



Amended
AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING

Tuesday, February 16, 2016
7:00 p.m. – Council Chambers

6:50 – Public Hearing, Amending the Name of the Cultural Arts Commission

1. PRAYER – Scott Kaupin
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL.
4. FIRE EVACUATION ANNOUNCEMENT.
5. MINUTES OF PRECEDING MEETINGS.
 - Special Meeting – January 26, 2016
 - Regular Meeting – February 1, 2016
 - Special Meeting – February 1, 2016
6. SPECIAL GUESTS.
 - Cultural Arts Commission
 - Enfield Warming Center Task Force
7. PUBLIC COMMUNICATIONS AND PETITIONS.
8. COUNCILOR COMMUNICATIONS AND PETITIONS.
9. TOWN MANAGER REPORT AND COMMUNICATIONS.
 - Alarm Ordinance, Annual Report
10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.
11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.
 - Enfield High School Renovation Building Committee
12. OLD BUSINESS.
 - A. Appointment(s) - Town Council Appointed.
 1. **Ethics Commission (Alternate)** – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2017.(Tabled 12/06/2010)

2. **Ethics Commission (Alternate)** – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2017.(Tabled 12/06/2010)
3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2018. (Tabled 04/16/2012)
4. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2019. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/16. (Tabled 04/15/2013)
6. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
7. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Daniel Glogowski (D), Expires 03/17/15. Reappointment or Replacement Would be Until 03/17/2019. (Tabled 04/06/15)
8. **North Central District Health Department Board of Directors, Enfield Representative** – A Vacancy Exists due to the Resignation of Trish Vayda (D), Expired 06/30/2014. Replacement Would be Until 06/30/2016. (Tabled 05/18/2015)
9. **Patriot Award Committee-** The Term of Office of Peter Falk (R), Expires 07/31/2015. Reappointment or Replacement Would be Until 07/31/2017. (Tabled 08/3/2015)
10. **Enfield High School Building Committee** - A Vacancy Exists Due to the Appointment of Laura Vella (U) to a Regular Member. Replacement is Indefinite. (Tabled 10/05/2015)
11. **Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Appointment of Robert Chagnon (R) to a Regular Member. Replacement Would be Until 06/30/2017. (Tabled 10/05/2015)
12. **Commission on Aging (Alternate)** – A Vacancy Exists due to the Reappointment of Pauline LaCroix (D) to a Regular Member. Replacement Would be Until 12/31/2017. (Tabled 10/05/2015)
13. **Clean Energy Committee** – A vacancy Exists Due to the Resignation of Douglas Lombardi (R), Replacement Would be Until 03/17/2016. (Tabled 12/07/2015)
14. **Enfield Beautification Committee-** The Term of Office of Diane Tapp (R) Expires 12/01/2015. Reappointment or Replacement Would be Until 12/01/2018. (Tabled 12/07/2015)

15. **Enfield High School Renovation Building Committee** – A Vacancy Exists Due to the Resignation of Walter Kruzel (R), Replacement Would be Indefinite. (Tabled 12/07/2015)
16. **Enfield High School Renovation Building Committee** – A Vacancy Exists Due to the Resignation of George Rypysc (D), Replacement Would be Indefinite. (Tabled 12/07/2015)
17. **Ethics Commission** – A Vacancy Exists Due to the Resignation of David Lapierre, Secretary, (U). Replacement Would be Until 10/31/2017. (Tabled 12/07/2015)
18. **Clean Energy Committee**- A Vacancy Exists Due to the Resignation of Stephen Moriarty (R). Replacement Would be Until 03/17/2018. (Tabled 12/21/2015)
19. **Loan Review Committee** – The Term of Office of Jason Jones (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/21/2015)
20. **Zoning Board of Appeals (Alternate)** – The Term of Office of James Brislin (R), Expires 12/31/2015 and is no Longer a Resident. Replacement Would be Until 12/31/2018. (Tabled 12/21/2015)
21. **Zoning Board of Appeals (Alternate)** – The Term of Office of Robert Gillespie (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2018. (Tabled 12/21/2015)
22. **Connecticut River Assembly (Alternate)** - The Term of Office of Leonard Delorge Expires 01/12/2016. Replacement Would be Until 01/12/2018.(Tabled 01/19/2016)
23. **Zoning Board of Appeals (Alternate)** - A Vacancy Exists due to the Appointment of Lynn Scull (D) to a Regular Member. Replacement Would be Until 12/31/2017. (Tabled 01/19/2016)
24. **Ethics Commission** – A Vacancy Exists Due to the Resignation of Mary Scutt (D). Replacement Would be Until 10/31/2017.
25. **Planning and Zoning Commission (Alternate)** – A Vacancy Exists due to the Appointment of an Alternate to a Regular Member. Replacement Would be Until 12/31/2017.

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

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)

4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
 5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
 6. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
 7. **Building Code Appeals Board**- The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)
- C. **Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)
 - D. **Discussion:** Higgins Park on the Green (Tabled 11/10/14)
 - E. **Discussion/Resolution:** Resolution Adopting Amendments to Town Code, Chapter 58, Peddlers and Solicitors.(Tabled 09/21/2015)
 - F. **Discussion:** Scantic River Park(Tabled 10/05/2015)
 - G. **Discussion:** Energy Performance Special Referendum. (Tabled 12/21/2015)
 - H. **Discussion:** Commemorative Partner Program. (Tabled 12/21/2015)
13. **NEW BUSINESS.**
- A. **Consent Agenda – Action.**
 - B. **Appointment(s)–Town Council Appointed.**
 - C. **Appointment(s) – Town Manager Appointed/Council Approved.**
 - D. **Appointment(s) - P & Z Commission Appointed- Council Approved**
 - E. **Discussion/Resolution:** Resolution Approving the Adoption of the Desktop Engineer Job Position.
14. **ITEMS FOR DISCUSSION.**
- A. ****Consent Agenda – Review.**
 1. **Discussion/Resolution:** Request for Transfer of Funds for Human Resources \$6,000.
 - B. **Appointment(s) – Town Council Appointed.**
 1. **Prison Town Liaison Committee** – The Term of Office of Timothy Slade (R), Expires 02/28/2016. Reappointment or Replacement Would be until

02/28/2018.

- 2. Cultural Arts Commission** – A Vacancy Exists Due to the Resignation of Sarah Tetro (U). Replacement or Reappointment Would be until 05/31/2017.

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

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

E. **Discussion/Resolution: Resolution Authorizing Town Manager to Enter into Agreement with Connecticut Green Bank.

F. **Discussion/Resolution: Resolution Authorizing the Waiving of Property Maintenance Fines and Liens for 10 Connecticut Avenue.

G. **Discussion/Resolution: Resolution to Amend Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts Commission Ordinance.

H. **Discussion/Resolution: Resolution Approving the Adoption of the Director of Planning Job Description.

I. Discussion/Resolution: Resolution Authorizing \$200,000 Loan to the Enfield Community Development Corporation.

15. MISCELLANEOUS

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

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

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

OFFICE OF THE TOWN MANAGER

Date: February 16, 2016

To: Scott Kaupin, Mayor

From: Lee C. Erdmann, Acting Town Manager

Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the proposed **AMENDMENT TO THE NAME OF THE CULTURAL ARTS COMMISSION TO THE ENFIELD CULTURE & ARTS COMMISSION.**

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, January 21, 2016.

**TOWN OF ENFIELD
LEGAL NOTICE
PUBLIC HEARING**

The ENFIELD TOWN COUNCIL will hold a Public Hearing in the Enfield Town Hall Council Chamber, 820 Enfield Street, Enfield, Connecticut on Monday, December 7, 2015 at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the proposed **AMENDMENT TO THE NAME OF THE CULTURAL ARTS COMMISSION TO THE ENFIELD CULTURE & ARTS COMMISSION.** Copies of the proposed amendment is on file in the office of the Town Clerk, 820 Enfield Street, Enfield, CT

Suzanne F. Olechnicki, Town Clerk
Dated: January 21, 2016

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

/dm

PUBLIC NOTICES

NOTICE TO CREDITORS
 ESTATE OF Beverly H. O'Neill, AKA Beverly Hines O'Neill (16-0045)
 The Hon. Sean Michael Peoples, Judge of the Court of Probate, District of Glastonbury-Hebron Probate Court, by decree dated February 2, 2016, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.
 Mary M. MacGregor, Chief Clerk
 The fiduciary is:
 Ryan C. O'Neill
 c/o Robert M. Elliot, Esquire, ROBERT M. ELLIOTT, PC, 7AA South Main Street, Marlborough, CT 06447

NOTICE TO CREDITORS
 ESTATE OF Daniel S. Freeman (16-0019)
 The Hon. Sean Michael Peoples, Judge of the Court of Probate, District of Glastonbury-Hebron Probate Court, by decree dated February 2, 2016, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.
 Mary M. MacGregor, Chief Clerk
 The fiduciary is:
 Deborah Freeman, 29 Benton Lane, Glastonbury, CT 06033

TOWN OF ENFIELD LEGAL NOTICE
 The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 320 Enfield Street, Enfield, Connecticut on Tuesday, February 16, 2016 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the PROPOSED AMENDMENT TO THE NAME OF THE CULTURAL ARTS COMMISSION TO THE ENFIELD CULTURAL & ARTS COMMISSION. Copies of the proposed amendment are on file in the office of the Town Clerk, 820 Enfield St., Enfield CT or at www.enfield-ct.gov.
 Suzanne F. Olechnicki, Town Clerk
 Dated: January 21, 2016

SUFFIELD CONSERVATION COMMISSION LEGAL NOTICE
 NOTICE OF PUBLIC HEARING INLAND/WETLAND AGENCY
 On Tuesday, February 23, 2016 at 7:30 p.m., the Suffield Conservation Commission will hold a Public Hearing at the Suffield Town Hall, 83 Mountain Road, Suffield, to consider Permit # 1646 - Briarwood Homes, Inc. (owner) - 13 Lot Subdivision - Mapleton Avenue. This property is located on the west side of Mapleton Avenue, closest intersection being Lise Circle. Assessor's Map 51, Block 42, Lot 23. The public is encouraged to attend. All pertinent information is on file with the Suffield Town Clerk, Suffield Town Hall, 83 Mountain Road, and the Suffield Conservation Commission office, 230C Mountain Road, Suffield, Connecticut.
 Art Christian, Chairman
 Suffield Conservation Commission

TOWN OF ENFIELD LEGAL NOTICE
 THE FOLLOWING AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION; ARTICLE III, BOARDS AND COMMISSIONS; DIVISION 4, ETHICS COMMISSION, CODE OF ETHICS; SECTION 2-125 PROCEDURE FOR RECEIVING AND HEARING COMPLAINTS; ARTICLE (b) NOTICES AND INVESTIGATIONS was adopted by the Enfield Town Council at a Regular Meeting held on February 1, 2016 pursuant to Chapter III Section 6 of the Enfield Town Charter. Said ordinance shall become effective on the 16th day of February 2016, that day being the fifteenth day following final passage.
 Section 2-125. Procedure for receiving and hearing complaints
 (b) Notices and investigations. Upon receiving a complaint of an alleged violation of the code of ethics, the commission shall, within ten business days (excluding weekends and holidays), notify in writing the person about whom said complaint has been filed, advising the concerned person of the specific nature of the complaint made and being investigated by the commission, and enclosing therewith a copy of the complaint. The commission shall make a probable cause investigation of the validity of the complaint including interviews or discussions with the complainant, town personnel or members of other public or private agencies. This probable cause investigation shall be held in compliance with G.S. § 7-148h, and § 1-82a. Not later than three business days after termination of the investigation, the commission shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making the finding. At any time after the receipt of a complaint, the commission may dismiss the complaint after finding there is no justification for such complaint; such notice of dismissal outlining its finding and summary of its reasons for making that finding, shall be given, in writing, to the complainant and the respondent. If the investigation finds that there is probable cause to believe that a provision of this Article has been violated, the commission shall set a date for a hearing held in accordance with Rules of Procedure adopted by the commission.
 Ordinance #16-1
 Proposed By: Enfield Ethics Commission
 Approved By: Matthew W. Coppler, Town Manager
 Reviewed By: Kevin M. Deneen, Town Attorney
 November 16, 2015
 November 16, 2015
 November 17, 2015
 November 27, 2015
 December 7, 2015
 February 1, 2016
 February 5, 2016
 February 16, 2016
 Suzanne F. Olechnicki, Town Clerk, Dated February 2, 2016

Rock On. Concert Calendar
 THURSDAYS IN CT NOW

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 February Blahs? Warm up your windows with color
The More you Buy, The More You Save!

Wood, Faux Wood Blinds or Cellular Shades
30% off 5-9 units
35% off 10-14 units
40% off 15+ units

Valentine's Gift Cards Available!

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March 12 & 13, 2016
 69 Prospect Hill Road, East Windsor
 (Exit 441-91 in the Big Y Plaza in the former Wal-Mart location)
 One mile south of the Enfield Town Line

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*Hurry Offer expires 2/28/16. Some restrictions may apply. Ask for details. Not valid with any other offers, discounts or coupons. Offer good at initial time of estimate only. Each Franchise independently owned & operated.
 Show Hours: Open 10:00 a.m. - 5:00 p.m. Saturdays by Appt.

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, JANUARY 26, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 26, 2016 at 5:30 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Kaupin, Sarno, Stokes and Szewczak. Councilor Lee arrived at 5:32 p.m., Councilor Hall at 5:39 p.m. Also present were Acting Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki

MOTION #3483 by Councilor Stokes, seconded by Councilor Arnone to go into Executive Session to discuss Personnel Matters.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3483** adopted 9-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:32 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Kaupin, Lee, Sarno, Stokes and Szewczak. Councilor Hall arrived at 5:39 p.m. Also present were Acting Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki

Chairman Kaupin recessed the Executive Session at 6:15 p.m., reconvened the Special Meeting at 6:16 p.m. and stated that during Executive Session Personnel Matters were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3484 by Councilor Sarno, seconded by Councilor Hall to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3484** adopted 11-0-0 and the meeting stood adjourned at 6:17 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, FEBRUARY 1, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, February 1, 2016 at 5:30 p.m.

ROLL-CALL - Present were Councilors Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Sarno, Stokes and Szewczak. Councilors Bosco and Lee were absent. Also present were Acting Town Manager Lee Erdmann, Acting Assistant Town Manager – Development Services Peter Bryanton, Town Attorney Christopher Bromson, Assistant Town Attorney Mark Cerrato, Town Clerk Suzanne Olechnicki, and Attorney Jay Huntington

MOTION #3485 by Councilor Stokes, seconded by Councilor Szewczak to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3485** adopted 9-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:32 p.m.

ROLL-CALL - Present were Councilors Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Sarno, Stokes and Szewczak. Councilors Bosco and Lee were absent. Also present were Acting Town Manager Lee Erdmann, Acting Assistant Town Manager – Development Services Peter Bryanton, Town Attorney Christopher Bromson, Assistant Town Attorney Mark Cerrato, Town Clerk Suzanne Olechnicki, and Attorney Jay Huntington

Chairman Kaupin recessed the Executive Session at 7:02 p.m., reconvened the Special Meeting at 7:03 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3486 by Councilor Sarno, seconded by Councilor Stokes to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3486** adopted 9-0-0 and the meeting stood adjourned at 7:04 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, FEBRUARY 1, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, February 1, 2016. The meeting was called to order at 7:07 p.m.

PRAYER – The Prayer was given by Councilor Hall.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Sarno, Stokes and Szewczak. Councilors Bosco and Lee were absent. Also present were Acting Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Social Services, Pamela Brown; Director of Public Works, Jonathan Bilmes; Roads Engineer, Donald Nunes; Chief Technology Officer, Paul Russell

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3487 by Councilor Arnone, seconded by Councilor Deni to accept the minutes of the January 11, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3487** adopted 9-0-0.

MOTION #3488 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the January 19, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3488** adopted 9-0-0.

MOTION #3489 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the January 19, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3489** adopted 9-0-0.

MOTION #3490 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the January 21, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3490** adopted 9-0-0.

SPECIAL GUESTS

Former Councilor, Cynthia Mangini

Chairman Kaupin read a proclamation honoring former Town Council member, Cynthia Mangini, for serving on the Town Council from 1997 to 2015.

Ms. Mangini stated it was an honor and a pleasure to serve the Town of Enfield to the best of her ability. She noted she is currently attending law school.

Youth Council, WACC

Representatives from the Enfield Youth Council and Asnuntuck Community College were in attendance. It was explained that Asnuntuck's radio station, WACC, works in partnership with the Enfield Youth Council and provides public service announcements relating to issues such as drug prevention, the prescription drop box at the Enfield Police Department, and the station highlights Town departments and the services offered by those departments.

Enfield High School Renovation Building Committee

Present for this presentation were the Chairman of the Enfield High School Renovation Building Committee, Randy Daigle and Committee member, Gina Sullivan; Gilbane Project Executive, Amar Shamas; Construction Solutions Group representative, Jim Giuliano

Mr. Daigle commended the committee for all their hard work and expressed appreciation from the Town for all their support. He commended Gina Sullivan for her work in communications and their website.

He stated this project is about 65% complete, on schedule and under budget.

Mr. Shamas provided slides showing the work currently underway.

Mr. Daigle stated they did encounter problems that could have thrown the project behind schedule, but with everyone working together, they overcame those problems.

He noted they were able to allow the Police Department to use the "D" wing for active shooter training, and the fire department did some training as well.

Councilor Szewczak requested the Committee explain the difficulties with the phone system. Mr. Daigle stated they were doing what's called sole sourcing, and the State doesn't like to do this, but rather they like things put out to bid. He noted there was a

procedure where they had to submit to the State in order to get specific material and products, and there was a lot of paperwork involved with that. He noted the product wasn't received in time when it was needed. He pointed out this is a very technical/IT type of building.

Councilor Szewczak stated when there's a problem, the Committee worked tirelessly to resolve the problem.

Councilor Hall stated this committee has devoted many hours of work in this project, and this took an amazing amount of commitment. She thanked everyone for all their hard work.

Councilor Arnone thanked the committee for all their hard work and effort. He noted there have been little to no complaints about this project, and it looks good.

Chairman Kaupin thanked the committee for their work and expressed his appreciation for this update. He told the committee to never hesitate in approaching the Town if anything is needed.

PUBLIC COMMUNICATIONS & PETITIONS

Jeff Cross, 1116 Enfield Street

Stated he's speaking as a concerned taxpayer of the Thompsonville Fire District. He feels it's not stressed enough that there are five separate fire districts in Enfield, and they're all separate municipalities with their own tax base to supply services. He stated the Town Hall is protected by the Thompsonville Fire District with no reimbursement from the Town itself. He noted the Town of Enfield receives PILOT funds (Payment In Lieu of Taxes) from the State regarding Asnuntuck Community College, however, none of those funds are distributed to the fire districts, especially the Thompsonville Fire District.

Mr. Cross stated the Town of Enfield charges the Thompsonville Fire District over \$140,000 for tax collection service. He went on to note the Town of Enfield charged the Thompsonville Fire District \$150,000 for the corner piece of property. He pointed out a good portion of the property in Thompsonville is non-taxable. He stated this places a large financial burden on the Thompsonville taxpayers.

He stated as a concerned taxpayer of Thompsonville, he wants the Council to know Thompsonville taxpayers are getting very frustrated that their tax base has been depleted and continues to be depleted. He pointed out the closing at the mall will place more stress on taxpayers. He noted the Town Council has made it quite clear they are on their own.

Lori Longhi, 1427 Enfield Street

Spoke about the Enfield Community Development Corporation (ECDC) and the information recently posted on Facebook and an article in the Hartford Courant.

Ms. Longhi stated she sat on the Transition Committee with Councilors Lee and Sarno and Peter Bryanton in the summer of 2010. She noted the Committee proposed the following recommendations:

- Posting and publishing the financial information about the non-profit on the non-profits website.
- Adopting compensation policies to insure the full board is aware of them
- Insuring the review of current financial statements
- Adopting internal controls to insure accountability
- Creating a culture of transparency and accountability

Ms. Longhi questioned what happened. She stated before there's any request for money, the Community Development Corporation should be posting all of their financial accounting. She noted the ECDC needs to have their own meeting and let the public ask questions of them.

She stated after the Committee made these recommendations, during an October, 2010 Council meeting, Councilor Edgar stated he had a problem with the Council having no control over this organization. She noted Councilor Lee stated that it was his understanding that there was going to be a measure of public record that would allow following this organization, and Mr. Bryanton stated that's correct. She noted Attorney Fallon pointed out that the people that joined the Board of Directors have a duty to do the right thing. She stated Chairman Kaupin noted there are stopgaps in case the Board of Directors go rogue. She noted Chairman Kaupin pointed out there are liaisons appointed by the Town Manager and the Mayor and that it's staffed by Development Services. She stated they then appointed Darren LaMore, Katherine McKinnon, Robert LeMay and Jason Jones. She noted it appears two of the four original board members may have been dismissed. She stated it appears one may have resigned at some point, and one is still on the Board. She noted she's not sure where Mr. Bryanton fits into this because there are no minutes for the whole time period of this Development Corporation.

Ms. Longhi stated her belief that after a review of the available financials, there are a lot of questions needing answers, and the Board should be answering those questions and not the Town Council.

She noted she is not blaming the Council, however, the Council did tell the public that there were guards out there. She stated if this Corporation is to survive, they must answer these questions and do what's recommended in the first place before coming to the Town of Enfield for a bailout.

Colleen Reidy, 1116 Enfield Street

Stated on November 16, members of the Thompsonville Fire Commission attended the Town Council meeting to address some concerns. She noted it was their hope to open up communication with the Town Council regarding the Commission's concerns with the Thompsonville Fire District tax base, the longevity of the mall corridor and concerns with the train station.

Ms. Reidy pointed out the Enfield Mall is a huge contributor to the Thompsonville Fire District tax base. She noted in November, Macy's announced closure of its Enfield Mall Store, and there are other stores that have closed leaving the mall practically empty. She stated her understanding this mall is also in Chapter 11 bankruptcy.

She stated the Enfield Community Development Corporation is located in Thompsonville, and this non-profit organization works on redevelopment projects mostly in Thompsonville. She noted on December 1, 2015, the Hartford Courant reported that two employees of the non-profit were relieved of their duties in October, 2015. She stated on January 29, 2015, it was reported that due to mismanagement of funds the group is currently looking for a \$200,000 loan from the Town of Enfield taxpayers.

Ms. Reidy stated at the November 16th meeting, in response to the Thompsonville Fire District's concerns, the Council stated, "It's not a Town responsibility and not an Enfield issue, and we don't govern them, you do". She noted the Council also stated, "we deal with what we have". She noted in response to the ECDC's request for a \$200,000 loan, the Council's response should be the same. She pointed out this is not the Town's responsibility to bail them out, and this is not an Enfield issue, but rather it's an ECDC issue, and they should deal with their own issue. She stated what applies to the Thompsonville Fire District should also apply to the ECDC. She noted the Town does not govern the ECDC, and their answer to their request for a \$200,000 loan should be "no".

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Arnone requested an update on what's planned to get streetlights fixed, particularly on Town Farm Road. He questioned the status with the electrician and bucket truck to assist in the repair of streetlights.

He questioned what's actually contributed to fire stations, i.e., communications (dispatch), billing and filling fire trucks first aid kits. He questioned what the loss to the Town is by taking on the billing for the guaranteed 100% tax payment to the districts.

Councilor Arnone agreed with a lot of the points made by Ms. Longhi. He noted he was on the ECDC Board since June. He stated he is working on this issue. He went on to state Thompsonville is close to his heart, he grew up there, and he wants to see Thompsonville flourish.

Councilor Cekala stated registration is open for the Enfield Little League and the Enfield Girls' Softball Association. She noted the website for Enfield Little League is enfieldlittleleague.org, and the Enfield Girls' Softball website is leaguelineup.com

She requested an update on the Enfield Street School lights.

Councilor Szewczak stated Councilor Bosco requested an assessment of the fact that the Town provides fuel at a cheaper price and a lot of road maintenance for the fire departments.

MOTION #3491 by Councilor Hall, seconded by Councilor Stokes to move to Miscellaneous Items 14A1, A2, E, F, G and H.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3491** adopted 9-0-0.

Chairman Kaupin stated he attended the Associated Builders & Contractors of Connecticut Annual Meeting at the Aqua Turf. He noted he was invited to attend as a representative of Enfield because United Steel, Inc. was the company that erected all of the steel on the Fermi STEAM wing at Enfield High School. He stated United Steel was presented an award for their work at Enfield High School.

Chairman Kaupin questioned the potential for a traffic light on Enfield Street at Enfield High School's entrance. He noted there was a big traffic back-up on Route 5 in this area last week. Mr. Daigle was invited to comment on this.

Mr. Daigle stated a study was done at the beginning of the project regarding a traffic light, and the Committee would have liked a traffic light. He noted the State of Connecticut found non-justification for a traffic light in this area. He stated if the Town paid for the traffic light, it would cost between \$280,000 to \$350,000, and that would be outside of the project scope. He noted remaining funds from the project could be converted back to the Town, and the funds could be used for a traffic light, however, it would not be reimbursable from the State. He went on to note the driveway will be widened, and there will be a left and right-hand turn. He stated Route 5 will have a passing area so the cars won't be waiting should someone need to turn into the school.

Councilor Sarno stated she was on Planning & Zoning for this project, and she was a big advocate for a light on Route 5, and she's still an advocate for a light. She noted if the Town has to pay for it, so be it because it's well worth it for public safety.

Councilor Hall suggested reaching out to State representatives about a traffic light on Route 5/Enfield High School.

Councilor Arnone suggested some estimates be included in the budget for a traffic light on Route 5/Enfield High School.

Councilor Sarno stated her recollection there was discussion about having police presence during high traffic times at Enfield High School. Mr. Daigle noted this would be outside the project's scope, and this is something that the Town would have to do. He noted they have no jurisdiction to advocate funds to anything outside the property line. He stated in everything they do they try to seek reimbursement from the State at the 78% rate. He added they can't use any funds outside the project scope.

Councilor Edgar recalled when Enfield High School had high enrollment and there were multiple buses and cars, one of the duties of the police officer of that beat was to be there and direct traffic. He suggested looking into this to see if that would be feasible again. Mr. Daigle agreed that's a possibility, but that would have to come from the Town.

As concerns help coming from the Town for the fire departments, Councilor Deni stated \$260,000 was paid last year by the Town for a new antenna that was placed on one of the fire departments due to dead spots. He noted this is another example of the Town helping the fire districts.

TOWN MANAGER REPORT & COMMUNICATIONS

Thompsonville Transit Center

Mr. Erdmann stated there was a meeting with consultants recently about the plan to bring a transit station to Enfield. He noted two conceptual designs were presented – the overhead option and the under/over track option. He stated representatives of Connecticut DOT asked for a response within the next 30 days regarding the Town's preference. He stated Councilor Lee had suggested perhaps the appropriate way to approach this would be to have a joint meeting between the Town Council and Planning & Zoning Commission along with representatives of the state and the consultant making a brief presentation. He noted the pluses and minuses of each of these options can be presented, and the Town can then have feedback before deciding on an option. He requested the Council think about how they'd like to proceed.

CIP Sidewalk and Crack Seal Programs

Mr. Erdmann noted the Council has before them Town maps that were presented to the Public Works Subcommittee recently. He stated one map concerns the crack seal program for the upcoming construction season, and that is about a \$260,000 budget item. He explained the second map is for the upcoming sidewalk program, which is about a \$100,000 budget item.

Enfield Schools Traffic Circulation Investigation

Mr. Erdmann stated last fall questions were raised about traffic circulation at several schools, therefore, the on-call engineers were asked to provide quotes for traffic studies. He noted three quotes came in from the Town's on-call engineers, and the lowest acceptable quote is VHB, and that quote was 25% lower than quotes from the other two firms. He stated for \$36,800 they can study traffic issues at five schools – JFK Middle School, Hazardville Memorial School, the Enfield Street School, the Prudence Crandall School and the Nathan Hale School. He pointed out there are funds in CIP to move forward with these studies, which are estimated to take about eight weeks. He noted in a couple months they will return to Council with the results of those studies.

LOTICIP Grant-Freshwater Boulevard Pavement Rehab

Mr. Erdmann stated the Town received good news from ConnDOT concerning a LOTICIP grant that the Town applied for, and they received a project agreement letter, which indicates that ConnDOT has reviewed and agrees with design and specifications for Freshwater Boulevard. He noted this is a \$1,251,600 project cost, which includes construction and inspection. He stated the Town of Enfield was responsible for the design, and VHB was the engineering consultant on this project. He noted the engineering cost came from the roads account, and the project is actually included in the 2015 referendum for roads, so this will actually free up \$1.2 million dollars, which the Council can consider for other projects in the future. He explained this involves a 3.5 inch overlay and the project is limited to 300 feet north of Cranbrook Boulevard to Elm Street, north bound and south bound.

Circle Drive

Mr. Erdmann stated he's happy to report they've been able to make an agreement with Tilcon that they will mill Circle Drive with a two-inch deep milling, and they will replace and reset all catch basin tops, manhole frames, covers, water gates, gas gates as required at the Town's expense. He noted they will crack seal the entirety of Circle Drive at the Town's expense. He stated after Tilcon does the milling at their own expense, the Town will pave the entirety of Circle Drive to a depth of 1.5 inches. He noted they're not planning to replace the existing curbing, and the estimated Town expense associated with this project is \$75,000 to \$100,000 as was discussed with Council. He stated it's anticipated the work will be completed before September 2, 2016.

Councilor Hall questioned the anticipated start date for the Freshwater project. Mr. Nunes responded it will be done before September, and it's a short project. He went on to explain this is the first project in the State of Connecticut that falls under the new set of requirements, which mandates that 25% of the total project value comes from an MBE, SBE or WBE enterprise.

Councilor Hall questioned if the businesses on Freshwater Boulevard will get plenty of notice before the construction begins, and Mr. Nunes responded yes.

Councilor Hall questioned whether they'll take into consideration all the sidewalks and handicap access, and Mr. Nunes stated they will be brought up to code.

Mr. Bilmes referred to a comment by Mr. Erdmann and noted he had also asked whether funds were already allocated in the roads, and he noted the answer is "no". He stated when the referendum was being put together, they already knew this project was in the queue, therefore, it wasn't included in all the projects. He stated this project is 100% funded, but it's not freeing up a like amount.

Councilor Szewczak stated her understanding the funds probably aren't there for the road, but something has to be done about that strip of land because it's deplorable. She feels the Town needs to do better about how it looks.

Councilor Szewczak stated she doesn't know who approved the tree trimming done near the car dealerships, but she feels they just butchered those trees. She stated the Town needs to improve its boulevards. Mr. Bilmes stated Daniel Edwards, Assistant Director of Public Works, has taken a look at Councilor Szewczak's concerns about the boulevards, and he has some ideas as to what can be done.

Councilor Sarno voiced concerns about vehicles parking on the roadway near Monro Muffler, and she stated her hope that has changed because this damaged the curb and shoulder of that road.

Chairman Kaupin requested clarification of the new set of state requirements mentioned by Mr. Nunes, and Mr. Nunes explained MBE stands for Minority Business Enterprise; SBE stands for Small Business Enterprise and WBE stands for Women's Business Enterprise. He noted 25% of the total contract has to be given to one of these types of businesses.

It was the consensus of the Council to have the Town Manager's office find a common date between the Town Council and Planning & Zoning Commission to schedule and publicize a meeting concerning the transit center.

Chairman Kaupin stated he received an email today from Rome, Smith and Lutz, the lobbying firm for CRCOG. He noted Governor Malloy released today the second of two \$30 million dollar installments of Town aid road funding. He stated Enfield is on the list for a total of \$535,090.99. Mr. Bilmes explained within the Town's CIP budget, the Town allocates almost all that money for the roads.

Councilor Szewczak requested an explanation on the sidewalk and crack sealing work. Mr. Nunes stated these roads were picked because when they did the study in 2014, these roads were candidates for routine maintenance such as crack sealing or light maintenance. He noted he checked all these roads, which amounts to about 145,000 linear feet amounting to about 27 miles of roadway.

Councilor Szewczak questioned the average PCI for those roads receiving crack sealing, and Mr. Nunes responded above 90.

Councilor Hall questioned whether the Council can email roads to Public Works if certain roads are cracked, but aren't on this map, or scheduled to be done in the next two years. Mr. Nunes stated he started this map with the base information of the global town survey. He noted other streets can be added, however, there will be more of a cost. Councilor Hall noted the connector between Simon Road and Town Farm Road wasn't done long ago, and it's totally broken down. She stated some of the Presidential streets contain huge cracks, and she doesn't believe they're on any radar to be done. Mr. Nunes

stated some roads in the Presidential section may be beyond crack sealing and may require a mill and overlay, and that's why they weren't included.

Councilman Hall questioned if the Council can email roads they're aware of, and Public Works can provide specific responses so they can provide answers to people. Mr. Bilmes stated they have a running list of roads not included, which amounts to about \$13 million dollars.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

Attorney Bromson stated he's going through the list of all the pending litigation and cases for the Town, and he made a report at the last special meeting. He noted there will be another batch of cases to go through at the next special meeting in February.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Szewczak stated DPW has been meeting with Clean Energy to discuss the performance contract. She noted they're thinking about going out to referendum not on election day. She stated everyone needs to be on the same page regarding this. Councilor Deni stated one of the things discussed at the Clean Energy meeting was marketing this situation, and he's not in total agreement as to when the referendum should be. He noted the commission said they'd work with the Town Council and Honeywell to discuss marketing this so they can go to the public with better answers. He cited the example of Henry Barnard where new boilers were installed. He stated this is an \$11 million dollar project, and it's a cost saving to the town over time. He noted if that isn't done, they still have to put in new boilers, windows, etc.

Councilor Arnone stated he feels strongly this referendum should happen on Election Day when they have the full amount of voters coming to the polls. He noted they need time to educate the public before a referendum, and they should let Clean Energy help in that effort.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL & TOWN MANAGER)

All appointments remained tabled.

MOTION #3492 by Councilor Cekala, seconded by Councilor Sarno to remove Item F. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3492** adopted 9-0-0.

MOTION #3493 by Councilor Hall, seconded by Councilor Deni to remove Item F. from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3493** adopted 9-0-0.

All other Old Business items remained on the table.

NEW BUSINESS

All items remained on the agenda.

ITEMS FOR DISCUSSION

DISCUSSION/RESOLUTION: RESOLUTION APPROVING THE ADOPTION OF THE DESKTOP ENGINEER JOB POSITION

Present for this discussion was Chief Technology Officer, Paul Russell.

Mr. Russell stated the primary function of a desktop engineer is to create a standardization of all computer access devices for the schools and the town, i.e., desktop computers, tablets, mobile devices. He noted this will allow for building images so that there's a common platform for all these types of devices that can be managed remotely. He stated this will also prepare them down the road as technology changes and allow for a quicker adoption of the newer technologies by utilizing centrally managed systems such as the Microsoft system configuration manager.

He noted this is a higher end position than what they have right now. He stated it's closer to a Network Administrator or Network Manager position, which is a little more sophisticated than what currently exists. He stated by doing this, they're anticipating the Lead Technician position will no longer be needed because this will be absorbed into that and also carry on those new networking roles of doing a centralized management solution.

Councilor Deni questioned whether they will be hiring someone new and eliminating a position. Mr. Russell explained they have someone in house at this time that's capable of doing this position, but there are some additional certifications from Microsoft that this person will pursue. He noted they're hoping to have this fully adopted by June.

Councilor Hall questioned how many open positions exist, and Mr. Russell responded one.

Councilor Hall questioned what it will be for net dollars at the end of the year that they are increasing come July. Mr. Russell stated they will see an increase of about \$49,000 to the bottom line just based on healthcare. He noted this reduction of the FTE is a reduction of \$55,000, therefore, they should still be in the positive by about \$5,000 to \$6,000.

FROM: Youth Services
Salaries 22040450 511000 \$12,000
Misc. Contributions/Donations 22040450 417050 \$ 1,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 21, 2016.

/s/ John Wilcox, Acting Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3496** adopted 9-0-0.

RESOLUTION #3497 by Councilor Arnone, seconded by Councilor Cekala.

WHEREAS, Chapter 2, Article III, Division 4 establishes the Ethics Commission and Code of ethics; and

WHEREAS, the Town Council wishes to amend Section 2-125(b) in order to be less restrictive for the number of votes necessary to set a date for a hearing if it is found there is probably cause after the investigation of a complaint; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on December 7, 2015;

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to Section 2-125(b).

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the amendment to Section 2-125(b) of the Enfield Town Code from a vote of at least four (4) members to a vote of the commission.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3497** adopted 9-0-0.

RESOLUTION #3498 by Councilor Arnone, seconded by Councilor Cekala.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Regulatory Compliance Officer**

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3498** adopted 9-0-0.

PUBLIC COMMUNICATIONS

Colleen Reidy, 1116 Enfield Street

Referring to the comment about gasoline, Ms. Reidy stated the Thompsonville Fire District paid to the Town of Enfield \$2.25 per gallon, which is tax free gas. She noted one can go to the pump and get premium for \$2.25. She stated they aren't getting that great a deal on gasoline.

She stated the Council should not be saying they're putting all this money into the fire department if there are dead spots for the fire department because there are dead spots for the police department. She noted the fire departments aren't getting as much free things as the Council claims.

Ms. Reidy stated the Thompsonville Fire District has tried to open up communications with the Town Council, and the Council has continued to be argumentative and not able to listen to the people. She noted they are treated as a totally different entity in Enfield. She acknowledged the Town is trying to improve Thompsonville, however, they are not listening to the taxpayers begging the Town to help them. She pointed out these people are also taxpayers of the Town of Enfield, and they're not just taxpayers of the Thompsonville Fire District.

Jeff Cross, 1116 Enfield Street

Stated he is an active member of the Concerned Taxpayers of Thompsonville. He stated the budgeting process that has taken place under the current commissioners of the Thompsonville Fire District is very transparent, very clear and so are the expenditures. He referred to the comment about the antenna, and noted the Town may have spent \$265,000 on an antenna, but it certainly wasn't the antenna that the Thompsonville Fire District uses because he knows there was a major discussion regarding that, and they're paying thousands of dollars with no help from the Town in regard to that antenna for the Thompsonville Fire District.

Mr. Cross stated if there are dead spots, the police have the same dead spots as the fire department, because if that antenna was to clear up dead spots, it was to clear up dead spots for the police as well as for the fire departments.

He stated the Thompsonville Fire District pays top dollar for anything that they receive from the Town of Enfield. He noted there's nothing that he is aware of that is shown in the budget that the Thompsonville Fire District receives from the Town of Enfield for free. He stated the fire department pays exorbitant fees. As concerns collection efforts, he noted through his career as an accounting manager and comptroller, he has worked for private organizations that collect funds, and the amount of money the fire district is paying for the collection of these funds is exorbitant.

Mr. Cross stated if car taxes end up going directly to Hartford, there will be a significant hit on the Thompsonville Fire District, and he estimates that to be at least \$350,000.

Mr. Cross referred to the train station and stated his hope the train station will be on the east side of the tracks and not in a residential section on the west side and where there's no parking area. He pointed out the abutting property is owned by Eversource and is contaminated, and he does not believe it's in the best financial interest to turn contaminated property into a parking lot for the train station.

Lori Longhi, 1427 Enfield Street

Stated she was also a member of the Planning & Zoning Commission, and members were very upset about the traffic light situation in the area of Enfield High School. She noted the Commission was told someone would be directing traffic in the morning and afternoon. She stated Rachel Blatt was requested to send a letter to DOT because P&Z wanted DOT to have the police reports because it was believed they didn't make the determination with the proper information. She noted they never learned whether anything ever came back or whether a letter went out.

Ms. Longhi stated perhaps they could take one building and do energy efficiency in that building, and the public can be given that as an example in energy savings.

She concluded stating the original recommendations made regarding the ECDC were good recommendations. She noted they need to start back at the beginning before they can go any further.

Robert Tkacz, Frew Terrace

Stated there's a great track record of the vehicle accidents at the entrance to Enfield High School. He noted every school that he drives by has police officers in the beginning and end of the day.

Mr. Tkacz stated there should be a forensic audit of the ECDC. He noted they have 13 personal loans with no indication that any of these loans have been repaid, and they total \$256,000. He noted there's no indication these people have been repaying these loans. He stated even before considering a loan, an audit should be done.

COUNCILOR COMMUNICATIONS

Councilor Arnone referred to the ECDC loans and pointed out they are two-year deferred state grant loans.

Councilor Arnone stated the Thompsonville Fire Department is unique from the other four fire departments. He noted their budget is extremely high because it's a full-time fire department. He acknowledged it's a tax burden for Thompsonville.

Councilor Hall questioned whether the Town of Enfield has contracts with individual fire departments as concerns what's supplied for services, i.e., gasoline, billing, etc. She noted she'd like to see those agreements. Attorney Bromson indicated he can look into this.

Councilor Szewczak questioned whether every fire district is treated fairly and equitably.

Chairman Kaupin stated the proposed stations that Connecticut DOT is building along the whole commuter rail is up and over.

Chairman Kaupin stated the Town buys gasoline, diesel and electricity in bulk, and they sign a contract for a year.

He suggested the fire district outline how they feel they're being unfairly treated by the Town and present those concerns to the Town Manager. He noted he likes the idea of having a subcommittee of the Council provide some answers and having an honest back and forth exchange. He stated his belief there's a lot of cooperative interactions that happen between the town and fire districts.

Mr. Erdmann stated he has a list that was presented to him that they're working on.

Councilor Arnone referred to performance contracting and noted they did energy efficiency work in two buildings, and he estimated there was about a \$10,000 savings in one year for one building.

ADJOURNMENT

MOTION #3499 by Councilor Hall, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3499** adopted, and the meeting stood adjourned at 9:22 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council



TOWN OF ENFIELD

January 19, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Desktop Engineer Job Description.

Councilors:

Highlights:

- The IT Department proposes the new job description of Desktop Engineer
- This new job description identifies the necessary skill sets and experience needed to ensure that IT hires the most qualified employee
- Replaces two positions, Lead Technician and Network Administrator resulting in one less full time employee (FTE)
- This is a full time non-union position
- The anticipated salary for this position is \$69,450/year.

Budget Impact:

This position will result in a reduction of \$55,000 dollars annualized to the Town's budget.

Recommendation:

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

Respectfully Submitted,

Steve Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Desktop Engineer Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Desktop Engineer Job Description.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Desktop Engineer**

Date Submitted: 1-19-16

Submitted by: Steve Bielenda, Human Resources Director

TOWN OF ENFIELD

TITLE: Desktop Engineer

DEPARTMENT: Information Technology

DATE: PENDING

GENERAL STATEMENT OF DUTIES: The Desktop Engineer is part of the IT Support Services team and will be responsible for defining, developing, and implementing client device solutions for the Town of Enfield which includes all Municipal, Public Schools, and Public Safety Information Technology clients. Responsible for understanding, capturing and documenting the client device requirements of the various client populations; researching, evaluating, testing and developing business cases for appropriate client device solutions, configurations. Will determine, document, deploy and maintain client device standards, deployment and management policies, methodologies, procedures and tools. Provides 2nd and 3rd level support to the Support Services team and directly to the clients as needed. Responsible for timely resolution of assigned incident and change tickets within established Service Level Agreements (SLA).

SUPERVISION RECEIVED: Works under the direct supervision of the Chief Technology Officer.

SUPERVISION EXERCISED: Indirectly supervises and advises 3-5 Technicians and Service Desk staff.

ESSENTIAL JOB FUNCTIONS:

- Responsible for installation and support of client device hardware and software for the town purchased technologies including but not limited to workstations, desktops, laptops, tablets and any other mobile/cellular device as needed;
- Design, test, deploy, and support client device images consisting of the operating system, all supported applications, and peripherals;
- Work in collaboration with all IT teams and the customers to establish the requirements for building, deploying and maintaining effective, reliable and secure client device solutions;
- Identify and recommend system/network/application enhancements and improvements that are necessary to maintain reliable computing services;
- Investigate hardware and software problems that may occur and initiate appropriate corrective action;
- Communicates effects of any pending or active hardware and software corrective actions, enhancements and modifications to all customers and IT staff;
- Prepare and maintain written procedures applicable to the administration, troubleshooting and support of client device environment;
- Identify and organize day-to-day operation and maintenance tasks to ensure a secure and reliable computing environment;
- Ensure desktop security, including data integrity, file encryption and related hardware/software is in compliance with Town's policies;
- Document and manage the change management procedures for all client devices or technical changes that are performed by the team;
- Project manage initiatives related to developing client device solutions;
- Assist in maintaining an up-to-date multi-year Technology and Services Roadmap/Strategy for in-scope solutions and services;
- Provide backup support in absence of Network Manager; performs any tasks requested or assigned by the Chief Technology Officer or his/her designee;
- 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 and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is occasionally required to walk, Hand-eye coordination is necessary for operation of computer and various other office equipment.

Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job includes 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 60 or more minutes at a time, remember multiple assignments given over long periods of time and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Must possess following: excellent knowledge of supporting client devices for access to information systems in a diverse network setting including multiple images, device configurations for multiple vendors and operating systems; understand and support mixed environment of stationary and mobile, managed and unmanaged client devices for Windows and Mac OS based applications; Able to identify similarities of equipment/application needs to establish common images that best support client device environment; Able to adjust priorities as needed to accomplish projects, special requests, and needs to support the entire organization; flexibility and willingness to learn new technologies and techniques required to support changing client devices; excellent troubleshooting and problem resolution skills; excellent written and verbal communication skills; ability to maintain effective relationships with all customers; support team concept; ability to work flexible hours as required; possess valid Connecticut drivers' license.

EXPERIENCE AND TRAINING: Undergraduate degree in business administration, computer science, software engineering, or related field, or equivalent work experience; minimum of 3 years of experience in desktop support roles in a Windows/MAC environment, working with Active Directory, enterprise software deployment applications such as Microsoft SCCM(System Center Configuration Manager), software packaging applications, and remote access/control applications; Hands-on experience working with ticketing system; 3 years of experience working with MSI installations, first time installs and upgrades from scratch, repackaging of commercial and internal software affecting the enterprise, experienced working hands on with login scripts and group policies (GPO); 1 - 3 years of experience working as a technical lead in an enterprise environment with a focus on desktop infrastructure, desktop engineering, or desktop virtualization

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



TOWN OF ENFIELD

January 19, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for transfer of funds for Human Resources \$6,000

Councilors:

Highlights:

- The Town conducted interviews for Town Manager, thus incurring travel expenses for two candidates.
- Recruitment for a Town Manager is currently budgeted under Other Professional Services.
- Reimbursement expenses are approximately \$6000.00.

Budget Impact:

There will be no budget impact.

Recommendation:

I recommend that the Council approve this transfer.

Respectfully Submitted,

Steven V. Bielenda, Esq.
Director of Human Resources

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO: Human Resources

Travel	10170000-55800	\$6000.00
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FROM: Human Resources

Other Professional Services	10170000-533900	\$6000.00
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CERTIFICATION: I hereby certify that the above-stated funds are available as of January 19, 2016.



John Wilcox, Acting Director of Finance

1/28/16

Date:

APPROVED BY:  _____ **Town Manager** **Date:** 02-11-16



TOWN OF ENFIELD

February 8, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Town Manager to Enter into Agreement with Connecticut Green Bank.

Councilors:

Highlights:

- The Town of Enfield joined the Clean Energy Communities program and made a Clean Energy Community Municipal Pledge, agreeing to reduce its energy use in municipal facilities by 20 % by 2018 and to purchase 20% of its municipal building electricity from clean, renewable energy sources by 2018.
- As of the current fiscal year, Enfield has supported clean energy equivalent to 19% of its annual electricity usage for municipal facilities
- To date Enfield has earned five rewards through the Renewable Energy track of the Clean Energies Program.
- At \$4,500 per reward, Enfield has earned \$22,500 which it intends to use, contingent on sufficient funds being available from Green Bank under the Clean Energy Communities program, to install the following solar items:

A solar cross walk signal	\$8,200
An LED solar street light	\$4,375
Solar park benches	\$7,600
Solar trash compactors	\$2,300
Total:	\$22,475

Budget Impact:

None

Recommendation:

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

Respectfully Submitted,

Lee C. Erdmann
Acting Town Manager

Attachments:

1. Resolution
2. Agreement

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Authorizing the Acting Town Manger to Enter Into Agreement with Connecticut Green Bank

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, subject to review and approval of the Town Attorney, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Connecticut Green Bank, Clean Energy Communities Program and to affix the Corporate Seal.

Date: February 9, 2016
Submitted by: Town Manager's Office

**CLEAN ENERGY COMMUNITIES PROGRAM
MEMORANDUM OF UNDERSTANDING**

This Clean Energy Communities Program – Memorandum of Understanding (“Agreement”) is made between the CONNECTICUT GREEN BANK (“Green Bank”), a quasipublic agency of the State of Connecticut, established under the Connecticut General Statutes, having its offices at 845 Brook Street, Rocky Hill, Connecticut 06067, and the Town of ENFIELD, organized pursuant to the laws of the state of Connecticut (“Municipality”), a Connecticut municipality. GREEN BANK and Municipality are individually referred to as a “Party” or collectively as “Parties” to this Agreement.

WHEREAS, GREEN BANK, which is charged under the Connecticut General Statutes (“Conn. Gen. Stat.”) Section 16-245n, to promote and support the growth, development, and commercialization of clean renewable energy sources and to stimulate demand for clean renewable energy and the deployment of clean renewable energy sources;

WHEREAS, Municipality has committed to the “Clean Energy Communities Program” under which it agrees to reduce energy use in municipal facilities and to obtain a percentage of the annual electricity usage for its municipal properties from clean, renewable sources, as evidenced by the attached Exhibit A, the “Clean Energy Communities Municipal Pledge,” which is incorporated into this Agreement;

WHEREAS, Municipality has supported clean energy equivalent to 19% of the annual electricity usage for municipal facilities for the fiscal year 2016 and intends to gradually build up to reach the goal of 20% by 2018;

WHEREAS, Municipality acknowledges that clean, renewable sources are those defined as Connecticut Class I renewable energy sources or meeting Green-e certification standards;

WHEREAS, Municipality acknowledges that certain action steps to support clean energy may be substituted in lieu of making a clean energy purchase; and

WHEREAS, as of the date of this Agreement, municipality has earned five (5) rewards through the Renewable Energy track of the Clean Energy Communities program according to program data;

THEREFORE, in consideration of the foregoing and the mutual benefits and detriments described herein, GREEN BANK and Municipality acknowledge their understandings as follows:

Section 1. Condition of Funding. This Agreement is contingent upon sufficient funds being available in the future from GREEN BANK under the Clean Energy Communities Program

("Program"). The Project will be placed on GREEN BANK's contingent funding waiting list upon GREEN BANK's receipt of this Agreement duly executed by both Parties. Failure by Municipality to return the signed Agreement to GREEN BANK in a timely manner may result in GREEN BANK withdrawing this contingent funding offer.

Section 2. Key Terms.

- (a) Municipality is a Clean Energy Community;
- (b) Subject to Section 1 above, the Municipality is eligible to receive from GREEN BANK, at no expense, five (5) rewards, valued at \$4,500 each.
- (c) Municipality has advised that it will use the reward funds to install the following solar items: a solar crosswalk signal (\$8,200); an LED solar street light (\$4,375); solar park benches (\$7,600); and solar trash compactors (\$2,300) ("Project").
- (d) GREEN BANK will pay Municipality the total sum of \$22,500. Payment will be made in two installments: 50% when the projects are commenced and 50% when the projects are completed.
 - a. Municipality shall select a vendor from which to purchase and install the solar items.
 - b. Before the Green Bank is to make a payment to the Municipality, the Municipality must provide the Green Bank with an invoice, a copy of the documentation of the purchase agreement for the solar items and any additional information reasonably requested by Green Bank.
- (e) **Municipality shall collaborate with GREEN BANK to prepare any press releases and to plan for any dedication ceremony related to this installation or program;**
- (f) GREEN BANK shall not be obligated to provide the funding for these projects if there are insufficient funds for such purpose because of any legislative or regulatory action expressly curtailing, reducing, or eliminating GREEN BANK funding.

Section 3. Role of the Principal Contacts.

- (a) GREEN BANK's principal contact for this Agreement is Bob Wall, Associate Director of Outreach; 860-257-2354, Bob.Wall@CTGreenBank.com.
- (b) Municipality's principal contact for this Agreement is Lee Erdmann, Acting Town Manager.

- (c) These principal contacts will be responsible for the joint coordination of activities and resolution of issues cutting across organizational lines in their respective organizations.

Section 4. Liability.

1. Municipality shall bear sole liability for all claims against the GREEN BANK arising out of the use and/or performance, as well as physical malfunctions, of the projects including all claims for damages asserted by third-parties to this Agreement.
2. Municipality agrees to indemnify GREEN BANK in all claims alleged against Municipality as a result of the expressed liabilities set forth in (1) of this Section.

Section 4. Miscellaneous.

- (a) This Agreement may only be modified or amended by a writing executed by all of the Parties to the Agreement.
- (b) In no event shall this Agreement be deemed to give any rights or entitlements to any third party, this Agreement being solely for setting forth the understandings of the Parties.
- (c) This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut and shall be subject to all applicable laws governing the subject matter hereof.
- (d) This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last date upon which the Parties have affixed their signatures below.

CONNECTICUT GREEN BANK

TOWN OF ENFIELD

Signature

Signature

Bryan T. Garcia

Lee C. Erdmann

President

Acting Town Manager

Date

Date

Exhibit A.

CLEAN ENERGY COMMUNITIES MUNICIPAL PLEDGE

The Clean Energy Communities program is an initiative funded by both the Clean Energy Finance and Investment Authority (CEFIA-formerly known as the Connecticut Clean Energy Fund) and the Connecticut Energy Efficiency Fund. CEFIA and the Energy Efficiency Fund develop programs which collectively seek to have Connecticut cities and towns both reduce energy use and increase support for clean, renewable energy for municipal facilities. The Energy Efficiency Fund programs are administered by The Connecticut Light and Power Company, The United Illuminating Company, Yankee Gas Services Company, The Southern Connecticut Gas Company, and/or Connecticut Natural Gas Corporation (collectively, "the Companies")

By applying currently available energy efficiency and clean, renewable energy technologies, the Town of Enfield can save money, create a healthier environment and strengthen local economies; and **accordingly, the Town of Enfield makes the following Clean Energy Communities Municipal Pledge:**

1. The Town of Enfield pledges to reduce its municipal building energy consumption by 20% by 2018. Building energy consumption shall be determined by benchmarking municipal building energy consumption to a baseline fiscal year.
The Town of Enfield can elect from the following fiscal years to determine its energy baseline year: 2008-2009, 2009-2010, 2010-2011, or 2011-2012.
 - a. The Town of Enfield will seek to reduce its municipal building energy consumption for municipal facilities by at least 20% by 2018. The schedule follows:
 - i. Fiscal Year 2012-2013: 5% Reduction
 - ii. Fiscal Year 2013-2014: 8% Reduction
 - iii. Fiscal Year 2014-2015: 11% Reduction
 - iv. Fiscal Year 2015-2016: 14% Reduction
 - v. Fiscal Year 2016-2017: 17% Reduction
 - vi. Fiscal Year 2017-2018: 20% Reduction
 - b. The Town of Enfield will work with the Companies, contractors or other entities to benchmark all of its municipal buildings (including board of education buildings) to determine all municipal building energy usage.
 - c. Beginning July 1, 2015, the Town of Enfield agrees to provide documentation of its municipal building energy consumption on an annual basis by the end of the first quarter of the following fiscal year.
 - d. The Town of Enfield pledges to create its own Municipal Action Plan (MAP) to determine its path in reducing its energy consumption. The Town of Enfield may satisfy this requirement by submitting a pre-existing municipal energy plan, sustainability plan, climate change action plan or similar document.
 - e. There is no penalty if the Town of Enfield fails to meet the reduction amounts set forth in the schedule above. However if these reduction targets are not met starting July 1, 2015, the Town of Enfield will not be eligible to receive Bright Ideas Grants from the Connecticut Energy Efficiency Fund and Companies under the Clean Energy Communities program.
2. The Town of Enfield pledges to purchase 20% of its municipal building electricity from clean, renewable energy sources by 2018.
 - a. The Town of Enfield will seek to make a voluntary purchase of at least 20% of the electricity for municipal facilities from clean, renewable energy sources by annual CEC program requirements. The schedule follows:
 - i. Fiscal Year 2012-2013: 15% Purchase

Town of Enfield Communities MOU

- ii. Fiscal Year 2013-2014: 16% Purchase
- iii. Fiscal Year 2014-2015: 17% Purchase
- iv. Fiscal Year 2015-2016: 18% Purchase
- v. Fiscal Year 2016-2017: 19% Purchase
- vi. Fiscal Year 2017-2018: 20% Purchase

b. The Town of Enfield agrees to provide CEFIA documentation of its municipal clean energy purchases on an annual basis by the end of the first quarter of the following fiscal year. CEFIA intends to request documentation of municipal clean energy purchases for FY2011-2012 in July 2012.

c. The Town of Enfield acknowledges that clean, renewable sources are those defined in section 16-1 of the general statutes as Connecticut Class I renewable energy sources or meeting Green-e® Energy certification standards.

d. The Town of Enfield may satisfy the voluntary purchase requirement by purchasing Green-e® Energy certified Renewable Energy Credits (RECs), enrolling one or more municipal facilities in the CTCleanEnergyOptions™ program, installing renewable energy systems (provided that the RECs associated with such system(s) are quantifiable and not held by a third-party) or any combination thereof.

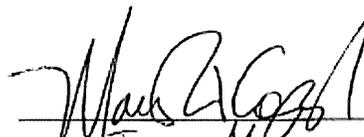
e. There is no penalty if the Town of Enfield fails to meet the items set forth in the schedule above; however, the Town of Enfield will not be eligible to receive incentive rewards from CEFIA under the Clean Energy Communities program.

3. The Town of Enfield agrees to promote energy efficiency and clean, renewable technologies in its community. The Town of Enfield is encouraged to establish a Clean Energy Task Force, or comparable body. This entity will assist the municipality in meeting the Clean Energy Communities Municipal Pledge and to perform education and outreach among residents, businesses and institutions within the community concerning energy efficiency and clean, renewable energy programs.

By taking the pledge and meeting the Clean Energy Community Program requirements outlined by CEFIA and the Connecticut Energy Efficiency Fund, the Town of Enfield may qualify, subject to the terms of separate formal contracts, for the following grants:

- a. CEFIA. For every 100 points, the Town of Enfield may earn a 1 kilowatt (or equivalent) clean energy system.
- b. Energy Efficiency Fund. For every 100 points, the Town of Enfield may earn a Bright Idea Grant that can be used for energy-saving projects. The Town of Enfield is eligible for two Bright Idea Grants per fiscal year.

6



Town Manager
Town of Enfield

(Name of Signatory)
(Title of Signatory)
(Name of Town/City)

* The Town of Enfield understands that the Clean Energy Communities Municipal Pledge is not a contract, and that CEFIA, the Energy Efficiency Fund, and the Companies have not contracted, committed, agreed or promised, to perform or incur any obligations, in any manner, hereunder.



February 9, 2016

TOWN OF ENFIELD

Honorable Members
Enfield Town Council
Enfield, CT

Subject: Resolution Authorizing the Waiving of Property Maintenance Fines and Liens for 10 Connecticut Avenue

Councilors:

Highlights:

- A property owner has approached the Town with a prospective buyer and hope that the Town will waive the fees so that the owner can sell the property. The property owner is unable to close on the sale until all fees have been paid to the town.
- It was confirmed by Attorney Fuller that Marion L. Erickson is the present, sole owner of the above property. She owned it in survivorship with her husband, who recently passed. Upon his death, the entire interest in the property went to Marion.
- The sale price for 10 Connecticut Ave is \$40,000. The property owner owes the Town \$13,010.45 in delinquent property taxes/Sewer fees and owes \$84,423.55 on the blight lien totaling \$97,434.00 as of February 16, 2016.
- The property owner is requesting that the liens be waived in order to sell the property. The property owner would pay the Town \$32,020.24 and receive no proceeds from the sale.
- The Council is taking on the issue of vacant, blighted properties in a more universal way through some proposed policy changes but the Council would need to make a decision on these specific cases in regards to waiving the liens and fees.
- The Attorney representing the seller has provided the Town all pertinent documents requested by the Town's Attorney.
- The alternative to waiving the liens is the Town foreclosing on the property. This property is listed to be on the next Tax sale with proposed date April 30, 2016.

Budget Impact:

There is no budget impact.

Recommendation:

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

Peter Bryanton
Acting Assistant Town Manager

Attachments:

1. Resolution
2. Attachment A

ENFIELD TOWN COUNCIL
RESOLUTION # _____

**Resolution Authorizing the Waiving of Property Maintenance Fines and Liens for
10 Connecticut Avenue**

WHEREAS, pursuant to Chapter 14, Article IV of the Enfield Town Code, Property Maintenance, the owners of 10 Connecticut Avenue (property owners) were cited for blighted premises and were fined accordingly; and

WHEREAS, pursuant to section 14-180 of the Enfield Town Code, the property owner did not contest their liability for the violation before a duly appointed hearing officer; and

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

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

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

WHEREAS, the property owner has approached the Town with a prospective buyer; and

WHEREAS, the amount of the property maintenance lien is greater than the value of the property; and

WHEREAS, the property owner has requested that the Town waive a portion of the unpaid property maintenance lien in order to allow for the sale of the property; and

WHEREAS, the above-noted request pertains only to the property maintenance lien filed per Town Code section 14-183; the delinquent taxes and the clean and lien fees on 10 Connecticut Avenue will be paid in full; and

WHEREAS, the alternative to waiving a portion of the liens is for the Town to foreclose on the property.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council does authorize the waiver of a portion of the property maintenance liens on 10 Connecticut Avenue and authorizes that the amounts set forth in Attachment A be accepted in lieu of the full payment of those liens.

Date Prepared: February 8, 2016

Prepared by: Town Manager's Office

Attachment A

10 Connecticut Avenue

Parcel #026800020030 Map 35 Lot 103

Lien Amount to be waived \$ 97,434

Town to be paid \$30,920.24



TOWN OF ENFIELD

February 4, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Amend Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts Commission Ordinance

Councilors:

Background:

- Chapter 22, Article II of the Town Code establishes the Enfield Cultural Arts Commission
- On October 20, 2014 the Town Council amended the ordinance which updated and redefined the Commission's purpose and responsibilities, but overlooked the inclusion of a formal name change to the name of the body to the "**Enfield Culture & Arts Commission**", which more adequately reflects the commission's expanded mission within our community.
- The commission now seeks to implement the name change ahead of a marketing and branding campaign with an additional amendment to Chapter 22, Article II.

Budget Impact:

There is no budget impact.

Recommendation:

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

Respectfully Submitted,

Mary M. Keller
Recreation Supervisor

Attachments:

1. Resolution
2. Amended Ordinance

ENFIELD TOWN COUNCIL
RESOLUTION No. _____

**Resolution to Amend Chapter 22 of the Town Code of Enfield, Article II—
Cultural Arts Commission Ordinance**

WHEREAS, Chapter 22, Article II of the Town Code (Ordinance) established the Enfield Cultural Arts Commission (Commission); and

WHEREAS, the Town Council wishes to amend the Ordinance to rename the Commission as “Enfield Culture and Arts Commission” which more appropriately reflects the Commission’s expanded mission within the community; and

WHEREAS, on February 16, 2016, a Public Hearing was held in accordance with Charter requirements.

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended and revised Ordinance, renaming the Enfield Cultural Arts Commission as “Enfield Culture and Arts Commission” attached hereto as “Attachment A”.

Attachment A

BE IT ORDANINED by the Town Council of Enfield, Connecticut that the following Ordinance be amended as follows:

ARTICLE II. ENFIELD CULTURE AND ARTS COMMISSION

Sec. 22-31. - Establishment of commission.

The town council has established the Enfield Culture and Arts Commission.

(Code 1967, § 2-71)

Sec. 22-32. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the Enfield Culture and Arts Commission.

Sec. 22-33. - Purpose of commission.

The purpose of the commission shall be to plan, produce, coordinate, or otherwise provide assistance to sponsors of events or activities and to encourage participation therein, which promote or develop the artistic, historic, cultural and heritage resources of and within the community of Enfield.

(Code 1967, § 2-72; [Ord. No. 14-5](#), 10-20-2014)

Sec. 22-34. - Members; qualifications, appointment, terms of office.

- (a) Members of the commission shall be appointed by the town council and shall be selected from a broad cross section of the residential and business community so as to create a diverse body of members who are interested in the aims and purposes of this commission as set forth in this article.
- (b) The commission shall consist of: eleven resident electors, who shall serve for two-year overlapping terms, which shall commence on June 1 of the year of their appointment; two town council member liaisons; and, one town staff member liaison.
- (c) Annually, during the month of June, the members of the commission shall meet, organize and from among their members elect a chair, a vice-chair and a secretary.

(Code 1967, § 2-73; [Ord. No. 14-5](#), 10-20-2014)

Sec. 22-35. - Vacancies.

Any vacancy in the term of any member of the commission shall be filled by appointment by the town council for the unexpired term in accordance with section 22-34(a).

(Code 1967, § 2-74)

Sec. 22-36. - Expenses and assistance.

The members of the commission shall serve without compensation. The commission may receive federal, state, municipal or private monies for the purposes of fostering, assisting and encouraging the arts and to encourage the participation in, and promotion, development and appreciation of Enfield history, culture and heritage.

(Code 1967, § 2-75; [Ord. No. 14-5](#), 10-20-2014)

Sec. 22-37. - Meetings.

The commission shall fix the time and place of its regular monthly meetings and may hold such special meetings as may from time to time be required. The commission shall keep a record of its proceedings, deliberations and actions and shall annually report to the town council in writing its activities and goals. The commission may, within the limit of funds available, employ clerical help or solicit any technical assistance or consultants that may be required.

(Code 1967, § 2-76; [Ord. No. 14-5](#), 10-20-2014)

Sec. 22-38. - Auxiliary services.

The facilities and services of the various agencies and departments of the town shall be available to the commission as it may reasonably require.

(Code 1967, § 2-77)



TOWN OF ENFIELD

February 9, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Director of Planning Job Description.

Councilors:

Highlights:

- The Development Services Department proposes the new job description of Director of Planning.
- This new job description allows the Town to restructure the planning office to ensure stronger supervision and accountability of the employees and responsibilities carried out by the department.
- This is a full time non-union position
- The anticipated salary for this position is \$110,000/year

Budget Impact:

We are currently paying Mr. O'Brien \$65.00 per hour at 25 hours per week which is equal to \$84,500 annually. If we were to retain Mr. O'Brien at \$65.00 for 35 hours a week, it would equal \$118,300 annually. This position will result in an increase of \$110,000 dollars to the Town's budget as this is a new position.

Recommendation:

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

Respectfully Submitted,

Steve Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Director of Planning Description

TOWN OF ENFIELD

TITLE: Director of Planning

**DEPARTMENT: Development Services Department
Planning and Land Use Services**

DATE: PENDING

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the planning and development of the Town. Position requires considerable knowledge of municipal planning and land use laws, regulations as well as the administrative functions of planning and land use principles and practices.

SUPERVISION RECEIVED: Works under the general direction of the Town Manager or his/her designee such as the Director of Development Services.

SUPERVISION EXERCISED: Directly oversees assistant town planner(s) and all staff of the planning office. Oversees all staff assigned to support land Use Boards and Commissions. Oversees such other staff as assigned such as code enforcement staff.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the development, maintenance, and updating of the Enfield Plan of Conservation and Development;
- Responsible for undertaking planning studies concerning the growth, conservation and development of the Town;
- Responsible for administering the Zoning regulations of the Town;
- Responsible for advising the Inland Wetland and Watercourses Commission;
- Responsible for advising the Zoning Board of Appeals;
- Responsible for advising the Historic District Commission;
- Responsible for advising the Enfield Conservation Commission;
- Responsible for providing guidance and assistance to residents and businesses concerning the use of their property and the requirements of the various federal, state and local land use and environmental regulations;
- Collaborates with Development Services Director on Economic Development initiatives;
- Conducts special studies as requested;
- Responsible for administering the Planning Office in accordance with federal, state and local ordinances and regulations;
- Develops efficient and effective management procedures to carry out objectives;
- Represents the Town at regional and state level planning forums;
- Assists in the obtaining of outside resources to achieve planning, conservation and development goals.

OTHER JOB FUNCTIONS: Performs related duties 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. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

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.

Performs highly complex and varied tasks requiring independent knowledge, and its application to a variety of situations, as well as exercises independent judgment.

Noise level in the work environment is usually quiet. Makes field visits to project sites as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and techniques of planning, organizing, integrating and administering a comprehensive planning and land use program, demonstrates comprehensive, current knowledge of applicable codes, regulations, and standards; ability to manage human and capital resources; demonstrate familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for department operations; ability to supervise work of subordinates and direct staff activities; ability to communicate effectively orally and in written form; ability to administer grant programs. Ability to review and interpret architectural and engineering maps and drawings
Familiarity and experience with GIS and map making utilization. Working knowledge and solid understanding of the latest industry computer programs and digital technologies.
Familiarity with Connecticut Land Use laws and practices.

EXPERIENCE AND TRAINING: Master's Degree in Urban, City or Regional Planning; or closely related field and five (5) years' experience in municipal planning, three years shall have been in a supervisory capacity, or a clearly demonstrated equivalent combination of education and training.

Membership in the American Institute of Certified Planners AICP or the ability and experience to obtain required within 2 years of employment.

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

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Director of Planning Job Description.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Director of Planning**

Date Submitted: 2-16-16

Submitted by: Steve Bielenda, Human Resources Director



TOWN OF ENFIELD

February 16, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request from the Enfield Community Development Corporation for \$200,000 Loan

Councilors:

Highlights:

- The Enfield Community Development Corporation (ECDC) owns 33 North River Street and 2 lots at the corner of High and Pearl Street
- These three properties have an appraised value of \$234,870
- 33 North River Street is critical to the development of the Thompsonville Transit Center and the revitalization of Thompsonville
- The ECDC needs to and is in the process of reorganizing
- The ECDC has requested a \$200,000 loan from the Town of Enfield in order to be in a position to develop 33 North River Street

Budget Impact:

None

Recommendation:

I recommend approval of the attached resolution

Respectfully Submitted,

Lee C. Erdmann
Acting Town Manager

Attachments:

1. ECDC Pre-development Loan Proposal
2. Resolution

ENFIELD TOWN COUNCIL
RESOLUTON NO. _____

**Resolution Authorizing \$200,000 Loan to
The Enfield Community Development Corporation**

WHEREAS, The Enfield Community Development Corporation (ECDC) currently owns 33 North River Street and 2 lots at the corner of High and Pearl Street; and

WHEREAS, 33 North River Street is critical to the development of the Thompsonville Transit Center and the revitalization of Thompsonville; and

WHEREAS, in order to move forward, the ECDC is in the process of reorganizing and needs assistance from the Town of Enfield to do so, and has therefore requested a loan of \$200,000 from the Town;

NOW THEREFORE, BE IT RESOLVED, that the Acting Town Manager is hereby authorized to negotiate and execute a \$200,000 loan to the ECDC, subject to review and approval of the Town Attorney.

ENFIELD COMMUNITY DEVELOPMENT CORPORATION PRE-DEVELOPMENT LOAN PROPOSAL

The ECDC which currently owns 33 North River Street and 2 lots at the corner of High and Pearl Street is in the process of reorganizing after having to terminate staff members due to mismanagement and a lack of liquid resources. The ECDC is comprised of a 3 member Board of Directors who are now charged with paying off a sizable amount of debt while keeping the organization solvent so it can complete its mission of developing the much anticipated Thompsonville Transit Center. For your information, we have provided the corporation's latest financial information.

The ECDC is requesting a pre-development loan from the Town of Enfield. The funds would be used to negotiate with current creditors paying down a portion of our outstanding liabilities. The remaining funds would be used to hire a consultant to assist us in raising the \$4 million needed to complete the train station and proposed apartments at 33 North River Street. The \$4 million would come from a combination of federal and state tax credits as well as State and private funding. Repayment of the predevelopment loan would ultimately come from these permanent financing sources secured for the project.

Three options are listed below for your consideration:

Option 1: Predevelopment Loan of \$200,000

- The Town of Enfield would make loan available to the ECDC with a 0% interest rate repaid within 24 months
- ECDC would provide 3 properties with a total appraised value of \$234,870 as collateral secured by a mortgage deed from the Town
- We would ask for a two year deferral on repayment after which the loan would be repaid within 3 years with interest.

Option 2: Predevelopment Loan of \$200,000 paid in increments

- The Town of Enfield would make loan available to the ECDC at a 0% interest rate repaid within 48 months
- ECDC would provide 3 properties with a total appraised value of \$234,870 as collateral and secured by a mortgage deed from the Town
- Loan disbursements would be provided in \$50,000 increments based on certain deliverables i.e. leveraging private dollars or pre-permitting development.

Option 3: Line of Credit up to \$200,000

- The Town of Enfield would make a Line of Credit available to the ECDC
- ECDC would pay a 0% interest rate only on funds expended repaid within 24 months

- ECDC would provide 3 properties with a total appraised value of \$234,870 as collateral and secured by a mortgage from the Town
- Line of Credit would be maintained for future project and expenses

The Board of Directors thanks the Town Council for your consideration of this proposal and stands ready to work with the Town of Enfield to continue the revitalization of Thompsonville.

McCarthy, Debra

From: Keller, Mary
Sent: Wednesday, February 03, 2016 9:05 AM
To: McCarthy, Debra; Tom Arnone; Bill Lee (blee@bitrainingassociates.com)
Subject: FW: Resignation

Hi Deb –

I received this resignation. I believe that there are applications to fill the spot. Will we be able to move forward with that? Please let us know when you get a chance.

Thanks,

Mary M. Keller
Recreation Supervisor
Enfield Recreation Department
860-253-6421
mkeller@enfield.org

From: Sarah Tetro [mailto:stetro37@gmail.com]
Sent: Tuesday, February 02, 2016 9:26 PM
To: Keller, Mary
Subject: Resignation

Dear Mary

Due to time constraints I will be unable to be on the arts commission at this time. I thank you all for the amazing opportunity. This commission is a vital part of our community. I thank you all for your efforts to provide Enfield's residents with the many riches that the arts offer to each of our lives.

Best regards,
Sarah Tetro

Town of Enfield

Application for Vacancy on Boards, Agencies & Commissions

Date: 02/06/2016
 Name: Robert Kwasnicki
 Address: 123 Wynwood Dr
 Telephone No. (Home): 8602390775 (Work): 8609668146
 Occupation: Business/Marketing Consultant E-Mail: Kwas5101@msn.com
 Registered Voter: Yes No Party Affiliation: Republican

Board, Commission or Agency Interested in: Zoning Board of Appeals
 New Appointment Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Property owner and business owner who had an office in town, member of board of directors for the 501(c)3 "Polish National Home Founders Scholarship Program", I can provide a strong business, statutory and governance acumen to the ZBA.

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

If so, please state name of Board, Commission or Agency and time server:

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

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

Town of Enfield

Application for Vacancy on Boards, Agencies & Commissions

Date: 11/12/2015
 Name: Marguerite French
 Address: 19 Hillside Ave.
 Telephone No. (Home): 860-977-6055 (Work): 860-977-6055
 Occupation: Art Teacher E-Mail: Frenchmef@gmail.com
 Registered Voter: Yes No Party Affiliation: Unaffiliated

Board, Commission or Agency Interested in: Cultural Arts Commission
 New Appointment Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:
 Please consider the following: I am a visual artist; I have lived in Enfield for the past 23 years. I own and operate a working artist studio in Enfield at 9 Moody Road, called French Design Studio. Since 1992, I have taught Visual Arts at the high school, college, and elementary school levels. I am very interested in participating in furthering the role of the Arts and culture in Enfield, for the benefit of all its citizens. Thank you for your consideration.

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

If so, please state name of Board, Commission or Agency and time server:

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

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

leadership 12/2

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 09/23/2015
 Name: Todd Barsalou
 Address: 1663 King St. Enfield
 Telephone No. (Home): 203-910-6475 (Work):
 Occupation: General Contractor E-Mail:
 Registered Voter: Yes No Party Affiliation: Unaffiliated

Board, Commission or Agency Interested in: Enfield Beautification Committee
 New Appointment Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have been a lifelong resident of Enfield, and take personally a lot of pride in this town I grew up in and now raising my son here. I am a Cub Scout Leader and a Head Soccer Coach for the U8 kids. I have a sincere interest in the way our town presents itself to our residents, to our neighbors, tourists passing through via the I-91 corridor as well as business who might be considering relocation to our town. The landscaping, our curb appeal, the condition of our properties are so important. As a general contractor I've had many years of experience in improving properties, enhancing curb appeal and designing landscapes. I believe my experience, and the pride I have in my hometown will enable me to serve this commission well. I look forward to the opportunity and would so appreciate your consideration of me. Thank You, Todd Barsalou

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

If so, please state name of Board, Commission or Agency and time server:

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

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

*No
vacancies*

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 01/18/2016
 Name: Mary O'Connell
 Address: 295 Brainard Rd.
 Telephone No. (Home): 8603948198 (Work): 8602860243
 Occupation: Front Desk Coordinator E-Mail: maryoconnell@cox.net
 Registered Voter: Yes No Party Affiliation: Unaffiliated

Board, Commission or Agency Interested in: Commission on Aging
 New Appointment Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have worked at Seabury a Life Care Community in Bloomfield for over 10 years. I am also a licensed Real Estate Agent in CT. I am a life long resident of Enfield. I had taken care of my Mom when she became sick with cancer and I have experience dealing with many different agencies helping her find the right care and services.

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

If so, please state name of Board, Commission or Agency and time server:
 Commission on aging

If this is a reappointment, please list the number of meetings attended during the last 12 months: 0

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

Town of Enfield

Application for Vacancy on Boards, Agencies & Commissions

Date: 02/04/2016
 Name: Virginia Higley
 Address: 48 Sapphire Street
 Telephone No. (Home): 860-763-4373 (Work):
 Occupation: Zoning E-Mail: Vhigley@sbcglobal.net
 Registered Voter: Yes No Party Affiliation: Democrat

Board, Commission or Agency Interested in: Zoning Board of Appeals

New Appointment Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

My background is in zoning both enforcement and assistant to the public. I also have experience in the field of planning. As an alternate to the ZBA, there would be no downtime for training. In the past I served as their liaison for the town. I am familiar with procedures and how a variance or appeal should be approached.

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

If so, please state name of Board, Commission or Agency and time server:
 Clean Energy Committee - 3+ years

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

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