

**ENFIELD TOWN COUNCIL
MINUTES OF A VIRTUAL SPECIAL MEETING
TUESDAY, SEPTEMBER 8, 2020**

A Virtual Meeting of the Enfield Town Council was called to order by Chairman Ludwick on Tuesday, September 8, 2020. The meeting was called to order a 5:00 p.m.

ROLL-CALL – Present were Councilors Bosco, Cekala, Hemmeler, Kiner, Ludwick, Mangini, Muller, Riley, Sferrazza and Szewczak. Councilor Unghire entered at 5:04 and left at 6:56 p.m. Councilor Cekala left at 6:30 p.m. Councilor Kiner left at 7:24 p.m. Also present were Town Manager, Christopher Bromson; Assistant Town Manager, Kasia Purciello; Town Clerk, Suzanne Olechnicki; Town Attorney, James Tallberg; Director of Finance, John Wilcox; Police Captain Steven Kaselouskas; Deputy Director Economic & Community Development, Nelson Tereso; Director of Public Works, Donald Nunes; Director of Human Resources, Steve Bielenda; Deputy Director of Public Works, Jeffrey Leonowicz; Director of Development Services, Lauren Whitten; Chief Technology Officer, Paul Russell; Director of Social Services, Cynthia Guerreri

MOTION #5508 by Councilor Mangini, 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 #5508** adopted 10-0-0, and the meeting stood recessed at 5:01 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Ludwick at 5:01 p.m.

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

Chairman Ludwick adjourned the Executive Session and reconvened the Special Meeting at 6:15 p.m. and stated during Executive Session Real Estate Negotiations and Pending Litigation were discussed with no action or votes being taken.

NEW BUSINESS

MOTION #5509 by Councilor Szewczak, seconded by Councilor Mangini to approve the Consent Agenda.

- Transfer of Funds Youth Services Grant \$5,000
- Transfer of Funds Family Resource Center NCAA Grant \$7,039
- Authorize Town Manager Agreement – CT Office of Early Childhood

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5509** adopted 11-0-0.

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #5510 by Councilor Szewczak to reappoint Kevin Mooney (R) to the Greater Hartford Transit District as an Enfield Representative for a term which expires 06/30/2024.

MOTION #5511 by Councilor Szewczak, seconded by Councilor Riley to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5511** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kevin Mooney reappointed to the Greater Hartford Transit District by an 10-0-0 vote. Councilor Riley absent at the vote.

NOMINATION #5512 by Councilor Szewczak to reappoint Stephen Mitchell (R) to the Greater Hartford Transit District as an Enfield Representative for a term which expires 06/30/2024.

MOTION #5513 by Councilor Szewczak, seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5513** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Stephen Mitchell reappointed to the Greater Hartford Transit District by an 10-0-0 vote. Councilor Riley absent at the vote.

NOMINATION #5514 by Councilor Muller to appoint John F. Unghire, III (R) to the Enfield Board of Education for a term which expires 11/16/2021.

MOTION #5515 by Councilor Szewczak, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5515** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared John F. Unghire, III appointed to the Enfield Board of Education by an 9-0-1, with Councilor Unghire abstaining and Councilor Riley absent at the vote.

RESOLUTION #5516 by Councilor Mangini, seconded by Councilor Muller.

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	\$134,340	10800092-593010	\$134,340
General Fund – Unallocated – Contingency		General Fund - Unallocated Transfers To Capital	

they were unaware that the cost of outfitting the police prisoner van would amount to \$19,000. He explained this van is specially outfitted to transport prisoners. He noted ultimately the prison transport van ended up costing \$48,000. He stated they found extra funding from the proceeds of auctions.

Councilor Szewczak stated she's glad to see they had available money in this account, which was supposed to be used for this purpose.

Councilor Bosco stated his belief they shouldn't be doing a transfer for this van. He noted if anything, they should have gone for a transfer for the additional monies for the upgrades to the prisoner van.

Mr. Bromson agreed and stated that's why when they came forward with it, he wanted to do due diligence and find out what occurred, and he's satisfied that staff acted with the best of intentions. He agrees that when they budgeted for a specific price, they should have come back then, and it wasn't done. He noted they came forward now and that's why out of an abundance of being transparent, he wanted everyone to know what occurred. He stated it has been made known that in the future, that is exactly what will happen.

Councilor Bosco responded he can't support this for that reason. He noted he supports the cause, but he can't support it the way it's written up. He stated in the end the numbers need to be where the numbers were supposed to be. He stated when people look at this in the future, they need to know how much that prisoner van cost.

Chairman Ludwick questioned specifically what the Youth Services van is used for and was informed its used for some of the youth programs put on by Youth Services.

Councilor Sferrazza agreed with Councilor Bosco as to how it should have been done, but at this point things are in place to fix it.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5517** adopted 9-1-0, with Councilor Bosco voting against the resolution.

RESOLUTION #5518 by Councilor Mangini, seconded by Councilor Muller.

RESOLVED, that in accordance with Chapter VII Section II of the Town Charter, the Enfield Town Council does hereby adopt the job description for Civilian Accreditation Manager.

Mr. Bromson stated this is a new civilian position for a job that was previously done by a sworn police officer since they started CALEA over 20 years ago. He noted the Director of Human Resources prepared the job description with the Police Department.

Mr. Bielenda stated the Chief of Police is trying to establish a position, which deals just with maintaining CALEA accreditation along with other policies and procedures that need to be taking place. He noted the Chief of Police mentioned he really needs this position because of the new police accountability bill that just went to the State, where every town will have to follow some

CALEA-type certification. He noted the Chief stated for this budget year it would be cost neutral. As concerns the hourly rate of \$30, he noted the average range is \$32.90 for civilian positions.

Mr. Bielenda stated he did check with the union president to make sure there was no issue, and he was assured that as long as they keep staffing at 95 officers and there's no intention to reduce it, then they don't have an issues with bargaining unit work going to a civilian position.

Mr. Bromson stated his understanding this position will be posted, and Mr. Bielenda responded that's correct.

Mr. Bromson referred to Mr. Bielenda's conversation with the union president and the comment about having to keep staffing at 95 officers, and whether the Town Council's hands would be tied should the State's \$2 billion dollar deficit result in having to reduce the workforce. Mr. Bielenda stated no, they are not handcuffed by anything. He noted they always have the flexibility of expanding and contracting their workforce.

Captain Kaselouskas stated there are officers interested in joining and assisting in the accreditation process.

Mr. Bielenda stated his understanding that conceivably this position could melt away and be absorbed again within the Police Department. Captain Kaselouskas stated in the future the Council can decide if they wish to keep this as a part-time civilian position.

Mr. Bielenda noted this can be discussed in next year's budget.

Councilor Mangini questioned whether they've already hand-picked the officer who is going to fill this role. She noted currently they have retired officers addressing blight, and are they paid in line with what the CALEA position is going to pay. She wants to be sure they're fair across the board.

Mr. Bielenda stated this position is being compared to other similar positions within the State of Connecticut.

Mr. Bromson stated blight officers and the Zoning Enforcement Officer are paid \$20 per hour. He noted these officers work very hard, and they're former officers, detectives, and sergeants. He noted they generate hundreds of thousands of dollars in revenue. He went on to note they have not hand-picked an officer for this job because this job will be posted, and he will apply for it, and if he is the most qualified candidate, he will be selected. Mr. Bielenda stated by posting this job, anyone can apply for it, including the blight officers.

Councilor Mangini questioned whether Captain Kaselouskas is comfortable with the job description, and Captain Kaselouskas indicated the Police Department is comfortable with the job description.

Councilor Mangini thanked the Police Department for all their hard work.

Chairman Ludwick questioned whether this job was compared to civilian jobs, and Mr. Bielenda responded yes, and they did the comparison with Avon, East Hartford, Coventry, Manchester and Monroe.

Chairman Ludwick stated his belief \$30.00 per hour is a little high but understands this is what they need to do to keep accreditation.

Chairman Ludwick stated depending on what happens with the State deficit, it can't be guaranteed every year they'll be able to fund this. He questioned if this would result in freeing up a patrol officer to be out on patrol, and Captain Kaselouskas responded yes.

Chairman Ludwick requested a description of this job. Captain Kaselouskas responded it's an incredible amount of work involving policy formation and collection of data from all of the other accredited agencies throughout the country. Chairman Ludwick stated his understanding that they will also be setting up a succession plan. Captain Kaselouskas stated they already have that in place with at least two officers interested in assisting this position, as their schedules permit, so they can learn the accreditation process. He noted if this civilian position is cut in the future, he hopes to have these two officers in a position where they can take over this position.

Chairman Ludwick stated his belief taxpayers need to completely understand how much money the Police Reform Bill will cost. He noted they will be having a future discussion regarding body cams. He noted they should be tracking all these expenses that are being shifted to the municipalities.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5518** adopted 9-0-1, with Councilor Sferrazza abstaining.

RESOLUTION #5519 by Councilor Muller, seconded by Councilor Szewczak

WHEREAS, the Town of Enfield owns the properties located at 26-32 Church Street and 28 South River Street; and

WHEREAS, the 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 made a favorable recommendation pursuant to the above-referenced statute at its July 23, 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.

WHEREAS, due to the public health emergency, public speaking will be by written testimony only and may be submitted stating name and address to PHComments@enfield.org by 5:00 p.m. on September 16, 2020; and

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing regarding the conveyance of 26-32 Church Street and 28 South River Street to be held on September 21, 2020 in order to receive public comment.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5519** adopted 10-0-0.

RESOLUTION #5520 by Councilor Muller, seconded by Councilor Mangini

BE IT RESOLVED, that the Enfield Town Council hereby approves the payment to Associated Building Wreckers, Inc. pursuant to the proposal in Attorney Steven Kaplan's letter of August 26, 2020.

Mr. Bromson stated this is the final payment to pay this company. He noted there was an unexpected complication with a tank being found, and they had additional services. He stated the Town Attorney's office worked with the contractor, and they came to this agreement. He stated his belief it's a proper settlement for all parties involved.

Attorney Tallberg stated he wholeheartedly recommends approval of this resolution.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5520** adopted 9-0-0.

RESOLUTION #5521 by Councilor Muller, seconded by Councilor Szewczak

WHEREAS, the proposed amendments to Enfield Town Code, Chapter 30 are to enact a revised Solid Waste and Recycling Ordinance which will provide for the safe, convenient, and sanitary disposal of solid waste generated within the Town, increase the incidence of recycling, and reduce the expenditure of public resources for collection and disposal costs; and

WHEREAS, the Town Council wishes to seek input on the proposed amendment; and

WHEREAS, due to the public health emergency, public speaking will be by written testimony only and may be submitted stating name and address to PHComments@enfield.org by 5:00 p.m. on September 16, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing regarding the Amendments to the Solid Waste Ordinance, to be held on September 21, 2020 in order to receive public comment.

Mr. Bromson suggested the Director of Public Works and Councilor Bosco provide more information to the public concerning this public hearing.

Councilor Bosco suggested posting changes on the Town's website.

AMENDMENT #1 by Councilor Muller, seconded by Councilor Szewczak to change the third and fourth paragraphs of the resolution to read as follows:

WHEREAS, due to the public health emergency, public speaking will be by written testimony only and may be submitted stating name and address to PHComments@enfield.org by 5:00 p.m. on September 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing regarding the Amendments to the Solid Waste Ordinance, to be held on October 5, 2020 in order to receive public comment.

Chairman Ludwick stated there will be a detailed discussion about changes at the September 21, 2020 meeting.

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 #5521** adopted 9-0-0, as amended.

RESOLUTION #5522 by Councilor Muller, seconded by Councilor Mangini

WHEREAS, pursuant to Chapter 14, Article IV of the Enfield Town Code, Property Maintenance, the owner of 2 Homestead Drive (property owner), was cited for violations of the Property Maintenance Ordinance and was fined accordingly; and

WHEREAS, the property owner did not contest his liability for the violations; and

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

WHEREAS, the property owner has since passed away and his immediate family, once aware of the gravity of the situation, immediately corrected the violations on the property; and

WHEREAS, the property has been blight-free since March 2019; and

WHEREAS, the Blight Review Committee has reviewed the request and are recommending the liens on the property be reduced by 100 percent.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does authorize the waiver of property maintenance liens on 2 Homestead Drive and authorizes that the amounts set forth in Attachment A be accepted in lieu of the full payment of those liens.

Chairman Ludwick stated the waived amount is \$14,124.

Councilor Szewczak stated she will abstain since she knows the family.

Chairman Ludwick reminded the public that there is a Blight Review Committee, and the goal is to get properties in compliance. He noted the point is not to make money, but to address blight issues.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5522** adopted 8-0-1, with Councilor Szewczak abstaining.

RESOLUTION #5523 by Councilor Muller, seconded by Councilor Mangini.

WHEREAS, pursuant to Chapter 14, Article IV of the Enfield Town Code, Property Maintenance, the property owners of 18 Broadleaf Lane were cited for blighted premises and were fined accordingly; and

WHEREAS, the property owners did not contest their liability for the violation; 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 financial institution that owns the property (current owner) has requested that the Town waive the unpaid property maintenance liens in order to allow for the sale of the property pursuant to a Purchase and Sale agreement; and

WHEREAS, the above-noted request pertains only to the property maintenance liens filed per Town Code Section 14-183; and

WHEREAS, the Blight Review Committee has reviewed the request and are recommending the liens on the property be reduced by 100 percent.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does authorize the waiver of property maintenance liens on 18 Broadleaf Lane and authorizes that the amounts set forth in Attachment A be accepted in lieu of the full payment of those liens.

Chairman Ludwick stated the amount to be waived is \$38,349.

Ms. Purciello stated this property was foreclosed, and the bank did not secure the property until July 2nd, and they received a copy of the violation on July 6. She noted the bank immediately began addressing the blight issue, and they're looking to close on the property with new owners.

Councilor Szewczak clarified that the Town did not expend any time or services to incur the amount of this lien. Mr. Bromson stated this is a wonderful tool for the Town, and they're getting blight under control all over town. He noted for those people who are innocent, or come to terms with issues, keep things clean, or wish to place the property back on the tax rolls, they have the ability to do it. He noted in the past, the liens would have remained, the property couldn't be sold,

and those properties would have fallen in greater disrepair. He commended everyone for their work on this property maintenance ordinance.

Councilor Hemmeler stated her belief the Blight Board is a great service to neighborhoods. She noted there's always one house on a street or neighborhood that's not being maintained, and it brings down the whole street.

Councilor Bosco stated he wasn't going to support this until he learned the bank took responsibility as soon as they took the property.

Chairman Ludwick agreed with Councilor Bosco. He questioned whether a family or individual is purchasing this property and not another company. Ms. Purciello stated that was her understanding. Chairman Ludwick requested clarification that this is not a property transfer sale, and Ms. Purciello responded she does not believe so.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5523** adopted 9-0-0.

RESOLUTION #5524 by Councilor Muller, seconded by Councilor Mangini

WHEREAS, the current lease with Educational Resources for Children, Inc. (ERfC) began May 14, 2019 and expires June 30, 2024; and

WHEREAS, ERfC has requested that the lease be amended for the purpose of changing the location of their John F. Kennedy Middle School After School Care Program from Eli Whitney Elementary School to the Enfield Annex; and

WHEREAS, such a change does not impact the rental payments set forth in Section 3. RENT of the lease.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council approves the attached Second Amendment to the Lease.

Chairman Ludwick stated ERfC has done a nice job helping out Enfield's teachers. Mr. Bromson agreed, plus Town employees and residents as well. He noted this amendment does not change their rental obligation.

Chairman Ludwick commended Ms. Purciello for her work on this.

Mr. Nunes stated all staff came together to make this happen, and they were happy to help.

Councilor Mangini stated she's glad to see this partnership. She stated her understanding this amendment solely addresses the location, and Ms. Purciello responded that's correct.

Councilor Hemmeler commended this idea and for thinking outside the box, just like the Enfield Express.

Chairman Ludwick commended all staff for working together and thinking outside the box.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #5524** adopted 7-0-0. Councilor Sferrazza absent at the vote.

TOWN ROOFS

Mr. Bromson stated the Joint Building Committee and Joint Facilities Committee have done remarkable work over the years, which it was hoped would lead to a referendum on roofs in addition to roads this year. He noted there were so many members, who worked so hard. He went on to commend and thank Councilor Szewczak for her tireless efforts, advocacy, and her expertise on this subject. He noted she puts in exhaustive efforts on the Town Council, this committee and all the other things she does with such professionalism, commitment and love of the town.

He stated Deputy Director of Public Works Jeffrey. Leonowicz worked with the committee and did an assessment on buildings and roofs, so they can have a long-range plan. He noted they've made remarkable progress all over town in those efforts.

Mr. Leonowicz presented the Roof Management Plan. He noted roofing is about a 25-year asset to a facility. He referred to the roofing condition analysis with ratings of excellent, fair and poor. He shared a chart showing the actual condition of 23 Town facilities, which are identified as priority targets depending on their programming, Town functions, or level of importance. He noted these buildings have a lot to do with day-to-day operation.

He stated in 2009, DPW assumed responsibility for all the Board of Education properties. He noted this amounts to 13 sites, totaling over one million square feet of building space. He stated out of that building portfolio, there's over one million square feet of roof on just those 13 properties. He noted the six elementary schools and the Eagle Academy account for 400,000 square feet of roofing.

Mr. Leonowicz stated right now, they are roofing at pre-referendum limits, and it's taking about three years to complete an elementary school. He explained each phase is impacted due to inflationary cost adjustments and mobilization, so their pre-referendum dollar doesn't always buy as much roofing as the year prior. He stated in their approach to the single CIP project model, it will take over 18 years to finish all the remaining elementary schools. He noted with this strategy, it's very difficult to dig out of the hole that they are in at the moment. He stated over the next 15 years, there's over \$21 million dollars of roof replacement needs. He noted the new high school is five years old, and in 15 years, that roof will be 20 years old, therefore, these are substantial roofing investments the town will have on the horizon.

He noted they looked at what is spent every year to fix leaks on poor roofs, and that cost is \$62,000 in direct costs to a vendor, and this doesn't include costs from leak damages, i.e., repairing the interior ceiling, replacing light fixtures, repairing alarm systems, etc.

Mr. Leonowicz stated he's proposing a very aggressive six years of construction to address priority targets. He noted multiple CIP roof projects per year will be running concurrently, so there will

be municipal facilities being invested in, whether its preservation or complete replacement as well as school facilities. He stated at the 20-year mark, Enfield is eligible for a State grant. He noted these grants would have to be targeted to be put into the sinking fund for the Board of Education. He stated the municipal facilities account will also be focused investment, and that account will be used to build up money for future roofing jobs, especially large municipal properties such as the Alcorn and Annex buildings.

Mr. Leonowicz stated in the initial construction year, there would be \$2.6 million dollars spent just for those Board of Education sites. He noted the construction year would be 2022. He stated all the school reimbursements would be funding the BOE sinking fund. He noted they would have to put cash up front and take the grant money from the state and set it aside to fund the next roof replacement. He noted they will also have to use some kind of steady catch-up allocations to the sinking fund to really get that money going. He stated there's a potential of \$9 million dollars in reimbursement from the State in six years. He noted from historical averages, the town gets about a 70% reimbursement.

Mr. Leonowicz stated with this aggressive approach by Fiscal Year 2030, there's the potential for a \$2 million dollar nest egg in the Board of Education sinking fund. He noted in this plan, they'd address over 436,000 square feet of roof, and that is a lot of roof in a very short period of time.

He stated the elementary school roofs are in that phase where it's not comfortable to invest in patching things, but rather roofs need replacement.

He stated municipal properties are a little easier. He noted with this year's budget, he has the ability to do some work at the central library and the senior center. He noted he's targeting the Enfield Police Department in 2022 for a full roof replacement. He noted in Fiscal Year 2023, he's suggesting some significant preservation of the Alcorn and Annex roofs. He stated there would be a partial roof replacement at DPW in Fiscal Year 2024. He noted they'd replace the Town Hall roof in Fiscal Year 2025 since it will be 20 years old.

He noted he's trying to save money for Phase I for Hazardville Memorial and Eli Whitney Schools.

Mr. Leonowicz explained why certain roofs have been chosen, their order of importance and funding alternatives.

He stated for FY21 \$8.4 million dollars of CIP was delayed from DPW proposed requests, \$2 million dollars of which was for roofs. He noted this was done to keep the mill rate flat in this fiscal year. He stated to address these, an increase of 2.92 mills was required. He went on to note that for FY22, the delayed CIP from FY21 combined with FY22 proposed CIP would see a total of \$16 million in requests. He pointed out this total doesn't include roofing items or the vehicle replacement program, and the vehicle replacement program would be delayed affecting the replacement of all Town vehicles, including EMS and EPD.

Mr. Leonowicz stated without increasing the mill rate for this aggressive roof plan, all other CIP projects will need to be delayed. He noted some of these projects are regulatory, State/Federal obligations. He stated FY21 partial funded CIP projects will not be completed.

Councilor Szewczak stated she was disappointed they didn't go to referendum. She noted this is just the tip of the iceberg on what needs to be done. She noted the amount of property that this town owns is overwhelming, as is the maintenance and things needing to be done.

Councilor Hemmeler thanked Councilor Szewczak for her hard work. She commended Mr. Leonowicz on his presentation. She requested this presentation be placed on the Town's website.

Chairman Ludwick questioned whether there's material that's environmentally friendly or preferred where the Town might get other grants. Councilor Szewczak stated when they use other materials, it goes against the amount the town gets back from the state. She noted the state is really specific with grants. Mr. Leonowicz agreed with Councilor Szewczak because the state has very stringent guidelines that have to be followed, and there's no wiggle room.

Chairman Ludwick stated hopefully the Town can go out for referendum next year. He questioned if they could build in \$2 million dollars as part of a referendum, so they can build up a sinking fund for future work. Mr. Bromson stated that can be looked into.

Chairman Ludwick thanked Mr. Leonowicz for a great presentation. He thanked Councilor Szewczak, other Councilors, the Board of Education, and the residents on the Joint Facilities Committee for their hard work.

Mr. Bromson thanked Mr. Nunes for his input and cooperation and for interviewing and suggesting hiring Mr. Leonowicz.

ADJOURNMENT

MOTION #5525 by Councilor Mangini, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #5525** adopted 8-0-0, and the meeting stood adjourned at 8:08 p.m.

Appended to minutes of
September 8, 2020 Special
Town Council Meeting
See Page 1

**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 Services

Postage	22040450-553500	\$1,500
Advertising	22040450-554000	\$1,000
Printing & Reproduction	22040450-555000	\$300
Other Supplies & Materials	22040450-561900	\$2,200

FROM: Youth Services Grants – Other – State Revenue

Revenue	22044450-460001	\$5,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of
August 24, 2020



John Wilcox, Director of Finance

8/24/2020
Date:

APPROVED BY:  _____ Town Manager Date: 9/31/2020

**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: Family Resource Center

Professional Development	22046132 532200	\$1,497
Other Professional Services	22046132 533900	\$526
Instructional Supplies	22046132 561100	\$1,416
Other Supplies	22046132 561900	\$3,600

FROM: Family Resource Center

NCAAA Grandparents Grant	22044470 460151	\$5,016
Tuition	22046132 556900	\$495
Travel	22046132 558000	\$1,528

CERTIFICATION: I hereby certify that the above-stated funds are available as of September 8, 2020.


John Wilcox, Director of Finance

APPROVED BY:  _____ Town Manager

Date: 8/31/2020

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Enter into Agreement with the
Connecticut Office of Early Childhood**

RESOLVED, That the Town Manager, Christopher W. Bromson, is authorized to sign this contract renewal subject to review and approval by the Town Attorney's office, in the name and on behalf of the Town of Enfield with the Connecticut Office of Early Childhood and to affix the Corporate Seal.

Submitted: September 8, 2020
Submitted by: Cynthia Guerreri, Director of Social Services

TOWN OF ENFIELD

TITLE: Civilian Accreditation Manager

SALARY RANGE: \$30/hr.¹

DEPARTMENT: Enfield Police Department

DATE: September 8, 2020

GENERAL DESCRIPTION

Performs intermediate-level professional work in the Police Department. Oversees the accreditation process, including project management of the accreditation activities. Works independently under limited supervision with considerable latitude. Position typically requires processing and interpreting complex, less clearly defined issues. Employee must exercise considerable initiative and sound judgment in the planning, scheduling, and carrying out of assignments.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers accreditation and/or re-accreditation process ensuring compliance with standards developed by state and national accrediting bodies as applicable;
- Maintains current information on accreditation standards and the interpretation and application of accreditation standards through active participation with appropriate accreditation commissions and professional associations;
- Represents the department in conjunction with the Chief of Police or designee at various meetings and conferences for accreditation, serves on accreditation related committees, and participates in accreditation related training
- Serves as a department liaison to other law enforcement agencies involved in the accreditation process
- Monitors and maintains accurate, up-to-date records, files, and other police record systems through timely reporting (monthly, quarterly, annually)
- Advises agency personnel with regards to maintaining accreditation and other record keeping standards

¹ This hourly rate is periodically subject to change as determined by the Town Council.

- Plans, organizes, coordinates, directs or conducts administrative or management studies relating to accreditation and record-keeping for the Department
- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management staff and prepares reports of study conclusions
- Plans and monitors accreditation on-site assessments and maintains appropriate records; takes the lead role in preparation for mock and on-site assessments
- Assists in developing and implementing departmental program goals and objectives
- Provides presentations and/or trainings related to the accreditation process, as directed
- Drafts the Department's General Orders and distributes to all employees
- Performs regular staff inspections to ensure adherence to prescribed Department General Orders and accreditation standards
- Assists in the application process, monitoring, implementation, and administration of state and federal grant programs
- Demonstrates continuous effort to improve operations, decrease turnaround times, and streamline work processes, and works cooperatively to provide quality seamless customer service
- Performs other related duties as assigned and/or required

NON-ESSENTIAL DUTIES

- Runs miscellaneous errands to assist administration and operations in performance of duties.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of law enforcement accreditation;
- Skill in Microsoft Office products (Word, Excel, PowerPoint, and Outlook);
- Skill in the use of PowerDMS accreditation management software (preferred);
- Skill in analytical evaluation and mathematical calculations;
- Skill in preparing and delivering reports, policies, and presentations;
- Skill in providing excellent customer service;
- Ability to manage projects and multi-task while working with tight deadlines and shifting priorities;
- Ability to work with minimal supervision;
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals;
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes;
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to quickly and independently learn new software;
- Ability to read and interpret accreditation requirements, Department General Orders, collective bargaining agreements, and related documents;
- Ability to establish and maintain effective and cooperative working relationships with those

contacted in the course of work;

- Ability to regularly attend work and arrive punctually for designated work schedule.

QUALIFICATIONS

Bachelor's degree from an accredited college of university; supplemented by three (3) or more years' experience in administering or directly assisting in the administration of an accreditation program for a law enforcement agency; an equivalent combination of education, certification, training, and/or experience may be considered.

Candidates shall not have tattoos that are visible in business attire including short sleeves.

Must possess valid driver's license and be a United States citizen.

SPECIAL REQUIREMENTS

Prior Law Enforcement Experience is Required.

TOOLS AND EQUIPMENT USED

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

PHYSICAL AND MENTAL DEMANDS

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

WORK ENVIRONMENT

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

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.