



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, March 7, 2016
7:00 p.m. – Council Chambers**

1. **PRAYER – Bill Lee**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – February 16, 2016**
 - **Regular Meeting – February 16, 2016**
 - **Special Meeting – February 23, 2016**
6. **SPECIAL GUESTS.**
 - **Citizens Academy**
 - **Joel Rinebold, CCAT**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **WPC Upgrade Negotiations**
 - **Enfield Transit Center**
 - **Fiber Optic High Speed Broadband Service**
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. **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)
13. **Enfield High School Renovation Building Committee** – A Vacancy Exists Due to the Resignation of Walter Kruzal (R), Replacement Would be Indefinite. (Tabled 12/07/2015)
14. **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)

15. **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)
16. **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)
17. **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)
18. **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)
19. **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)
20. **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)
21. **Ethics Commission** – A Vacancy Exists Due to the Resignation of Mary Scutt (D). Replacement Would be Until 10/31/2017.
22. **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.**
 - 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 \$200,000 Loan to the Enfield Community Development Corporation.

14. ITEMS FOR DISCUSSION.

- B. **Consent Agenda – Review.**
 - 1. Discussion/Resolution:** Discussion/Resolution: Request for Transfer of Funds for Social Services \$66,044.
 - 2. Discussion/Resolution:** Request for Transfer of Funds for Police Department \$12,500.
 - 3. Discussion/Resolution:** Resolution to Settle Pending Litigation.
 - 4. Discussion/Resolution:** Resolution Authorizing the Acting Town Manager to Enter Into Agreement with the State of Connecticut Department of Emergency Management and Homeland Security.

5. **Discussion/Resolution:** Resolution Authorizing the Acting Town Manager to Enter Into Agreement with North Central Area on Aging.
6. **Discussion/Resolution:** Resolution Authorizing the Acting Town Manager to Enter Into Agreement with the North Central Area Agency on Aging Alzheimer's Aide Grant.
7. **Discussion/Resolution:** Resolution Authorizing the Acting Town Manager to Enter Into Agreement with the Connecticut Office of Early Childhood for the School Readiness and Quality Enhancement Grant.
8. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with the Connecticut Department of Transportation, State Matching Grant.
9. **Discussion/Resolution:** Resolution Endorsing the Capital Region Council of Government's Submission of Projects for the Regional Performance Incentive Program.

C. Appointment(s) – Town Council Appointed.

1. **Cultural Arts Commission-** A Vacancy Exists Due to the Resignation of Diane Carlone (D). Replacement Would be Until 05/31/2017.
2. **Cultural Arts Commission-** A Vacancy Exists Due to the Resignation of Theresa Jedynak (D). Replacement Would be Until 05/31/2017.
3. *****Clean Energy Committee-** The Term of Office of Melissa Everett (D) Expires 03/17/2016. Reappointment or Replacement Would be Until 03/17/2020.
4. **Clean Energy Committee-** The Term of Office of Suzanne Giwoyna (U) Expires 03/17/2016. Reappointment or Replacement Would be Until 03/17/2020.

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

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

- F. ****Discussion/Resolution:** Resolution Setting a Public Hearing to Amend Chapter 22 of the Town Code Article II, Cultural Arts Commission.
- G. ****Discussion/Resolution:** Resolution Setting a Public Hearing Regarding the Proposed amendment to Chapter 34 of the Town Code, Article II, Alarms Systems.
- H. **Discussion/Resolution:** Resolution Approving the Adoption of the Director of Development Services Job Description.
- I. **Discussion/Resolution:** Resolution Approving the Adoption of the Community and Economic Development Officer Job Description.
- J. ****Discussion/Resolution:** Authorization for the Acting Town Manager to Enter Into Agreement with the State of Connecticut Department of Transportation.

- K. ****Discussion/Resolution:** Resolution to Amend Resolution #3518 and to Authorize the Waiving of a Portion of the Property Maintenance Fines and Liens for 10 Connecticut Avenue.

15. MISCELLANEOUS

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

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

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

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, FEBRUARY 16, 2016**

A 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, February 16, 2016. The meeting was called to order at 5:30 p.m.

ROLL-CALL –Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Kaupin, Lee, Sarno, Stokes and Szewczak. Councilor Hall entered at 6:25 p.m. Also present were Acting Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Acting Director of Finance, John Wilcox; Acting Assistant Town Manager for Development Services, Peter Bryanton

BLUM SHAPIRO

Present were Audit Partner, Vanessa Rossitto and Audit Manager, Megan Heaphy.

Ms. Rossitto stated this year there was a new accounting standard implemented, which is called GASB-68. She noted during the audit, they did not encounter any difficulties or disagreements with management. She stated in the management letter they had some suggestions for improvements, and there is a significant deficiency in single audits regarding a couple of items at the Board of Education.

She stated at the end of the audit, they required town and board of education management to sign a representation letter, which basically says everything asked of them was responded to truthfully.

Ms. Rossitto then reviewed the audit page by page as follows:

Page 1 – Blum Shapiro’s audit opinion (3 pages long). There is a differentiation between who is responsible for what. Management is basically responsible for the financial statements, the selection of accounting policies and creating and maintaining internal controls to prevent any tax fraud. Blum Shapiro is responsible to opine on the financial statements.

Blum Shapiro has issued an unmodified or clean opinion on the financial statements.

Page 4 – Contains a narrative of what has transpired in the Town of Enfield during Fiscal Year 2015

Page 13 and 14 – The financial statements start on Page 13.

Page 15 – Contains the balance sheets

Page 17 – Contains revenues and expenditures

Ms. Rossitto stated the Town had a total fund balance of all the governmental funds of \$21.9 million dollars. She noted that is an increase of a little over \$6 million dollars from the prior year. She explained contained in these funds are the major funds of the Town, i.e., the General Funds, the Water Pollution Control Fund, bonded projects and capital non-recurring. She noted the General Fund ended the year with a total fund balance of \$25.8 million dollars, and of that amount \$4.5 million dollars is non-spendable, which means it's on the balance sheet as a pre-paid item or an advance to other funds. She stated \$2.1 million dollars is committed for various projects and \$2.2 million dollars is assigned to the 2016 budget; \$32,000 is for encumbrances and \$139,000 is for education. She explained the \$139,000 for education is the amount that the education line was under budget for 2015.

She stated the next group of funds are the internal service funds, and they're aggregated together on Page 19. She referred to Page 80 and 81 and noted there are three internal funds, which are the health insurance fund, information technology fund and the commercial liability fund. She stated for the most part the funds were flat, except for the health insurance fund and the net position decreased from \$5.1 million to \$1.7 million dollars.

Ms. Rossitto stated the last group of funds are the fiduciary funds, which are located on Pages 83 and 84. She explained there's a pension trust fund and an OPEB trust fund. She noted the pension trust fund is pension benefits for employees and OPEB is the retirees' health benefit. She stated the pension fund increased from \$111 million dollars to \$115 million dollars. She noted in that fund were contributions from employer and employees of \$4.8 million dollars with an investment income of \$5 million dollars. She noted the OPEB fund increased slightly from \$4.011 million to \$4.293 million dollars.

Councilor Lee questioned what is contained in the OPEB trust fund and what is the use of that fund compared to the pension. Mr. Wilcox explained that is for retiree benefits.

Ms. Rossitto stated Page 58 contains the budgetary statement for the General Fund. She noted the final revenue budget was \$121,225,000 and the actual revenues were \$121,312,000, therefore, the Town is \$87,000 over budget on revenues. She referred to expenditures and noted the final budget was \$121,225,000 and expenditures came in at \$120.7 million, or \$479,000 under budget.

She then spoke about the pension disclosure on Pages 41 and 44. She explained a couple years ago GASB-67 and GASB-68 statements were issued, and this changes the way actuaries are measuring the liability. She referred to Page 44 and noted it can be seen that the total pension liability for employees is \$66.1 million dollars and police is \$57.9 million dollars. She explained that is compared to the assets in the pension plan, therefore, the employees and police pension plan have a net liability of a little more than \$4 million dollars.

Ms. Heaphy stated the Town is required to have an audit of its federal awards every year. She referred to Page 1, which contains Blum Shapiro's opinion over major programs for the Town for this year, and they issued an unmodified opinion over major programs, which is detailed on Page 2.

She referred to Page 4, which contains the schedule of the expenditures of federal awards, and this details all of the expenditures by program. She stated the total expenditures for this year, which is on Page 7, was almost \$5.4 million dollars.

Ms. Heaphy stated Page 9 contains their opinion about internal control over financial reporting. She noted Page 11 contains a summary of the auditors' results. She stated they issued an unmodified opinion, but there is a significant deficiency over internal control. She stated for the federal awards, they had no findings this year.

She referred to the significant deficiency which is mainly over the Board of Education Cafeteria Fund and School Miscellaneous Investments.

Councilor Lee questioned whether the Cafeteria Fund relates to benefits or actual food services, and Ms. Heaphy responded actual food services.

Ms. Heaphy stated the response from Pat West from the Board of Education can be found on Page 12.

She noted they issued a clean opinion over major programs at the state level. She noted the Town spent a total of \$65.5 million dollars of state assistance.

Chairman Kaupin questioned whether the Board of Education is making strides concerning the deficiencies. Mr. Wilcox stated his belief they are making strides. He noted there have been communications with Pat West. As concerns the investment income, the Board of Education received a sizable donation, and he has been in contact with Pat West about recording the activity correctly going forward.

Ms. Rossitto referred to the management letter and noted they did not find any issues per se, but rather to strengthen the controls of the Town. She noted the first item has to do with segregation of duties. She pointed out there is no problem, however, there should not be one person performing conflicting functions, i.e., the same employee can collect taxes, count the tax drawer, and prepare the deposit. She noted they are recommending the Town strengthen the controls of the tax collection office.

As concerns capital asset reporting, she noted the sewer system capital assets are maintained on an Excel spreadsheet, which is outside the Town's general ledger system. She noted Excel is subject to user error or formula errors, therefore, they're recommending that the Town put the assets on the Munis system or get another capital asset reporting system.

Ms. Rossitto stated every accounting office should have an accounting procedures manual to memorialize what the procedures are.

She stated they do not test for fraud, nor do they look at every transaction of the town. She noted just because the Town receives an unmodified opinion doesn't mean there isn't any fraud happening. She stated they recommend to all of their clients that they have a fraud risk assessment done, and that they also implement an anonymous fraud tip hotline. She pointed out there are vendors that do fraud assessments.

Mr. Wilcox referred to the finding concerning the tax office and noted they implemented a procedure where the supervisors will review the daily input sheets and compare those to the cash drawers and sign off on those sheets.

Ms. Rossitto stated it was a pleasure working with the town.

ECDC

Present for this discussion were ECDC Board members Katherine McKinnon, Rebecca Olesen, Peter Bryanton and Thomas Arnone.

Ms. McKinnon stated ECDC submitted a request for a \$200,000 loan for jump starting the 33 North River Street project. She noted ECDC was able to secure a grant to acquire this property and do an environmental assessment. She stated ECDC has stalled a bit. She noted 33 North River Street is an important project because it has the potential to kick start the train station, develop housing and attract investors to the Thompsonville district. She stated the Council has received a concept of what's proposed for this building, and it's estimated the cost will be \$4.5 million dollars to develop this building into housing, commercial space and a train station. She noted funding for this project would come from state and federal resources. She added since this is an historic building, it would qualify for historic tax credits.

She stated they are asking the Council to invest in ECDC so that ECDC can invest in Thompsonville. She noted the \$200,000 investment will help ECDC to leverage another \$4 million dollars. She noted they are asking for a loan, and they have property appraised at over \$200,000, therefore, they'd be able to offer that as collateral. She stated her belief a number of options have been presented in terms of how that loan could be structured. She noted if the Town Council were to approve this loan, they'd be able to agree to some milestones they'd need to achieve before any loan funds were disbursed.

Councilor Edgar raised the following items:

- Why are they taking this up prior to the completion of the police investigation?
- Why the rush?
- When he checked the ECDC minutes, four people were appointed to the Board and those four people were to recruit the members up to the required minimum of seven or a maximum of nine, and this was never done and this was to comply with the bylaws. He requested the Town Attorney to check into the legality of this.
- As concerns 33 North River Street, 54 Pearl Street and 1 Spring Street, it's evident the card value was taken from the Assessor, while the properties should

- be appraised by a commercial appraiser in order to get a more accurate value-he questioned the accurate value of those properties.
- Section 11 of the Charter concerning contributions states they can give only \$5,000, and to give more, they'd need two people on the Board that were appointed by the Council, and that is not the case.
 - As concerns contributions, if ECDC is under 5013C, it's a charitable organization, not a private organization, therefore, they fall under the "contributions" part of the Charter.
 - It's also questionable how the changes of officers have taken place.
 - The Town should have a forensic audit.
 - There's over \$70,000 owed to the IRS, and that isn't showed in the financial statements.
 - He feels there's a definite question as to what's shown as assets on the balance sheet. He noted all of the loans are shown as assets, while some of those loans are forgivable loans.
 - He recommended this be withdrawn or tabled until questions are answered.

Councilor Arnone stated the investigation came after the loan request was made. He noted whatever the investigation finds, it's still going to be irrelevant as to whether or not they move forward. He noted they are not disputing the past, but they're trying to strengthen the future. He noted they're trying to protect 33 North River Street from problems with the IRS. He stated the loan is essential to that building not being locked down or losing ownership of that building.

Councilor Edgar stated the investigation may effect this whereby liens could be placed against this building from creditors, and this could prevent receiving grants. He noted the balance sheet shows Cox is in collection.

Councilor Edgar stated ECDC paid salaries, but tax money wasn't sent to IRS. He noted taxes are owed on 33 North River Street and South Street. He questioned if ECDC will be paying back the town with its own money.

Councilor Arnone stated the alternative is that 33 North River Street will sit just as the Strand Theater has been sitting. Councilor Edgar responded Chapter 11 is an alternative and Councilor Arnone responded Chapter 11 will put them into reorganization, but Chapter 11 won't help them apply for grants, therefore, it's a no win situation for Enfield. Councilor Edgar stated it's a no win situation for the Town of Enfield to loan this money because there's no assurance it will be repaid, and the Town doesn't want to go into real estate.

Ms. McKinnon stated the money they need to apply for to actually renovate the building would come mostly from the State of Connecticut who has certain deadlines throughout the year for certain kinds of funding. She noted once they apply for that funding, they have to make sure to be ready for a certain deadline, and once they apply, it could take several months before they find out they're getting the money and another several months before starting construction. She pointed out if everything was a go today, it could be at least two years before construction begins.

Councilor Edgar stated the one thing he voted for was the \$350,000 brownfield grant for that building. He noted he was led to believe they were going to do the work right away, however, he hasn't seen anything being done. He acknowledged the train station could take until 2018.

Councilor Deni voiced concern about the building being uninsured, and Mr. Bryanton stated there has been insurance on the building since it was purchased.

Councilor Deni stated the Strand Theater, the burnt house on Church Street and the old bakery on Cottage Street are sitting neglected. He acknowledged they placed benches around the pond and a fountain in the pond, but nothing else has happened. He noted he was under the impression things were going to happen at 33 North River Street. He stated his impression there's still abatement needing to be done in the basement of that building. He pointed out there's no parking in that area. He stated legislators told him 33 North River Street has no impact on whether or not the train station is coming to Enfield because the State will build platforms wherever they wish. He agreed with Councilor Edgar in that they should wait until the police investigation is complete.

Councilor Cekala recognized the volunteer members of the ECDC and expressed her appreciation for their work.

She stated her understanding if the ECDC were to go into bankruptcy, they would not be able to get grants, and if they owe the IRS money, they wouldn't be able to apply for grants. Ms. McKinnon stated her experience is that when they apply for any kind of funding, the question on most applications has to do with money owed. She added if there's some kind of repayment plan, she believes they could secure funding.

Councilor Cekala questioned what will happen to this building if the ECDC does not get this money, and Councilor Arnone responded it will sit there, and that is not a good thing.

Ms. Olesen stated she is a new member on the ECDC board. She noted the ECDC has been looking for Board members for a long time. She noted, if nothing happens, the building will deteriorate. She noted a train platform will be built, but people will not want to go to a train platform next to a deteriorated building. She stated her belief this will be a loss for the town.

Councilor Cekala questioned if the Town were to grant a \$200,000 loan, and ECDC paid the IRS and was able to get grants, how long would it take to pay back the Town. Ms. McKinnon stated depending on their success and starting construction on the building, the worst case scenario would be two years. She noted she's looking at this as a pre-development type of loan, which would be paid back at the start of construction.

Councilor Lee stated one of the activities that may have caused the Corporation to take its eye off its primary function was the subordination of some of the local loan programs. He questioned if that's something that could be taken back from the Corporation and returned to the Community Development Office. Mr. Bryanton indicated that's a possibility.

Chairman Kaupin questioned the hard number that would resolve the ECDC's financial hardship, i.e., IRS or bills that are owed. Councilor Arnone stated they only have an accountant's estimate of the tax liability.

Ms. McKinnon stated if a loan was to be approved, it could be approved contingent on certain conditions.

Ms. Olesen added it could be done by a series of mortgages as opposed to a loan, whereby ECDC would be asking for a line of credit up to a certain amount, i.e., they need to pay the IRS and pay a certain bill. She noted everything would be paid with a separate secured loan so that it would be very transparent as to where the money is going.

Councilor Arnone stated from this point, they are trying to be as transparent as possible. He added he doesn't see where the investigation would have any impact on going forward.

Councilor Bosco questioned what is the bare minimum that will keep the wolves off their backs and will stop the IRS from locking the doors and compromising the train station. He noted he'd like to see a part in this loan where the Town can demand its money back within 30 days, or the Town takes the building. He feels this will provide safeguards for the Town.

Councilor Deni questioned the possibility of the ECDC getting a loan from a bank. Councilor Arnone responded they would not be able to secure a bank loan because of the ECDC's debt. Councilor Szewczak stated she spoke to some banking people about this, and it would be very difficult to secure a loan.

Councilor Edgar stated his belief \$200,000 will not pay the bills. He noted of that \$200,000, the Town should write the checks and pay the bills so they know they're paid. He questioned whether client money can be used to pay off loans.

Ms. McKinnon stated one of the potential sources of funding for this is the Housing Innovations Grant, and the round for that is in October. She noted with that funding, they would be able to secure a grant that would pay for the conception, but it would also pay off the loans.

Councilor Edgar referred to the current loans of ECDC and noted he does not see any collateral, and he does not see where they're registered with the Town Clerk. He went on to question who signed checks, and Ms. McKinnon responded Darren LaMore. Councilor Edgar stated his understanding the President and Treasurer should be signing checks. Councilor Arnone stated it's difficult to talk about employment issues in open session. Councilor Edgar stated he would like to know more about the signatory responsibilities and who was signing the checks. He pointed out he never said the investigation was a criminal investigation. He stated he also asked for several legal opinions, and he expects to get them from the Town Attorney. He went on to state he wants the Town to perform a forensic audit before even considering giving any loans out. Councilor Arnone stated the ECDC is cooperating fully with the investigation.

Councilor Lee stated the goal of the project is to end up with a productive downtown development adjacent to the railway. He questioned at what point does a development like this become a private, taxable property. Councilor Arnone stated once it is income producing, it will be fully taxable for the district as well as the Town of Enfield. He added the only non-taxable part of that building would be the train ticket area, and the rest of the building would be leasable, i.e., apartments and/or businesses.

MOTION #3500 by Councilor Stokes, seconded by Councilor Szewczak to go into Executive Session.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3500** adopted 11-0-0, and the meeting stood recessed at 6:55 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:56 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Also present were Acting Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki and Town Attorney, Christopher Bromson.

Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 7:10 p.m. He reconvened the Special Meeting at 7:11 p.m. and stated during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3501 by Councilor Lee, seconded by Councilor Hall to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3501** adopted 11-0-0, and the meeting stood adjourned at 7:12 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
TUESDAY, FEBRUARY 16, 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 Tuesday, February 16, 2016. The meeting was called to order at 7:15 p.m.

PRAYER – The Prayer was given by Chairman Kaupin.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Councilman Bosco left at 8:15 p.m. Also present were Acting Town Manager, Lee Erdmann; Acting Assistant Town Manager Development Services, Peter Bryanton; Recreation Supervisor, Mary Keller; Chief Technology Officer, Paul Russell; Assistant Director of Social Services, Joel Cox; Chief of Police, Carl Sferrazza; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3502 by Councilor Deni, seconded by Councilor Arnone to accept the minutes of the January 26, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3502** adopted 10-0-1, with Councilor Bosco abstaining.

MOTION #3503 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the February 1, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3503** adopted 9-0-2, with Councilors Bosco and Lee abstaining.

MOTION #3504 by Councilor Szewczak, seconded by Councilor Stokes to accept the minutes of the February 1, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3504** adopted 9-0-2, with Councilors Bosco and Lee abstaining.

SPECIAL GUESTS

Cultural Arts Commission

Present for this item were Kassie Huhtanen, Chairman and Mary Keller, staff liaison for the commission.

Ms. Huhtanen stated they recently adopted a new logo and name change. The Cultural Arts Commission will now be known as the Enfield Culture and Arts Commission.

She then shared some of the activities this Commission is involved in.

Councilor Arnone thanked the Commission for the update.

Enfield Warming Center Task Force

Present for this item were Rev. Peter Bushnell, Priscilla Brayson and Carol Censki.

Ms. Brayson spoke about the Holy Trinity Episcopal Church warming center, which was developed by many local churches and organizations. She noted many people have worked tirelessly to make this warming center a reality. She stated beginning January 25 until March 1st, Holy Trinity Episcopal Church at 383 Hazard Avenue will provide a warm place for the homeless to rest from 9:00 p.m. until 7:00 a.m. seven days per week.

Rev. Bushnell stated they started with three people visiting the warming center and had six visitors this past weekend. He noted they have accommodations for 10 to 15 people. He noted this has also been a great opportunity for Social Services to identify people in need of permanent housing. He stated they stayed open a little longer with the extreme cold experienced this past weekend. He noted much has been donated to the warming center, and there has been an outpouring of help.

Ms. Censki stated she's the Chairman for fundraising for the warming center, and they've been very successful with their fundraising. She noted they have three paid staff that rotate nights at the church, and they have insurance costs as well as provide protein bars for visitors who use the warming center. She stated they are determined to keep this warming center going from year to year. She noted donations can be dropped off at the People for People Enfield Winter Warming Center at the United Methodist Church on Brainard Road. She stated they would appreciate any support from Town leaders, i.e., a warming shelter closer to downtown where more of the homeless people live.

Councilor Hall commended them for offering this service. She questioned if people can bring donations to the warming center, and Ms. Brayson responded yes.

Councilor Hall questioned how late the local bus runs, and was told it runs until 10:30 p.m. Ms. Censki stated it would be great if the bus could run on Sundays.

Councilor Sarno expressed her appreciation for this warming center.

PUBLIC COMMUNICATIONS & PETITIONS

Steve Cogtella, 2 South River Street

Spoke about the ECDC loan proposal. He stated his belief it's unusual that a private corporation would come before Town officials to request a loan regardless of any collateral they may have to secure that loan. He noted it seems equally unusual for the Town Council to entertain such a proposal especially since local law enforcement is investigating this corporation. He feels there's isn't enough information to make an informed decision, and he also questions the accuracy of the information. He noted no bank will provide a loan to the ECDC and neither should the Town Council because he believes the Corporation is in worse shape than what's being presented.

Mr. Cogtella stated his belief the ECDC wouldn't be in this situation if they complied with their bylaws, i.e., having seven to nine board members rather than three members; having the Executive Director of the Corporation being the head of Community Development in Enfield, and in that case, there would not be a Darren LaMore and Bob LeMay with hundreds of thousands of dollars going to salaries for a part-time job.

He stated the ECDC claims they're reorganizing, but he sees no substantial changes. He noted the November 22, 2010 meeting minutes of the ECDC states the Office of Community Development will be responsible for managing projects and that all laws and regulations are followed.

Mr. Cogtella referred to the January 29th Hartford Courant article and noted it was stated by one of the board members that ECDC's finances were grossly mismanaged, and it is suggested that LaMore and LeMay were the two members solely responsible for this. He disagreed and stated with the exception of Councilor Arnone, who was recently appointed to the Board, where was the Board of Directors when all of this was going on. He questioned whether they have a fiduciary and management responsibility for the Corporation. He pointed out this did not happen overnight, but rather it happened over weeks, months and possibly years. He noted a Board member commented in that article that they're being crucified for what their employees did. He stated those employees weren't just employees, they were the Executive Director and Assistant Director of the Corporation. He noted they were co-workers, friends and socialized together. He pointed out the Board of Directors is being crucified for what they didn't do. He referred to another comment made by a member of the Board which states, "Nothing illegal happened, it all went out through salaries". He stated his understanding that one of the creditors is the IRS because the Corporation failed to pay payroll taxes. He referred to Title 26, United States Code, Section 7202, "Willful failure to collect or pay over tax". He noted the IRS calls this a felony. He stated the IRS not only holds those that perpetrated this crime responsible, they also penetrate the Corporate shield and hold the person having overall financial management authority for the Corporation responsible as well.

Mr. Cogtella questioned if there's any legal litigation pending with former or current members of the ECDC on a federal level. He stated his belief it's one of two things – one or more of the Board of Directors knew what was going on and tried to cover up, or they're simply incompetent. He stated his belief they're not incompetent because they're educated people with years of experience involving this type of work. He stated his belief all members of the Board, including LaMore and LeMay are culpable for the Corporation's failure, and he feels it would be foolish to provide money to the same Board members that allowed this to happen. He pointed out this is an ECDC issue and not a Town issue, regardless of what projects they're working on, including the train station. He feels it would be ludicrous to provide money to any corporation undergoing a law enforcement investigation until they've been exonerated from wrongdoing.

Mr. Cogtella stated 33 North River Street could be leveled and it will have no effect on the train station from what is being proposed by Connecticut DOT from their original design.

He stated on December 23rd he put an FOI request in to the ECDC and requested specific information, however, he received no response. He noted he did get some information, which is probably the same as what the Town received, but that only raised more questions for him, and it should also raise more questions from the Town Council.

He stated his understanding the current Chair of the Enfield Revitalization Strategy Committee is assuming a Board member position with ECDC. He stated he sees this as history repeating itself. He feels this is known as cronyism.

He concluded asking Councilor Arnone to recuse himself from this vote because of his affiliation with the ECDC as a Board member. He feels this would be a conflict of interest because the ECDC stands to gain monetarily with this vote. He noted at the very least, it would be unethical, and he feels they've seen enough unethical conduct with the members of this organization. He feels Councilor Arnone recusing himself would be setting a positive example of what a Board member should be.

James McCarthy, 10 Locke Lane

Spoke at length about the rise rings in the manhole covers. He estimated about \$100,000 worth of work needs to be corrected concerning manholes. He spoke about the incorrect method used in paving some roads, whereby a vibrator compactor was used which caused ripples in some roads. He pointed out this will cause roads to deteriorate quickly. He stated his hope someone will look into this. He provided the Council a detailed statement regarding his concerns.

Maureen Mullen, 1625 King Street

Stated she noticed water pooling between her property and the CREC property. She noted she will take some pictures of this condition tomorrow. She pointed out she does not want any contaminated water going anywhere.

Kelly Hemmler, 10 Hartford Avenue

Stated ECDC has had some success. She noted she was able to borrow some money from ECDC for her business. She stated she applied for a loan and was approved, and it was very helpful, and she has not missed a payment.

Debbie Kruzel, 21 Charnley Road

Stated her belief taxpayers' dollars should not be going to the ECDC. She voiced concern that if the Town Council does this, everyone will be looking for bail out money when they mismanage their money.

Ms. Kruzel stated she heard that the State is bailing out Somers for the Somersville Mill. She questioned when the surrounding towns will bail out Enfield. She noted Enfield has plenty of its own issues that need fixing before helping out surrounding towns so their taxes don't go up. She stated the families of the individuals that caused that fire should be the ones funding the demolition and cleanup. She noted she's considering selling her home and moving to Somers so at least her tax dollars will follow her.

Patrick Gaskell, 94 South River Street –Fire Commissioner at the Thompsonville Fire District #2

Voiced his concern about the \$200,000 loan ECDC is requesting from the Town. He stated he read in the newspaper that a lot is riding on this transit center. He noted ECDC had a great idea in the beginning stages, but obviously the system couldn't sustain itself, and it has failed. He stated he is disappointed ECDC wasn't criticized sooner by this Town Council. He questioned why Council liaisons weren't overseeing the progress of ECDC before it spiraled out of control. He questioned where is Enfield Community Development and Peter Bryanton. He noted as a treasurer of a board himself, he cannot understand how he did not know what was going on with this corporation and how it got out of control. He stated ECDC had two people who were fired because they did not do what they were hired to do, and now taxpayers have to make things right. He stated his belief LaMore and LeMay were scapegoats, and he feels it's unbelievable how the Board did not oversee what was going on.

Mr. Gaskell acknowledged there are difficult decisions to make, and the Council has to make one that hopefully will not repeat itself and end up mismanaged again with more funds lost. He feels before moving forward, ECDC should continue to be investigated and definitely be restructured from top to bottom, meaning new policies, bylaws, directors, board members and Council liaisons. He stated the Town Council needs to call all shots at this time. He noted a \$200,000 loan is the price paid for a new reorganization. He stated all the monies that the ECDC has acquired to date have been from taxpayers in one way or another. He noted transparency needs to be established between ECDC, the Town and the public who are funding or backing these projects. He questioned how the Town Council can convince taxpayers that this won't happen again if the loan is granted.

He concluded stating he does not support the \$200,000 loan to a failed corporation without any changes made to the system, and he hopes the Council feels the same.

Gina Sullivan, 11 Spier Avenue

Stated her belief forgivable loans are a great deal. She noted this worries her because if the Town loans the money to ECDC, will they have to pay it back.

Jeff Cross, 1116 Enfield Street

Spoke concerning the ECDC loan request. He noted he finds it astounding that any loan request would be considered while a police investigation is still going on. He stated when paychecks are knowingly issued and they don't have the cash for taxes, that sounds criminal to him.

Mr. Cross stated a forensic audit is needed. He noted he has the last balance sheet produced as of October 30, 2015, and it has all the loans listed as assets totaling \$267,000. He noted he is happy to hear Ms. Hemmler experienced a successful transaction, but he also sees a loan for the Freshwater Package Store, which is a bad debt at this point. He stated after reviewing the transactions, he does not believe these financial statements are worth the paper they're printed on. He noted they are mis-statements at best. He stated there are transactions that took place prior to the ECDC regarding 8 South Street, and some of the transactions were hundreds of thousands of dollars transferring hands and money being spent, but the only thing he sees reflected on the financials is the sale. He questioned whether there were any gains, losses or expenses associated with that as far as the ECDC was concerned. He noted he finds that extremely hard to believe. He stated the financial reporting done by the ECDC leaves a lot to be desired, and he believes it's criminal as well. He questioned what kind of organization is this, and he questioned what the Town Council is doing using taxpayer dollars to subsidize a private organization. He stated his tax dollars should not be going to subsidize this type of organization. He noted all corporations and organizations like the ECDC file bankruptcy when they find themselves in this position. He noted they should sell their assets, and if loans are forgivable, they are not true assets. He pointed out the only true asset is the property itself. He stated they should sell the assets and pay off the vendors.

Mr. Cross stated the taxpayers of the Thompsonville Fire District are aware of the financial manipulations of another Republican controlled municipal organization. He recalled what the Republican of the Year did for the finances of the Thompsonville Fire Department. He noted this Republican controlled organization shouldn't forget it either.

Jason McClellan, 8 South Street

Stated he supports the ECDC. He noted he has been a business owner in Thompsonville since 2001, and it has been a struggle to stay and grow as a business in this village. He stated ECDC was there when he couldn't get traditional financing for his business and his home. He noted ECDC helped him upgrade his business so that he could stay competitive and keep his business in Thompsonville, and they helped him get a home. He stated ECDC is holding property that will be a centerpiece for the future transit center. He pointed out ECDC is holding property the Town didn't want to hold for fear of liability, and the Town repeatedly stated they're not in the real estate business. He concluded stating he is here to support the ECDC and hopes the Council will do the

same. He then read a statement from Richard McTaggart, the owner of the Enfield Tap as follows:

“I am in support of the ECDC. I have not received a loan from the ECDC, but have seen the work they are doing and believe it is good for Thompsonville. I don’t think the ECDC should be eliminated in any way, shape or form. It needs help, but not eliminated. Find out where the money went and deal with the people accordingly. We bought our business in 2013 and worked hard to be successful and hire local employees, and we are committed to keep our business in Thompsonville. It’s important to me as a small business to have support and know that someone is working to improve this village. While the Town has made some nice improvements around the pond and is repairing the streets, there is no other group in existence that’s working to do the work that the ECDC is and to support the people and the businesses here. It is very important for small business to have that kind of support. We hope you will continue to support us and the mission of the ECDC.”

Mary Scutt, 64 Yale Drive

Asked the Town Council not to loan this money to the ECDC because she feels this is not the proper way to go about this because there are too many unknowns. She feels until the Council knows more, they should not get into the business of loaning anyone money, especially when it comes to this specific property.

Ms. Scutt questioned how the loan could be secured since they can’t put a lien on the property because they then wouldn’t be able to get a grant.

She stated she read the proposals, and there are many what ifs, i.e., there isn’t an answer as to what is owed.

Ms. Scutt stated her belief the rail will come to Enfield whether that building is available or not. She concluded stating her belief the transparency is not there.

Lori Longhi, 1427 Enfield Street

Stated in 2010, the Town Council approved the Town breaking off the ECDC through the recommendations of the Transition Committee, and they were to have a minimum of seven board members with the most being nine board members. She noted they never seemed able to get past the halfway mark. She stated the board members were to come from senior management positions with specific areas of expertise. She noted the Council approved those bylaws, and the Council wanted them to post financials annually, they were to set conflict of interest policies, and they were to have a public disclosure creating a culture of transparency and accountability. She stated in those bylaws there was to be no monetary gain or profit to its members. She noted the bylaws got changed without the minimum members of seven. She questioned if the ECDC is a legally constituted corporation, and was it a legally constituted body when the alleged bylaws were changed. She questioned how the Council can spend one dime of public money until they know these answers. She stated this Corporation owes the Town of

Enfield back taxes, and are they going to pay the taxes, and are they getting favorable treatment.

Ms. Longhi questioned if the Town is putting a lien on the buildings for the taxes. She questioned if the Town is giving ECDC the money, which now gets preferential treatment over other creditors because the Town is getting paid its taxes.

She stated those businesses that did work for ECDC in good faith might not get paid at all. She went on to note they are drawing people from the same group – the Thompsonville Revitalization Strategy Committee, and they have two of the same original members. She questioned how they can expect a different result. She stated she would expect everyone would want to put all of the original recommendations back in place before loaning any money.

Ms. Longhi stated mention was made in the earlier meeting about the issue of insurance. She noted in the accounting that was available for everyone to look at, there were no payments made on 33 North Street, therefore, if no payments were made, how can they have insurance. She stated that's a direct violation of their grants. She noted Peter Bryanton was gracious to admit that he was wrong, and there is no insurance on the building. She feels this is the first step of people coming forward and admitting where the mistakes are. She pointed out this building has been sitting empty for a very long time, and it won't do any harm to let it sit a little longer.

She then spoke about public information. She stated clearly the recommendations were that this was to be an open agency, and this has been one of the major problems and why they're here today. She pointed out this was not an open agency. She noted FOI was clearly set up to have government be opened up, and the actions of not having the ECDC be an open organization clearly violates the spirit of the FOI laws. She stated the Supreme Court adopted a functional equivalent test to determine whether an agency is actually public, and one of them is whether the entity is a governmental function; the level of governmental funding; the extent of governmental involvement or regulation and whether or not the entity was created by a government. She stated her belief there should be no reason why the ECDC is not 100% open with their documents. She noted that was the original intent from the beginning, and she feels that's where they need to start. She stated her belief the Council should go back and start instituting the very things they approved.

Joshua Hamre, 52 New King Street

Stated the work that should be done by ECDC has a huge impact on Thompsonville. He noted if this corporation goes away, it will leave a vacuum. He noted he would like to see something done to continue progress in Thompsonville. He stated his belief perhaps an outside entity should be doing the investigation because the Enfield Police Department is busy. He noted the ECDC should be looked into, and the future of the Corporation is dependent on getting some strong leadership.

Colleen Reidy, 1116 Enfield Street

Questioned if the Town is loaning the ECDC money, will they be using that money to payback taxes to the Town, or is the Town going to forgive those taxes. She questioned whether they will be given preferential treatment since normally a property would go out for a tax sale.

Ms. Reidy stated ECDC's financial report is interesting at best and questionable.

She stated the taxpayers of Thompsonville have had more than their fair share of governmental mismanagement. She feels it's time to bail out the taxpayers and stop bailing out corporations or companies that have nothing to do with the Town of Enfield. She noted government buildings are in bad shape, and the Town has more needs of its own without bailing out a private corporation or company. She stated if ECDC is going to be given a loan, then the mall might as well come out and ask for a loan as well because they can use the same arguments that's being used by the ECDC. She noted if they're going to loan money to ECDC to help save Thompsonville, they should save the mall as well because they're probably the biggest taxpayer in the district.

Rebecca Olesen, 161 Cottage Road

Stated she did take on a role at ECDC, and she did so because she believes in it. She noted it's broken and needs fixing and overhaul. She stated the request for a secured loan with mortgages for every cent borrowed is what is being asked for. She stated her understanding they need to put together a plan that will work for everyone involved. She asked the Council to work with ECDC in some capacity to come up with an incremental, need-based detailed plan that includes plenty of oversight so they can move forward as a community and take advantage of the opportunity before them. She noted they have the chance to make the train stop a destination rather than just a platform, which she believes will be a benefit to everyone, particularly the taxpayers of Thompsonville because it becomes a profitable building that lessens the taxes that Thompsonville taxpayers have to pay. She noted this will be a benefit for the whole town.

Joyce Bolanos, 20 First Avenue

Stated she does not agree with the ECDC loan, and she does not believe the Council should make a hasty decision. She urged the Town to really think about the best interest of the taxpayers. She stated the Council is not making the ECDC accountable for their mistakes. She stated her understanding in February of 2015, the ECDC received a grant for \$200,000 to do an environmental and a market assessment for the Strand Theater. She questioned if that was done and where is that money. She voiced concern about transparency. She feels to give this organization a loan would be disrespectful to the Enfield taxpayers.

Ms. Bolanos expressed her interest in getting more involved in Enfield. She noted she placed a phone call to Economic Development and no one answered the phone.

Karen LaPlante, 166 North Maple Street

Stated she had a lot of confidence in the ECDC when they started because they had great goals and backing from the Town along with grant opportunities. She noted they probably handled a half to one million dollars based on the years they've been active. She stated it appears they didn't use an accountant to help with finances, otherwise how did they build up a debt of \$80,000 in payroll taxes over a two or three year period. She noted someone must have received letters from the IRS. She stated if the Council gives them a \$200,000 loan, the IRS is first, otherwise the IRS can take property. She stated without more information, the Town shouldn't be loaning ECDC money.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Stokes stated his belief the Town Council will give the ECDC matter a lot of thought. He noted there was an investigation called upon. He voiced concern when names are mentioned in public, and he encouraged not mentioning names in public so the investigation has no taint to it. He stated they can't control the past, but they can control the future. He thanked Councilor Arnone for stepping up. He stated his belief they're already seeing the board redeveloped.

Councilor Cekala questioned if there's some way Mr. McCarthy's information about road paving can be addressed or looked at through Public Works.

Councilor Sarno referred to Ms. Bolanos comments and noted she can go onto the Town's website and see all the vacancies if she wishes to get involved.

Councilor Lee stated everyone has a letter addressed to Town stakeholders. He noted this is an opportunity that staff and other agencies have put together as the first big effort to come from Council's action a few months ago to create the North Central Opioid Addiction Task Force. He stated the news reported there was a similar initial meeting of a group that has formed in the New London area, and they've already had several overdose incidents and even death so far this year. He noted Enfield is leading the effort in North Central Connecticut. He stated on the back of the document is the date and time for the first meeting of the Enfield group, which is Tuesday, March 8th from 10:00 a.m. to 12:00 noon in the Enfield Council Chambers. He noted invitations have gone out to area towns, and they may have Representative Joe Courtney in attendance. He stated the Enfield Together Coalition was in Washington a few weeks ago, and they had the opportunity to speak to Rep. Courtney on the day that he sponsored legislation for an emergency appropriation nationwide to address the heroin epidemic.

MOTION #3505 by Councilor Lee, seconded by Councilor Stokes to suspend the rules to address under Miscellaneous Items 14 A1, E, F, G and H.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3505** adopted 10-0-0.

Chairman Kaupin stated Councilor Arnone won an award in his professional life. He received the 2015 James J. Courchaine Collection Systems Award for outstanding efforts in the operation, maintenance, management, or design of wastewater collection systems. Councilor Arnone stated he chose a career in the environment and is proud of what they do everyday to keep water clean right down to Long Island Sound. He noted he's been in this industry for 31 years, and this was quite an honor.

Chairman Kaupin stated Fermi High School is having a senior day hockey game at Enfield Twin Rinks on Saturday, February 20th at 4:30 p.m. He noted there will be an alumni game at 6:45 p.m. on that same day. He stated this was organized by Tim Jensen, and he invited back hockey players from both Enfield and Fermi High Schools.

He stated there will be a quarterly meeting of the Town Council at Parkman School; on Monday, February 29th at 6:00 p.m.

Chairman Kaupin stated if people are truly interested in the revitalization of Thompsonville and believe in the mission of the ECDC, they should call him at 860-749-1820 or skaupin@enfield.org.

TOWN MANAGER REPORT & COMMUNICATIONS

Alarm Ordinance, Annual Report

Chief Sferrazza stated this report is presented once per year in compliance with the alarm ordinance. He noted for calendar year 2015, the Police Department received 1,308 alarms, and this number represents a continuation of a downward trend in the amount of alarms received by the dispatch center. He stated 129 tickets were issued as a result of these alarms, which generated revenue for the Town totaling \$9,495. He noted the ordinance was changed awhile back to allow two false alarms per residences, therefore, they've seen a significant drop in revenue, but overall the number of alarms was reduced.

Chairman Kaupin recommended Chief Sferrazza inform the Council if there should be revisions to the ordinance. Chief Sferrazza stated he does have some recommendations which he can pass on.

Councilor Arnone thanked Public Works for addressing streetlights on Town Farm Road.

Councilor Stokes stated he was informed that there's a huge pothole in the area of DMV on Pearson Way.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated he had no formal report this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Cekala stated “D” wing has been demolished. She noted work is continuing. She stated the Building Committee is working with the Board of Education and Town staff to try and insure any transitions happen as smoothly as possible.

Chairman Kaupin stated they are attempting to schedule the Food Truck Committee and are hoping for a February 24th meeting.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3506 by Councilor Edgar, seconded by Councilor Deni to remove Item #12 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3506** adopted 10-0-0.

NOMINATION #3507 by Councilor Edgar to appoint Mary O’Connell (U) to the Commission on Aging as an Alternate member for a term which expires 12/31/2017.

MOTION #3508 by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3508** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Mary O’Connell appointed to the Commission on Aging by a 10-0-0 vote.

MOTION #3509 by Councilor Lee, seconded by Councilor Edgar to remove Item #14 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3509** adopted 10-0-0.

NOMINATION #3510 by Councilor Lee to appoint Todd Barsalou to the Enfield Beautification Committee for a term which expires 12/01/2018.

MOTION #3511 by Councilor Hall, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3511** adopted 10-0-0.

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

MOTION #3512 by Councilor Lee, seconded by Councilor Arnone to remove Item #20 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3512** adopted 10-0-0.

NOMINATION #3513 by Councilor Lee to appoint Robert Kwasnicki (R) to the Zoning Board of Appeals as an Alternate for a term which expires 12/31/2019.

MOTION #3514 by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3514** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Robert Kwasnicki appointed to the Zoning Board of Appeals by a 10-0-0 vote.

All other Town Council and Town Manager appointments remained on the table.

Items C through H remained tabled.

NEW BUSINESS

RESOLUTION #3515 by Councilor Lee, seconded by Councilor Stokes.

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

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3515** adopted 10-0-0.

ITEMS FOR DISCUSSION

Chairman Kaupin stated Item I will appear on the next agenda.

MISCELLANEOUS

MOTION #3516 by Councilor Edgar, seconded by Councilor Hall to adopt the Consent Agenda. \$6,000 Transfer – Human Resources

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3516** adopted 10-0-0.

RESOLUTION #3517 by Councilor Lee, seconded by Councilor Edgar.

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.

Councilor Cekala stated it does say they're going to install solar items, but it doesn't say where they are going. Councilor Arnone stated the location is JFK Middle School. He noted this will also be in conjunction with the Gifted and Talented Program so they can make it a learning experience.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3517** adopted 10-0-0.

RESOLUTION #3518 by Councilor Arnone, seconded by Councilor Deni.

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.

Councilor Cekala voiced her support of the resolution. She stated her understanding they're just waiving a portion and not the full amount of fines and liens. Attorney Bromson stated as long as it reflects accurately what the intent of the Council is and that they will review tomorrow and let the Town Manager know. He added if there's a problem, it will be corrected and brought back.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3518** adopted 8-1-1, with Councilor Hall voting against and Councilor Edgar abstaining.

RESOLUTION #3519 by Councilor Arnone, seconded by Councilor Szewczak.

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 1, 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".

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3519** adopted 10-0-0.

RESOLUTION #3520 by Councilor Lee, seconded by Councilor Arnone.

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

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3520** adopted 10-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

Councilor Cekala reminded everyone the Heritage Fair is this Saturday at JFK Middle School from 11:30 – 4:00 p.m. She noted this is a day when diversity is celebrated with performances, activities and displays.

Councilor Lee stated the Buzz Robotics annual pasta supper is being held Thursday, March 3rd from 5:00 to 8:00 p.m. at St. Bernard's Church on Hazard Avenue. He noted tickets are \$10 for adult and \$8 for seniors and children.

ADJOURNMENT

MOTION #3521 by Councilor Hall, seconded by Councilor Arnone to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3521** adopted 10-0-0, and the meeting stood adjourned at 9:15 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of February 16, 2016
Regular Town Council
Meeting See Page 14

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
FROM:	Human Resources		
	Other Professional Services	10170000-533900	\$6000.00

CERTIFICATION I hereby certify that the above-stated funds are available as of January 19, 2016

John Wilcox, Acting Director of Finance Date 01/28/16

Approved by: _____ Town Manager Date 02/11/16

Appended to minutes
of February 16, 2016
Regular Town Council
Meeting See Page 14

TOWN OF ENFIELD

TITLE: Desktop Engineer

DEPARTMENT: Information Technology

DATE: February 16, 2016

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.

Appended to minutes
of February 16, 2016
Regular Town Council
Meeting See Page 16

TOWN OF ENFIELD

TITLE: Director of Planning

DEPARTMENT: Development Services Department DATE: February 16, 2016
Planning and Land Use Services

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
MINUTES OF A SPECIAL MEETING
TUESDAY, FEBRUARY 23, 2016**

A 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, February 23, 2016. The meeting was called to order at 5:30 p.m.

ROLL-CALL –Present were Councilors Deni, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Bosco entered at 5:31 p.m. Councilors Arnone, Cekala, Edgar, and Sarno were absent. Also present were Acting Town Manager, Lee Erdmann; Acting Director of Finance, John Wilcox; Chief Technology Officer, Paul Russell and Intern, Michelle Carroll.

SPECIAL GUEST – SiFi

President of SiFi, Scott Bradshaw, made a presentation.

Mr. Bradshaw explained how an optic cable infrastructure provided by SiFi could create a platform for next generation services and Gigabit internet connectivity. He noted such connectivity could be delivered to residents and businesses throughout the town, and this would help Enfield be better positioned for economic growth. He indicated this would be a public/private partnership with benefits for all parties.

He stated SiFi would pay for this by bringing in local and national internet service providers to offer competing high-speed internet and video services for all local consumers, with SiFi turning the network's infrastructure over to the town after an agreed-upon amount of time, which typically consists of either 20 or 30 years.

Mr. Bradshaw compared this financial agreement to a lease. He explained that SiFi would want to make sure the project would be cost-positive before embarking on it. He noted SiFi would be in charge of building, operating and maintaining the network throughout the length of the long-term lease agreement.

Councilman Bosco questioned the necessity of a referendum to accomplish this, and Mr. Bradshaw responded most communities don't have to go to a referendum.

Mr. Erdmann noted bond counsel would look at this.

Mr. Bradshaw reviewed the "Sustainable Pro-Forma". He noted they stand behind their equipment for a minimum of 30 years.

Chairman Kaupin questioned what's expected from the Town Council. Mr. Bradshaw responded he's looking for a good-faith relationship with the Town for a six month period, during which time he will be spending money to look at the feasibility of this

venture. He noted after this period of time, he will come back to the Council to share what he has learned from the community.

Mr. Erdmann stated they have a draft exclusivity agreement, and if the Council wishes to go forward, this can be included on the first meeting agenda in March.

Chairman Kaupin questioned whether everyone was comfortable with an exclusivity agreement, and there were no objections.

REVIEW OF RESULTS OF GOAL SETTING SESSION 1

Mr. Erdmann reviewed the breakdown which came out of the first goal setting workshop. He noted the next step is to confirm five objectives. Those objectives are as follows:

Economic Development

Complete TOD Master Plan and related zoning

Improve retail climate

- Business district improvement
- Improve connectivity

Corridor & Village improvements

Fiber optics network

Business retention & recruitment

Secure funding for construction of Enfield train station on Hartford line

Establish feasibility for additional industrial property development

Neighborhood beautification & blight

Impact of regional casino

Councilor Hall questioned if a casino is off the table, and what could Enfield gain from a casino. Mr. Erdmann stated the tribes are in negotiations with several towns, but he does not know how detailed those negotiations are.

Councilor Hall questioned the possibility of meeting with the tribes to see what they have to offer.

Councilor Stokes stated he would be for listening to a detailed plan, and he believes the next step would be for a conversation with the players.

Chairman Kaupin stated his belief such a discussion should be at the staff level.

Education

School Security – fund planning

Facilities

- Playscapes
- Fields

- Buildings
- Strengthen partnership between agencies
- Social Services
 - Schools
 - Public Safety
 - Youth Services
 - Shared Services
- Renew IT Memorandum of Understanding
 Completion of Enfield High School renovations

Environment, Energy & Sustainability

- Repacking energy performance referendum
 Insurance – fiscal sustainability
 Complete solar zoning
 Splash Park
 Broader aquatics plan
 Finish skateboard park
 Investigate rail to trail conversion (Hazardville)
 Investigate cricket field & disc golf
 Scantic River Subcommittee follow-through

Infrastructure & Facilities

- Complete 10-year plan & building upgrades (prioritize)
 Joint Task Force (Council & Board of Education)
 Repackage referendum and sell it
 WPCA management improvements
 - Billing Process
 Continue to implement Roads 2015
 - Examine roads specs (manholes and paving)
 Revisit escarpment & waterway maintenance
 - Sharp Street
 - Cooper Street

Public Safety

- Fund school security plan
 Headquarters renovation
 Expand use of solar crosswalks
 Thompsonville policing strategy
 Leadership continuity/transition plan
 Continuation of opioid task force

FY 16/17 BUDGET DISCUSSION OF PARAMETERS

Mr. Erdmann explained the FY 16/17 Budget parameters.

Mr. Wilcox then spoke about a draft of a three-year financial forecast. He explained the assumptions behind the projections on the handout. He noted a 22% increase in health insurance is anticipated.

Mr. Erdmann stated the Board of Education plans to submit a budget tomorrow night. He noted the Board of Education's proposed budget would result in a two mill increase by itself. He stated the Town Council will get the Town Manager's proposed budget on March 21st.

ADJOURNMENT

MOTION #3522 by Councilor Szewczak, seconded by Councilor Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3522** adopted 7-0-0, and the meeting stood adjourned at 9:00 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Town Council



TOWN OF ENFIELD

MEMO

To: Lee C. Erdmann, Acting Town Manager

From: Jonathan Bilmes, Public Works Director

Date: February 26, 2016

RE: Consensus to Negotiate a Contract with Woodard and Curran for the WPC System Upgrades

- Pursuant to a CT DEEP approved Qualification Based Selection (QBS) process that began in 2013, the Town selected Woodard and Curran to conduct a Facility Plan. Work commenced in May, 2014.
- The total cost of the Facility Plan work is \$1,115,134¹; Clean Water Grant funds are funding \$613,323, which amount is 55% of the cost of the work.
- The Facility Plan was submitted to CT DEEP in December, 2015. Comments and a “pre-approval” letter are expected in the next 2-3 months.
- A \$36 Million Sewer Referendum was passed by voters in November, 2015 with almost 60% in favor.
- Sewer fee rates are generating funds sufficient to pay for the overall cost of sewer service, including the debt service (@2%) on the Town’s expected capital share of the project (\$36M-\$4.8M grant= \$31.2M).
- Sewer fee rates were established with the understanding that they would not increase during the first five years.
- CT DEEP has verbally informed DPW staff and representatives from Woodard and Curran that Enfield’s anticipated grant funding is at risk over the next 2 years due to the formula used in the “priority list” determination and existing Clean Water Fund financial commitments to the MDC.
- Woodard and Curran, at a meeting with DPW Subcommittee on February 18, 2016, identified additional grant fund opportunities and indicated that Enfield’s financial model will allow most, if not all, of the \$36 Million project improvements to be implemented without raising sewer rates.
- CT DEEP has confirmed in writing that the 2013 QBS process that led to the selection of Woodard and Curran for Facilities Plan work is valid. The Town is not required to conduct a second consultant procurement.

¹ Facilities Planning fees are \$450,000 below initial budgetary estimates.

- After reviewing the above at its February 18 meeting, the DPW Subcommittee recommends that the staff (DPW, Town Manager) commence negotiations with Woodard and Curran for a contract for the next phase(s) of the Water Pollution Control Upgrade project as approved by voters in November, 2015.
- The DPW Subcommittee felt that a consultant procurement was not necessary at this time and would delay the project by 4-6 months.
- Next phases for the consultant include design, bid document preparation and evaluation, inspection, value engineering, and grant paperwork.
- An email from CT DEEP, dated November 16, 2015, is below.²

There is no additional budget impact. All project costs, including the consultant's fees, will be within available funding based on the current sewer use rates.

Respectfully Submitted,



Jonathan Bilmes, PE
Public Works Director

Handout:

1. Woodard & Curran Presentation

² As far as the Priority List is concerned, as discussed, I cannot advise you on the release date for the 2016-17 edition. It should be noted that when it is released, it will be in draft form. The draft is followed by a public hearing. At the public hearing, municipalities may request changes to the Priority List, should they believe that their project was not given proper consideration. Such requests are then reviewed by DEEP and management, after which, any appropriate changes are made. The final Priority List is then issued. The advice here is that if you see the draft of the Priority List and you are not satisfied with the funding assigned to your project, it is important to attend the public hearing to make your needs known. Often the Draft Priority List is changed based on the issues municipalities raise at the public hearing.

Priority List information appears on DEEP's website. It will be updated as developments unfold. Please check back frequently.

Paul Grochowski
Accountant
Clean Water Fund
Connecticut Department of Energy and Environmental Protection



TOWN OF ENFIELD

February 23, 2016

To: Enfield Town Council

From: Enfield Economic Development Commission

Re: Recommendation for Fiber Optic High Speed Broadband Service

The Economic Development Commission (EDC) has had the opportunity on two occasions to meet with Enfield's Chief Technology Officer Paul Russell and an Infrastructure Developer Representative, to discuss development and implementation of a fiber optic network providing open access to high speed broadband service to the residential and commercial/industrial citizens of Enfield. The vendor presentation outlined a scenario for a public-private partnership (over 30 years) that would allow Enfield to install a pioneering system for residential and commercial customers offering high speed service (gigabit) far exceeding anything currently available in the community.

The EDC believes that the Town Council should consider such a program opportunity as a high priority for economic development in Enfield. Please consider the following:

- A fiber optic network would be a significant economic development tool that would create a unique asset for Enfield especially providing town wide service.
- Open access would expand competition for WiFi service (currently limited to cable & phone line carriers) while expanding the available speed.
- Recent news reports have Springfield & Holyoke to our north exploring projects to provide open access to areas of their communities.
- Availability to residential and commercial customers will enhance Enfield from both a quality of life and an economic development perspective impacting on business, education and recreation.
- The scenario outlined shows a pathway to investment which limits community risk, will earn profit and ultimately result in community ownership of the network while providing for technology upgrades over the life of the agreement.

The EDC is available to assist in whatever way we can to help evaluate this opportunity and develop this unique economic development engine for Enfield's arsenal in the battle for business development to enhance jobs and tax base for the community.

Office of the Town Manager
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



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.

MEMORANDUM

TO: Town Council Leadership
FROM: Peter Bryanton, Acting Assistant Town Manager, Development Services
DATE: March 2, 2016

RE: ECDC Loan Proposal / Operations Budget

As requested, the ECDC Board members have developed the following operations budget for the 2016 calendar year. The budget includes both anticipated operational costs and outstanding debts that need to be settled. Also attached is a spreadsheet which provides the specific amounts of each outstanding bill. Please note that the outstanding architect and surveying services will be paid from outside grant funds which we will apply for once our tax bills are settled.

As previously stated, the loan could be parceled out in increments based on certain milestones or deliverables. We are open to do whatever it takes to resolve this matter.

Thank you for your consideration.

Copies: ECDC Board of Directors

**ECDC OPERATING BUDGET
CALENDAR YEAR 2016**

ADMINISTRATION	CATEGORY	COST
Accounting	CPA / Tax Services	\$5,000
	(Outstanding Invoices)	\$4,000
	Subtotal:	9,000
Insurance	Director's & Officer's Insurance	\$5,000
	Property Insurance	\$15,000
	Liability Insurance	\$7,500
	Subtotal:	\$27,500
Legal	Tax Attorney	\$8,400
	Corporation Attorney	\$10,000
	(Outstanding Invoices)	\$4,100
	Subtotal:	\$22,500
Maintenance	General Repairs	\$2,500
	Security Measures	\$2,500
	Snow Removal	\$3,500
	Electrical	\$1,500
	Plumbing	\$2,500
	Subtotal:	\$12,500
Professional Services	Project Consultant	\$15,000
	Architect Outstanding Invoice	(\$79,500) not
	(To be paid from outside grant	included in
	funds)	total
	Subtotal:	\$15,000
Taxes	Property / Town of Enfield	\$2,500
	(Outstanding Taxes IRS & Town)	\$95,000
	Subtotal:	\$97,500
Utilities	Electric	\$2,000
	Gas	\$3,500
	Water / Fire Protection	\$1,500
	Alarm System / Internet Service	\$500
	(Outstanding Invoices)	\$8,500
	Subtotal:	\$16,000
	Total Operations & Debt	\$200,000

ECDC Outstanding Bills

3/2/2016

Vendor:	Bill Date:	Due Date:	Amount Due:	Type:	Notes:
Town of Enfield	11/24/2015	upon receipt	26.99	Sewer Use	Includes prior balance
Town of Enfield	2014-2	2/1/2016	1,689.08	Real Estate Tax	33 N River Street
Town of Enfield	2014-1	8/3/2015	2,907.98	Real Estate Tax	33 N River Street (interest accruing)
Town of Enfield	2013	2/2/2015	4,692.25	Real Estate Tax	33 N River Street (interest accruing)
Town of Enfield	2014-2	2/1/2016	413.97	Real Estate Tax	54 Pearl Street
Town of Enfield	2014-1	8/3/2015	712.72	Real Estate Tax	54 Pearl Street (interest accruing)
Town of Enfield	2013	2/2/2015	1,282.60	Real Estate Tax	55 Pearl Street (interest accruing)
Town of Enfield	2014-2	2/1/2016	354.19	Real Estate Tax	0 Spring Street
Town of Enfield	2014-1	8/3/2015	609.79	Real Estate Tax	0 Spring Street (interest accruing)
Town of Enfield	2013	2/2/2015	1,100.86	Real Estate Tax	0 Spring Street (interest accruing)
CT Dept of Revenue	11/4/2015	11/30/2015	1,320.48	Withholding Tax	Quarter Ending 9/30/15
Eversource		1/19/2016	2,675.00	Utility-Electric	33 N River Street - Acct 57594766024 - delinquent since Sept 2015 - Interest Accruing
Eversource		12/20/2015	935.35	Utility-Electric	33 N River Street - Acct 51672576048 - delinquent since Sept 2015 - interest accruing
Eversource		12/20/2015	722.92	Utility-Electric	33 N River Street - Acct 51446376063 - delinquent since Sept 2015 - interest accruing
CT Water	12/29/2015	1/28/2016	2,662.87	Utility - Water	33 N River St - includes prior balance - interest accruing
RUI Credit Services	9/25/2015	ASAP	1,497.53	Utility - cable	For Cox Communications - collections
Paul Bailey Architect	11/1/2014	ASAP	79,500.00	Professional Svcs	33 N River Street project
Murtha Cullina	2/28/2014	ASAP	3,251.25	Professional Svcs	33 N River Street - Received reimbursement from state Brownfield Grant, but ECDC did not remit to vendor
Fallon Law Office	10/26/2015	ASAP	815.00	Professional Svcs	Strand Grant work
Bardaglio, Hart & Shuman	11/20/2015	ASAP	4,000.00	Professional Svcs	ECDC Accounting/Audit
New England Landscape	10/22/2015	Paid	319.05	services	33 N River Street
Total Due:			111,489.88		



TOWN OF ENFIELD

February 25, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of funds for Social Services \$66,044

Background:

- The Enfield Child Development Center has been awarded an additional \$ \$37,965 from the Office of Early Childhood School Readiness Grant. .
- The grant funds will pay for the salaries of the teaching staff and parent activities, instructional supplies, food and field trips.
- \$22,300 from salaries will be transferred to building materials and supplies to purchase room air conditioners for Stowe classrooms and food and travel for additional cost associated with the Early Learning Center.
- \$3,881 from the School Readiness Quality Enhancement Grant will be utilized for Professional Development. This income has been received by the Town.
- An additional \$1,898 of funds from the School Readiness grant allocated by the funder for administration will be utilized to cover the cost of printers and food for volunteers in Social Services Administration.

Budget Impact:

- The Child Development Center has adequate funds to cover the costs of staff salaries and School Readiness Grant covers the remaining expenses.

Recommendation:

- That the Town Council approve the budget transfers related to the increase in School Readiness Funding to the Enfield Child Development Center and Social Services Administration

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO:

Child Development Center

Salaries Non-Certified	22046014- 511200	\$ 33,340
Social Security	22046014- 522000	\$ 990
Medicare	22046014- 522100	\$ 538
Professional Development	22046014- 532200	\$ 3,881
Parent Activities	22046014- 532500	\$ 1,000
Instructional Supplies	22046014- 561100	\$ 597
Food	22046014- 563000	\$ 900
Field Trips	22046014- 532400	\$ 600
Travel	22040432- 558000	\$ 800
Supplies and Materials	22040432- 560000	\$ 2,500
Maintenance / Building Sup	22040432- 561000	\$ 10,000
Furniture and Fixtures	22040432- 573300	\$ 1,000
Food	22040432- 563000	\$ 8,000

Social Services Administration

Food	22040001- 563000	\$1,098
Technology Equipment	22040001- 573400	\$ 800

FROM:

School Readiness Revenue

School Readiness Grant	22044432- 460140	\$37,965
School Readiness Quality Enhan.	22044432-460142	\$ 3,881
School Readiness Grant (Adm)	22044001-460140	\$ 1,898

Child Development Center Salaries	22040432- 511000	\$22,300
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CERTIFICATION: I hereby certify that the above-stated funds are available as of February 26, 2016.


John Wilcox, Acting Director of Finance

APPROVED BY:  **Acting Town Manager**

Date: 03-09-16



TOWN OF ENFIELD

February 23, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Enfield Police Department \$ 12,500.

Councilors:

Highlights:

- The Police Department has joined with the East Windsor, Windsor Locks and Suffield Police Departments to form the North Central Narcotics Task Force. This was done in response to a large number of heroin overdoses in the region.
- The Task Force will have start up and operating costs that will be shared by each of the member departments. Expenses will include technology equipment and supplies as well as funds for confidential informants.
- Each agency has agreed to place \$2,500.00 into a joint account to fund the newly formed North Central Narcotics Task Force.
- I respectfully request that any unspent funds in this account be rolled over into the following fiscal year.

Budget Impact:

The funds will be transferred out of an existing Police Department account, therefore there will be no impact on the budget.

Recommendation:

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

Gary Collins
Deputy Chief of Police

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: Unallocated Charges

FROM: Police Services

Transfer Out

10800092-593014 \$2,500

10200500-555000 \$2,500

TO: North Central Reg Narcotics Task Force

FROM: DUI Enforcement Program

Misc Expense

25006072-589000 \$ 10,000

North Central Narc Task Force Rev

25040000-460495 \$ 7,500

General Fund Transfer In

25040000-480001 \$ 2,500

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 23, 2016.

John Wilcox, Acting Director of Finance



APPROVED BY:  _____ **Town Manager**

Date: 03/04/16



TOWN OF ENFIELD

February 19, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: **Resolution to Settle Pending Litigation, EMSI Services, LLC v. Town of Enfield**

Councilors:

Highlights:

- EMSI Services, LLC (EMSI) provided billing services for the Town's Emergency Medical Services Division for the period starting in 2004 and ending on April 30, 2013.
- EMSI was paid a commission of nine percent (9%) on the payments received by the Town.
- EMSI claimed that the Town owed it additional payments on amounts received by the Town for Emergency Medical Services ambulance runs made between January 1, 2013 and April 30, 2013, inclusive.
- EMSI claimed that the amount owed was approximately \$70,000.
- On February 9, 2016 a pretrial conference was held in Hartford Superior Court and the presiding judge recommended that the Town pay EMSI the sum of \$15,000.
- It was also agreed that EMSI would transfer its billing records (approximately 50 to 60 boxes) to the Town.

Budget Impact:

The proposed settlement will require a payment of \$15,000.

Recommendation:

It is recommended that the Town Council approve the attached resolution to accept the proposed settlement.

Respectfully Submitted,

Christopher W. Bromson
Town Attorney

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLUTION TO SETTLE EMSI SERVICES, LLC v. TOWN OF ENFIELD

RESOLVED, that the Enfield Town Council does hereby authorize that the above-referenced case be settled as follows:

- The Town shall pay EMSI Services, LLC the sum of \$15,000.
- The Town shall take possession of EMSI Services, LLC's billing records for the Town's Emergency Medical Services Division.

Prepared by: Office to the Town Attorney

Date Prepared: February 19, 2016



TOWN OF ENFIELD

February 29, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Acting Town Manager to Enter Into Agreement with the State of Connecticut for EMPG Grant

Councilors:

Highlights:

- Enfield receives a grant from the State Department of Emergency Services and Public Protection. This grant provides reimbursement for the Emergency Management Director, partial reimbursement for staff support, operational expenditures such as office supplies.
- Last year the Town Council authorized the Submission of a grant application to the State Department of Emergency Services and Public Protection. The grant amount of \$44,000 is based on per capita, and was awarded to the Town of Enfield.
- We are again requesting that the Town Council approve the grant application to the State Department of Emergency Services and Public Protection for the amount of \$44,000. This reflects partial reimbursement for: EM Director, Admin Sec., Asst. EM Director, and the Public Information Officer.

Budget Impact:

This Grant partially reduces the local tax burden to support Enfield Emergency Management Operations.

Recommendation:

It is recommended that the Town Council adopt the attached resolution at their March 7th meeting.

Respectfully Submitted,

Steven M. Hall
Director, Emergency Management

Attachments:

1. Resolution

AUTHORIZING RESOLUTION OF THE

Enfield Town Council

CERTIFICATION:

I, Suzanne Olechnicki, the Town Clerk of Town of Enfield Town Council, do hereby certify that the following is a true and correct copy of a resolution adopted by Enfield Town Council at its duly called and held meeting on March 7, 2016, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Enfield Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Lee C. Erdmann, as Acting Town Manager of the Town of Enfield, is authorized and directed to execute and deliver any and all documents on behalf of the Enfield Town Council and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Lee C. Erdmann now holds the office of Acting Town Manager and that he/she has held that office since September 25, 2015.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 7 day of March 2016

Suzanne Olechnicki, Town Clerk

PLACE
SEAL HERE
(or "L.S." if
no seal)



TOWN OF ENFIELD

February 25, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Acting Town Manager to Enter Into Agreement with North Central Area on Aging.

Background

- The Department of Social Services would like to apply for a grant from the North Central Area Agency on Aging for Senior Services provided by Neighborhood Services. This grant is federally funded under Title III B of the Older Americans Act and was funded for the first time this year.
- This grant application would support the Neighborhood Services Case Manager position. If funded, the grant would become effective October 1, 2016 through September 30, 2017.
- This application would request \$8,000 to pay for a portion of the Case Manager Position. The Case Manager would provide outreach several times monthly to the Senior Center. The grant requires a match that will be met through in-kind support.
- This grant is currently funded by NCAAA for \$4,000.

Budget Impact:

If funded, this grant will pay for services at Neighborhood Services and will not add additional expenses to the Town of Enfield budget. The match will be met through in-kind support.

Recommendation:

That the Town of Enfield Town Council approve the application for funding from the North Central Area Agency on Aging for Seniors Services provided by Neighborhood Services.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Authorizing the Acting Town Manager to Enter Into Agreement with North Central Area on Aging.

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the North Central Area on Aging for Senior Services - 10-01-2016 to 09-30-2017 and to affix the Corporate Seal subject to review and approval by the Town Attorney.

Date Submitted: 2-25-16

Submitted by: Pamela Brown, Social Services Director



TOWN OF ENFIELD

February 25, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Acting Town Manager to Enter Into Agreement with North Central Area Agency on Aging for Alzheimer's Aide Grant

Highlights:

- The Department of Social Services would like to apply for a grant from the North Central Area Agency for an Alzheimer's Aid to be provided by the Adult Day Center. This is a renewal grant that is currently funded at \$7,977 and partially funds a Certified Nurse's Aide Position. This grant would become effective July 1, 2016 through June 30, 2017.
- The Adult Day Center operates at full licensing capacity of forty clients daily, Monday through Friday from 8:00 a.m. until 4:00 p.m. Approximately 50 frail elders are served annually. Of this population approximately 40 individuals suffer from early to late stage Alzheimer's disease. The program receives revenue from private pay clients, state reimbursement for means qualified clients, grants and fundraising.
- This application would request the highest amount allowable, approximately \$41,424, subject to Legislative approval, to pay a full time Certified Nurse's Aide salary. Due to a reduction in other revenues, the Adult Day Center eliminated a full-time Nurse's Aide position at the Adult Day Center several years ago. If our grant request were fully funded it would allow restoration of the position and would enhance the Adult Day Center's capacity to offer quality care to patients and to be capable of serving a higher number of patients with later stages of Alzheimer's Disease.

Budget Impact:

If funded, this grant will pay for the salary and a portion of the benefits of a full time Nurse's Aide position at the Adult Day Center and will not add additional expenses to the Town of Enfield budget. There is no match requirement.

Recommendation:

That the Town of Enfield Town Council approve the application for funding from the North Central Area Agency on Aging for the Alzheimer's Aide project at the Adult Day Center.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Authorizing the Acting Town Manager to Enter Into Agreement with North Central Area Agency on Aging for Alzheimer's Aide Grant

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the North Central Area on Aging for Alzheimer's Aide Grant 7-1-2016 to 6-30-2017 and to affix the Corporate Seal subject to review and approval by the Town Attorney.

Date Submitted: February 25, 2016
Submitted by: Pamela Brown, Social Services Director



TOWN OF ENFIELD

February 25, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to enter into an agreement with the Connecticut Office of Early Childhood for the School Readiness and Quality Enhancement Grant

Highlights:

- The Department of Social Services would like to submit a renewal application to the Connecticut Office of Early Childhood School Readiness and Quality Enhancement Grant for July 1, 2016-June 30, 2017. This grant is submitted jointly by the Town Manager and the Superintendent of Schools.
- The grant would provide up to 30 pre-school slots for the Enfield Child Development Center.
- Other preschool programs that are NAEYC accredited or in the process of becoming NAEYC accredited will be invited to apply for funding as well.
- The current award is for \$ 294,987.
- The Town of Enfield is eligible for these funds based Enfield's ranking of Enfield Street School and Hazardville Memorial Schools as a severe needs schools.
- Quality Enhancement funds will be utilized for professional development workshops open to all early care providers in the Enfield.
- This grant requires active participation of the School Readiness Council (KITE). There is a yearly quality review process, which evaluates the Enfield Child Development Center's performance in meeting the standards set by the Connecticut Office of Early Childhood.

Budget Impact:

This grant would pay for the salaries of the teachers in the School Readiness classrooms, health services and classroom supplies and for the full cost of the workshops for professional development.

Recommendation:

That the Enfield Town Council support the submission of the Connecticut Office of Early Childhood , School Readiness and Quality Enhancement Grant.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution authorizing the Town Manager to enter into an agreement with the Connecticut Office of Early Childhood for the School Readiness and Quality Enhancement Grant

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Connecticut Office of Early Education and to affix the Corporate Seal subject to review and approval by the Town Attorney.

Date Submitted: February 25, 2016
Submitted by: Pamela Brown, Social Services Director



TOWN OF ENFIELD

February 24, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to enter into an agreement with the Connecticut Department of Transportation- State Matching Grant

Background

- The Department of Social Services would like to apply for a grant from the Connecticut Department of Transportation for city and town support for Dial-a-Ride services during FY16-17
- Upon successful completion of the grant, the Town of Enfield would be eligible to receive approximately \$48,476.
- This grant requires a 50% local match which will be provided through membership fees, earned revenue and town funds.
- This is the tenth year that these funds have been available to the cities and towns of Connecticut. These funds support the expansion of the daily hours of services.

Budget Impact:

If funded, this grant will provide revenue to operate the Dial-a-Ride program and would not add additional expenses to the Town of Enfield budget. The grant requires a maintenance of effort by the Town of Enfield.

Recommendation:

That the Town of Enfield Town Council approve the application for funding from the State of Connecticut Department of Transportation for Dial-a-Ride Services.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

Connecticut Department of Transportation State Matching Grant

RESOLUTION NO. _____.

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Connecticut Department of Transportation for Cities and Towns for Dial-A-Ride for FY 2016-FY 2017 and to affix the Corporate Seal subject to review and approval by the Town Attorney.

February 25, 2016

Prepared by Pamela Brown, Director of Social Services



March 2, 2016

TOWN OF ENFIELD

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Endorsing the Capital Region Council of Government's Submission of Projects for the Regional Performance Incentive Program

Councillors:

Highlights:

- The State of Connecticut through Public Act 13-247 (An Act Implementing Provisions of the state budget for the biennium ending June 30, 2015) provides incentive grants to regional planning organizations for projects that involve shared services.
- The Capitol Region Council of Governments (CRCOG) is acting as a convener and facilitator of service sharing projects around the CRCOG region.
 1. The Regional Incentive Program requires the proposals be submitted through the Capital Region Council of Governments (CRCOG). CRCOG has put together seven proposals that would help the Town of Enfield should we participate and they receive funding. Those proposals are:
 1. Stop Loss Captive Insurance
 2. Anchor Institution and Neighborhood Engagement on TOD – Implementation of Next Steps
 3. Regional Computer Forensics Laboratory
 4. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield, and Tolland
 5. Regional Service Management (CRM) System
 6. Code Enforcement Software
 7. Call Handling and Response Triage

Budget Impact:

At this time there are no budget impacts for endorsing these projects. Once they reach implementation stage that could change and any cost impacts would be brought to Council for action.

Recommendation:

It is recommended the Town Council adopt the proposed resolution endorsing the six proposals being submitted by CRCOG for funding through the Regional Performance Incentive Program.

Respectfully Submitted,

Lee C. Erdmann
Acting Town Manager

Attachments:

1. Project list and descriptions
2. Resolution

**Proposed OPM Regional Performance Incentive Grants
Policy Board Approved (November 24, 2015)**

1. NEW PROJECT for 2015: Stop Loss Captive Insurance (estimated \$650,000)

The creation of an inter-governmental pool for medical stop loss insurance. This program is designed to reduce health benefit costs for self-insured towns and school districts. The RPIP application is to help with start-up costs for this regional program. CREC has been leading this effort and an analysis of data indicates that premiums could be immediately stabilized, enabling members to contain cost, and that real and enduring savings would be realized within a few years of establishment of the captive. These savings would directly impact members' operating budgets. Contact: Mary Glassman mglassman@crec.org, (860) 240-6619

2. NEW PROJECT for 2015: Anchor Institution and Neighborhood Engagement in TOD—Implementation of Next Steps (estimated \$200,000)

CRCOG has received a grant from the Hartford Foundation for Public Giving (HFPG) to conduct a study of national best practices for anchor institution and neighborhood engagement in support of transit oriented development. This study will be conducted in 2016, and will identify next steps for moving anchor institution-led TOD forward in the CT*fastrak* corridor, while maintaining inclusion of host neighborhoods in planning activities. Recommendations on next steps might include, but may not be limited to, the following: a) supply chain analysis as it relates to opportunities for community economic development; b) analysis of new employment opportunities in station areas; c) analysis of potential neighborhood benefits of TOD; and d) other steps that may be identified through this work. This RPIP grant will extend anchor institution analysis to the C*Trail*-Hartford Line corridor, and fund next steps identified through the HFPG-funded project.

Staff Contact: Mary Ellen Kowalewski mkowalewski@crcog.org, (860) 522-2217, x222

3. Regional Computer Forensics Laboratory (estimated \$150,000) – Applied for 2012, 2013, 2014

Working with the Capitol Region Chiefs of Police Association, CRCOG would further the concept of a regional forensics laboratory dedicated to computer crimes. With increases in computer crimes (such as online fraud, financial crimes, digital production and dissemination of child pornography, online predators seeking child victims, stalking, harassment, and threatening) there is an overload at the State Laboratory and municipalities are often doing this work on their own. The regional lab has been established using space donated by Cox Communications in Manchester. This project would provide additional equipment, software licenses and training. Participating municipalities would assign investigators to the lab who in turn would receive and maintain the training necessary to successfully resolve these complex investigations for their agencies. Please notes: towns with resident troopers may also use this laboratory.

Staff Contact: Cheryl Assis: cassis@crcog.org, (860) 522-2217 x236.

4. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland (\$160,000) – Applied for 2012, 2013, 2014

The Towns of Bolton, Coventry, Mansfield and Tolland propose to submit a RPIP Grant in order to obtain funds to secure consultant services that will perform a number of economic development and planning activities on a shared – regional basis between the towns involved.

Staff Contact: Jennifer March-Wackers: jwackers@crcog.org, (860) 522-2217 x239.

5. Regional Service Management (CRM) System (\$285,000) – Applied for 2014

Service Management Systems, also referred to as Customer Response Management (CRM) Systems, are a powerful technology that can contribute to improved municipal customer service by assisting towns to respond effectively to resident concerns, facilitate greater citizen engagement, support performance measurement, contribute to better local government budgeting, and aid in emergency response and recovery. The grant would provide funding for two parts of a Service Management System. First, it would allow for purchase of a license for a front end service management system to receive resident concerns. Second, grant funds would also provide funding for licensing and/or development of a back end work flow management system to integrate with the front end system and effectively manage concerns received. The software solutions would use the Nutmeg Network.

Staff Contact: Jennifer March-Wackers: jwackers@crcog.org, (860) 522-2217 x239.

6. Code Enforcement Software (estimated \$450,000) – Applied for 2012

Code enforcement software is software that would report and track code enforcement violations and day to day code enforcement department activities. The application should include a mobile component for inspection and on-site reporting purposes.

Staff Contact: Pauline Yoder: pyoder@crcog.org, (860) 522-2217 x245.

7. Call Handling and Response Triage (CHART- Previously Local Call Log and Management) (estimated \$150,000) – Applied for 2012

Create a complementary system to the Web EOC. This application would be a logging management system for local needs. For example, reporting downed trees on certain streets, or lights not working at a certain intersection, etc. With the system, towns would be able to prioritize needs and deploy town resources effectively.

Staff Contact: Pauline Yoder: pyoder@crcog.org, (860) 522-2217 x245.

Resolution No. _____

**CRCOG Support Resolution
OPM Regional Performance Incentive Program**

Whereas Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on November 24th, 2015 and January 27th, 2016 the Policy Board of CRCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Enfield has expressed an interest in taking part in the project proposal(s) entitled

1. Stop Loss Captive Insurance
2. Anchor Institution and Neighborhood Engagement in TOD – Implementation of Next Steps
3. Regional Computer Forensics Laboratory
4. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland
5. Regional Service Management (CRM) System
6. Code Enforcement Software
7. Call Handling and Response Triage

Now, Therefore Be It Resolved that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Lee C. Erdmann, Acting Town Manager to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.



TOWN OF ENFIELD

March 1, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

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

Councilors:

Highlights:

- It was thought the last scheduled Public Hearing had taken place.
- After review with the Town Clerk it had not and the Town Charter requires one to be held.
- Chapter 22, Article II of the Town Code establishes the 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:

That to Enfield Town Council adopt the attached resolution.

Respectfully Submitted,

Lee C. Erdmann
Acting Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION No. _____

**Resolution Setting a Public Hearing to Amend Chapter 22 of the Town Code of Enfield,
Article II, the Cultural Arts Commission Ordinance**

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

WHEREAS, on October 20, 2014 the Town Council amended the ordinance to update and redefine the Cultural Arts Commission's purpose and responsibilities, but overlooked the name change to the "Enfield Culture & Arts Commission" (Commission), which more appropriately reflects the Commission's expanded mission within the community; and

WHEREAS, the Commission seeks to implement the name change ahead of a marketing and branding campaign with additional amendments to Chapter 22, Article II; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendment;

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, March 21, 2016 at 6:45 PM to allow interested residents an opportunity to express their opinions regarding the proposed amendment to the name of the Cultural Arts Commission.

ENFIELD TOWN COUNCIL
RESOLUTION No. _____

Resolution to Schedule a Public Hearing Regarding the Proposed Amendment to Chapter 34 of the Town Code of Enfield, Article II, Alarm Systems, Section 34-36. Administration and Enforcement

WHEREAS, Chapter 34, Article II of the Town Code is the Alarm Systems ordinance; and

WHEREAS, Section 34-36. Administration and Enforcement requires the Chief of Police to report to the Town Council on an annual basis; and

WHEREAS, it has been requested that the reporting requirement be amended; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, March 21, 2016 at 6:50 PM to allow interested residents an opportunity to express their opinions regarding the proposed amendment.

ENFIELD TOWN CODE

Chapter 34 – EMERGENCY SERVICES

ARTICLE II. – ALARM SYSTEMS

Sec. 34-36. – Administration and enforcement.

The chief of police will enforce and administer this article and any rules and regulations promulgated **thereunder**. ~~The chief of police shall also report to the town council on an annual basis.~~



TOWN OF ENFIELD

February 25, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Director of Development Services Job Description.

Councilors:

Highlights:

- The Development Services Department proposes the new job description for Director of Development Services.
- This new job description allows the Town to continue its restructuring plan in the Development Services Department.
- This is a full time non-union Director position and it will replace one of the two Assistant Town Manager positions.
- The salary for this position is currently \$90,000/year with benefits and it will replace a current open Assistant Town Manager position, thereby being cost neutral to the Town.

Budget Impact:

There is no budget impact.

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 Development Services Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Director of Development Services 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 Development Services**

Date Submitted: 2-25-16

Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION**

**DEVELOPMENT SERVICE DEPARTMENT
DEVELOPMENT SERVICES ADMINISTRATION
DIRECTOR OF DEVELOPMENT SERVICES**

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the oversight and administration Town development divisions including; Building, Planning and Zoning and Community and Economic Development. Position requires considerable knowledge of municipal building, planning and zoning laws and regulations as well as the administrative functions of community and economic development programs.

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

SUPERVISION EXERCISED: Directly oversees Building Commissioner, Director of Planning and Community & Economic Development Officer.

ESSENTIAL JOB FUNCTIONS:

Responsible for the planning, management and application of financial, human and capital resources to accomplish responsibilities assigned to the department in accordance with all applicable laws and regulations; evaluates efficiency and effectiveness of department operations, procedures and use of resources; implements improvements; translates administrative and planning objectives into specific programs and projects; develops, plans, implements and manages department goals and objectives consistent with approved development plans; directs Development Services to support the growth and redevelopment efforts of the community; build and maintain strong professional working relationships with the business and development communities; actively promote collaboration on multiple levels between Town, State, CRCOG, Economic Development organizations, Chambers of Commerce and the business community in general; provides technical support to local and regional boards, commissions and committee's as required; consults with Town Manager and Town Council to review department operations/activities, review/resolve problems, receive advice/direction; and provide recommendations and support for Town Council goals as they relate to development services; regular and punctual attendance.

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, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally 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 development services program in the areas of building, planning and zoning, community and economic development; demonstrate 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; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; ability to communicate effectively orally and in written form; ability to administer grant programs.

EXPERIENCE AND TRAINING: Master's Degree In Public Administration, City or Regional Planning, Public Policy; or related field and five (5) years' experience in regional/municipal planning, housing administration, community development, economic development or any equivalent combination of education and experience.

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

Revised: PENDING APPROVAL



TOWN OF ENFIELD

February 25, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Community and Economic Development Officer Job Description.

Councilors:

Highlights:

- The Development Services Department proposes the new job description for Community and Economic Development Officer.
- This new job description allows the Town to continue its restructuring plan in the Development Services Department.
- This is a full time non-union position and the proposed salary is \$75,000/year with benefits.
- This new position will replace the former Director of Community Development position which has a current salary of \$86,700/year.
- The net savings to the Town of Enfield for adopting this new position will be \$11,700/year.

Budget Impact:

This new position will result in \$11,700 savings 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. Community and Economic Development Officer Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Community and Economic Development Officer 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) **Community and Economic Development Officer**

Date Submitted: 2-25-16

Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD
JOB DESCRIPTION**

**DEVELOPMENT SERVICE DEPARTMENT
COMMUNITY DEVELOPMENT
COMMUNITY & ECONOMIC DEVELOPMENT OFFICER**

GENERAL STATEMENT OF DUTIES: Responsible position involving the conception and administration of programs dealing with the issues of neighborhood revitalization, redevelopment, housing, transit, small business development, neighborhood facilities and infrastructure planning.

SUPERVISION RECEIVED: Works under the general direction of the Director of Development Services.

SUPERVISION EXERCISED: Directly oversees Community & Economic Development Office staff.

ESSENTIAL JOB FUNCTIONS: Duties involve the conception, design, development and administration of programs necessary to improve quality of life within the towns built environments. Essential functions include traditional community and economic development strategies, including grant writing and administration, as well as researching and introducing innovative best practices from other communities. Major focus on the issues of transit oriented development, village center revitalization, housing choice, small business development, neighborhood facilities and infrastructure improvements; coordinates such programs with activities of other Town departments; performs related work as required; administers and implements such programs through all available state and federal grants; serves as liaison with local boards, commissions, state and federal agencies having an impact on such programs; creates staff resources necessary to implement the programs required to meet prescribed goals and objectives of the Town's community development program; supervises, monitors and evaluates all community and economic development division staff activities; conducts special studies and analysis as needed; regular & punctual attendance.

OTHER JOB FUNCTIONS: Performs related duties as required.

PHYSICAL DEMANDS: The physical demands described herein 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, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally 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 program for community development and economic development; knowledge of the factors and problems involved in housing, economic development, transit, redevelopment and community facilities; knowledge of the basic techniques of social, economic and governmental research as related to community affairs; considerable ability to establish and maintain cooperative relationships with department heads, local agency officials and federal and state agency personnel involved in funding community and economic development programs; ability to supervise work of subordinates and direct staff activities; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; ability to communicate effectively orally and in written form; ability to administer grant programs.

EXPERIENCE AND TRAINING: Bachelor's Degree in Public Administration, City or Regional Planning; Urban Affairs or related field and five (5) years' experience in regional/municipal planning, housing administration, community development, economic development or any equivalent combination of education and experience. Master's Degree preferred and may substitute 2 years of experience.

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

Revised: PENDING APPROVAL



TOWN OF ENFIELD

February 25, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Authorization for the Town Manager to enter into agreement with the State of Connecticut Department of Transportation

Highlights:

- The Department of Social Services would like to submit an application to the State of Connecticut Department of Transportation through the revised Federal 5310 program for both capital equipment and FFY 15 operational funding for the fixed route bus service.
- The application would request two new busses would cost approximately \$65,000 each.
- The total annual cost for the fixed route bus service would be approximately \$510,000 including ADA services.
- The Senior Citizen Bus Committee Fund would provide the \$34,000 match requirement for the capital equipment.
- The match requirement for the fixed route bus services will be met by the state.
- The fixed route bus service that is now in its fourth year of operations and more than 95,757 rides have been provided at an average of 135 rides per day.
- Currently, the Dial-a-Ride bus fleet has nine vehicles in operation. Three buses have more than 100,000 miles.
- Vehicles with the worst maintenance record will be retired.

Budget Impact:

This grant would allow for the purchase of two new mini-busses with funding from the State Department of Transportation and the Senior Citizen Bus Committee Fund and the fixed route bus service. The match for the fixed route bus service will be waived and there would be no costs for the Town of Enfield.

Recommendation:

That the Town of Enfield Town Council allow the Town Manager to enter into an agreement with the State of Connecticut Department of Transportation for the 5310 program.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Authorizing the Acting Town Manager to enter into agreement with the State of Connecticut Department of Transportation

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Connecticut Department of Transportation and to affix the Corporate Seal subject to review and approval by the Town Attorney.

February 25, 2016

Prepared by Pamela Brown, Director of Social Services

ENFIELD TOWN COUNCIL
RESOLUTION # _____

**Resolution to Amend Resolution #3518 and to Authorize the Waiving of a Portion of the
Property Maintenance Fines and Liens for 10 Connecticut Avenue**

WHEREAS, the Town Council, at its February 16, 2016 meeting, approved Resolution #3518;
and

WHEREAS, the Town Council wishes to amend Resolution #3518 in order to correct an
ambiguity in the original resolution; and

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 amount of \$32,020.24 be accepted as payment in full for the delinquent taxes, clean and
lien expenses and the property maintenance liens.

Date Prepared: March 2, 2016

Prepared by: Town Manager's Office

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

Date: 02/18/2016
 Name: Steve Clavette
 Address: 12 Conlin Dr
 Telephone No. (Home): 8605598481 (Work):
 Occupation: Electrical Contractor E-Mail: steve.clavette@ctrenewablesllc.com
 Registered Voter: Yes No Party Affiliation: Unaffiliated

Board, Commission or Agency
 Interested in: Clean Energy Committee

New Appointment Reappointment

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

I am a self employed electrical contractor that specializes in residential and commercial solar installations. My company is CT Renewables LLC and we subcontract work with the larger solar companies in the state. I currently hold a Master Electricians license in Connecticut as well as a Journeyman License in Rhode Island. My company is also NABCEP certified for solar installations and I am currently working on acquiring my personal certification. I have also been an Enfield resident for the past 23 years and graduated from Enfield High School as well as many of my family members and my wife's family. My mother served on the Board of Education for a few years while I attended Enfield High School. My father Mark and my uncle Gary own Electrical Systems Inc. here in town and have been in business for 30 years. I feel that I can bring expertise and knowledge of solar power as well as other other alternative sources including wind power. Last year my company completed over 80 turn key installations throughout the state but only 1 in Enfield due to the over the top new solar regulations in town. In 2014 I installed 12 projects here in town. Id like to help the Clean Energy Committee understand more about solar power, more about the companies installing in town, more about the many different types of panels, inverters, and racking systems and how each stacks up against the others, and more about how the current limitations to installing solar are only hindering our town and causing more people to stay dependent on utility power. I have installed for other municipalities throughout the state that have recently decided to go solar as well. If you would like to speak with me about any of this please contact me 860 559 8481. I look forward to hearing from someone. Thank you

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: 03/01/2016
 Name: Peter Falk
 Address: 53 Neelans Road
 Telephone No. (Home): 860-749-3751 (Work): 860-903-7076
 Occupation: Retired E-Mail: peterpiper1912@att.net
 Registered Voter: Yes No Party Affiliation: Republican

Board, Commission or Agency
 Interested in: Patriots Award Committee

New Appointment Reappointment

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

I am a charter member of this committee. Served a chairman for the last five years. Currently the At-Large member.

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 served:
 Planning and Zoning Commission Patriots Award

If this is a reappointment, please list the number of meetings attended during the last 12 months: 2

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

Town of Enfield

Application for Vacancy on Boards, Agencies & Commissions

Date: 02/16/2016
 Name: Timothy R. Slade
 Address: 79 Brewster Rd.
 Telephone No. (Home): 860 763-1889 (Work): N/A
 Occupation: Retired E-Mail: trs1vet@cox.net
 Registered Voter: Yes No Party Affiliation: Republican

Board, Commission or Agency Interested in: Prison/Town Liaison Committee
 New Appointment Reappointment

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

Previous Volunteer

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 Ageing

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

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

Effective today, February 16,
2016, I am resigning from
the Enfield Cultural Arts
Commission.

Alicia Carlone

sent
5/31/17

On and effective 2/16/16,
I hereby resign from
the Enfield Cultural Arts
Comm.

Terese Jodynak

2017
May 31/2017

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

Date: 03/02/2016
 Name: Melissa Everett, Ph.D.
 Address: 2 Post Rd., Enfield, CT 06082
 Telephone No. (Home): 845-514-8567 (Work):
 Occupation: Manager E-Mail: melissae@earthlink.net
 Registered Voter: Yes No Party Affiliation: Democrat

Board, Commission or Agency
 Interested in: Clean Energy Committee

New Appointment Reappointment

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

I am an experienced program manager, strategist and communications consultant who has worked on climate and clean energy issues for over a decade. My experience includes meeting management, media relations, research and writing, negotiation, program planning, fundraising, public speaking, training and curriculum development. In my Connecticut job, I'm funded by foundations to help over 50 similar municipal committees with programs and technical assistance. In Enfield, so far, my contributions have included spearheading Solarize Enfield which more than tripled the amount of residential solar in town; facilitating the residential and commercial sections of the Enfield Energy Strategy; organizing a variety of outreach events; opening a negotiation with the Planning and Zoning Commission to revise the rules for solar installations; entered into a OU with the Green Bank for \$22,500 worth of clean energy technology for local installation; earned a Bright Idea Grant worth \$15,000; and (with Public Works, staff and consultants) developing a communications strategy for the do-over of the Performance Contract referendum. I like to work with diverse teams and build confidence as well as achieving concrete results. I believe there is a lot more room for creative initiatives connecting clean energy with the revitalization of Enfield.

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 chair since 2012.

If this is a reappointment, please list the number of meetings attended during the last 12 months: 10

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: 02/16/2016
 Name: EMILY MCINTOSH
 Address: 11 Arbor Rd
 Telephone No. (Home): 8605194427 (Work): 8605194427
 Occupation: E-Mail: emily.c.mcintosh13@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:
 I have been involved with Culinary Arts for 17 years. I have managed large events for companies such as PepsiCo. I have strong organization skills and I work well within a group as well as a leader.

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