

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
TUESDAY, FEBRUARY 19, 2019**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, February 19, 2019. The meeting was called to order at 7:00 p.m.

**PRAYER** – The Prayer was given by Councilor Muller.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Bosco, Cekala, Cressotti, Davis, Deni, Ludwick, Muller, Sferrazza, Szewczak and Unghire. Councilor Kiner was absent. Councilor Davis left the meeting at 9:08 p.m. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Town Clerk, Suzanne Olechnicki; Assistant Town Attorney, Mark Cerrato; Director of Social Services, Dawn Homer-Bouthiette; Director of Finance, John Wilcox; Director of Development Services, Lauren Whitten, Director of Public Works, Donald Nunes

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Ludwick made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #4894** by Councilor Deni, seconded by Councilor Muller, to accept the minutes of the February 4, 2019 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4894** adopted 9-0-1, with Councilor Davis abstaining.

**MOTION #4895** by Councilor Muller, seconded by Councilor Cressotti to accept the minutes of the February 4, 2019 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4895** adopted 9-0-1, with Councilor Unghire abstaining.

**SPECIAL GUESTS**

None

**PUBLIC COMMUNICATIONS & PETITIONS**

Bob Tkacz, 815 Woodgate Circle

Mr. Tkacz stated that West Hartford has taken away 96-gallon rubbish barrels and substituted them with 46-gallon barrels due to the fact that half of the items in the rubbish barrel

were actually recyclable. He stated that recycling is the way to save money and he hopes the Council acts on that today.

Mr. Tkacz went on to state that the only answer he ever receives regarding the selling of excess buildings is that they are working on it.

Mr. Tkacz stated that seniors are being beaten for EMS bills and that the Council should concentrate on uncollectible taxes in Enfield. He suggested that the names of residents who are not paying their taxes should be published.

Mr. Tkacz stated that in the past when someone was appointed to a Commission they needed to have qualifications and this has changed.

Mr. Tkacz described problems that had occurred with the school boards in Ansonia and Longmeadow. He stated that school board members in Longmeadow got so much heat from the community that they resigned. Mr. Tkacz stated that they have rules of order and anyone who has the floor has the right to speak without interruption.

Judy Kilty, 83 Abbe Road

Ms. Kilty stated that she had spoken with Carol Hall and John Kissel's office and they are unsure where the bonding for JFK stands. She stated that she hopes the Council has a Plan B. Ms. Kilty stated that waiting ten years to get the school building fixed was a bad idea and that they deserve answers to know what Plan B is.

Ms. Kilty stated that the mayor was unhappy with loans that had been awarded to help people affected by the government shutdown. She asked if there was any information to show that Enfield had suffered because of these loans, and stated that the letter written by the mayor to the newspaper was petty. Ms. Kilty stated that the opinions of the mayor do not represent those of the town and that his recent outbursts and loud lecturing are not a good representation for the town.

Tom Sirard, 32 D'Annunzio Avenue

Mr. Sirard stated that it is appropriate for the Town Council to make a statement about tolls and to support a comment that tolls will adversely affect Enfield. He stated that he owns a business on Route 5 and pays \$20,000 in property taxes per year for his home and business. Mr. Sirard stated that tolls are a tax and that the roads are in bad shape because money from the transportation fund was pilfered and used for other things.

Mr. Sirard stated that Route 5 turns into a parking lot whenever there is an accident nearby on I-91. He stated that people will use Route 5 and Thompsonville to avoid tolls and these areas cannot handle that kind of traffic. He stated that no one would be able to get into the parking lot of his business, and that anyone who supports the tolls does not support Enfield.

Mr. Sirard stated that he used to be an elected person and knows a lot about Enfield history. He stated that the schools are decrepit from decades of not being fixed, not just ten years. Mr. Sirard explained that the school buildings were turned over to the town because the school board used to allocate money for repairs and then not do them.

Mr. Sirard stated that he had stopped running for office due to the negativity that has infected the politics in town, stating that it has become about personalities. He stated that meetings are supposed to be for discussing items on the agenda, but now anyone can sit in front of the microphone and tear down any citizen, which is not right. Mr. Sirard described various acts of vandalism and harassment that he had experienced as an elected person.

Michael Daigneau, 244 Pearl St

Mr. Daigneau thanked the Council for putting tolls on the agenda, stating that he cannot afford them. He requested that the Council all consider voting for it.

John Unghire, 271 Abbe Road

Mr. Unghire stated that, as a resident of Connecticut, it is becoming increasingly frustrating that the government keeps returning to the taxpayer well to clean up its mess. He stated that the implementation of tolls in Connecticut represents a small part of a bigger fiscal problem. Mr. Unghire stated that legislators must recognize that it is the taxpayers' money, and suggested that rather than increase taxes the government should stop spending more than they take in. He listed several reasons why he does not support tolls in Connecticut and challenged elected officials at all levels to fix the root problems rather than band aid. Mr. Unghire urged the Council to say no to tolls.

Jack Sheridan, 7 Buchanan Road

Mr. Sheridan spoke about insurance costs versus cash payments to doctors and medical facilities. He stated that he wants people to be aware that the insurance companies do not necessarily get paid what they charge, as Medicare cuts it by at least 60%. He stated that there is no difference between a discount for paying cash and a discount for being 65 and on Medicare. Mr. Sheridan described a conversation he had with Dr. Figueroa, stating that he needs to keep five employees on staff just to do the billing.

Regarding school maintenance, Mr. Sheridan stated that it was in the budget for years and the money did not have to be applied where it had been allocated.

Mr. Sheridan asked if there were any known successful results in the TIFs as he does not like knee-jerk reactions like the one that occurred with PCBs at JFK.

Mr. Sheridan read an excerpt from a newspaper article which stated that Governor Lamont wants to put Connecticut on a "debt diet." He stated that he had told the Secretary of State's office to look into why they are approving these requests for bonding schools that are not needed. Mr. Sheridan stated that this is leading to regionalization, which will result in all these schools with empty seats and students being bussed in.

Chris Rutledge, 7 Victory Street

Mr. Rutledge stated that the changes to the intersection of South Road, Raffia Road and Beech a few years ago had resulted in successful alleviation of traffic. He suggested that a similar change be made where Hazard Avenue intersects with North and South Maple Streets, as cars get stuck at this light very frequently.

Regarding tolls, Mr. Rutledge stated that Connecticut is in a financial mess and that there are two schools of thought when it comes to fixing it: solving a revenue problem or solving a spending problem. Mr. Rutledge stated that tolls are a short-term solution. He cited areas of excessive spending in Connecticut, stating that the state needs to cut spending rather than try to find new sources of revenue such as tolls. He concluded that he hopes to see the Council vote in favor of that resolution tonight.

Melissa Everett, 2 Post Road.

Ms. Everett stated that as a member of the middle class, she is nearing retirement and does not have a ton of money. She stated that the tolls when she drives to Massachusetts and New York on business do not dent her budget too much and she does not begrudge paying to invest in value for public goods like roads. Ms. Everett agreed that it would be wise to address spending and root causes of the state deficit, but that does not mean they cannot also develop new revenue sources.

Ms. Everett stated that she would be unhappy to see the town go on the record to oppose tolls, as the entire town is not opposed to tolls. She urged the Council not to vote on the resolution but rather to table it. She stated that to endorse a principal on behalf of the town, there are ways to invite full community comment prior to speaking on behalf of the entire town.

Ms. Everett concluded that it is time to raise the bar of what they are doing procedurally and not casually pass resolutions on behalf of the town that do not actually represent the views of the town.

Mary Ann Turner, 7 Meadow Road

Ms. Turner stated she is pro-resolution and the only way the legislators are going to listen is if they are pushed. She stated that she is against tolls and that it will be very expensive every month for Enfield residents.

Ms. Turner stated that there was an article in the newspaper regarding zero-waste recycling. She explained that a local company called Blue Earth Compost takes food scraps and returns it as compost. Ms. Turner stated that it seemed like a good idea for those who have gardens.

Joe Albert, 229 Columbia Road

Mr. Albert stated that he is against tolls. He stated that truck drivers delivering groceries will add the toll costs to their bill, resulting in increase to taxes on groceries and prescriptions. Mr. Albert stated that tolls will add more traffic to residential areas, which could cause more accidents. He stated that voting no on tolls will keep business in the state, and urged the Council to vote yes on the resolution tonight. Mr. Albert stated that people are being taxed to death in town and they need to start thinking about getting rid of unnecessary programs, consolidating schools and selling vacant buildings.

Marie Pyznar, 25 Roy Street

Ms. Pyznar stated that she agrees with prior speakers regarding no tolls, and she hopes the Council agrees to pass the resolution as a town. Ms. Pyznar listed the reasons she is proud to live in Enfield and have raised her kids here, including the schools, vibrant community college, outpatient surgical center and cancer center, multiple social service programs, housing for elderly/disabled/low-income residents, public transportation at affordable prices, soup kitchen,

food pantry, warming center, emergency personnel, senior center, shopping opportunities, trash pickup, snow removal, town festivals and holiday celebrations. Ms. Pyznar stated that the best part about living in Enfield is the residents themselves, who always come together to help neighbors in need. She concluded that Enfield is a great town to live in, and she hopes residents will share their positive thoughts at the next meeting. She thanked the Council for their time and dedication.

Walter Kruzel, 21 Charnley Road

Mr. Kruzel urged the Council to vote yes for no tolls in Enfield. He stated that the Board of Education meeting was snowed out last week, so he wants to let people know that Buzz Robotics is having a pasta dinner on February 27, 2019 at 5 PM at St. Bernard's Parish Hall. He provided details on the event and wished Buzz Robotics luck on their upcoming competitions.

Raymond Peabody, 370 Washington Road

Mr. Peabody thanked the Council for their time and efforts and stated that he supports and appreciates them. He stated that the Council represents 45,000 people in town, many of whom go up and down I-91 every day. Mr. Peabody requested that the Council be his voice to the legislature and governor, and put together a letter asking them to consider something else rather than tolls. He stated that more data is needed and that the Council should find out what the costs will be, how many tolls will be implemented and how many Enfield residents are for and against tolls. He stated that perhaps with more information in the future, but at this time no.

Mr. Peabody thanked the Council for putting together the TIF and asked them to keep working together.

Chairman Ludwick asked if anyone would like to speak for the first time; no one came forward.

Chairman Ludwick asked if anyone would like to speak for the second time.

Judy Kilty, 83 Abbe Road

Ms. Kilty reiterated her request for a Plan B. She asked what will happen when a major bridge or roadway collapses and lives are lost. She stated that the amendment to the state constitution will allow for enforced controls to ensure the money from the tolls goes to what it is intended for. Ms. Kilty concluded that, while she does not like it, the tolls are coming.

Bob Tkacz, 815 Woodgate Circle

Mr. Tkacz stated that pig farmers used to pick up food waste for free. Regarding tolls, he stated that he had looked at where the gantries will be located and it is going to cost him \$5,000 per year, which he cannot afford. Mr. Tkacz stated that 91 and 95 belong to the federal government and tolls cannot be put up without their permission. He stated that the federal government gave \$400 million per year to not have tolls, and this will be taken away if the tolls are put up. He went on to state that the Connecticut legislature will not reduce gas taxes if tolls are put up, and that Connecticut has the highest gas tax in the nation.

Mr. Tkacz stated that he would be interested to know the average number of taxes collected in Enfield, as most towns collect in the 99% range.

Joe Albert, 229 Columbia Road

Mr. Albert referenced a Boston Globe article dated May 24, 2018, stating that the new electronic toll systems in Massachusetts fail to read license plates, resulting in a loss of money for the state of Massachusetts. He stated that Connecticut is not going to gain money on this, and that tolls will put a lot of people out of business and cause people to move out of state. He added that there will be accidents at the toll plazas.

Jonathan LeBlanc, 12 Hemlock Drive

Mr. LeBlanc stated that he will be graduating college this year and that issues like tolls and taxes are scaring people in his generation. He stated that he loves Connecticut and wants to make a life here, but that Connecticut may lose people his age because it is very expensive place to live and continues to grow more expensive.

Taylor Day, 37 Lincoln Street

Ms. Day stated that she came from the protests across the street and the tolls make no fiscal sense. She stated that New York and Massachusetts have tolls, but they also have lower business tax and income tax, better schools, higher populations and other advantages that Connecticut does not have.

Marcy Taliceo, 23 Coolidge

Ms. Taliceo suggested there should be diversity amongst town leaders and employees. She stated that she is the only person of color on a town commission in Enfield and she would like to see the statistics on teachers and school administrators. Ms. Taliceo stated that she was told by Board of Education members that the qualified people of color do not exist, which is ridiculous and embarrassing to Enfield.

### **COUNCILOR COMMUNICATIONS & PETITIONS**

Councilor Bosco thanked the audience for coming and stated that he pays a large amount of money in fuel tax with his business. He stated that the registration to run a truck is ten times more than that of the average person. Councilor Bosco stated that he hopes there are no tolls coming but they probably are, and that while he does not know if the Council will change that, he will feel better that he tried.

Councilor Bosco explained the reasons that he cannot support the tolls, as they will result in his business having to charge more or lose profit. He stated that people such as his daughter who commute to work for minimum wage will have to give up an hour of wages just to drive there.

Councilor Bosco thanked Ms. Pynzar for her positive statements, stating that people say false negative things about the town when it is actually a beautiful community. He stated that people will not want to come to Enfield if they keep speaking poorly about the town. Councilor Bosco stated that the Commissions will be using qualified people from now on and the negativity is not helping Enfield.

**MOTION #4896** by Councilor Szewczak, seconded by Councilor Deni, to suspend the rules and move items A1, E, F, G, H, I, J, K, L, M and N to Miscellaneous and proceed to vote.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4896** adopted 8-0-0. Councilors Bosco and Davis out at the vote.

Councilor Unghire thanked people for coming to the meeting and voicing their opinions. She stated that she had attended the Narcan training at Ministries of Love & Hope two weeks ago and found it to be a proactive approach to treating the opioid crisis.

Councilor Unghire stated that Asnuntuck Community College is having a wedding expo next month and Savings Institute on Freshwater Boulevard is having a ribbon cutting ceremony on February 27, 2019 at 4:30.

Councilor Cressotti stated that Councilor Kiner is currently out of the hospital and would like to express thanks to all who wished him well. He stated that Councilor Kiner will hopefully be back to the Council meetings soon.

Councilor Cressotti congratulated the Opera House Players on their successful production. He stated that they are still conducting fundraisers and he hopes people will attend the show.

Councilor Cressotti gave a shout out to Lucien Lefevre, who was awarded a state award for the work he does for the American Legion Post.

Councilor Cressotti stated that this weekend is the Connecticut State Special Olympics Winter Games and Enfield Allied Stars will be representing Enfield at the festival. He stated that the Enfield Athletic Hall of Fame will be moving their plaques into the Hall of Champions at Enfield High School, and that ESPN founder Bill Rasmussen will be in attendance at the function at the end of April.

## **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Bromson stated that he is happy to report they received all necessary permitting and approvals for Orlando Drive, so work will be underway soon.

Mr. Bromson stated that he is hopeful that the money for JFK is guaranteed to the town. He noted that the money owed by the DOC for sewer operations is a contractual obligation and different from proposed projects for the town and that he does not understand why it is under the bond commission auspices at all.

Mr. Bromson provided an update on the Eversource testing, stating that the laboratory analysis is complete, and the next steps will be discussed at the next meeting.

Mr. Bromson stated that Director of Finance John Wilcox did address pertinent questions that had been posed over the last few months in the Project and Activities (PAR) Report. He urged people to understand that they can make an appointment and do not have to wait for a Council meeting. Mr. Bromson explained that municipal budgeting is different than the private sector, and reiterated that anyone with questions can call Mr. Wilcox.

Mr. Bromson stated that at the last meeting Mr. Tkacz had asked about ventilators in DPW vehicles. He explained that the police K-9 vehicles got ventilators and they were not for DPW. Mr. Bromson stated that strict anti-smoking policies are in place for DPW vehicles, and added that he will be available to talk to Mr. Tkacz regarding the Medicare reimbursement issue. He stated that there are very strict rules about collection for in-town residents.

Chairman Ludwick asked if there were any other questions for the Town Manager.

Councilor Szewczak stated that the responses to the budget questions are in the PAR and she does not know if it is in their best interest to read the answers into the record. Mr. Bromson stated that everyone has a right to be heard, but that taking time at the meeting to read that will be a long exercise. He stated that people attending meetings want to hear about what is on the agenda and many towns limit public communication to only agenda items. Mr. Bromson suggested that the Council focus on the agenda at Town Council meetings and possibly conduct quarterly or monthly meetings to have further discussions.

Councilor Szewczak stated that she agrees, and she hopes that the “gotcha” moments will stop as it is not fair to the staff.

Mr. Bromson stated that perhaps Public Communication should consist of items on the agenda as the Council is getting derailed and distracted. He invited Mr. Wilcox to come before the Council to address some of Mr. Young’s statements that were less than accurate.

Director of Finance John Wilcox stated that he went through and tried to address any questions that related to finance, most of which had come from Mr. Young. Regarding why the annual audit takes so long, Mr. Wilcox stated that this is because there are not many audit firms that do municipal auditing as the rules are specialized and unique. He explained that there are probably 3-4 firms in the state that do it, none of which responded to their appeal last time.

Mr. Wilcox stated that Worker’s Compensation is not billed on a payroll basis but rather a lost responsive plan, which means they are responsible for the first \$250,000 of every Worker’s Compensation loss before insurance kicks in.

Mr. Wilcox explained that the \$75,000 in overtime that Mr. Young called into question is mostly for police walking patrols during the warmer months.

Mr. Wilcox addressed the question regarding the big change in investment income on the 2017 financial statements, explaining that they had received a large donation for the talented & gifted program at JFK. He stated that this money is restricted for use on this program and is not available for spending on anything else, but it is still included on the investment income line on that financial statement. He stated that the investment income on the 2018 financial statements is about \$340,000, about \$100,000 of which relates to income based on this program. Therefore, Mr. Wilcox explained, the investment income available to spend is about \$200,000.

Regarding the comment that they should be able to make more than 3% on investments, Mr. Wilcox stated this is incorrect as they are restricted on what they can invest money in and rates of return are very low.

Mr. Wilcox stated that the delinquent taxpayer list is on the town website so that information is available.

Mr. Wilcox went over the main reasons for the tax receivable balances increasing, stating that the tax collection rate is about 98%.

Councilor Deni stated that he agrees with Mr. Bromson that on a quarterly basis residents can come before the Council to discuss any issues. Mr. Bromson stated that avenue and forum are needed, to which Councilor Deni stated that it should be on a Council meeting night. Mr. Bromson stated that they will do it from 6-7 PM so people with specific questions or issues can have them addressed there.

### **TOWN ATTORNEY REPORT & COMMUNICATIONS**

No formal report

### **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

Councilor Muller stated the JFK Building Committee met, and the RFQ submittals will be submitted to Committee members today. He stated that they have a total of seven firms and the Committee will be reviewing, scoring and short-listing them at this Thursday's meeting.

Councilor Unghire stated that First Readers is having their trivia contest this Saturday night.

Councilor Unghire stated that the Enfield Together Coalition (ETC) is planning a youth rally and meeting with a potential speaker next week.

Councilor Unghire stated that she had attended the Community Anti-Drug Coalition of America (CADCA) in Washington DC last week and spoke briefly about her experience there.

Councilor Szewczak stated that the Facilities Committee has released the master plan and will be getting RFP/RFQs back at the end of the month. She stated that there are three resolutions for the Henry Barnard tonight, and that after it is repaired over the summer the next roofs are Eli Whitney and Hazardville Memorial.

### **OLD BUSINESS**

**MOTION #4897** by Councilor Szewczak, seconded by Councilor Muller, to remove Item 13 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4897** adopted 10-0-0.

**NOMINATION #4898** by Councilor Szewczak, seconded by Councilor Muller, to reappoint Sandra Nuccio (R) to the Library Board of Trustees for a term which expires 12/31/2021.

**MOTION #4899** by Councilor Cekala, seconded by Councilor Deni, to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4899** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Sandra Nuccio appointed to the Library Board of Trustees by a 10-0-0 vote.

**MOTION #4900** by Councilor Cekala, seconded by Councilor Szewczak to remove Item 17 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4900** adopted 10-0-0.

**NOMINATION #4901** by Councilor Cekala, seconded by Councilor Cressotti, to appoint Marcy Taliceo (D) to the Planning and Zoning Commission (Alternate) for a term which expires 12/31/2021.

**NOMINATION #4902** by Councilor Bosco, seconded by Councilor Muller, to appoint John Petronella (D) to the Planning and Zoning Commission (Alternate) for a term which expires 12/31/2021.

**MOTION #4903** by Councilor Szewczak, seconded by Councilor Deni, to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4903** adopted 10-0-0.

Councilor Bosco stated that he nominated John Petronella because of his character and experience. He stated that Mr. Petronella knows what he is doing, that his integrity is second to none and he will be a perfect fit for the position.

Councilor Sferrazza stated that he will be supporting Mr. Petronella. He read through the qualifications on Mr. Petronella's application. Councilor Sferrazza cited Mr. Petronella's knowledge, experience and qualifications as his reason for supporting him for this position.

Councilor Cekala stated that she has no doubt that Mr. Petronella would work for the position, but she is supporting Ms. Taliceo. Councilor Cekala stated that Ms. Taliceo continues to show her dedication to the town. She pointed out that Ms. Taliceo is qualified for the position given her experience on the Inland Wetlands and Watercourses Agency (IWWA) and as a business owner in town.

Upon a **ROLL-CALL** vote being taken, the Chair declared John Petronella appointed to the Planning and Zoning Commission with 6 votes for Mr. Petronella and 4 votes for Ms. Taliceo.

All other appointments remained tabled.

Items D, E and F remained tabled.

**MOTION #4903A** by Councilor Muller, seconded by Councilor Szewczak, to remove Item G from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4903A** adopted 6-4-0.

**RESOLUTION #4904** by Councilor Muller, seconded by Councilor Sferrazza.

WHEREAS, the Enfield Town Council believes that the implementation of tolls on Connecticut highways would result in increased traffic on secondary roads in the Town of Enfield with motorists attempting to bypass the tolls; and

WHEREAS, the Council further believes the increased traffic on secondary roads would affect the quality of life of Enfield residents in numerous ways including:

1. a dramatic increase of heavy-duty commercial vehicles and tractor trailer truck presence encroaching on our scenic New England community, negatively impacting the Town's character and atmosphere;
2. a dramatic increase in traffic by heavy-duty commercial vehicles and tractor trailers subjecting streets to increased damage, maintenance and repair costs resulting in an increased tax burden;
3. crowding of secondary roads, an increase in traffic accidents, and disruption of the pedestrian enjoyment in and around the roads affected;
4. traffic congestion from increased vehicles and accidents delaying response time for emergency personnel, causing significant safety concerns and compromising the standard of safety care;
5. discouraging retail establishments and shopping, putting our valued local businesses at a competitive disadvantage and increasing costs and convenience to residents.

NOW THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby declare its opposition to the implementation of tolls on state highways within the Town of Enfield's jurisdiction; and

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby submit this resolution to the governor of the State of Connecticut and the Connecticut State Legislature.

Councilor Sferrazza stated that constructing one mile of road in the state of Connecticut involves the highest administration costs in the entire country.

Councilor Sferrazza stated that he will be supporting the resolution, and that he does not see why the Town Council would not have the right to speak on this issue. He stated that he is aware the decision will not be made by the Council, but he feels obligated to look out for the welfare of the citizens of the town. Councilor Sferrazza stated that he is aware that his vote does not speak for everyone in town. He stated that there is still a lot unknown about the tolls in terms of cost and location, but they do know that Senate Bill 102 has been introduced, and Governor Lamont changed his mind about tolls being restricted to trucks.

Councilor Sferrazza spoke about the high gas tax and overall tax burden for residents of Connecticut. He went on to state that in September the Big E traffic would be impacted by the implementation of tolls.

Most importantly, Councilor Sferrazza stated, tolls are a regressive tax. He explained that this means the tax is applied uniformly to every car that goes through that toll, so everyone will be charged the same regardless of income. Councilor Sferrazza concluded that it is appropriate for the Council to take action to be heard, and waiting for all the facts to come in will be too late. He stated that if the Council does not vote on this they will lose their voice.

Councilor Cekala stated that she appreciates everyone's input on the tolls and she implores them all to spend this much time and energy commenting on the Public Hearing for the town budget. She stated that one bill was put forward and it is not formal legislation. Councilor Cekala stated that by her understanding there will be two options in the budget tomorrow: one which involves just tolling trucks and the other for tolling both cars and trucks. She stated that she travels to Massachusetts five days a week and a toll on 91 will affect her; however, she is not completely opposed to tolls. Councilor Cekala stated that she wants to know what the bill is going to look like and she wants to be given this information by her State Representative and Senator. Councilor Cekala stated that the resolution will make no difference and is counterproductive as the Council has no control over this issue.

Councilor Cekala stated that she appreciates when people have their positions backed in facts and data rather than emotion and inaccurate information. She stated that she will not support this resolution as there are no facts, and this being taken off the table and voted on today is premature and counterproductive. Councilor Cekala stated that there is no formal legislation on tolls at this time, so the Council should not be making a formal resolution against them.

Councilor Cressotti stated that while he is not in favor of tolls in Enfield, this was not a bipartisan resolution. He stated that the wording of the resolution implies that the Town Council had a say in the resolution, which they did not. Councilor Cressotti stated he would need more information and knowledge on where the points on the resolution came from, and that the resolution does not even address the cost to commuters. He stated that he lives on Route 5 and cares about tolls, but

the entire Council should have been involved in the resolution. Councilor Cressotti stated that he is asking for more information from State Representatives prior to a vote, and that he would like to see in writing what the tolls are going to cost the people of Enfield. He stated it is a premature vote as they are voting on something that does not even exist yet.

Councilor Bosco pointed out that Representatives Carol Hall and Tom Arnone were not present at the meeting. He stated that this resolution has been out for four weeks and no one came over with anything to add, but rather they stalled it. Councilor Bosco stated that it takes six votes to pass it. He stated that revenues in New York are way down due to people moving away because of the high taxes, and this is happening in Connecticut as well. Councilor Bosco stated that there were leadership meetings in which they could have added to or suggested changes to the resolution.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4904** adopted 6-4-0, with Councilors Cekala, Deni, Davis and Cressotti voting against the resolution.

### **NEW BUSINESS**

Appointments to the Prison Town Liaison Committee will move to Old Business

### **ITEMS FOR DISCUSSION**

The appointment to the Historic District Commission will move to New Business

### **MISCELLANEOUS**

### **CONSENT AGENDA**

**MOTION #4905** to approve the Consent Agenda  
Transfer of Funds for Planning and Zoning Commission \$3,068.

Mr. Bromson explained that last year's budget was reduced beyond what the mandatory minimum was and that this is an internal transfer to cover the state-required costs of posting legal ads and copying/reproduction.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **RESOLUTION #4905** adopted 8-0-0. Councilor Bosco out at the vote.

**RESOLUTION #4906** by Councilor Muller, seconded by Councilor Szewczak.

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 51400 \$29,234.24

DDHVE Grant Revenue  
25006130 461211 \$29,924.17

Medicare  
25006130 522100 \$ 423.90

Workers Comp  
25006130 526000 \$ 230.95

Unemployment  
25006130 525000 \$ 35.08

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 8, 2019.

John A. Wilcox, Director of Finance

APPROVED BY: \_\_\_\_\_ Town Manager Date: \_\_\_\_\_

Mr. Bromson explained that this is a distracted driving grant for the Police Department and this resolution allows them to transfer funds to their overtime account.

Upon a ROLL-CALL vote being taken, the Chair declared **RESOLUTION #4906** adopted 7-0-1 with Councilor Deni abstaining. Councilor Bosco out at the vote.

**RESOLUTION #4907** by Councilor Muller, seconded by Councilor Cressotti.

RESOLVED, that the Finance Director is authorized to carry forward unspent funds from the Distracted Driving Grant Fiscal Year 2018/19 Appropriations, revenue and expenditure accounts in Org code 25006130 into the next fiscal year until all monies are spent.

Date Submitted: February 15, 2019  
Submitted by: Town Manager's Office

Mr. Bromson explained that this resolution involves zero cost to the town and 100% reimbursement.

Upon a ROLL-CALL vote being taken, the Chair declared **RESOLUTION #4907** adopted 8-0-0. Councilor Bosco out at the vote.

**RESOLUTION #4908** by Councilor Muller, seconded by Councilor Deni

RESOLVED, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby adopt the job description for the position of Adult and Community Services Program Manager.

Date Submitted: February 8, 2019  
Submitted by: Dawn Homer-Bouthiette, Director of Social Services

Mr. Bromson stated that Ms. Homer-Bouthiette will be available to answer any questions the Council may have.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4908** adopted 8-0-0. Councilor Bosco out at the vote.

**RESOLUTION #4909** by Councilor Muller, seconded by Councilor Cressotti

WHEREAS, The North Central Area Agency on Aging (NCAAA) provides two (2) grants to the Enfield Adult Day Center; and

WHEREAS, The Enfield Day Center is in the process of submitting two (2) grant applications to the North Central Area Agency on Aging, Inc. for funds that will be available to the Town in Fiscal Year 2019-2020.

RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant applications, in the name and on behalf of the Town of Enfield, with the North Central Area Agency on Aging, Inc.

Submitted: February 19, 2019

Submitted by: Dawn Homer-Bouthiette, Director of Social Services

Mr. Bromson stated that on the face, this is a grant to fund the adult day center that they have applied for in the past. He went on to state that once they apply for this money it will be to the exclusion of other funds that are available in this area for other programs. Mr. Bromson stated that participation was low last year and that this vote is not eliminating the program. Mr. Bromson stated that the cost of the program is \$125,000 per year and went over the costs that will be necessary in this year's budget in order to improve the building. Mr. Bromson concluded that it is not just about this grant, but rather about the larger issue of whether the Council wants to continue the program.

Ms. Homer-Bouthiette addressed the Council to explain why this resolution is broken into three increments.

Councilor Sferrazza asked how many municipalities in Hartford County have adult day centers. Ms. Homer-Bouthiette replied that out of 28 municipalities there are only two with an adult day center. Councilor Sferrazza asked how long the program has been in existence, to which Ms. Homer-Bouthiette replied that it had opened in 1992. Councilor Sferrazza asked how many participants attend the program every day. Ms. Homer-Bouthiette stated that almost none go every day, and that on any given day there are an average of 8-10 people. Councilor Sferrazza asked if all of the participants are Enfield residents, to which Ms. Homer-Bouthiette replied that they are not, explaining that some are from Somers and Suffield due to the available dial-a-ride transportation. Councilor Sferrazza asked how many participants are from Enfield, to which Ms. Homer-Bouthiette replied that nine are.

Councilor Sferrazza asked if the Council must commit \$300,000 to building repairs if the program stays open. Mr. Nunes described the items that had been upgraded as part of the Honeywell project, including the boilers, lighting, lighting controls and water conservation measures. Mr. Nunes listed the remaining items to be fixed, stating that they are easily at \$300,000 to keep the building up to code and prevent the roof from leaking.

Councilor Sferrazza asked how much it costs to run the program and whether there will be a shortfall with the lowered participation this year. Ms. Homer-Bouthiette stated that safety requires three staff on with a 1:7 ratio, so they are staffed for 21 clients at any given time. Ms. Homer-Bouthiette described staffing cuts and reductions in food costs which she stated will probably allow them to break even.

Councilor Sferrazza asked if the program will end up even, ahead or behind. Ms. Homer-Bouthiette stated that they will certainly not be even and described the general fund contribution.

Councilor Sferrazza stated that he is proud the town offers this service as it is very important for family members. He asked if Connecticut will not be giving a tax abatement, to which Ms. Homer-Bouthiette replied that the homeowners tax credit for seniors and the disabled was unfunded by the State so the Council will have to make a decision this year regarding what they will fund for the tax credit.

Councilor Sferrazza asked if this program will assist 600 Enfield seniors or disabled residents. Ms. Homer-Bouthiette stated that the funding is equivalent to restoring the tax credit.

Councilor Sferrazza stated that he would like to do the most good for the most people.

Councilor Deni asked if the costs of the building repairs are to be split with Enfield Housing. Assistant Town Attorney Cerrato stated that he does not know how the numbers break down. Ms. Homer-Bouthiette stated that the lease is a minimal lease, and Mr. Cerrato stated that there is no rent on the lease. Councilor Deni asked if the town is responsible for the roof and boilers, to which Mr. Cerrato replied that since there is no rent the town is responsible for the maintenance of the building. Councilor Deni requested that someone look into this as he thought it was a 50/50 split. Councilor Deni stated that he is adamant about keeping it open.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4909** failed 3-6-0, with Councilors Bosco, Ludwick, Muller Sferrazza, Szewczak and Unghire voting against the resolution.

**RESOLUTION #4910** by Councilor Muller, seconded by Councilor Cressotti

WHEREAS, The North Central Area Agency on Aging (NCAAA) provides a grant to the Family Resource Center; and

WHEREAS, The Family Resource Center is in the process of submitting a grant application to the North Central Area Agency on Aging, Inc. for funds that will be available to the Town in Fiscal Year 2019-2020.

RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant applications, in the name and on behalf of the Town of Enfield, with the North Central Area Agency on Aging, Inc.

Submitted: February 19, 2019

Submitted by: Dawn Homer-Bouthiette, Director of Social Services

Ms. Homer-Bouthiette explained that this is the Grandparents Supporting Grandkids grant, which is an important program operated out of the Family Resource Center for the last 10-12 years. She stated that this grant provides for staff funding as well as food and onsite childcare, and this resolution will allow them to go forward with the application for next year.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4910** adopted 9-0-0.

**RESOLUTION #4911** by Councilor Muller, seconded by Councilor Cressotti

WHEREAS, The North Central Area Agency on Aging (NCAAA) provides grants to Community Services; and

WHEREAS, Community Services is in the process of submitting grant applications to the North Central Area Agency on Aging, Inc. for funds that will be available to the Town in Fiscal Year 2019-2020.

RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant applications, in the name and on behalf of the Town of Enfield, with the North Central Area Agency on Aging, Inc.

Submitted: February 19, 2019

Submitted by: Dawn Homer-Bouthiette, Director of Social Services

Ms. Homer-Bouthiette explained that these grants allow outreach to the community, specifically for seniors. She stated that they would like to expand the Enfield Cares Program among other outreach.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4911** adopted 9-0-0.

**RESOLUTION #4912** by Councilor Muller, seconded by Councilor Cressotti

WHEREAS, Connecticut General Statute section 7-339dd, authorizes municipalities to establish tax increment districts; and

WHEREAS, the Enfield Town Council is committed to economic and commercial development; and

WHEREAS, such development has the potential to expand the economic vitality, create jobs, improve the infrastructure, and expand housing choices for Enfield's residents; and

WHEREAS, the Town Council has authorized the preparation of the Midtown Enfield Tax Increment Financing Master Plan; and

WHEREAS, Connecticut General Statute section 7-339ee requires that the Town Council transmit the Master Plan to the Planning and Zoning Commission for a written advisory opinion, including a determination on the Master Plan's consistency with the Town's Plan of Conservation and Development; and

WHEREAS, the Town Council requests that the Planning and Zoning Commission complete its review within 90 days of its receipt of the Master Plan.

NOW THEREFORE BE IT RESOLVED, THAT the Enfield Town Council hereby refers the Midtown Enfield Tax Increment Financing Master Plan to the Planning and Zoning Commission for review as required by Connecticut General Statute section 7-339ee.

Mr. Bromson stated that this was an expedited time frame and many people put a lot of work into it. He stated that there are three main issues to address: what is the boundary of the TIF, what is the length and duration of the TIF, and what is the percentage of taxes that will be put back into the district for projects there.

Patrick McMahon addressed the Council to explain the next steps in the process. Mr. McMahon stated that they are suggesting 20 years for the TIF, which he said can always be extended. He recommended that the town go with 50% capture of the taxes generated from the increased value, meaning that 50% goes into the general fund and 50% goes into another account to be reinvested within the TIF district.

Mr. McMahon described the boundaries of the TIF district, which he stated make up about 6% of the total taxable real estate in the community when brought all together. He explained that up to 10% is allowed under the state statute, so this allows some flexibility going forward in order to create additional TIF districts in the future.

Councilor Bosco stated that he is for this but thinks that 20 years is way too long and asked whether that time frame can be modified. Mr. McMahon stated that the next steps are a Public Hearing and then adoption, and changes can be made all the way up until adoption.

Mr. McMahon went over the various reasons for the twenty year time frame. Mr. Bromson agreed that the length of time is beneficial in order to build that fund up.

Commissioner Szewczak clarified that it goes to P&Z but the Public Hearing is held by the Town Council, which Mr. Bromson confirmed is correct.

Councilor Cekala asked who created the policy booklet included in their packet, to which Mr. McMahon replied that he did. Councilor Cekala asked if, in voting for the resolution, they are binding themselves to how the TIF advisory committee is put forward in the booklet. She stated that she is for it, but she would like it spelled out that there is one D and one R Council member on the advisory committee.

Mr. McMahon stated that the resolution tonight is just the referral to the Planning and Zoning Commission of the district master plan, and the policy document can still be adopted at a future Town Council meeting. Councilor Cekala clarified that the resolution has nothing to do with how the committee is created; Mr. McMahon confirmed this to be the case.

Chairman Ludwick asked if there were currently any successful TIF districts in Connecticut. Mr. McMahon stated that the most success to date is the town of Windsor Locks, and that the entire downtown Bristol area has also been successful.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4912** adopted 9-0-0.

**RESOLUTION #4913** by Councilor Muller, seconded by Councilor Cressotti

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 II.

Submitted on: February 13, 2019  
Submitted by: Town Manager's Office

Councilor Cekala asked someone to explain the benefit of having the joint facilities committee as the roof committee, to which Councilor Szewczak replied that they did the first one and it makes it simpler.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4913** adopted 9-0-0.

**RESOLUTION #4914** 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 II of the roof replacement at the Henry Barnard School pursuant to Chapter 173 of the Connecticut General Statutes.

Submitted on: May 14, 2018  
Submitted by: Town Manager's Office

Christopher Cykley, Vice-President for Construction Solutions Group sat before the Council to address any questions.

**MOTION #4915** by Councilor Szewczak, seconded by Councilor Muller to amend the date to February 13, 2019.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4915** adopted 8-0-0. Councilor Bosco out at the vote.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4914** adopted 8-0-0 as amended. Councilor Bosco out at the vote.

**RESOLUTION #4916** by Councilor Szewczak, seconded by Councilor Cressotti

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.

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 II.

Councilor Szewczak stated that this is in response to the grant application.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4916** adopted 9-0-0.

Mr. Bromson went over the lease regarding the improvements to be made to the Enfield Adult Day Center. He stated that the lease requires the town to pay for the improvements.

### **PUBLIC COMMUNICATIONS**

Bob Tkacz, 815 Woodgate Circle

Mr. Tkacz reiterated that they should never lose their voice, and stated that Mr. Bromson is causing the public to lose their voice. He stated that if the public cannot bring up items that are not on the agenda, the Council and the school board should not either. Mr. Tkacz brought up a grievance he has regarding the time it takes to receive the abatement. He concluded that no one shows up to Special Meetings.

Jack Sheridan, 7 Buchanan Road

Mr. Sheridan stated he remembers not being able to speak regarding items not on the agenda. He stated that those TIFs have not produced any dollars and he does not like knee-jerk

reactions. Mr. Sheridan stated that he has been checking the budgets for years himself and suggested that a lot of the items in question could be put on as definitions to avoid confusion.

Wendy Costa, 49 Steele Road

Ms. Costa thanked the Council for the resolution on the roof, as a member of the Joint Facilities Committee. She stated that the decision about the NCAA grant was the right fiscal decision. Ms. Costa stated that everyone would like to see all services continued, but that they need to think about whether \$120,000 to benefit nine people is beneficial.

Chairman Ludwick closed public communications.

### **COUNCILOR COMMUNICATIONS**

Councilor Szewczak asked if the IWWA and Planning and Zoning Commission should be combined. Mr. Bromson stated that there are pros and cons, and this can be brought back up and placed onto an agenda for future discussion.

Councilor Deni stated that at one time there were 20-25 people going to the Adult Day Care, but now due to the new management it has been dismantled. He stated that other items should be cut from the budget, such as the \$50,000 a year for police at the July 4<sup>th</sup> Celebration.

Councilor Bosco stated that the Adult Day program was supposed to be self-sufficient and he had saved it in the past, but it has done its time and is no longer needed. He stated that fiscally it is the better decision for the most people in town.

Councilor Unghire stated that Councilor Communications are on the agenda and she was perfectly in order to report on what her committee was doing.

### **ADJOURNMENT**

**MOTION #4917** by Councilor Sferrazza, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4917** adopted 9-0-0, and the meeting stood adjourned at 10:02 p.m.

Appended to minutes of  
February 19, 2019 Regular  
Town Council Meeting  
See page 13

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

TO: Planning and Zoning Commission

Advertising	10190961-554000	\$2,000.00
Postage	10190961-553500	300.00
Copying & Reproduction	10190961-555100	768.00

FROM: Historic District Commission

Salaries – part-time	10190960-589000	\$1,000.00
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FROM: Zoning Board of Appeals

Salaries – part-time	10190962-512000	\$1,180.00
Postage	10190962-553500	150.00
Advertising	10190962-554000	300.00
Supplies/Materials	10190962-560000	55.00
Office Supplies	10190962-561200	105.00
Food/Food Related	10190962-563000	25.00
Publications	10190962-564300	253.00

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 11, 2019.

\_\_\_\_\_  
John Wilcox, Director of Finance

\_\_\_\_\_  
Date:

APPROVED BY: \_\_\_\_\_  
Christopher Bromson, Town Manager

\_\_\_\_\_  
Date:

Appended to minutes of  
February 19, 2019 Regular  
Town Council Meeting  
See page 15

**TOWN OF ENFIELD  
JOB DESCRIPTION**

**DEPARTMENT OF SOCIAL SERVICES  
ADULT AND COMMUNITY SERVICES PROGRAM MANAGER**

**GENERAL STATEMENT OF DUTIES:** Highly responsible position involving the overall administration, development, operation and administration of the Social Services Division of Adult and Community Services, including coordination with other local service providers and private, state and local funders.

**SUPERVISION RECEIVED:** Works independently under the general direction of the Director of Social Services or his/her designee.

**SUPERVISION EXERCISED:** Directly supervises managerial staff, consultants, and/or interns and volunteers.

**ESSENTIAL JOB FUNCTIONS:** Provides overall supervision and leadership in the Adult and Community Services Division ensuring the health and safety of those receiving services and the overall quality of the programs offered. Develops program policies and makes recommendations for changes and improvements to operations in accordance with community needs, state guidelines and national best practice; plans and evaluates services; plans annual staff development to meet state requirements in cooperation with the supervisory staff; submits all financial and programmatic reports as required; assists the Director of Social Services or designee in the preparation of the budget; provides adequate accountability for expenditure of funds; and assists with grant writing. Represents the Division to various sectors of the community; maintains appropriate licenses and certificates as required; regular and punctual attendance.

**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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, reach with arms and hands, 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. The employee is occasionally exposed to body fluids and adults who may have contagious illnesses. The employee is occasionally exposed to wet/and or humid conditions, toxic or caustic chemicals.

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

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

Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time.

Noise level in the work environment is moderate.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable advanced knowledge of the principles and practices of administration and adult/senior programming; considerable understanding of senior services; ability to prepare a range of written documents including staff communication, reports, etc. ability to establish and maintain positive relationships with families, caregivers and staff; ability to present ideas to various groups with diverse interests; knowledge of state requirements for licensing and accreditation; knowledge of procedures necessary for state funding and reimbursement; knowledge of adult care database and billing systems; ability to monitor and manage program expenditures and budgets; must meet administrative credential standards and State requirements.

**EXPERIENCE AND TRAINING:** Master's Degree in Social Work, Human Services, Gerontology or a closely related field and a minimum of two (2) years of professional experience with seniors and two (2) years of supervisory experience, or any equivalent combination of education and experience.

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

Adopted: 2/19/19