WHEREAS, Youth and Family Services Division is in the process of submitting a grant application to Amplify, Inc. for the Connecticut State Opioid Response – Community Mini Grant.

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

Date Submitted: February 6, 2020
Submitted by: Cynthia Guerrerri, Director of Social Services



TOWN OF ENFIELD

February 18, 2020

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Sign a Memorandum of Understanding with United States Naval Criminal Investigative Service

Councilors:

Highlights:

- Membership in the United States Naval Criminal Investigative Service (NCIS) "Northeast Law Enforcement Information Exchange (Northeast LInX)".
- Access to this program is now available to the Enfield Police Department as part of our imminent adoption of the NexGen CAD/RMS system.
- Seventy-four participating police agencies at present, with additional agency applications pending, from throughout the northeastern United States.
- Information available through this system is limited to legally sharable information amongst law enforcement agencies, and this information may be used for official law enforcement purposes only.
- This Memorandum of Understanding has been reviewed by the Town Attorney's Office.
- The MOU presents no expense to the Town of Enfield. At present, the NCIS has money available for the cost of installation/hook-up of the Enfield Police Department to this system.

Budget Impact:

There is no budget Impact.

Recommendation:

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

Respectfully Submitted,

Chief Alaric J. Fox
Enfield Police Department

Attachments:

1. Resolution
2. Memorandum of Understanding

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Sign a
Memorandum of Understanding with
United States Naval Criminal Investigative Service**

WHEREAS, the United States Naval Criminal Investigative Service (NCIS) has implemented and oversees a law enforcement information sharing initiative known as the Northeast Law Enforcement Information Exchange (Northeast LInX); and

WHEREAS, access to this information sharing system will be available to the Enfield Police Department as an aspect of the department's upcoming conversion to the NexGen CAD/RMS system; and

WHEREAS, information available through this system is limited to legally sharable information amongst eligible law enforcement agencies, and this information may be used for official law enforcement purposes only; 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 enter into this Northeast LInX information exchange system.

NOW THEREFORE BE IT RESOLVED, that the Town Council authorizes the Town Manager to enter into this Memorandum of Understanding in furtherance of this information sharing system.

Date Prepared: February 7, 2020
Prepared by: Police Department

**Memorandum of Understanding
Among the Naval Criminal Investigative Service
And the Northeast Regional, State, County and Municipal Agencies
For an Information Sharing Initiative known as the
Northeast Law Enforcement Information Exchange (Northeast LInX)**

A. PURPOSE.

1. This Memorandum of Understanding (MOU) is entered into by the Naval Criminal Investigative Service and the Signatory Federal, State, County and Municipal law enforcement agencies participating in a federally sponsored information sharing initiative for operation of a regional warehouse of databases, known as the Northeast Law Enforcement Information Exchange (Northeast LInX). The purpose of this MOU is to set forth the policy and procedures for the use of the Northeast LInX by the participating parties, including the ownership and control of the information within the system, which will be contributed by each party for use by the Northeast LInX and the participating agencies.

2. The driving impetus for this initiative and MOU is to further the wars against crime and terrorism in the wake of the September 11th terrorist attacks against the United States. This includes: identifying and locating criminals, terrorists and their supporters; identifying, assessing, and responding to crime and terrorist risks and threats; and otherwise preventing, detecting, and prosecuting criminal and terrorist activities. To achieve these ends, it is essential that all Federal, State, County and Municipal law enforcement agencies cooperate in efforts to share pertinent information. The Northeast LInX will integrate relevant records of the parties within a single warehouse of databases, effectively providing each participating agency with a single source for regional law enforcement information.

3. The Northeast LInX will be available for use by all participating law enforcement agencies in furtherance of authorized law enforcement activities, as well as the prevention and detection of terrorist risks and threats. Utilizing the Northeast LInX capabilities will significantly advance public safety and security, and will enhance the protection of this Nation's critical national assets and resources in greater Northeast.

B. PARTICIPANTS.

1. The authorized participants of the Northeast LInX are those law enforcement agencies whose representatives have subscribed to this Memorandum of Understanding affirming adherence to the plan and principles set forth herein.

2. The parties to this MOU are:

Naval Criminal Investigative Service
Groton CT Police Department
Groton City CT Police Department
New London CT Police Department
Norwich CT Police Department
Waterford CT Police Department
Stonington CT Police Department

Ledyard CT Police Department
Montville CT Police Department
East Lyme CT Police Department
Willimantic CT Police Department
Putnam CT Police Department
Old Saybrook CT Police Department
Clinton CT Police Department
Madison CT Police Department
Norwalk CT Police Department
Branford CT Police Department
Fairfield CT Police Department
Meriden CT Police Department
Milford CT Police Department
Manchester CT Police Department
North Haven CT Police Department
Newington CT Police Department
Stamford CT Police Department
Greenwich CT Police Department
Monroe CT Police Department
New Canaan CT Police Department
Stratford CT Police Department
Trumbull CT Police Department
Wilton CT Police Department
Darien CT Police Department
Easton CT Police Department
Mohegan CT Tribal Police Department
New Haven CT Police Department
Westport CT Police Department
Weston CT Police Department
Boston MA Police Department
Guilford CT Police Department
Hamden CT Police Department
North Branford CT Police Department
East Haven CT Police Department
Vernon CT Police Department
Watertown CT Police Department
Danbury CT Police Department
Naugatuck CT Police Department
Windsor CT Police Department
Connecticut State Police
Rhode Island State Police
Middletown RI Police Department
Newport RI Police Department
Portsmouth RI Police Department
Portsmouth NH Police Department
Bath ME Police Department

Brunswick ME Police Department
Freeport ME Police Department
Kittery ME Police Department
Richmond ME Police Department
Sagadahoc ME Sheriff's Office
Sagadahoc ME Communications Center
Topsham ME Police Department
Clayton NJ Police Department
Gloucester County NJ Emergency Response Center
Somerset County NJ Prosecutor's Office
Carroll NY Police Department
Chautauqua County NY Sheriff's Office
Dunkirk NY Police Department
Ellicott NY Police Department
Fredonia NY Police
Jamestown NY Police Department
Lakewood-Busti NY Police Department
New York State Police
Putnam County NY Sheriff's Department
Silver Creek NY Police Department
Westfield NY Police Department

3. The above parties agree that any Connecticut State, Rhode Island State, New Hampshire State Maine State, Massachusetts State, New Jersey State and New York State Terrorism Task Force (JTTF) will be permitted access to the Northeast LInX upon their proper written request.

4. The parties agree that maximum participation and contribution of all legally sharable information by all eligible law enforcement agencies will strengthen the purposes of this MOU. Accordingly, the parties anticipate and desire that other eligible agencies will join this MOU in the future. An eligible agency must apply for and be approved by the Northeast LInX Governance Board to become a joining agency. The Governance Board will consist of the heads of all of the participating agencies, as described further herein.

The Governance Board shall establish criteria for eligibility to join such as, but not limited to: full security compliance, data availability and accountability, technical capability, and operational history. A joining agency once approved by the Governance Board and a signatory hereto, shall also be considered a party and shall have the same rights, privileges, obligations, and responsibilities as the original parties.

C. POINTS OF CONTACT. Each party shall designate an individual as the party's point of contact (POC) for representing that party in regard to the MOU. A party may change its POC at any time upon providing written notification thereof to the Governance Board.

D. AUTHORITY.

1. Authority for the Naval Criminal Investigative Service to participate in Northeast LInX includes Department of Defense (DoD) Instruction 4000.19 dated April 25, 2013, Department of

Amended July 2019 to add Agencies

Defense (DoD) Instruction 5505.03 dated March 24, 2011, and SECNAVINST 5430.107 dated December 28, 2005.

2. Authority for the Connecticut agencies to participate in Northeast LInX is all applicable Connecticut State Codes and/or General Laws.
3. Authority for the Rhode Island agencies to participate in Northeast LInX is all applicable Rhode Island State Codes and/or General Laws.
4. Authority for the New Hampshire agencies to participate in Northeast LInX is all applicable New Hampshire State Codes and/or General Laws.
5. Authority for the Maine agencies to participate in Northeast LInX is all applicable Maine State Codes and/or General Laws.
6. Authority for the Massachusetts agencies to participate in Northeast LInX is all applicable Massachusetts State Codes and/or General Laws.
7. Authority for the New Jersey agencies to participate in Northeast LInX is all applicable New Jersey State Codes and/or General Laws.
8. Authority for the New York agencies to participate in Northeast LInX is all applicable New York State Codes and/or General Laws.

E. MISSION/OBJECTIVES. This initiative seeks to capture the cumulative knowledge of regional law enforcement agencies in a systematic and ongoing manner to maximize the benefits of information gathering and analysis to prevent and respond to the increased criminal and terrorist threats; to support preventive, investigative and enforcement activities; and to enhance public safety and force protection for the Department of Defense and the Nation's critical infrastructure in the Northeastern USA. The specific objectives of the Northeast LInX are to:

1. Integrate regional law enforcement, criminal justice and investigative data from participating agencies in near real time within one warehouse of databases that will be accessible by all participating agencies.
2. Dramatically reduce the time spent by participating agency operational, investigative and analytical personnel in search and retrieval of relevant data by providing query and analytical tools.
3. Provide the means for the participating agencies to develop analytical products to support law enforcement violent crime and counterterrorism operational and investigative activities.
4. Provide an enhanced means for the participating agencies to produce strategic analytical products to assist administrative decision-making processes for area law enforcement executives.

F. CONCEPT.

1. The Northeast LInX is a cooperative partnership of Federal, State, County, and Municipal law enforcement agencies, in which each agency is participating under its own individual legal status, jurisdiction, and authorities, and all Northeast LInX operations will be based upon the

Amended July 2019 to add Agencies

legal status, jurisdiction, and authorities of the individual participants. The Northeast LInX is not intended to, and shall not, be deemed to have independent legal status.

2. The Northeast LInX will become a central, electronic repository of derivative Federal, State, County, and Municipal law enforcement and investigative data, with each party providing for use of the other parties copies of information from its own records which may be pertinent to the Northeast LInX mission. Once the warehouse of databases is populated and properly structured, the system will function with querying and analytical tools in support of operational law enforcement activities, criminal investigations, counter terrorism, and for the development of reports by the participating agencies for the use of their executive decision makers.

3. Northeast LInX functionality will not have access to or contain commercially available references, public source information, and applications such as commercial directories, or other third party commercial databases or external applications.

4. The Northeast LInX warehouse of databases will be resident on servers located at a secure data management facility in Alexandria VA, and will contain "Sensitive But Unclassified" (SBU) information from the records systems of the MOU parties.

5. All parties to this MOU contributing data to the Northeast LInX will have equal access to the Northeast LInX functionality via secure Internet connections for read, analytical and lead purposes only.

G. OWNERSHIP, ENTRY, AND MAINTENANCE OF INFORMATION.

1. Each party retains sole ownership of, exclusive control over content and sole responsibility for all of the information it contributes, and may at will at any time update or correct any of its information in Northeast LInX, or delete it from the Northeast LInX entirely. All system entries will be clearly marked to identify the contributing party.

2. Just as each party retains sole ownership and control of the information it contributes, so does a party retain sole ownership and control of the copies of that information replicated in the Northeast LInX.

3. The contributing party has the sole responsibility and accountability for ensuring that no information is entered into Northeast LInX that was obtained in violation of any Federal, State, County or Municipal law applicable to the contributor.

4. The contributing party has the sole responsibility and accountability for ensuring compliance with all applicable laws, regulations, policies, and procedures applicable to the party's entry and sharing of information into the Northeast LInX.

5. The contributing party has the sole responsibility and accountability for making reasonable efforts to ensure the accuracy upon entry, and continuing accuracy thereafter, of information contributed. Each party will notify the contributing party and the Governance Board of any challenge to the accuracy of the contributing party's information.

6. Because information housed by Northeast LInX will be limited to duplicates of information obtained and separately managed by the entering party within its own record system(s), and for which the contributing party is solely responsible and accountable, information submitted by the participating parties shall not be altered or changed in any way, except by the contributing party.

The contributing party should not make any changes to the data in the Northeast LInX warehouse that is not mirrored within the contributing party's source records.

7. The Northeast LInX will thus only be populated with mirrored information derived from each contributing party's "own legally maintained records," and is not in any manner intended to be an official repository of original records, or to be used as a substitute for one, nor is the information in the system to be accorded any independent record system status. Rather, this electronic system is merely a means to provide timely access for the law enforcement parties to information that replicates existing files/records systems. Northeast LInX is not the owner of any of the records contained in the Northeast LInX warehouse of databases.

8. To the extent that any newly discovered links, matches, relationships, interpretations, etc., located through the analysis of Northeast LInX information may be relevant and appropriate for preservation as independent records, it will be the responsibility of the accessing party to incorporate such information as records of the accessing party in the party's own official records system(s) in accordance with that party's records management processes (subject to obtaining any contributing party's consent as provided below).

A party that desires to incorporate in its own separate records information contributed by another party, including any analytical products based on another party's information, must first obtain the entering party's express permission.

9. Commercially available software applications, such as mapping applications and analytical applications are considered to be non-record material and will be maintained in accordance with applicable contracts and/or licensing agreements. To the extent that any such information is relevant and appropriate for preservation as independent records, it will be the responsibility of the accessing party to incorporate such information as records of the accessing party in the party's own official records system(s) in accordance with that party's records management processes and any applicable contract or licensing agreement.

10. Each agency has agreed to submit legally sharable law enforcement, criminal justice and investigative types of records, reports, and information into the Northeast LInX warehouse of databases.

11. There is no obligation and there should be no assumption that a particular party's records housed in the Northeast LInX database warehouse represent the totality of all records of that party's records system for any subject or person.

H. ACCESS TO AND USE OF INFORMATION.

1. Each party will contribute all legally sharable information to the Northeast LInX and agrees to permit the access, dissemination, and/or use of such information by every other party under the provisions of this MOU (and any other applicable agreements that may be established for the Northeast LInX). The contributing party has the sole responsibility and accountability for ensuring that it is not constrained from permitting this by any laws, regulations, policies, and procedures applicable to the submitting party.

2. Agencies that do not provide data for inclusion in the Northeast LInX are not eligible to be parties without express, written approval of the Northeast LInX Governance Board.

Only duly constituted law enforcement agencies of a Federal, State, County, Municipal or Special jurisdiction may become a party of the Northeast LInX.

3. All parties will have access via a secure Internet connection to all the information in the Northeast LInX, as provided in this MOU and any other applicable agreements that may be established for the Northeast LInX; and each agency is responsible for providing its own internet connectivity.

4. An accessing party has the sole responsibility and accountability for ensuring that all access comports with any laws, regulations, policies, and procedures applicable to the accessing party.

5. A party may only access the Northeast LInX when it has a legitimate, official need to know the information for an authorized law enforcement, counter terrorism, public safety, and/or national security purpose, after receiving training appropriate to this MOU.

6. An accessing party may use information for official law enforcement purposes only. The system can not be used for general licensing and employment purposes, background investigations of Federal, State, County or Municipal employees or any other non-law enforcement purpose. The system may be used by participating agencies for background checks for all perspective applicants of their own Law Enforcement agency.

7. Information in the system, including any analytical products, may not be used for any unauthorized or non-official purpose and shall not be disseminated outside of an accessing party without first obtaining express permission of each party that contributed the information in question. Specifically included within this prohibition is the direct use of any Northeast LInX information in the preparation of any judicial process such as affidavits, warrants, subpoenas, etc.

8. Notwithstanding the requirement in the previous provision that information may not be disseminated without first obtaining express permission of each party that contributed the information in question, in accordance with and to the extent permitted by applicable law, required court process, or guidelines issued jointly by the Attorney General of the United States and the Director of Central Intelligence, immediate dissemination of information can be made if a determination is made by the recipient of the information:

- (a) that the matter involves an actual or potential threat of terrorism, immediate danger of death or serious physical injury to any person, or imminent harm to the national security; and
- (b) requires dissemination without delay to any appropriate Federal, state, local, or foreign government official for the purpose of preventing or responding to such a threat.

The owner of the information shall be immediately notified of any and all disseminations made under this exception.

9. Any requests for reports or data in Northeast LInX records from anyone other than a party to this MOU will be directed to the contributing party.

10. Agencies other than the exception noted in paragraph B.2 above who is not part of this MOU will not have direct access to Northeast LInX. Requests by such agencies for copies of

information contained in Northeast LInX must be referred to the individual Northeast LInX party that owns or originated the information.

11. The information in the Northeast LInX shall not be used to establish or verify the eligibility of, or continuing compliance with statutory and regulatory requirements by applicants for, recipients or beneficiaries of, participants in, or providers of services with respect to, cash or in-kind assistance or payments under the Federal or State benefit programs, or to recoup payments or delinquent debts under such Federal or State benefit programs.

12. The Northeast LInX will include an audit capability that will log all user activity. Each agency will designate a point of contact who shall have access to that member agency's portion of the audit log. However, the audit log aggregate is not a record of information wholly controlled by any one-member agency and no single member agency may disclose the content of the entire log. Any requests for copies of the entire audit log will be forwarded to each member agency for direct response to that member agency's portion of the audit log.

I. DISCLOSURE OF THIRD-PARTY INFORMATION.

1. When addressing any request for the disclosure of third-party information where that information was obtained as a result of a query(s) made through the Northeast LInX system, the participating members shall comply with the following policy:

- (a) In all cases, for providers of any third-party information held in another Northeast LInX member's files, the provider retains proprietary ownership of the information other than as specifically provided for in the applicable statutes.
- (b) As established in Sections G and H of this Northeast LInX MOU (and any other applicable operating procedures that may be established for the Northeast LInX), information acquired through the Northeast LInX system by any member and all members, shall be considered "sensitive law enforcement information," the nondisclosure of which is essential to law enforcement for the protection of on-going investigations and persons' rights to privacy. Therefore, in all cases, the member with proprietary interest will be immediately notified of a request for sharing or disclosure of that information from any agencies or parties outside of participating members in the Northeast LInX system. The member with proprietary interest is then free to withhold or share the information, notwithstanding the initial presumption of its "sensitive law enforcement information" status by another member.
- (c) All members agree to assist and cooperate with any other member or members in protecting information from harmful disclosure to the fullest extent of the law.
- (d) It is not the intention of this agreement to circumvent or obstruct existing open government and/or public information disclosure laws. All requests from third parties for information contained in Northeast LInX under the Public Records Law should be referred to the provider. Nor is there any intent to interfere with or obstruct lawful discovery.

Rather it is intended to ensure the protection of sensitive law enforcement information, information that has been designated as part of an active and ongoing

investigative effort by any member, and other information as protected by applicable Federal, State, County or Municipal privacy laws.

J. SECURITY.

1. Each party will be responsible for designating those employees who have access to the Northeast LInX. This system has been developed with the capability to record each use of the system, including the identity of the individual accessing the system, and the time of the access to the system, and the information queried. The system was developed with security in mind. It should be remembered by each participating member that access to the information within the system should be on a strictly official, need-to-know basis, and that all information is law enforcement sensitive.

2. Each party agrees to use the same degree of care in protecting information accessed under this MOU as it exercises with respect to its own sensitive information. Each party agrees to restrict access to such information to only those of it's (and its governmental superiors) officers, employees, detailees, agents, representatives, task force members, contractors/subcontractors, consultants, or advisors with an official "need to know" such information for legitimate law enforcement purposes.

3. Each party is responsible for training those employees authorized to access the Northeast LInX system regarding the use and dissemination of any information obtained from the system.

Specifically, employees should be given a clear understanding of the need to verify the reliability of the information with the contributing party before using the information for purposes such as preparing affidavits, or obtaining subpoenas and warrants etc. Parties should also fully brief accessing employees about the proscriptions for using third party information as described in Section H herein.

K. PROPERTY.

1. Any equipment purchased by NCIS for or on behalf of the Federal Government to support this effort will remain the property of the Federal Government. After expiration of any warranties, NCIS or the appropriate Federal Government representative and the Northeast LInX Governance Board will determine the responsibility for the maintenance of the servers and software.

2. Ownership of all property purchased by any parties other than NCIS will remain the property of the purchasing party. Each party accessing the Northeast LInX from the party's facility shall provide its own computer stations for its designated employees to have use of and access to the Northeast LInX. The accessing party is responsible for configuring its computers to conform to the access requirements. Maintenance of the equipment purchased by the accessing party shall be the responsibility of that party.

L. COSTS.

1. Unless otherwise provided herein or in a supplementary writing, each party shall bear its own costs in relation to this MOU.

Even where a party has agreed (or later does agree) to assume a particular financial responsibility, the party's express written approval must be obtained before the incurring by another party of each expense associated with the responsibility.

All obligations of and expenditures by the parties will be subject to their respective budgetary and fiscal processes and subject to availability of funds pursuant to all laws, regulations, and policies applicable thereto. The parties acknowledge that there is no intimation, promise, or guarantee that funds will be available in future years.

M. LIABILITY.

1. The Northeast LInX is not a separate legal entity capable of maintaining an employer-employee relationship and, as such, all personnel assigned by a party to perform Northeast LInX related functions shall not be considered employees of the Northeast LInX or of any other party for any purpose. The assigning party thus remains solely responsible for supervision, work schedules, performance appraisals, compensation, overtime, vacations, retirement, expenses, disability, and all other employment-related benefits incident to assignment of its personnel to Northeast LInX functions.

2. Unless specifically addressed by the terms of this MOU (or other written agreement), the parties acknowledge responsibility for the negligent or wrongful acts or omissions of their respective officers and employees, but only to the extent they would be liable under the laws of the jurisdiction(s) to which they are subject.

N. GOVERNANCE.

1. The parties recognize that the success of this project requires close cooperation on the part of all parties. To this end, the Northeast LInX will be operated under a shared management concept in which the parties will be involved in formulating operating policies and procedures. The Northeast LInX Governance Board will consist of the head (or authorized designee) of each participating law enforcement agency. The parties agree to comply with all future policies and procedures related to the Northeast LInX Program developed by this Governance Board.

2. Each member of the Governance Board shall have an equal vote and voice on all LInX Board decisions. Unless otherwise provided, Roberts Revised Rules of Order shall govern all procedural matters relating to the business of the Governance Board.

3. A chairperson (or co-chairpersons) shall be elected by its members, together with such other officers as a majority of the Board may determine necessary. The chairperson(s), or any board member, may call sessions as necessary. For a meeting to occur a minimum of 51% of the membership must be present and a simple majority of those present shall be required for passage of any policy matters. A tie vote does not pass the matter. The presiding officer may conduct a telephone or email poll of Board members to resolve any issues. The Board may also establish any needed committees such as executive, technical, user, and legal committees to provide advice on matters related to the Northeast LInX Program.

4. Disagreements among the parties arising under or relating to this MOU shall be resolved only via consultation at the lowest practicable level by and between the affected parties and their sponsoring agencies (or as otherwise may be provided under any separate governance

procedures) and will not be referred to any court, or to any other person or entity for settlement. All unresolved matters will go before the Governance Board.

5. The Governance Board may establish additional procedures and rules for the governance of Northeast LInX and in furtherance thereof may enter into one or more separate formal or informal agreements, provided that any such agreement does not conflict with the spirit, intent, or provisions of this MOU, and is sufficiently memorialized to meet the business purposes of Northeast LInX governance (including adequately informing current and future parties). Such governance agreement(s) may, for instance address: organizational structure and control; executive management and administration; delegation of authority; standard operating policies, procedures, rules, and practices; meetings, quorums, and voting procedures; audits; and sanctions (including involuntary termination of a party's participation in this MOU and the Northeast LInX Program).

O. NO RIGHTS IN NON-PARTIES.

1. This MOU is an agreement among the parties and is not intended, and should not be construed, to create or confer on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise against the NCIS, the Department of the Navy, the Department of Defense, the United States, a party, or any State, County, Municipality, or other sponsor under whose auspices a party is participating in the Northeast LInX; or the officers, directors, employees, detailees, agents, representatives, contractors, subcontractors, consultants, advisors, successors, assigns or other agencies thereof.

P. EFFECTIVE DATE / DURATION / MODIFICATION / TERMINATION.

1. As among the original parties, this MOU shall become effective when the duly authorized representative(s) of each party have all signed it. For parties who subsequently join, this MOU shall become effective when Appendix A has been completed and signed by the joining party's duly authorized representative and countersigned by the representatives of the Northeast LInX authorized to do so under Northeast LInX Governance procedures applicable at the time of joining. A copy of Appendix A, when allowing a new party to join Northeast LInX, will be provided or forwarded to all of the active Northeast LInX parties.

2. This MOU shall continue in force indefinitely for so long as it continues to advance the participants' mission purposes, contingent upon approval and availability of necessary funding.

3. This MOU may be modified upon the mutual written consent of the duly authorized representatives of all parties. However, the parties may, without the need of formal MOU modification, cooperatively address and resolve administrative, technical, and operational details relating to this MOU, provided that any such resolution: does not conflict with the spirit, intent, or provisions of this MOU; could not reasonably be viewed as particularly sensitive, controversial, or objectionable by one or more parties; and is sufficiently memorialized to meet the business purposes of Northeast LInX Governance (including adequately informing current and future parties).

4. This MOU may be terminated at any time by the mutual written agreement of the duly authorized representatives of all parties. A party's duly authorized representative may also terminate the party's participation in the MOU upon written notice to all other parties of not less

than thirty 30 days. A party's participation may also be terminated involuntarily as may be provided in applicable governance agreement.

5. Upon termination of this MOU, all property being used under its purview will be returned to the respective supplying party. Similarly, if an individual party's participation in this MOU is terminated, the party will return any property to supplying parties, and the remaining parties will return any property supplied by the withdrawing party.

6. All information contributed to the Northeast LInX by a terminating party will be deleted from Northeast LInX.

7. As to information contained in the Northeast LInX during a party's participation under this MOU, the rights, obligations, responsibilities, limitations, and other understandings with respect to the disclosure and use of such information shall survive any termination. This applies both to a terminating party's information, and to the other parties' disclosure and use of a terminating party's information.

Q. APPENDICES.

A. Form for new agencies to join MOU



Northeast LInX Memorandum of Understanding

Signatory Page

Joining Agency Name: Enfield Police Department (Town of Enfield, Connecticut)

Signature: _____ **Date:** _____

Name: Christopher Bromson

Title: Town Manager, Town of Enfield

Northeast LInX Chairman of the Board: _____

Signature: _____ **Date:** _____

Name: _____

Title: _____

ENFIELD TOWN COUNCIL

RESOLUTION _____

Resolution Directing the Director of Finance to Give Written Notice

WHEREAS, The Hazardville Water Company and Connecticut Water Company bill the Town of Enfield for public fire protection charges; and

WHEREAS, public fire protection charges are based upon the length and diameter of water lines; and

WHEREAS, the rate for these charges is approved by the State of Connecticut's Public Utilities Regulatory Authority; and

WHEREAS, the Town of Enfield believes it is not responsible for the payment of these charges.

NOW THEREFORE BE IT RESOLVED, the Enfield Town Council hereby directs the Director of Finance to give written notice to Hazardville Water Company and Connecticut Water Company that the Town of Enfield will no longer be responsible for paying the public fire protection charges.

Created by: Town Manager's Office
Date: February 4, 2020

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**Resolution Regarding Adopting the Policy and Procedure
for Enfield Town Council Meetings**

Be It Resolved, that the Enfield Town Council does hereby adopt the POLICY AND PROCEDURE FOR ENFIELD TOWN COUNCIL MEETINGS, dated December 18, 2017.

Date Prepared: February 4, 2020
Prepared by: Town Manager's Office



POLICY AND PROCEDURE
FOR
ENFIELD TOWN COUNCIL
MEETINGS

March 16, 2020 NEEDS TO BE UPDATED

TABLE OF CONTENTS

<u>ITEM NO.</u>	<u>TITLE</u>	<u>PAGE</u>
1	Regular Meetings	1
2	Order of Business - Regular Meetings	1
3	Agenda	2
4	Special Meetings	2
5	Executive Sessions	3
6	Council Procedure - Privilege of the Floor	4
7	Council Procedure - Motions	4
8	Council Procedure - Robert's Rules of Order	4
9	Council Procedure - Committees	4
9(a)	Committees - Standing Committee	4-5
9(b)	Committees - Committee of the Whole	5
9(c)	Committees - Special Sub-Committees	5
9(d)	Committees – Regular Sub- Committees	5
10	Officers and Employees - Presiding Officer	5
10(a)	Presiding Officer - The Chairman	5
10(b)	Presiding Officer - Deputy Mayor	5
10(c)	Presiding Officer - Acting Chairman	5
11	Officers and Employees - Council Privileges	6
12	Officers and Employees - Decorum and Order	6
12(a)	Decorum and Order - Council Members	6
12(b)	Decorum and Order - Council Courtesy	6
12(c)	Decorum and Order - Administrators/Employees	6
12(d)	Decorum and Order - Public Members	6
12(e)	Decorum and Order – Special Guests	6
13	Officers and Employees - Town Manager	7
14	Officers and Employees - Town Attorney	7
15	Officers and Employees - Town Clerk	6
16	Officers and Employees - Appointments by Council or Mayor	7-8
17	Ordinances and Resolutions - Preparation and Introduction	8
18	Ordinances and Resolutions - Review	8
19	Ordinances and Resolutions - Written Form	9
20	Ordinances and Resolutions - Time	9
21	Ordinances and Resolutions - Copies	9
22	Ordinances and Resolutions - Filing	9
23	Ordinances and Resolutions - Public Hearing	9
24	Ordinances and Resolutions - Passage	10
25	Ordinances and Resolutions – Emergency Ordinances	10-11
26	Ordinances and Resolutions – Emergency Procedures	11
27	Ordinances and Resolutions – Communications	11
28	Ordinances and Resolutions – Meeting Attendance	12
29	Ordinances and Resolutions - Amendments	12
	List of Council Meetings for Adoption and Amendment of <u>Policy and Procedure</u>	12-13

Town Council Policy and Procedures

1. Regular Meetings:

The Council shall meet in the regular session on the first and third Mondays of each month, excepting the month of November, at 7:00 p.m. at the Town Hall Council Chambers, or at any other place as the Council may designate at its preceding meeting. In the month of November the Council shall meet on the Monday immediately following Election Day and the third Monday of the month. When Monday is a holiday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The day, time, and place of the meeting may be changed by a majority vote.

2. Order of Business - Regular Meetings:

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by majority vote, shall suspend the rules and change the order. Executive Session shall be scheduled or added to the agenda as needed.

1. Prayer*
2. Pledge of Allegiance
3. Roll Call**
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
6. Special Guests
7. Public Communications & Petitions***
8. **Councilor** Communications & Petitions
9. Town Manager Report & Communications
10. Town Attorney Report & Communications
11. Report of Special Committees of the Council
12. Old Business
13. New Business
- 13a. Consent Agenda – Action (See Section 3. Agenda, Paragraph 2)
14. Items for Discussion
- 14a. Consent Agenda – Review (See Section 3. Agenda, Paragraph 2)
15. Miscellaneous
16. Public Communications****
17. **Councilor** Communications
18. Adjournment

*(a) The Order of Roll Call, and voting on all voice votes, for all Regular Meetings shall begin with a different Council member at every meeting. The order shall be alphabetical, and if a Council member is absent, the order for that meeting will begin with the next person in alphabetical order. The Council member whose name begins the roll call for a Regular Meeting will also be the Council member who is responsible for the prayer, and voting order shall not apply to special Meetings of the Town Council.

** (b) After the general election the order for Roll call and voting will begin with the beginning of the alphabet.

*** (c) Please Decorum and Order 12. (d).

**** (d) Applies only if prior to 11:00 p.m.

Town Council Policy and Procedures

3. Agenda:

All reports, communications, ordinances, or other matters to be submitted to the Council shall, at least six days prior to each Council meeting, be delivered to the Town Manager, whereupon the Town Manager shall arrange a list of such matters according to the order of business, and furnish each member of the Council with a copy of the same at least three days prior to the Council Meeting. Simultaneously, a copy of the agenda will be posted on the first floor bulletin board of the Town Hall and on the Town's Official Website.

A Consent Agenda will be added to all Regular Meetings, which will be a separate listing of items for passage that are routine in nature and have already been discussed by the council majority and minority leaders and require no further discussion or debate. These items will be on a separate list at Items for Discussion, Item 14a. – Consent Agenda – Review. The Consent Agenda at Items for Discussion will move to New Business, Item 13a. Consent Agenda – Action at the next Regular Meeting for adoption. Any member of the Town Council may cause any item listed under the Consent Agenda at either the Items for Discussion or New Business sections to be removed and considered as other new business by request.

Council will permit town staff, with the consent of the Town Manager, to deliver reports and provide information regarding items on the meeting agenda during the Town Manager Report and Communications section of the agenda.

4. Special Meetings:

Special Meetings may be called by the Mayor, the Town Manager, or requested by any two (2) members of the Council if, in the opinion of those members of the Council, the subject matter demands immediate attention and cannot be deferred to the next regular meeting. The notice shall be served personally upon each member of the Council, Town Clerk, and Town Attorney, or left at their respective places of residence at least twenty-four hours before a Special Meeting and Emailed to their Official Town of Enfield Email address. At a Special Meeting, only matters included in the notice may be voted upon and enacted by the Council. The business of all Special Meetings shall be transacted in the following order unless the Council, by a majority vote shall suspend the rules and change the order:

1. Roll Call
2. Agenda Items
3. Executive Session
4. Adjournment

Public Communication and Petitions may be added to the Special meeting Agenda when it is deemed necessary by Town Council, prior to the posting of the meeting.

The Town Council will hold quarterly public informational meetings, with the location alternating between the four Council Districts each quarter

At least once per month the Town Council shall hold presentations at 6:30 PM during the Special Meeting. Any PowerPoint or similar presentation shall be provided electronically to the Councilors prior to the meeting. A paper copy will also be made available to Councilors. Any such presentations will be televised and posted on the Official Town Webpage.

Town Council Policy and Procedures

5. **Executive Sessions:**

An Executive Session is a meeting of the Council at which the public is excluded for one or more of the following purposes: (1) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a town officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims and litigation; (3) matters concerning security, strategy or the deployment of security personnel, or devices effecting public security; (4) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Town Council when publicity regarding such matters would cause a likelihood of increased price until such time as all the property has been acquired and all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (e) of Section 1-18a of the Connecticut General Statutes.

The Council may hold an Executive Session upon the following schedule:

<u>PRESENT</u>	<u>VOTES REQUIRED</u>
11	8
10	7
9	6
8	6
7	6
6	6

At an Executive Session, attendance shall be limited to members of the Council and persons invited by the Council to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion and, provided further, that the minutes of such Executive Session shall disclose all persons who are in attendance and the matters considered.

COUNCIL PROCEDURE

6. **Privilege of the Floor:**

- (a) Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council on business and affairs of the Town and the Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any questions of legal procedure.
- (b) Except at a Public Hearing, or as otherwise provided in these rules, no person other than a member of the Council shall address the Council except by the majority vote of the Council.
- (c) Public Communications and Petitions shall be limited to one (1) hour unless extended by a majority vote of the Council. This limit applies to both Public Communications sessions of the agenda.

7. **Motions:**

- (a) When a motion is under debate, no further motion shall be received except (1) to adjourn; (2) to recess; (3) to table; (4) for the previous question; (5) to limit or extend debate; (6) to

Town Council Policy and Procedures

postpone to time certain; (7) to refer to committee; (8) to amend; (9) to postpone indefinitely; which motions shall have precedence in the order indicated.

- (b) A two-thirds vote shall mean two-thirds of the total membership of the Council (8 votes).
- (c) The Chairman Presiding Officer shall have the right to make a motion, may declare any motion duly seconded, except motions made by the chair Presiding Officer, and may speak from the chair upon any debatable pending question.

8. **Robert's Rules of Order:**

Robert's Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise specified in these rules.

9. **Committees:**

- (a) Standing Committee: The only Standing Committee of the Council shall be the Committee of the Whole. The Mayor shall be the Presiding Officer of the Committee of the Whole, and the rules of proceedings in the Council shall be observed in the Committee of the Whole as far as the same may be applicable.
- (b) Committee of the Whole Meetings: When the Council shall meet as the Committee of the Whole, it shall not be required to meet immediately during the session of the Council, but may defer its meeting and fix such time and place as the Committee may determine, and may adjourn its meeting from time to time, and may make its report at any subsequent session of the Council.
- (c) Special Sub-Committees for a particular purpose may be appointed by the Presiding Officer subject to confirmation of the Council.
- (d) Standing Sub-Committees to facilitate the work of the Council shall consist of the following:
 - Policy & Procedures for Town Council Meetings
 - General Government & Finance
 - Leisure
 - Public Safety
 - Public Works
 - Social Services

OFFICERS AND EMPLOYEES

10. **Presiding Officer:**

- (a) The Chairman Presiding Officer shall be designated as Mayor and shall represent the Town as titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings, and upon such occasions as his/her presence in such capacity may be required. (Town Charter, Chapter III, Section 2, Page 4) The Mayor or the Deputy Mayor shall take the chair at the hour appointed for the Council to meet, and the roll shall then be called by the Mayor or Deputy Mayor or Clerk, who shall enter in the minutes of the meeting the names of the members present.

Town Council Policy and Procedures

- (b) Deputy Mayor: The Council shall choose one of its members as Deputy Mayor, who shall serve as Mayor during the absence or disability of the Mayor and in case of vacancy in the office of the Mayor, pending the selection of a successor.
- (c) ~~Acting Chairman-Presiding Officer~~: In case of the absence of the Mayor and Deputy Mayor, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of the Council, a ~~Chairman~~ Presiding Officer of the meeting to act until the Mayor or Deputy Mayor appears. (Town Charter, Chapter III, Section 2 ~~page 4~~)

11. **Council Privileges:**

The presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilman by reason of his/her acting as the presiding officer. (Town Charter, Chapter III, Section 2, ~~Page 4~~)

12. **Decorum and Order:**

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to Council.

- (a) During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Presiding Officer or the rules of the Council. Every Councilor desiring to speak shall address the ~~Chair-Presiding Officer~~ and, upon recognition by the Presiding Officer, shall be confined to the question under debate and shall avoid all personalities and improper language. Every Councilor desiring to question the administrative staff shall address the question to the Manager, through the ~~Chair-Presiding Officer~~, who shall be entitled either to answer the inquiries himself/herself or to designate some member of the staff for that purpose. A Councilor once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the speaker yields to questions from another member.
- (b) All members of the Council shall accord the utmost courtesy to each member, to the Town employees, and to the public members appearing before the Council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- (c) Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Town Council. While the Presiding Officer shall have the authority to preserve decorum in meetings, as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town Employees under his/her direction and control.
- (d) Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any public member desiring to address the Council shall be recognized by the ~~Chair~~ Presiding Officer, shall state his/her name and address in audible tone for the record, and shall limit his/her remarks to five (5) minutes. After each person, who desires, has had one chance to speak, those desiring to speak a second time will be permitted to do so, and shall limit his/her remarks to

Town Council Policy and Procedures

three (3) minutes. **Public members address the council shall limit their remarks to 8 minutes per Public Communication and shall be limited to business of the Town of Enfield.** All remarks and questions shall be addressed to the Council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employees. No person shall enter into any discussion either directly or through a member of the Council without permission of the Presiding Officer.

- (e) Special Guests of the Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Special Guests shall limit their presentation to no more than fifteen (15) minutes.

Any PowerPoint or similar presentation shall be provided electronically to the Councilors prior to the meeting. A paper copy will also be made available to Councilors. Any presentation requiring more than 15 minutes will be presented at a Special Meeting at 6:30, will be televised, and will be posted on the Official Town Webpage.

13. Town Manager:

The Town Manager shall attend all meetings of the Council, including all executive sessions, unless excused by the **Chair Presiding Officer**. The Town Manager shall perform his/her duties and appointments in accordance with the Charter (Town Charter, Chapter IV, Section 3 & 4, **Page 8 & 9**). The Town Manager may present recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town. The Town Manager shall have a seat, but no vote, in the meetings of the governing body.

14. Town Attorney:

The Town Attorney or his **or her** designee shall attend all meetings of the Council, including all executive sessions, unless excused by the **Chair Presiding Officer**. The Town Attorney may make recommendations to the Council and shall take part in discussions on all matters concerning their legality. (Town Charter, Chapter V, Section 1, **Page 9**).

15. Town Clerk:

The Town Clerk shall be clerk of the council and shall keep minutes of the meetings, and perform such other and further duties in the meetings as may be ordered by the Mayor, Council, or Town Manager.

Not later than three (3) days prior to the next regular meeting, the Clerk shall furnish each Councilor, the Town Manager and Town Attorney, with a copy of the minutes of the preceding meeting. (Town Charter, Chapter III, Section 3, **Page 4**, and Town Charter, Chapter V, Section 6, **Page 11**.)

16. Appointments by Council or Mayor:

All appointments made by the Council shall be by the affirmative vote of not less than six (6) members of the Council, as specified in the Town Charter. Whenever the Mayor or any member of the Council

Town Council Policy and Procedures

shall, at any meeting, submit an appointment exclusive of appointments provided for in the Charter, to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.

All submitted application shall be shared with all councilors. A completed application shall be required of any person seeking consideration for any appointment and are being moved forward shall be included in the agenda packet to all councilors-members.

Unless otherwise specifically defined in the Town Charter, the enabling resolution, or the state statute which creates a vacancy, all applicants for appointment shall meet the qualifications of an elector of the Town of Enfield, as defined by Article 6 of Constitution of the State of Connecticut, as amended,

ORDINANCES AND RESOLUTIONS

17. **Preparation and Introduction:**

The Town Attorney shall, on request of the Town Manager, Council or any member thereof, prepare any ordinance or resolution. All ordinances and resolutions shall be introduced to the Council in printed or written form.

In the absence of the consent of any member of the Council to introduce an ordinance or resolution upon the request of the Town Manager, the Town Clerk shall cause the ordinance to be introduced with the designation "By Request." Any member of the Council may instruct the Town Clerk to endorse said designation "By Request" on any ordinance or resolution which is being introduced to the Council in his name.

18. **Review:**

- (a) Before any ordinance shall be acted upon, it shall be reviewed by and such corrections as may be necessary made therein by the Town Attorney to insure accuracy, clarity, conciseness, and consistency of text and phraseology, as well as its constitutionality and consistency with existing ordinances or statutes, and the copy of the ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made. (Town Charter, Chapter V, Section 1, **Page 9**.)
- (b) Any ordinance, except those containing an emergency clause, relating to the duties, powers and functions of any administrative department or office, or effecting, in any substantial manner, the administration of the Town Government shall, on first reading, be referred by the Presiding Officer to the Town Manager, for his/her report and recommendations, unless such ordinance shall have been previously approved by the Town Manager. Further action of such ordinance shall be deferred until the next meeting of the Council.
- (c) A mandatory review period of ten (10) calendar days exists for all labor contracts presented to the Town Council for ratification. The review period begins once the proposed labor contract has been filed with the Town Clerk. At the recommendation of the Town Manager and an affirmative vote of not less than eight (8) members, the Town Council may waive the requirement of a mandatory review period.

Town Council Policy and Procedures

19. **Written Form:**

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in written form.

20. **Time:**

No ordinances, other than an emergency ordinance, requiring action by the Council shall be considered unless such has been filed with the Town Manager on or before 5:00 p.m. of the seventh day before the meeting at which the matter is to be introduced; provided, however, that this rule shall not prevent any member of the Council from introducing at any meeting a matter of new business which does not call for action by the Council at that meeting.

21. **Copies:**

It shall be the duty of the Town Manager, immediately upon the introduction of any ordinance, to prepare copies of such proposed ordinance, one copy of which shall be retained in the Office of the Town

Clerk for public inspection, and one copy posted on the Town Bulletin Board and the Town's Official Website. The Town Manager shall also promptly furnish each member of the Council, the Town Clerk and the Town Attorney with a copy of such ordinances.

22. **Filing:**

The copy of the proposed ordinance or repeal of a vote be retained in the Town Clerk's office shall have endorsed thereon the name or names of the member or committee introducing such document, or have attached thereto the elector's petition as required under the Town Charter, Chapter II, Section 7, [Page 6](#), and at the end thereof, under the caption "Statement of Purpose," shall contain a brief statement of its purpose, which statement shall not be a part of the ordinance. Where such document is introduced by electors' petition, such copy shall be further endorsed by the Town Clerk certifying that the requirements of the Town Charter, Chapter III, Section 7, [Page 6](#), have been satisfied. The Statement of Purpose and such endorsements shall be included on all copies of the document to be prepared by the Town Manager prior to the final action taken on such document. (Town Charter, Chapter III, Sections 6 and 7, [Page 5 and Page 6.](#))

23. **Public Hearing:**

At least one (1) public hearing, prior notice of which shall be given, not more than fifteen (15) days nor less than five (5) days, by publication, in a newspaper having a circulation in said town, Official Town Website and by posting a notice and the full text of the ordinance in public places, including, but not limited to, Town Hall and the Central Library, shall be held by the Council before any ordinance shall be passed. (Town Charter, Chapter III, Section 6, [Page 5.](#))

24. **Passage:**

(a) Any ordinance which shall have had its public hearing shall be taken up by the Council at its next session, shall be read, and thereupon, shall be open for debate and amendment. On the close of debate, the Presiding Officer shall entertain a motion to place such ordinance on final passage. Any member, at any time when there is no motion before the Council, may move to put the proposed ordinance on final passage. The motion for final passage shall not

Town Council Policy and Procedures

be debatable and shall take precedence over all other motions except one for adjournment. Upon being seconded, the Presiding Officer shall immediately put the motion to the Council. If such motion is adopted, no further debate or amendment shall be allowed, and the Mayor Presiding Officer shall immediately call the roll for its final passage. If such motion is not adopted, the ordinance shall still be open for debate and amendment until such time as a motion for final passage is adopted.

- (b) Every ordinance, after passage, shall be given a serial number and be recorded by the Town Clerk in a book to be kept for that purpose which shall be properly indexed. Within ten (10) days after final passage, all ordinances shall be published once in their entirety in a newspaper having circulation within the Town. Every ordinance, unless it shall specify a later date, shall become effective on the fifteenth (15) day following its final passage. (Town Charter, Chapter III, Section 6, Page 5.)
- (c) Any resolution may be passed at the meeting at which it is introduced.
- (d) Prior to entering any motion with respect to legislation pending before the Town Council, the Presiding Officer shall provide one of the following:
 - Reading of the legislation by title only, providing that a verbal summary of the legislation be provided to Council by an appropriate member of staff prior to the Council's debate and consideration of such legislation; or
 - A complete and full reading of the legislation by the Presiding Officer occur prior to the Council's debate and consideration of such legislation.

Nothing herein shall preclude the complete and full reading of any legislation pending before Council by motion, second, and majority vote of the Council for such legislation to be read in its entirety.

25. Emergency Ordinance:

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted by not less than six (6) affirmative votes in the Council. An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after such publication and no public hearing or notice of public hearing shall be required for any public emergency measure. (Town Charter, Chapter III, Section 6, Page 5.)

26. Emergency Procedure: Only when a Natural or Unnatural Disaster prevents the assemblage of 6 Town Councilors to conduct business. The Town Manager and the Town Councilors that can assemble will act for the council and conduct business only for emergency matters that cannot wait for the next meeting. (Town Attorney Opinion – Attachment A).

27. Communication:

(a.) Outside of Public Meeting: The Town Council as a whole will conduct business as noticed meeting and will have open discussion. Town Councilors ~~can~~ should refrain from conducting business that has not been properly noticed; (ie – Email/text – any additional forms of electronic communication that has open discussion of all members of the council and has discussion that should be in an open, noticed meeting)

Town Council Policy and Procedures

(b.) *During a Public Meeting: If councilors receive electronic communication during a public meeting, such communication may be brought to the attention of the council during Public Communication, and person will be identified as to citizen name and address, and will follow all the rules pertaining to Public Communications. A councilor may also choose to treat the question or comment as his or her own during Councilor Communication or council discussions.*

28. Meeting Attendance:

(a.) *In-Person: It is anticipated that all councilors shall attend Council Meetings in person.*

(b.) *Remote Participation: When a councilor cannot appear in person, but will be able to participate remotely, he or she shall participate in the entire meeting.*

(1) *Provided a quorum is physically present, a Councilor may participate in a meeting by video or audio conference if prevented from physically attending because of, but not limited to, one of the following:*

- 1. Employment or district business;*
- 2. A time-sensitive or other urgent situation;*
- 3. Personal/family vacation.*

(2) *If a councilor wishes to participate in a meeting by video or audio conference, he or she must notify the Town Manager at least 24 hours before the meeting unless advance notice. The Town Manager will inform the Mayor of such planned participation and will make the appropriate arrangements.*

(3) *Approval to remotely participate with less than 24 hours advanced notice will be granted solely by the Town Manager and the ability to make appropriate arrangements.*

(4) *Any Councilor may remotely participate in a maximum of two (2) Council meetings per calendar year; additional requests will be refused. A Councilor who participates in a meeting remotely, as provided herein, may participate in all aspects of the Town Council meeting including voting on any items. Any meeting with a member participating remotely must be chaired by a physically present officer of the Town Council*

29. Amendments:

Any amendment to these rules shall be **submitted** in writing at any meeting of the Town Council and may be adopted by the affirmative vote of not less than six (6) members at a subsequent meeting of the Council. No amendment may be made to these rules which will conflict with the provisions of the Town Charter.

**LIST OF COUNCIL MEETINGS:
ADOPTION AND AMENDMENT OF POLICY AND PROCEDURE**

<u>Date of Meeting</u>	<u>Adopted/Amended</u>	<u>Motion(s)/Resolution</u>
-------------------------------	-------------------------------	------------------------------------

Town Council Policy and Procedures

September 27, 1965	Adopted	Motion N
October 9, 1967	Amended	Motion 216
March 10, 1969	Amended	Motions 571 & 572
January 12, 1970	Amended	Motions 763, 764, 765 & 766
January 12, 1970	Adopted	Motion 768
December 13, 1971	Adopted	Motion 1355
December 10, 1973	Adopted	Motion 1899
December 8, 1975	Adopted	Motion 2575
May 17, 1976	Amended	Motion 2745
November 14, 1977	Adopted	Resolution 3175
November 13, 1979	Adopted	Resolution 3922
November 9, 1981	Adopted	Resolution 4691
February 1, 1982	Amended	Resolution 4832
November 15, 1982	Amended	Resolution 5104
November 14, 1983	Adopted	Resolution 5509
March 19, 1984	Amended	Resolution 5652
April 16, 1984	Amended	Resolution 5692
June 17, 1985	Amended	Resolution 6254
November 12, 1985	Adopted	Resolution 6450
March 17, 1986	Amended	Resolution 6685
November 9, 1987	Adopted	Resolution 7619
November 13, 1989	Adopted	Resolution 8824
February 5, 1990	Amended	Resolution 9094A
November 18, 1991	Adopted	Resolution 0238
November 8, 1993	Adopted	Resolution 1257
November 13, 1995	Adopted	Resolution 2244
November 10, 1997	Adopted	Resolution 3234
August 7, 2000	Amended	Resolution 4776
November 15, 2001	Amended	Resolution 5535
November 15, 2001	Adopted	Resolution 5536
December 1, 2003	Amended	Resolution 6849
September 20, 2004	Amended	Resolution 7396
April 3, 2006	Amended	Resolution 8730
January 7, 2008	Amended	Resolution 9613
March 3, 2008	Amended	Resolution 9712
December 21, 2009	Amended	Resolution 705
January 17, 2012	Amended	Resolution 1657
April 21, 2014	Amended	Resolution 2669
January 2, 2018	Amended	Resolution 4466

Town Council Policy and Procedures

Insert Attachment A

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Amending Town Council Resolution No. 4472
Regarding the Joint Facilities Committee**

WHEREAS, the Town Council adopted Resolution No. 4472 establishing the permanent Joint Facilities Committee (Committee); and

WHEREAS, Resolution No. 4472 established the membership and appointment criteria establishing a committee of up to twelve (12) members; and

WHEREAS, the Town Council desires to amend the criteria for appointments to the Committee.

NOW THEREFORE BE IT RESOLVED, that the Town Council appoint four (4) of its members to the Committee and that, of the four (4) Town Council members on the Committee, two (2) shall be members of the majority political party then seated on the Town Council and two (2) shall be members of the minority political party then seated on the Town Council; and

BE IT FURTHER RESOLVED, that the Board of Education appoint four (4) of its members to the Committee and that, of the four (4) Board of Education members on the Committee, two (2) shall be members of the majority political party then seated on the Board of Education and two (2) shall be members of the minority political party then seated on the Board of Education; and

BE IT FURTHER RESOLVED, that the majority political party then seated on the Town Council appoint two (2) electors to the Committee, and that the minority political party with the most members on the Council (predominant minority party) appoint one (1) elector to the Committee; and

BE IT FURTHER RESOLVED, that the majority political party then seated on the Board of Education appoint one (1) elector to the Committee; and

BE IT FURTHER RESOLVED, that all other provisions of Resolution No. 4472 shall remain in full force and effect.

Prepared by: Town Attorney
Date Prepared: February 7, 2020