



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, March 21, 2016
7:00 p.m. – Council Chambers**

6:45 – Public Hearing – Cultural Arts Commission

6:50 – Public Hearing - Chapter 34, Article II, Alarms

1. **PRAYER – Kathleen Sarno**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – March 7, 2016**
 - **Regular Meeting – March 7, 2016**
6. **SPECIAL GUESTS.**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Jason Neely, Director of Libraries**
 - **Pam Brown, Director of Social Services**
 - **Social Worker Update**
 - **Goals of the Enfield Town Council 2015-2017**
 - **FY 2016 - 17 Budget Presentation**
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. **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)
8. **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)
9. **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)
10. **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)
11. **Enfield High School Renovation Building Committee** – A Vacancy Exists Due to the Resignation of Walter Kruzel (R), Replacement Would be Indefinite. (Tabled 12/07/2015)
12. **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)
13. **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)
14. **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)

15. **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)
16. **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)
17. **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)
18. **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)
19. **Ethics Commission** – A Vacancy Exists Due to the Resignation of Mary Scutt (D). Replacement Would be Until 10/31/2017.
20. **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)
- I. **Discussion/Resolution:** Resolution Authorizing \$200,000 Loan to the Enfield Community Development Corporation. (Tabled 03/07/2016)

13. NEW BUSINESS.

- A. **Consent Agenda – Action.**
- B. **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.
- C. **Appointment(s) – Town Manager Appointed/Council Approved.**
- D. **Appointment(s) - P & Z Commission Appointed- Council Approved**
- E. **Discussion/Resolution:** Resolution Approving the Adoption of the Director of Development Services Job Description.
- F. **Discussion/Resolution:** Resolution Approving the Adoption of the Community and Economic Development Officer Job Description.

14. ITEMS FOR DISCUSSION.

- A. ****Consent Agenda – Review.**
 - 1. **Discussion/Resolution:** Request for Transfer of Funds for Department of Public Works \$20,000.
 - 2. **Discussion/Resolution:** Request for Transfer of Funds for Department of Public Works Highway \$21,000.
 - 3. **Discussion/Resolution:** Request for Transfer of Funds for Town Attorney \$10,000.

4. **Discussion/Resolution:** Request for Transfer of Funds for CIP School Facilities \$25,000.
5. **Discussion/Resolution:** Request for Transfer of Funds for Social Services \$55,200.
6. **Discussion/Resolution:** Request for Transfer of Funds for Youth Services \$19,218.
7. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with the Connecticut Association for Human Services.
8. **Discussion/Resolution:** Resolution to Amend Chapter 22 of the Town Code of Enfield, Article II, Cultural Arts Commission.
9. **Discussion/Resolution:** Resolution to Amend Chapter 34 of the Town Code of Enfield, Article II, Alarms Systems.
10. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with the Department of Health and Human Services.

B. Appointment(s) – Town Council Appointed.

1. **Inland Wetland and Watercourse Agency (Alternate) –** A Vacancy Exists Due to the Resignation of Joseph Porello (R). Replacement Would be Until 06/30/2017.

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

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

- E. ****Discussion/Resolution:** Request for Transfer of Funds for CIP Emulsion Tank \$40,000.
- F. ****Discussion/Resolution:** Resolution Authorizing the Town Manager and Director of Social Services to Enter Into Agreement with the Connecticut State Department of Education.
- G. ****Discussion/Resolution:** Resolution Authorizing the Chief of Police to Enter Into Agreement with the Enfield Public Schools.
- H. ****Discussion/Resolution:** Resolution Appointing Lee C. Erdmann as Town Manager for the Town of Enfield.
- I. **Discussion/Resolution:** Resolution Establishing the John F. Kennedy Middle School Pre-Referendum Committee.
- J. **Discussion/Resolution:** Resolution Establishing Joint Facilities Committee.

15. MISCELLANEOUS

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

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

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

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, MARCH 7, 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 Monday, March 7, 2016. The meeting was called to order at 5:30 p.m.

ROLL-CALL –Present were Councilors Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Councilor Cekala entered at 5:33 p.m. Also present were Acting Town Manager, Lee Erdmann; Assistant Town Manager - Development Services, Peter Bryanton; Town Attorney, Christopher Bromson; Assistant Town Attorney, Mark Cerrato; Acting Director of Finance, John Wilcox; Director of Public Works, Jonathan Bilmes; Roads Engineer, Donald Nunes; Town Clerk, Suzanne Olechnicki

Present from the Enfield Board of Education were Vincent Grady, Walter Kruzel, Michael Ludwick, Timothy Neville, Raymond Peabody, Thomas Sirard and Lori Unghire. Tina LeBlanc and Stacy Thurston were absent. Also present were Superintendent, Dr. Jeffrey Schumann and Assistant Superintendent, Christopher Drezek; Chief Education Technology Officer, Guy Bourassa; Safety/Security Director, Gary Harrison

BOARD OF EDUCATION BUDGET PRESENTATION

Dr. Schumann presented the Board of Education budget.

He provided the following highlights:

- 37% of students entitled to free or reduced lunch
- 80% receive regular education
- 20% receive some type of accommodation
- 2005/2006 – Enfield had 6,600 students
- October, 2015 – Enfield had 5,167 students
- Expected gradual decrease to 4,741

As concerns any decrease in enrollment, Dr. Schumann stated the Board of Education believes the value of the school system is getting better every day, and students are beginning to return. He pointed out since October, 2015, 49 students re-entered Enfield Public Schools. He stated on March 1st, they had a total of 5,216 students. He believes this is because of the programs and the people they have working in the school system.

Dr. Schumann referred to a graph, which shows that for the first time they broke the trend because fewer students are attending magnet schools than they were before. He noted non-public school enrollment shows numbers going steadily down over the last 12 years.

He referred to the funding stream and noted last year's allocation was \$65,883,682, and 52% of that money came from local funding and \$29 million dollars came from the State. He noted the real number to operate the school system was over \$70 million dollars because they were able to obtain another \$4.1 million dollars in grants.

Dr. Schumann stated when they began the budget process in the fall, they asked everyone what was needed to continue, and the total came to \$73 million dollars. He noted they are moving several initiatives forward, but not everything. He listed those initiatives as follows:

- Restoring a Grade 8 team at JFK
- Expanding unified sports
- Doing AP testing for all students at Enfield High School
- Adding new technology hardware
- New middle school technology instruction
- Speech Language Pathologist at the integrated preschool at Stowe
- New art kilns
- Opening a new career center at Enfield High School
- Adding a K-5 Social Worker
- Increase curriculum writing to meet 21st Century standards
- Adding part-time stipends at about \$2,000 each – one to be in charge of the chemical safety at Enfield High School to monitor all chemicals for proper storage; a percussion director stipend to work with a band of over 150 students;
- A special coach to work with staff concerning PBIS (Positive Behavior Intervention Support)
- Science supplies and new technology software
- Culinary instructional supplies
- K-2 Counselor to round out the support at that level
- Expand technology instruction at the K-1 level
- A new Family and Consumer Science Teacher (to go from .6 to full-time to handle the extra needs of the students as they make their course requests)
- Additional K-5 office support to work with the schools to make sure they are monitoring the doors and able to support principals throughout the school year

Dr. Schumann stated there are \$69 million dollars in fixed costs, and all of the above totals \$992,000. He noted this amounts to \$70,647,668, or a 7.23% budget increase over the current year.

He explained some of the things driving the increase in the budget are as follows:

- Employee benefits have gone up significantly
- Special Education costs continue to increase
- Nutritional and professional services are increasing
- New initiatives amounting to \$992,000 (represents 1.4% of budget increase)

Dr. Schumann stated this budget has some major additional values as follows:

- Increased learning opportunities at Enfield High School for all students
- A new team at JFK, which will reduce class size from 27 to 21
- New technology hardware at the Grade 3-5 level and building level supports for students and families
- Enrich counseling and support services at the Grade K-2 level
- Grade 1 level will have new technology instruction
- The creation of a robust early learning opportunities at Stowe

He concluded stating the Town Council has been given a Board of Education budget book.

Chairman of the Board of Education, Thomas Sirard, stated one of the things the Board has been discussing is the opportunity for the Council and Board to work together in the future and possibly having a joint budget workshop so that it's understood exactly what goes into the Board's budget, how it is formed and what are the priorities.

Councilor Szewczak questioned whether culinary supplies are perishable or tangible. Dr. Schumann responded both. He noted there are some specialty items in terms of hardware that the chef would like to have on hand.

Councilor Szewczak suggested perhaps the culinary hardware could be discussed with the Enfield High School Building Committee. Dr. Schumann noted a detailed list can be supplied to the Committee.

Councilor Cekala referred to the 8th Grade team and questioned if that's replacing what was not put forth last year, and Mr. Sirard indicated that's correct.

Councilor Cekala requested clarification on the career center expansion, and Dr. Schumann stated as they divide the school up into four teams, there will be career support for students in Grades 9 – 12 as they make decisions as to what they wish to do after high school. He noted there will be a team of people working with students, including the guidance counselors.

Councilor Cekala stated she's excited to see the Grades K-2 counselors.

Councilor Lee questioned if new mandates are anticipated, and Dr. Schumann responded no, however, there's a bill in the Senate regarding changing the teacher evaluation system, therefore, they may be changing the evaluation plan again.

Councilor Lee referred to revenues and grants and questioned what the climate is expected to be for the current year and how will not receiving grants impact the anticipated program. Dr. Schumann stated it's difficult to predict what will come out of Hartford this year. He noted everyone is concerned at all levels of state government as to whether the funding stream will survive. He stated the school system has about 25 to 30

full-time positions paid for out of grants, and if those positions were not to be funded, the Board would have difficult decisions to make as to what they would fund out of their operating budget. Councilor Lee questioned whether that would impact the budget to the point where the Board of Education would modify its list of the new initiatives and priorities. Dr. Schumann stated if they had to make the tough choice of maintaining what they have or adding something different, the Board would have to take a hard look at their priorities.

Councilor Szewczak questioned whether programs are evaluated to make sure they are working and worth the effort in keeping them. Mr. Peabody responded yes.

Mr. Neville stated they have doubled the amount of AP classes, and they're also talking about trying to insure that students take the AP test as part of that process.

Mr. Sirard stated their curriculum writers apply for grants all the time, and a good portion of their salaries are covered by the grants they manage to bring into the district.

Councilor Lee requested an overview of what the district looks like in terms of high school funding and staffing as they go from two high schools to one high school. Dr. Schumann stated the Board embraced a new schedule where students will take eight classes. He noted traditionally students took four or five classes, but all students will be taking eight classes, which means there will be no study halls. He stated there will be an Eagle Hour during the day, which is a 60-minute block where the students have to manage their own time whereby they can get to the cafeteria, get their lunch, but also have time to go back and work with teachers or be involved in clubs or different activities. He stated they are able to do that because they're bringing the entire staff from Fermi to Enfield High. He noted they will need all of this staff because students will be taking 30% more classes than they would under the current system. He stated this will give students more academic time with less time in study halls. He noted they're anticipating a staff of approximately 95% of the size of both the staffs combined.

Mr. Neville stated last year, the Board had significant budget cuts, and they had to consolidate a lot of positions. He noted they took department heads and combined them. He stated positions that would have normally been cut this year have not been because they took the cuts last year. Mr. Sirard stated attrition has been happening while the merger has been going on, therefore, they've been preparing for the merger the whole time. He pointed out while they're carrying over 95% of the current staff level, that staff level has shrunk at the high school over the past two years, and that was done through attrition. He noted there are positions that were in existence three years ago that don't exist anymore today.

Councilor Lee requested that figure be provided, and Dr. Schumann noted it can be seen what is there for high school administration, but the individual departments, i.e., Social Studies, Math, Science are all broken out, therefore, it can be seen the change hasn't been dramatic across those departments.

Councilor Cekala questioned whether health insurance costs are a major driver in the increase, and Dr. Schumann responded absolutely.

Chairman Kaupin referred to a pie chart which shows the major increase drivers and requested more detail on Nutrition Services, Professional Services, etc. Dr. Schumann stated Special Education cost is making sure they're providing what they need to for all students who receive special education services. He noted other items include the new initiatives discussed earlier as well as new technology hardware. He stated the Board was awarded a grant for \$130,000 for technology hardware, and it was included in the budget because it didn't appear they were going to get the funding from the state even though they won the grant. He stated it appears that funding is now in the pipeline and they should hear within the next few weeks whether they will get that funding. He noted if that funding does come through, technology hardware will be funded under that grant, and the Board will be able to reduce that amount. As concerns Other Purchase Services and Professional Services, those are contractual and these are contracts they have with vendors, and those are going up moderately. He referred to Nutrition Services and noted normally that figure is \$195,000 and that figure is paid back to the Board for the cost the Board pays to run food services. He stated because they didn't have to buy a lot of equipment last year, they were able to double that number. He explained they need to keep a certain amount of reserve in their funds in order to stay solvent and have money to replace equipment. He stated the Board if not able to get the whole \$390,000 from them this year, therefore, they're only getting \$195,000, but as a result that leaves a \$196,000 hole in the budget from what was given the year before.

Mr. Peabody stated the Town Council can let the Board of Education Finance Committee know what information is required and what data is important to the Town Council.

Councilor Hall expressed her appreciation for the effort that went into the Board's budget.

Mr. Neville stated the Board would like to come back and talk about this budget and discuss what the impacts will be if they have to make any cuts. He noted such discussions will educate everyone, including the public.

Chairman Kaupin agreed and noted they will work through the Town Manager and Superintendent to find a common date that works.

MOTION #3523 by Councilor Stokes, seconded by Councilor Szewczak to go into Executive Session.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3523** adopted 11-0-0, and the meeting stood recessed at 6:05 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:06 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; Assistant Town Manager - Development Services, Peter Bryanton; Town Attorney, Christopher Bromson; Assistant Town Attorney, Mark Cerrato; Acting Director of Finance, John Wilcox; Director of Public Works, Jonathan Bilmes; Roads Engineer, Donald Nunes; Town Clerk, Suzanne Olechnicki

Present from the Enfield Board of Education were Vincent Grady, Walter Kruzel, Michael Ludwick, Timothy Neville, Raymond Peabody, Thomas Sirard and Lori Unghire. Also present were Superintendent, Dr. Jeffrey Schumann and Assistant Superintendent, Christopher Drezek; Chief Education Technology Officer, Guy Bourassa; Safety/Security Director, Gary Harrison

Matters concerning security strategy or the deployment of security personnel, or devices affecting public security were discussed. Also discussed were Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 7:01 p.m. He reconvened the Special Meeting at 7:02 p.m. and stated during Executive Session matters concerning security strategy or the deployment of security personnel, or devices affecting public security were discussed, as well as personnel matters, pending or threatened litigation and real estate negotiations with no action or votes being taken.

ADJOURNMENT

MOTION #3524 by Councilor Stokes, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3524** adopted 11-0-0, and the meeting stood adjourned at 7:03 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
MONDAY, MARCH 7, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, March 7, 2016. The meeting was called to order at 7:05 p.m.

PRAYER – The Prayer was given by Councilor Stokes.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Sarno, Stokes and Szewczak. Councilor Lee was absent. Also present were Acting Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Acting Assistant Town Manager - Development Services; Director of Social Services, Pam Brown

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3525 by Councilor Edgar, seconded by Councilor Hall to accept the minutes of the February 16, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3525** adopted 10-0-0.

MOTION #3526 by Councilor Hall, seconded by Councilor Arnone to accept the minutes of the February 16, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3526** adopted 10-0-0.

MOTION #3527 by Councilor Deni, seconded by Councilor Stokes to accept the minutes of the February 23, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3527** adopted 7-0-3, with Councilors Arnone, Bosco and Cekala abstaining.

SPECIAL GUESTS

Citizens Academy

Chairman Kaupin invited everyone who participated in the Citizens Academy to come forward. He explained every year the Town has a Citizens Academy, and this is an opportunity for residents to meet with different departments throughout the course of their studies and learn about how government operates. Chairman Kaupin distributed certificates of completion to the participants.

Connecticut Center for Advanced Technology, Inc. (CCAT)

Present for this item were Joel Rinebold, Director of Energy Initiatives for CCAT and Diana McCarthy-Bercury, Program Administrator for Energy Efficiency for Eversource Energy

Mr. Rinebold explained a program put together by the State Legislature to provide direct outreach for energy efficiency for small businesses and industries that may sometimes be overlooked. He noted the idea is to have a direct outreach from his staff to go out to businesses and industry and have a conversation with them regarding energy efficiency, procurement, financing, etc. He stated they work with Eversource and contractors, although CCAT is independent. He noted they believe Enfield would be a great community to partner with and they're prepared to do that by working with Town staff, Economic Development and the local energy committee.

Councilor Arnone stated his understanding this is for private businesses and questioned whether this might also apply to the municipality. Mr. Rinebold responded it's for business and industry, but they're willing to work with the Town as well.

Councilor Arnone questioned how this works. Mr. Rinebold stated they'd like to start a campaign and have some publicity for public awareness. He noted he would then send out his team to make direct contact with businesses and industries on a pre-assigned date, and they will look at things such as lighting, refrigeration, motors, air conditioning, etc., and they'll provide a report to that business within a week or so, and that report will have some high level detail on what might and might not work so a business understands what options are available.

Councilor Arnone questioned if there's a charge for this service, and Mr. Rinebold stated there is a charge, but it's paid for by the State of Connecticut. He noted there's no charge to the businesses.

Ms. McCarthy-Bercury stated if a business is interested in moving forward and actually completing an energy project, they would move forward with the Energize Connecticut Program, which has some associated costs.

Chairman Kaupin stated there was a meeting about a month ago, and a Chamber of Commerce representative was present, and the Chamber is very supportive of this effort.

There was a consensus of the Town Council to move forward with the support of Town staff in a collaborative way.

PUBLIC COMMUNICATIONS & PETITIONS

Wendy Osada, 8 Windmill Road

Stated she's aware that the Town Council's decision for the use of Fermi or JFK does not occur until after the Board of Education has decided whether to release one of the buildings to the Town. She expressed concern that there has not been enough of an assessment completed to make an educated decision and she asked the Town Council to help rectify that.

Ms. Osada stated she was originally in favor of utilizing Fermi as the future middle school, however, now she's not as sure. She stated according to the leadership committee report that was presented by the Board of Education last week, it would be thought that there's no question whether to keep JFK as the middle school. She went on to note there's an outstanding bond for JFK that would have to be paid back if the building was not utilized as a school any longer. She noted JFK has had much of the asbestos removed, and Fermi has not. She stated many of Fermi's classrooms have no natural light and some administrators feel the building and the classroom setup is not conducive to the middle school curriculum. She noted while she appreciates the work that went into that report, she believes there are multiple gaps and debatable information, i.e., there's no mention of square footage. She pointed out Fermi has much more overall square footage, and it's difficult to understand how it's reflected that capacity could actually be less at Fermi in some cases.

She noted the report references classroom size at JFK is tight but adequate. She pointed out there are students in trailers outside the actual building at this time. She stated the report suggests the projected timeline from beginning to end to make Fermi a middle school would take four to six years based on the experience of Enfield High School's renovation. She pointed out Enfield High School's actual time line will be approximately five years, but that timeline was extended because the school remained occupied during construction. She stated her belief any construction timeline for the Fermi building would likely be much shorter due to the fact that the building is unoccupied and consists of mostly renovations and not new construction.

Ms. Osada stated her belief the cost comparison between utilizing either of the two schools is inconclusive because they both reflect unknown costs for additional expansion/renovation. She questioned how unknown costs can be compared. She noted new construction costs are higher per square foot than renovation costs. She stated the significantly larger footprint at Fermi would most likely accommodate a higher percentage of the lower cost per square foot renovation. She noted due to the smaller

footprint at JFK, it would likely require more of the higher cost per square foot for new construction.

She stated the report also stated it would be less disruptive to students to enhance JFK rather than Fermi, and she feels this is the item she has the most problem with. She noted there would be almost no disruption for students to remain at JFK while Fermi was renovated. She stated there would be considerable disruption to JFK students if the building was renovated while they occupied it, or they'd have to be moved twice – once to a temporary location for the duration of the construction renovation and back after it was completed, and this would result in additional costs as well.

Ms. Osada stated the report does not address future school facility needs throughout all grades. She questioned whether it makes sense to give up any school buildings now without at least a five to ten year plan in place taking all projected enrollment into consideration. She noted she does not see anything in the report about a commitment that the remainder of the schools in town would be able to remain as is for the foreseeable future.

She stated she can appreciate the preference to make a final decision and get a referendum on the ballot for either building in November, 2016. She noted the Enfield High School Building Committee was already meeting by March, 2012 to make the November, 2012 elections. She noted it is March now, and nothing has started. She feels there's not sufficient time to assemble a pre-referendum committee and for them to prepare a formal referendum.

Ms. Osada questioned if there's any opportunity tonight for the Town Council to commit to fund a thorough assessment of JFK and Fermi by qualified professionals such as Construction Managers who can include more accurate costs and timeline estimates. She urged the Council to take the pressure off the Board of Education to make a decision tomorrow night whether to turn Fermi over to the Town and encourage them to take the time to gather and assess legitimate data and make an informed decision. She feels one more year is absolutely worth the additional data that can be gathered.

She requested the Town not include costs required for either JFK or Fermi if there's another referendum in November, 2016 for the maintenance and repairs of Enfield's other school buildings. She stated in 2008 a capital fund for such school building maintenance was dissolved, and now they're here eight years later with \$54 million dollars worth of critical maintenance and repairs required on the Town schools, including both Fermi and JFK. She feels the Town should fix the highest, most critical needs first, except for Fermi and JFK while their futures are decided and put forth a plan to maintain these buildings on a regular basis.

Ms. Osada requested the topic of a new community center be taken off the table for now. She noted with the need to spend millions of dollars on either JFK or Fermi, plus \$27 million dollars worth of critical repairs and maintenance required on other schools and

town buildings, now is not the time to ask Enfield taxpayers to take on the expense of a community center as well.

She concluded by urging the Council to take the time to assemble the facts necessary so that the Town Council, Board of Education and the Enfield taxpayers can make informed choices in this matter.

Patrick Gaskell, 94 South River Street

Voiced concern for the resolution concerning a \$200,000 loan for the ECDC. He feels the Council should not vote on the resolution as written. He feels the Council should include within the resolution that ECDC restructure their bylaws, create an achievable business plan for the future and add Town Council liaisons to the Board to oversee the future of ECDC, all approved by the Town Council. He stated his belief the Council needs to call the shots. He questioned where else can the ECDC go for a loan.

Mr. Gaskell stated he does not believe ECDC should be given a loan with the collateral they're offering. He questioned what the Town can do if ECDC defaults on the loan. He noted a rundown building and small empty lots are not a goldmine, but rather a liability. He went on to state he does not have faith in ECDC's current business plan. He noted he's sad and upset to see more money filtering through and out of Thompsonville again. He noted his ancestry began in Thompsonville before 1880, and he would love to see Thompsonville built up and prospering again. He stated his hope the Town Council will consider the concerns of the residents here.

Steve Cogtella, 2 South River Street

Spoke concerning the \$200,000 loan requested by the Enfield Community Development Corporation. He asked the Council to table this vote until the police have completed their investigation and members of this Corporation have been exonerated from any wrong-doing. He feels not doing so would be disrespectful to the two fellow Councilors who felt strongly enough to bring this investigation forward.

He gave examples of questionable and possibly criminal activity:

- Loan documents provided to Councilor Hall on February 9, 2016. There are seven to eight loan documents that haven't even been executed. There are no signatures from either party, no witnesses, no notary and whether a loan was even provided
- Two first-time homebuyer loans for two different individuals for the same property on the same day
- A partial loan document for \$2,000 that was never mentioned in any previous ECDC documents. There's no date or signature, but there is a name. The only \$2,000 loan referenced by ECDC was to Kelly Hemmler.
- On the same day, February 9, 2016, Councilor Edgar received a spreadsheet with ECDC grant activity, which he requested. The spreadsheet did not include Invoice #2014-11, which is tied to Check

#596089 for \$2,000. When cross-referenced, what was disbursed from Town Finance to ECDC, that is where it will be found. He noted this means a missing loan, missing invoice, and missing check, therefore, there's a missing \$2,000.

- There are duplicate check numbers for different invoices that have different amounts.
- There's \$165,000 for acquisition of 33 North River Street from brown field funds. Three weeks later, another \$20,000 for acquisition of 33 North River Street from Community Development Block Grant funds.
- Sequencing of check numbers is questionable and so are the dates. It appears dozens of checks could possibly be missing

Mr. Cogtella stated those are just a few reasons why it's necessary for the Town Council to represent the taxpayers of Enfield and not ECDC and to table this vote until the police investigation runs its course. He feels this is a reasonable compromise.

He asked Councilor Arnone to recuse himself from this vote when it does in fact take place. He feels there's unequivocally a conflict of interest with Councilor Arnone being a member of ECDC board and a Town Council member. He addressed himself to Councilor Arnone and stated as a member of the ECDC board, it's his fiduciary responsibility to do what's in the corporation's best interest, and he is obligated as a member of the ECDC to vote in favor of this loan, however, this may not be in the taxpayer's interest and that he also has a fiduciary responsibility as a Council member. He feels the most responsible way to remedy this situation is to recuse himself from this vote.

Paul DiGregorio, 15 Debbie Lane

Stated he met with Councilor Bosco pertaining to his grass at 15 Debbie Lane. He noted on February 12th, Councilor Bosco questioned how it can be said his grass is so many inches when there's not even a picture of it.

Mr. DiGregorio stated when he asked for a copy of the complaint in October of last year, someone directly called the Chief of Police. He noted Steven Hall, who is the communications director at the Enfield Police, informed him that calls made directly to police staff are not recorded. He stated he wanted this information in an email, but Mr. Hall responded he had to talk to his captain first, and he did not get an email. He stated at the same time this is going on, he's dealing with Mr. Erdmann because his subordinate called the Enfield Police under the pretense to have him falsely arrested. He noted he had a witness, and he didn't do anything wrong. He feels they're looking to have him arrested, miss work, hire a lawyer, bails and bonds, and cause him all sorts of problems. He stated during his conversations with Mr. Erdmann, he asked if he believed nobody is above the law, and he responded yes and that he would treat him as how he's treated. He noted he needs to know who Mr. Erdmann's subordinate is who called the police so he can file a complaint. He feels he has a right to confront his accuser. He noted Mr. Erdmann responded, "no" in an email. He questioned Mr. Erdmann what makes the

Town of Enfield's business any different than any other business in America, but he received no response. He noted on February 12th, Councilor Bosco said to him it's not fair that Mr. Erdmann isn't giving him the name, and that he has every right to confront his accuser. He requested the Council ask Mr. Erdmann who was the person who called the police on him so that he has a right to confront his accuser.

Jeff Cross, 1116 Enfield Street

Spoke concerning the ECDC and pending vote regarding the loan. He referred to the documents released regarding ECDC outstanding bills and the 2016 operating budget. He noted the ECDC outstanding bills total \$111,500. He stated included in that is a \$79,500 bill for a professional fee for the architect. He noted that figure is indicated in the budget, but not included in the total, therefore, the \$200,000 does not include the \$79,000. He stated what is missing from the list of old bills, and this is based on the math of the outstanding taxes and IRS lien of \$95,000 that is on the budget and the other taxes listed of approximately \$15,100, therefore, one would make the assumption that the IRS bill is around \$79,900. He noted the budget for the next year totals \$112,000 of old bills, which means there's \$88,000 of additional expenditures. He noted every dime of the \$200,000 loan is going to be spent, including \$5,000 for Directors and Officers insurance. He pointed out any volunteer working on ECDC at this time is working with possible legal exposure for any work they do at the ECDC because they aren't covered by insurance. He feels it's unthinkable to put citizens on the ECDC at risk.

Mr. Cross stated if the entire loan is \$200,000, and every dime is already spoken for, there's no room for mistakes or contingencies. He noted there's always something that's going to go wrong in dealing with real estate or any project. He stated if the Town is going to do this, they may as well do it right and give ECDC enough funds to breathe on.

He questioned what Plan B is. He questioned what happens if this organization can't repay the money. He noted there are no assets, but rather liabilities and no one wants those properties or an old building. He feels this is throwing good money after bad and then cutting it off without enough money to operate. He noted there's also the issue of the police investigation. He noted there are obvious illegalities, and the IRS would throw anyone in jail if checks are being issued without having withholding taxes available for immediate deposit.

Maureen Mullen, 1625 King Street

Commended the Enfield High School basketball team for their impressive performance. She noted they bring credit to the town.

Ms. Mullen stated she learned there will be a mediation and pre-trial in New Britain on March 28th at 2:00 p.m. and this is regarding CREC and the Town.

She stated her understanding there's a non-profit group in Connecticut that helps towns find state and federal grants to help clean up any soil situations.

Robert Tkacz, Frew Terrace

Stated he attended the citizens academy in East Hartford when they first offered it, and it was a good academy. He noted Enfield has an outstanding citizens academy. He stated people should learn more about the School Board and how decisions can't be made without the financial arm. He noted the Town is the financial arm for the School Board, and the School Board can't do anything outside the budget, however, they can move the money around within their budget. He stated, when he attended a couple School Board meetings about the Fermi issue, people don't see to understand this. He stated his understanding the Fermi issue has been studied, the numbers are there and they are real. He noted construction costs have escalated about 20% in the last year, and the cost for reconstruction or any renovation is going to be a lot higher today than a year ago. He stated he looked at the facilities study the Town did, and it's real, and there are some major structural problems in some schools that have to be corrected.

Paul DeGregorio, 15 Debbie Lane

He noted he has a confidential file from the Enfield Police Department, and they are the ones who issued this to the State of Connecticut. He noted he filed a complaint with the Commission on Human Rights and Opportunities, and this is what Deputy Chief Gary Collins gave to the Enfield Police Department. He read the following:

"I spoke to an Amy Butkes on April 10, 2007 regarding an incident. Butkis was only able to come to the Enfield Police Department for a written statement due to family situations. Butkes stated that she remembers the phone call in question and the parties involved. She stated she received a phone call, and the caller identified himself as Officer Therian from the Enfield Police Department and advised her that Mr. DeGregorio is dangerous and he's having an affair with his ex-wife. He told Amy Butkes that DeGregorio should be fired." Mr. DeGregorio stated Butkes was a secretary at the time for Thomas Magnen who owned the company. He noted this is the company he used to work for called Reliable Windows. He stated this was in January of 2002.

Chairman Kaupin warned Mr. DeGregorio about what is appropriate to speak about in public at a Council meeting. Mr. DeGregorio responded he's concerned about the safety and well being of not only himself and his family, but also for the people of Enfield. He pointed out nine families filed lawsuits against the Enfield Police regarding police brutality.

Chairman Kaupin warned Mr. DeGregorio he has to refrain from the use of personalities, and that is part of their rules.

Mr. DeGregorio continued reading as follows:

"I spoke to Officer Therian regarding this matter on 4/13/07. He stated, 'yes, that when he came home from work, he found Mr. DeGregorio's business card at his house. This card was in the name of Paul DeGregorio from the window company he worked for. Therian felt this was inappropriate for two reasons – first, that DeGregorio was aware that Therian was a carpenter and does this kind of work". Mr. DeGregorio disagreed that

Mr. Therian is in this line of business. He continued noting it stated, “DeGregorio was dating Officer Therian’s ex-wife at the time, and he felt leaving a business card at his house amounted to harassment. He did ask the person he spoke to at the window company to tell DeGregorio not to come to his house again.”

Mr. DeGregorio pointed out the State of Connecticut mediator said to him that he did not leave his business card there, but rather someone set him up, and that’s exactly what happened.

He stated he currently has two investigations going on with the Town of Enfield. He noted two police officers beat him and his girlfriend.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Arnone stated he has been on the ECDC Board since last summer at the request of his caucus, and he believes he’s been instrumental in bringing this whole thing forward. He noted no one is more outraged than him on what happened in the past. He stated he has been open and had phone conversation with anyone who wished to speak to him and supplied the information requested. He noted he stayed on this Board because he believes in what ECDC can do. He stated his belief the Thompsonville Fire Commission would have a little sympathy from what they did regarding their fire station because they came in during troubled times, and they got the respect and backing of the people. He urged Thompsonville to cut them some slack. He pointed out that was then, and this is now, and he gives his word they’re trying to build things back again and make it what it should have been. He stated he’s sorry mistakes happened in the past, and there’s nothing he can do about that. He feels people in the audience know how he feels because they went through the same thing themselves.

Councilor Stokes expressed his appreciation for Councilor Arnone stepping up. He stated he’s bothered tonight that people come forward and mention the name of an individual who had a loan and then try to insinuate there was something dishonest. He stated his hope people are factual before naming names. He noted he really wanted to listen to people, but he has lost a tremendous amount of respect for what he’s heard tonight.

Councilor Deni stated he attended the recent Heritage Fair and really enjoyed it.

Councilor Edgar stated he has seen just about all the documents referred to this evening concerning the ECDC, and everything said was true. He noted documents are available if someone wants to review them. He stated there are documents he’d like to see that he has not seen because the police investigation is on-going, and he will not talk about anything that has to do with the investigation. He agreed Councilor Arnone went on the ECDC Board as a liaison, but they did not ask Councilor Arnone to go on the Board as a complete full member of the Board, and he does not mean anything personal.

Councilor Edgar stated if Councilor Stokes wishes, he can make his ECDC papers available to him.

Councilor Hall stated the Fourth of July dinner dance was held last Saturday, and it was a huge success. She noted they had 350 attendees, which is a record for this fundraising function. She added the Polish National Home was a beautiful venue for this event.

Councilor Hall stated there will be a “Murder Mystery” fundraiser for Asnuntuck on March 18th.

Councilor Hall stated she feels bad for Councilor Arnone, and she doesn’t believe the audience is trying to disparage him. She agrees with a lot that was stated, and she feels they need to wait for the police investigation to play out before doing anything with any money from Town funds. She stated her belief everyone agrees the intent of this corporation is a good intent, and everyone wants to see it come to fruition. She noted if she was in Councilor Arnone’s position, she would withdraw from the Committee and she does not see the benefit of Councilor Arnone staying on that Committee as a liaison because this group is obviously a defunct group. She stated in good conscience, she cannot spend Town money on this group right now. She noted they could reconstitute a group after the investigation is done, and she feels the Town must be heavily involved with it, and then she could see giving them some funds to get them going again. She concluded commending Councilor Arnone’s efforts because she believes he did the best he could by stepping in.

MOTION #3528 by Councilor Hall, seconded by Councilor Bosco to suspend the rules to address under Miscellaneous Items 14 B1 through B9, C1, C2, C3, F, G, J and K.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3528** adopted 10-0-0.

Councilor Bosco requested someone look at Town Farm Road because he noticed after the rain it’s starting to open up. He suggested perhaps it needs to be cracksealed. He added there’s a lot of litter up and down this road, and someone needs to be sent to clean it.

Councilor Bosco stated he was advised by a resident that the pedestrian button at the light on Route 190 and Elm Street is faulty. He requested the State be contacted to look at this problem.

Councilor Sarno agreed with Councilor Hall’s comments concerning ECDC. She believes Councilor Arnone had good intentions, but at this point, it is under investigation, and she feels nothing should be done until the investigation is completed. She added she does not believe the Town should be spending any money on attorneys to look into IRS details. She expressed appreciation for everyone coming out and saying how they feel, but the Council has heard it and knows it, and they should let the police do their job. She agreed Councilor Arnone should recuse himself from this, and it doesn’t serve him any

good to stay on this committee at this point. She acknowledged Councilor Arnone is trying very hard to make this wrong right, and she's unsure he can.

Chairman Kaupin agreed the Fourth of July dinner dance was a great success at the Polish National Home and Old Country Banquet & Deli. He noted they run a fantastic facility, and they're booked solid. He noted another business doing well is Sylvia's Restaurant. He pointed out Sylvia was voted the 2016 Connecticut Chef of the Year by the Connecticut Chef Association.

Chairman Kaupin stated the North Central Opioid Regional Task Force is having their initial meeting tomorrow at 10:00 a.m. at Enfield Town Hall. He pointed out this is an open meeting.

He referred to Wendy Osada's comments about an assessment needing to be done on Fermi High School. He noted there are Governance Council meetings, which are attended by the Town Manager, the Mayor, the Superintendent of Schools and the Board Chair. He pointed out over the last couple years, he has asked the school system numerous times what the Town can do to make sure they feel they are making the most informed decision, but the request did not come to the Town. He noted when the first decision was made to go to Enfield High School, the school system was telling the Town of Enfield and the State of Connecticut that they're closing Fermi, and that is why all the compliance issues were pushed off, and the State was giving the Town a pass in that they did not have to fix those things because it wasn't going to be used as a school once the two schools merge together. He noted that was a signal to the Town that the school system was going to turn that building back to the Town. He stated the Council then said if the Town is going to be given a building, they should have an idea of what could be done with that building, and that is why the Town did the study on Fermi as to what would need to be done to turn it into a community center and what would need to be done to turn the main academic section into a library.

TOWN MANAGER REPORT & COMMUNICATONS

WPC Upgrade Negotiations

Mr. Erdmann stated the Council has a report prepared by the Public Works Director which summarizes a recommendation from the Public Works Subcommittee to proceed to negotiate with Woodard & Curran to do the next phase of design which is necessary to move forward to plan for the upgrades authorized by the voters last November. He noted the State of Connecticut has authorized the Town to proceed without going out to bid if so desired. He questioned whether the Council wants staff to proceed to negotiate a contract for the next phase.

Councilor Deni stated his belief it's a good idea to use this company rather than go back out to bid so they can be shovel ready to continue on with this program.

Councilor Edgar stated his understanding the State of Connecticut stated the Town can do this without going out to bid, and the State gave the waiver. Mr. Erdmann responded that is correct.

Councilor Szewczak stated Woodard & Curran did a good job informing the public and kept the public informed so that people knew what they were voting for. She stated her belief they should be cognizant of that and the fact that Woodard & Curran did go through RFQ, which is the process for selection. She noted Woodard & Curran would also be getting available grant monies.

Councilor Arnone stated the bid process isn't like a normal RFP process. He noted when the State controls the bid, it goes out first for qualifications, and it's not a money bid. He stated the state recognizes this company as one of the preferred bidders.

It was the consensus of the Council to move forward as recommended.

Enfield Transit Center

Mr. Erdmann stated there was good attendance at last Monday's quarterly meeting when DOT presented two conceptual designs for the Enfield Transit Center. He noted one design was described as the overhead option, and the other described as the under/over track option. He stated the request is for the Town Council to express its preference, which can be done by consensus and that will be communicated back to DOT. He noted they are about 15% into the design so they have a long way to go, and they hope to be able to come back to the Council this summer with the progress they made and a report on whatever will come out of this State legislative session in terms of additional allocations to move the Hartford line forward.

There was a consensus for what is called the overhead option, which is closest to 33 North River Street centered on the parking lot at Bigelow.

Fiber Optic High Speed Broadband Service

Mr. Erdmann stated Town staff has been working with a company called SiFi Networks, which has been endorsed by the State of Connecticut to provide FTTP service to everyone in the Town of Enfield. He noted SiFi Network made a presentation to the Economic Development Commission, and that Commission sent a report to the Council endorsing consideration of the concept. He stated SiFi Network then made a presentation to the Town Council, and an exclusivity agreement they proposed has been reviewed. He noted the Town Attorney worked on this issue, and bond counsel, Shipman & Goodwin, determined they really need to go out to bid on the next phase. He stated they are prepared to do that, and they have a draft bid document. He noted he spoke with Paul Russell, the Chief Technology Officer and the Acting Director of Finance, John Wilcox, and there's a symposium on March 23rd concerning understanding public and private partnerships for developing a high speed broadband internet infrastructure. He stated Mr. Russell will be attending this symposium, and shortly thereafter the Town will be

prepared to put out an RFP. He noted they estimate a two-week period to get responses, a two-week period to evaluate the responses, and a two-week period to make an award. He stated it's hoped that by early to mid-May, the Town will be in a position to make an award for moving to the next step of doing a thorough evaluation of the feasibility of building out such a network in the Town of Enfield. He stated the Town Attorney's office is doing some research to learn the track record for SiFi around the country.

Councilor Hall questioned whether someone from the Town Attorney's Office could also attend the symposium because contractually it might be a good seminar for someone in that office to attend. Mr. Erdmann responded absolutely.

Councilor Arnone stated this is a huge business driver for a community to have this level of technology. He noted this is one of the big reasons businesses move to an area where such technology is available.

Chairman Kaupin thanked Attorney Bromson for his initial research. He noted they should check out all these companies and be very diligent about who they pick.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated they did go to a status conference at the superior court regarding two CREC cases, and the trial judge overseeing both of those cases has set a date for mediation on April 1st at 2:00 p.m. He noted this is not a public forum, but rather a private mediation where the judge will talk to them, and they're expected to bring stakeholders from the client, i.e., people from Planning & Zoning, ZBA and the Town Council so they can hear things first hand and the judge can ask them questions, and the same for CREC. He stated no decision will be made, and no conclusion will be reached. He pointed out this is an attempt prior to them going down the path of litigation for the discovery and ultimate trials on the two matters to see if there's some common ground. He stated this is just one of the steps that the courts take in an attempt to resolve something short of the actual trial.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Szewczak stated a decision was made by the Building Committee to set aside \$225,000 that would be used for uniforms for sports and band.

Chairman Kaupin stated the Food Truck Subcommittee met and staff is writing up a draft which will come before the Council for consideration. He noted this is the component that would allow food trucks to legally operate within the Town of Enfield on roads, rights-of-ways and parking lots. He stated if the Council passes this revision to the ordinance, Planning & Zoning will pick up the zoning component about food trucks on private property, such as Mass Mutual, the Powder Hollow Brewery, etc.

Councilor Hall stated there's a General Governance Subcommittee meeting at 4:00 p.m. tomorrow, and they will be reviewing some insurance issues that they're dealing with for budget.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3529 by Councilor Arnone, seconded by Councilor Szewczak to remove Item #7 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3529** adopted 10-0-0.

NOMINATION #3530 by Councilor Sarno to appoint Steve Clavette to the Clean Energy Committee for a term which expires 3/17/19.

MOTION #3531 by Councilor Szewczak, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3531** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Steve Clavette appointed to the Clean Energy Committee by a 10-0-0 vote.

MOTION #3532 by Councilor Edgar, seconded by Councilor Stokes to remove Item #9 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3532** adopted 10-0-0.

NOMINATION #3533 by Councilor Hall to reappoint Peter Falk (R) to the Patriot Award Committee for a term which expires 7/31/17.

MOTION #3534 by Councilor Szewczak, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3534** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Peter Falk reappointed to the Patriot Award Committee by a 10-0-0 vote.

MOTION #3535 by Councilor Edgar, seconded by Councilor Deni to remove #20 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3535** adopted 10-0-0.

NOMINATION #3536 by Councilor Edgar to appoint Virginia Higley (D) to the Zoning Board of Appeals as an Alternate for a term which expires 12/31/2017.

MOTION #3537 by Councilor Hall, seconded by Councilor Edgar to close nominations.

Chairman Kaupin stated he had some questions about the appointment. He noted if this moves forward, he will vote no because his questions did not get answered. He added he's not necessarily opposed, but he just needs those questions answered first.

Councilor Edgar stated without going into details, it's "intent", not "done".

MOTION #3538 by Chairman Kaupin, seconded by Councilor Hall to table this item until the questions are answered.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3538** fails by a 5-2-3 vote with Councilors Edgar and Deni voting against and Councilors Arnone, Cekala and Hall abstaining.

A suggestion was made to recess so that answers can be provided. Mr. Erdmann stated he's not sure they have all the answers at the present time. Attorney Bromson noted some of this is pending litigation. He added at the end of last week, he had a meeting with the Human Resources Director in regards to part of this, and he has an update as of that date, which he believes would answer the questions, but he would feel more comfortable if they recessed and he could share that with the Council, or the Council could table this and do it at the next meeting.

MOTION #3539 by Councilor Szewczak, seconded Councilor Arnone to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3539** adopted 10-1-0, with Councilor Edgar against the motion.

All other appointments remained tabled. Items C through H remained tabled.

NEW BUSINESS

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #3540 by Councilor Hall to reappoint Timothy Slade (R) to the Prison Town Liaison Committee for a term which expires 2/28/18.

MOTION #3541 by Councilor Hall, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3541** adopted 9-0-0. Councilor Cekala absent at the vote.

Upon a **ROLL-CALL** vote being taken, the Chair declared Timothy Slade reappointed to the Prison Town Liaison Committee by a 9-0-0 vote.

NOMINATION #3542 by Councilor Arnone to appoint Emily McIntosh (D) to the Cultural Arts Commission for a term which expires 5/31/17.

MOTION #3543 by Councilor Szewczak, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3543** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Emily McIntosh appointed to the Cultural Arts Commission by a 10-0-0 vote.

Item E. remained on the agenda.

ITEMS FOR DISCUSSION

DISCUSSION/RESOLUTION: RESOLUTION APPROVING THE ADOPTION OF THE DIRECTOR OF DEVELOPMENT SERVICES JOB DESCRIPTION & RESOLUTION APPROVING THE ADOPTION OF THE COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER JOB DESCRIPTION

Mr. Erdmann stated after several months on this job, he had the opportunity to work with the staff in Development Services. He noted when he came on board as Acting Town Manager and after a few weeks on the job, he took the Assistant Town Manager - Development Services and moved her into the Town Manager's Office as a generalist Assistant Town Manager. He noted he then promoted Peter Bryanton, the Director of Community Development, to Acting Assistant Town Manager - Development Services. He stated prior to this, in addition to being the Community Development Director, Mr. Bryanton was also the Director of Planning for some time. He noted for the past five months, until a new Director of Planning was brought on, Mr. Bryanton was doing three jobs for the Town. He stated after an assessment period, he concluded they do not need a generalist Assistant Town Manager so when Courtney Hendrickson left the Town, he made a commitment to the Town that he would not refill that position. He noted after further discussions with Mr. Bryanton, he concluded that the organization really doesn't need an Assistant Town Manager - Development Services, therefore, he is recommending the Town Council go back to the model that the Town had in the past by having a Director of Development Services. He stated after some research it was determined they really didn't have an appropriate job description for that job, therefore, they wrote an up-to-date job description and recommended that to Council. He noted the intent is to move Mr. Bryanton from Acting Assistant Town Manager - Development Services to Director

of Development Services, therefore, he'd oversee the Development Services operation, which is Community Development, Economic Development, Planning, and Building Inspection. He stated the second job being recommended is to take Mr. Bryanton's old job of Director of Community Development and create a new position called Economic and Community Development Officer, which is a lower grade position than Director of Community Development, and this position would report to the Director of Development Services. He stated this is the model being recommended to the Town Council now rather than waiting for the budget because Mr. Bryanton is doing two jobs, and although he's doing the best he can, they'll be able to move forward quicker if they have two people in the right jobs.

Councilor Arnone stated he totally trusts the word of Mr. Erdmann, however, he believes a new Town Manager should have the opportunity to build a great staff.

Mr. Erdmann stated his perspective is that the Council already allowed him to hire a new Library Director, a Director of Planning and they will soon be making an announcement on a new Social Services Director. He feels this will make the new Town Manager's job even easier. He noted he understands the Council's perspective on this, and if the Council isn't prepared to move forward, they can discuss this further in the budget in terms of whether the Council wishes to fund these positions, and they can leave it up to his successor.

Councilor Deni agreed with Councilor Arnone in that the new Town Manager should do this.

Councilor Stokes supported Mr. Erdmann's recommendation because he feels the Town can't stop running while they're waiting. He noted no matter what, a new Town Manager can make changes.

Councilor Edgar stated he can agree with going back to the old system, but he definitely feels this should go to the new Town Manager. He believes the new Town Manager is the one who will have to live with the changes for years.

Councilor Bosco agreed this is premature right now.

Councilor Szewczak agreed with Councilor Stokes because she feels they need to continue to run the Town. She noted Mr. Erdmann has done a good job and pinpointed some of the places where the Town needs to develop Town staff.

Councilor Cekala stated her understanding this is just for the adoption of the job description, and Mr. Erdmann responded that's correct.

Councilor Arnone stated he does not want to lose momentum.

Councilor Hall stated she likes the idea of the structure itself. She feels the Economic Development position they had in place worked well for the Town. She noted she likes

the idea of waiting to fill the positions for the new Town Manager. She feels they need a person in that position that is dynamic, and if they're bringing this position back, it has to be a posted position, and they have to go out and seek out the best applicant for that job. She noted most of the time they post jobs.

Councilor Deni stated his understanding they can approve this structure without actually hiring someone, and Mr. Erdmann responded that's correct.

Councilor Stokes stated he likes the structure, and the Council could approve the structure. He noted during budget season, the Council could have more of an in depth talk about where they're going with Economic Development.

Chairman Kaupin stated in today's structure, the Assistant Town Manager - Development Services also oversees Planning and Zoning, Building, Economic Development and Community Development, but in the write-up it states, "Directly oversees Building Commissioner and Economic and Community Development." He questioned if Roger O'Brien, the Planner, would then have the responsibility to oversee the Planning & Zoning component. He questioned who would pick up the slack of what the Assistant Town Manager position has today on paper. Mr. Erdmann stated that would be the Town Manager, and those positions would report to the Town Manager.

Chairman Kaupin questioned how the Council de-authorizes the two Assistant Town Manager positions, and Mr. Erdmann stated his belief that could be done through the budget process.

Councilor Szewczak requested a flow chart, and Mr. Erdmann indicated that can be provided.

Chairman Kaupin stated this item will move to Miscellaneous.

MISCELLANEOUS

MOTION #3543 by Councilor Hall, seconded by Councilor Stokes to accept the Consent Agenda.

- Transfer \$66,044 Social Services
- Transfer \$12,500 Police Department
- Settle Pending Litigation

- Authorize Acting Town Manager CT Emerg. Mgmt. & Homeland Security
- Authorize Acting Town Manager North Central Area on Aging
- Authorize Acting Town Manager Alzheimer's Aide Grant
- Authorize Acting Town Manager School Readiness & Quality Enhance Grant
- Authorize Acting Town Manager CT DOT State Matching Grant
- Endorse CRCOG Projects for Regional Performance Incentive Program

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3543** adopted 10-0-0.

RESOLUTION #3544 by Councilor Stokes, seconded by Councilor Edgar.

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 p.m. to allow interested residents an opportunity to express their opinions regarding the proposed amendment to the name of the Cultural Arts Commission.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3544** adopted 10-0-0.

RESOLUTION #3545 by Councilor Arnone, seconded by Councilor Stokes.

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 p.m. to allow interested residents an opportunity to express their opinion regarding the proposed amendment.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3545** adopted 10-0-0.

RESOLUTION #3546 by Councilor Hall, seconded by Councilor Arnone.

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.

Ms. Brown explained the 5310 grant now includes an application for the Dial-A-Ride buses, as well as funding for the fixed route bus service so they are able to ask for replacement of the Dial-A-Ride vehicles that have more than 100,000 miles, and/or if they're over six years of age. She noted they have nine buses in the fleet, and three of them have over 100,000 miles. As concerns the fixed route bus, they have been working with DOT on the budget, and they are able to continue to fund it with the services that they have intact and without having to reduce any staffing, therefore, it worked out very well. She stated at this time, Magic Carpet is averaging about 135 rides per day, and they are providing transportation to Asnuntuck Community College. She noted the blue route begins at 7:30 a.m. and goes to 11:00 p.m., and the yellow route, which begins in Scitico, starts at 7:30 a.m. and goes to 9:00 p.m.

Councilor Bosco stated he wished these were separate because he really likes the Dial-A-Ride service, but he cannot support this since they are together. He stated every time he looks at the Magic Bus it's empty.

Councilor Arnone stated the Magic Bus will tie into the rail line, and it's proven itself. He noted because of the hours that service runs, it doesn't always look full, however, the numbers are there. He feels this can really take off in the future.

Councilor Sarno stated she does support this, and she knows people do use that bus. She feels it's a great service.

Chairman Kaupin questioned how things blend in within this grant if it's \$510,000 per year. Ms. Brown responded that's for the fixed route. Chairman Kaupin questioned whether this grant is covering the \$510,000, and Ms. Brown responded yes. Chairman Kaupin questioned when they started the Magic Carpet service, it was for a fixed period of time, which is five years, and is this funding extending that by a year, or is it reaffirming the State's commitment to that initial five-year period. Ms. Brown stated they have a contract for five years, and this money is already allocated to the Town, but they like the Town to submit this every year. Chairman Kaupin questioned if this is installment number four of the five-year program, and Ms. Brown responded that's correct.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3546** adopted 9-1-0, with Councilor Bosco voting against the resolution.

RESOLUTION #3547 by Councilor Arnone, seconded by Councilor Stokes

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 is 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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3544** adopted 8-1-1, with Councilor Hall voting against and Councilor Edgar abstaining.

PUBLIC COMMUNICATIONS

Steve Cogtella, 2 South River Street

Clarified when he made reference to a \$2,000 loan and when he referenced a person's name, he was not bashing anyone. He pointed out that is a loan of record of the ECDC. He stated the loan he is referring to is the missing loan document, and he did not refer to that person's name. He stated anything he mentioned is contained within the documents, and he welcomes anyone to review those documents.

Mr. Cogtella stated no one is beating up on Councilor Arnone, and he appreciates everything Councilor Arnone is trying to do, but he does feel there's a conflict of interest in that he can't be a Councilmember representing the general public and representing the ECDC as a Board of Director member.

He stated if ECDC is a private corporation and does not have to comply with FOI, then they need to go to a bank because if they're going to come before Town Council members and ask for public funds, they need to be an open book.

Patrick Gaskell, 94 South River Street

Stated he has respect for Town Councilors for the time, effort and difficulty it takes to run this town. He stated Councilor Arnone took on a difficult task with ECDC, but he called out the Thompsonville Fire Commission for their difficulties. He noted they changed from an out of control, free for all special act to a Chapter 105 of the Connecticut General Statutes, which states specifically what they can and cannot do with the soon to be voted on Charter by the taxpayers. He noted they set new guidelines for the District to operate by, and this is exactly the idea he's looking for with the ECDC. He noted he has not heard the ECDC Board recommending any changes in their operating system.

He addressed himself to Councilor Stokes and stated he does not like private phone conversations about major issues in this town. He believes it should be a public communication to the entire Council and the public. He noted at the last Town Council meeting, Councilor Stokes stated he did not like names being mentioned about ECDC. He felt that was directed toward him. He pointed out he got all those names from the newspapers. He stated when residents come to Council meetings, he urged the Council to just listen. He feels from the comment tonight, they don't want to hear what concerned taxpayers and residents have to say, and he's disappointed by that. He noted the Council is here to listen and understand what the public's needs are.

COUNCILOR COMMUNICATIONS

Councilor Arnone stated everyone here sits on boards and commissions, and this is something that always comes up when it comes time to vote for things and what's considered a conflict. He requested the Town Attorney provide an opinion on this question – Just because a Council member sits on a board or commission, is it or is it not

legal to take a vote on that board or commission? He went on to state he is listening and understands things need to be corrected.

Councilor Sarno requested clarification on Councilor Arnone's request for a legal opinion. Chairman Kaupin stated he's asking for a legal opinion on whether he should recuse himself on any votes regarding the ECDC.

Councilor Stokes stated he is out of the loop and has not been involved in some of this. He noted in a private conversation people can be brought up to speed as to what really are the issues. He noted he appreciates the public's comments.

Councilor Stokes congratulated Councilor Szewczak for being the Republican of the Year. He noted Councilor Szewczak works well with everyone and is a great leader here.

Chairman Kaupin stated he appreciates the dialog. He referred to an earlier speaker and noted that's what drives people out of public service having to take that kind of ridicule. He feels that's not constructive. He expressed appreciation to those people who are respectful.

ADJOURNMENT

MOTION #3545 by Councilor Hall, seconded by Councilor Arnone to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3545** adopted 10-0-0, and the meeting stood adjourned at 9:38 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of March 7, 2016 Regular
Town Council Meeting
See Page 18

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

CERTIFICATION; I hereby certify that the above-stated funds are available as of February 26, 2016.

s/s John Wilcox, Acting Director of Finance

APPROVED BY: _____ Acting Town Manager Date: _____

Appended to minutes
of March 7, 2016 Regular
Town Council Meeting
See Page 18

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 Transfer out 10800092-593014 \$2,500	FROM: Police Services 10200500-555000 \$2,500
TO: North Central Reg Narcotics Task Force Misc Expense 25006072-589000 \$10,000	FROM: DUI Enforcement Program 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: _____ Acting Town Manager Date: _____

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.

Appended to minutes
of March 7, 2016 Regular
Town Council Meeting
See Page 18

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 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 has held that office since September 25, 2015.

IN WITNESSS WHEREOF: The undersigned has executed this certificate this _____ day of March 2016

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.

Appended to minutes
of March 7, 2016 Regular
Town Council Meeting
See Page 18

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.

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.

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.

Appended to minutes
of March 7, 2016 Regular
Town Council Meeting
See Page 18

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.

OFFICE OF THE TOWN MANAGER

Date: March 21, 2016

To: Scott Kaupin, Mayor

From: Lee C. Erdmann, Acting Town Manager

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

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, March 11, 2016.

**TOWN OF ENFIELD
LEGAL NOTICE
PUBLIC HEARING**

The ENFIELD TOWN COUNCIL will hold a Public Hearing in the Enfield Town Hall Council Chamber, 820 Enfield Street, Enfield, Connecticut on Monday, March 21, 2016 at 6:45 p.m. to allow interested citizens an opportunity to express their opinions regarding the proposed **AMENDMENT TO THE NAME OF THE CULTURAL ARTS COMMISSION TO THE ENFIELD CULTURE & ARTS COMMISSION.** Copies of the proposed amendment is on file in the office of the Town Clerk, 820 Enfield Street, Enfield, CT

Suzanne F. Olechnicki, Town Clerk
Dated: March 9, 2016

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

/dm

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PUBLIC NOTICES

NOTICE TO CREDITORS

ESTATE OF Roy E. Micha (16-0093)

The Hon. Steven M. Zelman, Judge of the Court of Probate, District of Tobacco Valley Probate Court, by decree dated March 8, 2016, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Stephanie Smith, Assistant Clerk

The fiduciary is:
Debra A. Jahnke
c/o Stephen C. Brown, Esq., Johnson, Dove, Brown & Barbarotta, LLC, 22 Elm Street, Windsor, CT 06095

TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, March 21, 2016 at 6:45 p.m. to allow interested residents an opportunity to express their opinions regarding the PROPOSED AMENDMENT TO THE NAME OF THE ENFIELD CULTURAL & ARTS COMMISSION. Copies of the proposed amendment are on file in the office of the Town Clerk, 820 Enfield St., Enfield CT or at www.enfield-ct.gov.

Suzanne F. Olechnicki, Town Clerk
Dated: March 9, 2016

TOWN OF ENFIELD LEGAL NOTICE

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Suzanne F. Olechnicki, Town Clerk
Dated: March 9, 2016

ect to great care. : in your neighborhood.



a, 35 Talcottville Rd., Vernon

standing healthcare services right to Vernon
ord Hospital Family Health Center. You'll find
within Hartford HealthCare Medical Group,
ation services such as a physical therapy, just
e also offering special services for people with

Hartford HealthCare Medical Group
Primary Care
860.870.6370
Monday-Friday 8AM - 5PM

OFFICE OF THE TOWN MANAGER

- Date: March 21, 2016
- To: Scott Kaupin, Mayor
- From: Lee C. Erdmann, Acting Town Manager
- Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the proposed **AMENDMENT TO CHAPTER 34, ARTICLE II, ALARM SYSTEMS SECTION 34-36, ADMINISTRATION AND ENFORCEMENT.**
1. Roll Call.
 2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, March 11, 2016.

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LEGAL NOTICE
PUBLIC HEARING**

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Suzanne F. Olechnicki, Town Clerk
Dated: March 9, 2016

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

/dm

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of osteoarthritis push



PUBLIC NOTICES

NOTICE TO CREDITORS

ESTATE OF Roy E. Micha (16-0093)

The Hon. Steven M. Zelman, Judge of the Court of Probate, District of Tobacco Valley Probate Court, by decree dated March 8, 2016, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Stephanie Smith, Assistant Clerk

The fiduciary is:
Debra A. Jahnke
c/o Stephen C. Brown, Esq., Johnson, Dowe, Brown & Barbarotta, LLC, 22 Elm Street, Windsor, CT 06095

TOWN OF ENFIELD LEGAL NOTICE

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Suzanne F. Olechnicki, Town Clerk
Dated: March 9, 2016

TOWN OF ENFIELD LEGAL NOTICE

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Suzanne F. Olechnicki, Town Clerk
Dated: March 9, 2016

ect to great care. in your neighborhood.



a, 35 Talcottville Rd., Vernon

tanding healthcare services right to Vernon
ord Hospital Family Health Center. You'll find
within Hartford HealthCare Medical Group,
tion services such as a physical therapy, just

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Goals of the Enfield Town Council 2015-2017

1) Regarding Enfield's Infrastructure and Facilities

- **Adopt a 10-year Building Use Plan**
 - Establish a commission of municipal & school system representatives
 - Complete a study that establishes a 10-year planning window for primary uses and upgrades needed at all facilities
 - JFK Fields – This Year (EDUCATION)
 - JFK Modular – Solution This year: to be implemented (EDUCATION)
 - Enfield Police headquarters (PUBLIC SAFETY)
 - Determine what projects should be Reprioritized in a Facilities Referendum:
 - Promote and Explain more effectively
- **WPCA System Improvements**
 - Start Upgrades Approved in Referendum
 - Billing Process Evaluation
- **ROADS 2015 - continue work**
 - Examine Road Specifications (manholes) and costs
 - Development of a Maintenance Plan (Crack Sealing)
- **Escarpment slopes, waterways, and drainage maintenance**
 - Define solutions for Sharp Street & Cooper Street
 - Prioritize budgetary needs
- **Complete Hazardville Institute rehab & village parking facility (ECONOMIC DEVELOPMENT)**

2) Regarding Enfield's Public Safety Services

- **Maintain a priority to implement comprehensive School Security Plan improvements – Funding (EDUCATION)**
- **Public Safety Headquarters** - Design, Propose, and complete needed renovations(FACILITIES)
- **Establish a Pedestrian Safety Initiative**
 - Expand Use of solar & LED devices
 - Prioritize installation within school walking zones, Elm Street @ Senior Center, and mid-block crossings
- **Thompsonville Policing Strategy (ECONOMIC DEVELOPMENT)**
- **Leadership Continuity/Transition Plan**
- **Continuation of Opioid & Enforcement Task Forces**

3) Regarding Enfield's Environment, Energy, and Sustainability

- **Determine what projects should be Reprioritized in the Energy Performance Referendum (INFRASTRUCTURE)**
 - Promote and Explain more effectively
- **Ensure Fiscal Sustainability of the municipal insurance funds**
- **Complete study of solar-related zoning and permitting processes (ECONOMIC DEVELOPMENT)**
- **Parks and Open Space Priorities**
 - Skate Park (to be completed 2016)
 - Continue to prioritize Open Space / Farm Land Preservation funds (ECONOMIC DEVELOPMENT)
 - Complete long-term aquatics planning (LEISURE/EDUCATION/FACILITIES)
 - Splash Park/H2O Features
 - Rec Swimming & school system needs
 - Update Playscape Plan and funding mechanism (EDUCATION / FACILITIES)
 - Investigate Rail-to-Trail (Hazardville)

- Understand long-term future of State's Armory Branch rail line
- Cricket Field & Disc Golf Course (ECONOMIC DEVELOPMENT)
- Scantic Park Subcommittee - Follow through with State
- CT River Access (ECONOMIC DEVELOPMENT)

4) Regarding Enfield's Public Education System & Facilities

- **School Security Plan – Funding (PUBLIC SAFETY)**
- **Facilities**
 - Playscapes (ENVIROMENT / INFASTRUCTURE)
 - Fields(ENVIROMENT / INFASTRUCTURE)
 - Buildings(INFASTRUCTURE)
- **Partnership between Agencies – Maintain, Strengthen, Innovate**
 - Social Services
 - Schools
 - Public Safety
 - Youth Services
 - Shared Services
- **Information Technology MOU & IT Funding mechanism – Renew in 2016**
- **Enfield High School Renovations - Complete On-Time & On-Budget (FACILITIES)**

5) Regarding Enfield's Economic Development Efforts

- **Complete the TOD Masterplan and Related Zoning Updates** for the Thompsonville neighborhoods
Business Retention and Recruitment
 - Improve Retail Climate – Partner & Innovate
 - Business District Improvements - Zoning
 - Industrial Property Development – Feasibility/Establishment
 - Business Interconnectivity Improvement (INFASTRUCTURE)
- **Continue to make corridor and village improvements** – Zoning & DPW
- **Pursue a Fiber Network (FTTP)** program and deployment project (INFASTRUCTURE)
- **Enfield Station on the Hartford Line** – Maintain advocacy & Secure Funding (INFASTRUCTURE)
- **Neighborhood Beautification and Blight Reduction**
- **Continue to monitor and respond to region's casino developments**
- **Investigate and leverage regional opportunities** (EDUCATION / PUBLIC SAFETY)



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 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



March 11, 2016

TOWN OF ENFIELD

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Department of Public Works \$20,000

Councilors:

Highlights:

- Budget has decreased since 2010 despite increasing cost of parts and significant increase in the number of vehicles maintained (ambulances, buses, and police).
- Lack of available funding creates time-consuming extra work for Fleet Manager, Business Manager, and Finance Department staff. In FY15:
 - 6 budget transfers were made (4 internal, 2 council)
 - at least 49 purchase order adjustments were requested
 - other DPW divisions were asked to contribute \$14,600 to pay for vehicle parts
- Last year's actual expenses were \$298,800 (including the contributions from other divisions)
- Fleet must be able to buy the parts needed for any of the 400 vehicles/pieces of equipment (300 plated vehicles + 100 pieces of equipment) it is responsible for servicing up to and including June 30th. Last year, for example, on June 25th, an ambulance was brought in with a broken door handle. We needed to have funds available to put the ambulance back in service promptly.
- One unscheduled transmission repair can cost as much as \$10,000.
- Total 2017 proposed budget is \$280,000
 - \$ 26,000 bulk lubricants
 - \$ 40,000 new tire purchases
 - \$214,000 all other vehicle parts for 400 units. Average amount available=\$535.

Budget Impact:

There is no net impact to the DPW budget. Due to a warmer than normal winter, funding is available in the Building & Grounds natural gas account to fund the vehicle supplies account.

Recommendation:

Approve the enclosed Resolution so that funding will in place to order vehicle supplies through June 30.

Respectfully Submitted,

Jonathan Bilmes, PE
Public Works Director

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: Fleet Services

Vehicle Supplies	10300380-561700	\$ 20,000
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FROM: Building & Grounds

Natural Gas	10300340-562100	\$ 20,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 9, 2016.



John Wilcox, Acting Director of Finance

APPROVED BY:



Town Manager

Date: 03-16-16



TOWN OF ENFIELD

March 11, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Department Public Works \$21,000

Councilors:

Highlights:

- CT DEEP issued two Notices of Violation (NOVs) on September 18, 2015 for non-compliance with certain provisions of the General Permit for the Discharge of Stormwater Associated with Industrial Activity.
- The most significant violation was failure to comply with truck washing requirements. CT DEEP informed DPW that failure to be in compliance on December 1 would result in significant monetary fines and/or penalties and a Consent Order.
- DPW does not currently have the proper environmental controls in order to be able to wash trucks (at any site).
- DPW needs to be able to wash 12 RRM refuse and recycling trucks on a weekly basis year round. After snow/ice events, we need to wash 15 large dump trucks and 25 smaller trucks (pickups and small dump trucks).
- For the 12 RRM trucks and the 15 large dump trucks, we have commenced, December 1, to utilize a local company's (Spazzarini a/k/a Post Office Road, LLC) permitted vehicle wash at a cost of \$3,000 per month (plus an environmental clean out fee TBD).
- The Town of Enfield issued an RFP for truck washing services in January, 2016. Post Office Road, LLC has been awarded the contract.
- The monthly truck wash expense was not included in this year's operating budget.
- The use of a truck washing facility will also be needed in fiscal year 2017. The cost for the use of the outside facility is included in DPW's operating budget request for fiscal year 2017. The cost to construct an outdoor truck wash facility at 40 Moody Road is included in the capital request for fiscal year 2017.

Budget Impact:

There is no net impact to the DPW budget. Due to a warmer than normal winter, funding is available in the Building & Grounds natural gas account for the truck wash expenses.

Recommendation:

Approve the enclosed resolution to fund the use of a truck washing facility this fiscal year.

Respectfully Submitted,

Jonathan Bilmes, PE
Director of Public Works

Attachments:

1. Resolution



TOWN OF ENFIELD

March 14, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Town Attorney, \$10,000

Councilors:

Highlights:

With your approval, the firm of Shipman & Goodwin was retained to:

- represent the Police Department in matters relating to the disciplinary actions implemented for several police officers;
- render an opinion regarding the Town Attorney appointment;
- render an opinion regarding the Town Manager qualifications.

We are now requesting a transfer of funds from the Contingency Account to our Legal Account to pay the balance owed for these matters.

Budget Impact:

No significant impact is anticipated.

Recommendation:

It is recommended that the transfer be approved.

Respectfully Submitted,

Christopher W. Bromson
Town Attorney

Attachments:

1. Resolution.



TOWN OF ENFIELD

March 11, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for CIP School Facilities \$25,000.

Councilors:

Highlights:

- The Child Development Center at Stowe School is required to ensure that the children in its care do not become overheated. It is unsafe for children and staff with medical conditions to be in rooms where the temperature exceeds 85° F.
- Failure to have a practical method of cooling the spaces would cause the Center to close on days when outside air temperatures are predicted to exceed 85° F.
- Closing the Center on hot days would result in loss of revenue and hardship for the children's parents including possible loss of employment.
- The most practical and most cost efficient way to cool rooms in time for the onset of high temperatures is with room air conditioners.
- \$35,000 is needed to air condition the classrooms and all purpose room used by preschool and school age children and the kitchen.
- The Town Council transferred funds to Social Services account 22040432-561000 on 7 March 2016 that will provide \$10,000 toward the cost of the air conditioning.
- An additional \$25,000 transfer is needed to fully pay for the project.
- \$25,000 is available from the capital account for the painting of the Village Center at 100 High Street.

Budget Impact:

Approval of this resolution will have no budgetary impact.

Recommendation:

I recommend that the Town Council approve the resolution.

Respectfully Submitted,

Billy G. Taylor, P.E.
Deputy Director of Public Works

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: Capital & Nonrecurring

School Facilities	31008167-543100	\$ 25,000
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FROM: Capital & Nonrecurring

Thompsonville Village Center Painting	31008864-543100	\$ 25,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of 11 March, 2016.



John Wilcox, Acting Director of Finance

APPROVED BY:



Acting Town Manager

Date:

03-16-16



TOWN OF ENFIELD

March 10, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Social Services \$55,200.

Highlights:

- Two newly hired Social Workers at Youth Services assumed their positions in November 2015 creating a surplus in the Youth Services salary and health insurance lines.
- Neighborhood Services and the Family Resource Center Social Workers were hired during the same time period and additional funds are needed as they were budgeted for six months each.
- New hires did not require family health insurance plans creating a surplus in both Youth Services and the Family Resources Center's health and medical insurance accounts.
- Additional funds are needed in Social Services Administration salaries to cover accrued time due to the resignation of the Assistant Director of Social Services and the retirement of the Director of Social Services.

Budget Impact:

There is no impact on the budget.

Recommendation:

That the Enfield Town Council adopt the attached resolution.

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:

Social Services Administration

Salaries	22040001-511000	\$ 26,361
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Neighborhood Services

Salaries Non-Certified	22040460- 511000	\$ 14,057
Social Security	22040460- 522000	\$ 872
Medicare	22040460- 522100	\$ 204
Health Medical	22040460- 521000	\$ 4,500

Family Resource Center

Salaries	22040470- 511000	\$ 9,206
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FROM:

Youth Services

Salaries	22040450-511000	\$18,000
Social Security	22040450- 522000	\$ 1,200
Health Medical	22040450-521000	\$ 26,000

Family Resource Center

Health Medical	22040470- 521000	\$10,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 11, 2016.


John Wilcox, Acting Director of Finance

APPROVED BY:  Acting Town Manager

Date: 03/16/16



TOWN OF ENFIELD

March 11, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Youth Services \$ 19,218

Councilors:

Highlights:

- The DFC grant reported an unobligated balance for the Drug Free Communities grant FFY2013-2014 due to the vacancy of the Prevention Coordinator
- The Town of Enfield submitted a carryforward request and the request was approved 03/10/16
- This council transfer will align town accounts with the new approved DFC budget for FFY2015-2016.

Budget Impact:

The transfer amount is \$19,217.48. There are no additional costs associated with this transfer.

Recommendation:

That the Town Council approve the transfer for the Drug Free Communities Grant budget revision for FFY15-16.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Transfer

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: Drug Free Communities Grant

Part-Times Salaries	22046121	512000	\$1,841.63
Medical Insurance	22046121	521000	\$3,183.24
Travel	22046121	558000	\$10,195.58
Printing	22046121	555000	\$1,634.42
Other Supplies	22046121	561900	\$2,187.61
Dues	22046121	581000	\$175.00

FROM: Drug Free Communities Grant

Salaries	22046121	511000	\$10,272.07
Overtime	22046121	514000	\$188.92
Rental Other	22046121	544400	\$.70
Tech Supplies	22046121	561300	\$.65
Other Professional Services	22046121	533900	\$8,755.14

CERTIFICATION: I hereby certify that the above-stated funds are available as of March 11, 2016


John Wilcox, Director of Finance

APPROVED BY:  **Town Manager** **Date:** 03-16-16



TOWN OF ENFIELD

March 21, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to enter into an agreement with the Connecticut Association for Human Services for the CT Money School Program.

Highlights:

- The Town of Enfield Neighborhood Services provides over 3000 intakes to valuable programs and services annually. These programs include Energy Assistance, Tax Relief and the Volunteer Income Tax Assistance Program (VITA). Neighborhood Services is seeking to implement programs that are aimed at increasing the financial well-being and self-sufficiency of residents in the Town of Enfield.
- The Connecticut Association for Human Services administers the CT Money School program. The aim of the CT Money School program is to improve the financial literacy of participants through a series of workshops, programs and individual counseling. These services are aimed at empowering residents to make better financial choices. CT Money School programs are offered to residents of all ages, with specific education and workshops tailored to youth, working adults and seniors.
- This agreement would allow the Connecticut Association for Human Services and Neighborhood to tailor a program specific to Enfield residents.
- This program relies on trained volunteers and would not require additional paid staff. New volunteer training would be provided by the Connecticut Association for Human Services.

Budget Impact:

There is no impact to the budget as a result of this action.

Recommendation:

That the Town of Enfield Town Council approve the request allowing the Town Manager to enter into an agreement with the Connecticut Association for Human Services.

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 Association For Human Services for the CT Money School Program.

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

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



TOWN OF ENFIELD

February 4, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

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

Councilors:

Background:

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

Budget Impact:

There is no budget impact.

Recommendation:

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

Respectfully Submitted,

Mary M. Keller
Recreation Supervisor

Attachments:

1. Resolution
2. Amended Ordinance

ENFIELD TOWN COUNCIL
RESOLUTION No. _____

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

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

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

WHEREAS, on March 21, 2016, a Public Hearing was held in accordance with Charter requirements.

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

Attachment A

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

ARTICLE II. - ENFIELD CULTURE AND ARTS COMMISSION

Sec. 22-31. - Establishment of commission.

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

(Code 1967, § 2-71)

Sec. 22-32. - Definitions.

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

Commission means the **Enfield Culture and Arts Commission**.

Sec. 22-33. - Purpose of commission.

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

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

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

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

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

Sec. 22-35. - Vacancies.

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

(Code 1967, § 2-74)

Sec. 22-36. - Expenses and assistance.

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

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

Sec. 22-37. - Meetings.

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

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

Sec. 22-38. - Auxiliary services.

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

(Code 1967, § 2-77)

ENFIELD TOWN COUNCIL
RESOLUTION No. _____

**Resolution to Amend 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 requires the Chief of Police to report annually to the Town Council;
and

WHEREAS, it has been requested that the reporting requirement be removed from the ordinance; and

WHEREAS, the Town Council held a public hearing on March 21, 2016 to receive input from the residents of the Town of Enfield regarding the proposed amendment;

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council hereby amends section 34-36. Administration and Enforcement to the following: “The chief of police will enforce and administer this article and any rules and regulations promulgated thereunder.”

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.



TOWN OF ENFIELD

March 11, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to enter into an agreement with the Department of Health and Human Services.

Highlights

Youth Services would like to submit a grant application to SAMHSA for the Sober Truth on Preventing Underage Drinking Act Grant (STOP Act Grant). The Grant's purpose is to:

- Create community-level change regarding underage drinking
- Strengthen collaboration among communities, the federal government, state, and local government to reduce alcohol use among youth and young adults in current and former DFC recipient communities
- Address barriers to collaboration
- Host sites for local Town Hall Meetings to address underage drinking
- Develop an action plan to address underage drinking
- Collect National Outcomes Measures on underage drinking
- The award period would be September 29, 2016 through September 30, 2020

Budget Impact:

The STOP Act grant award amount is up to \$50,000 annually for four (4) years. There are no additional expenses associated with this grant.

Recommendation:

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

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 Association For Human Services for the CT Money School Program.

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

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



March 14, 2016

TOWN OF ENFIELD

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for CIP Emulsion Tank \$40,000

Councilors:

Highlights:

- DPW purchased a 3,000 gallon emulsion tank for the durapatcher pothole machine.
- The emulsion tank will eliminate unproductive travel time associated with pick up of material.
- When the emulsion tank was purchased, it was assumed that DPW staff would be able to do the installation in house.
- The DPW complex at 40 Moody Road is located in a Level A Aquifer Protection Area ("APA").
- Prior to receiving Planning and Zoning approval for the emulsion tank or any other APA regulated activity such as a truck wash, an APA permit is required pursuant to Section 8 of the Town's Aquifer Protection Agency APA Regulations. The permit application package is under final review and will be submitted shortly. Design details have been prepared as part of the permit application.
- The emulsion tank requires a concrete foundation with rebar.
- Best management practice is to install a containment area equivalent to 110% of the volume of the emulsion tank. The containment area walls also require a concrete installation with rebar.
- In addition to the above, the deicing liquid poly tanks require a secondary containment area equal to 110% of the larger tank volume (there are two tanks).
- DPW will need to hire a contractor for the foundation work and containment area installation.
- Based on average unit costs from the CT DOT, cost estimates for the installation are approximately \$40,000.
- Funds are available from the capital account for the painting of the Village Center at 100 High Street.

Budget Impact:

There is no net impact to the CIP.

Recommendation:

Approve the enclosed Resolution so that funding will be in place to hire a contractor to install the foundation and containment areas for the emulsion tank and the deicing liquid poly tanks.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jonathan S. Bilmes".

Jonathan Bilmes, PE
Public Works Director

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: Capital & Nonrecurring

Emulsion Tank	31008169-543100	\$ 40,000
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FROM: Capital & Nonrecurring

Thompsonville Village Center Painting	31008864-543100	\$ 40,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of 11 March, 2016.



John Wilcox, Acting Director of Finance

APPROVED BY:  **Acting Town Manager** **Date:** 03-16-16



TOWN OF ENFIELD

March 21, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager and Director of Social Services to enter into an agreement with the Connecticut State Department of Education for the Child and Adult Care Food Program Grant.

Highlights:

- The Town of Enfield Child Development Center and Adult Day Center are recipients of grant funds from the Child and Adult Care Food Program (CACFP), administered by the Connecticut State Department of Education. The original grant agreements required that the Town appoint two authorized signatories. The signatories are responsible for authorizing monthly reimbursement requests and signing annual application renewals. According to program requirements, the first authorized signer must be the Town Manager. Historically, the second authorized signer has been the Director of Social Services.
- According to the original agreement, the Town must submit an "Authorized Signers Change Form" whenever there are changes to the first or second authorized signer. According to the original agreement, these changes must be approved by the Town Council.
- Due to changes in staff, it is now necessary for the Council to authorize appointing the Acting Town Manger and new Director of Social Services as authorized signers for the CACFP grants.

Budget Impact:

There is no impact to the budget as a result of this action.

Recommendation:

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

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution
2. Authorized Signers Change Form

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution authorizing the Town Manager and Director of Social Services to enter into an agreement with the Connecticut State Department of Education for the Child and Adult Care Food Program Grant.

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

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



TOWN OF ENFIELD

March 11, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: **Resolution Authorizing the Chief of Police to Enter Into an Agreement with the Enfield Public Schools**

Councilors:

Highlights:

- The School Resource Officer (SRO) Program involves the placement of law enforcement officers within the education environment.
- The SROs are Town police officers assigned by the Police Department to serve as liaisons between the school community and the police department and to support the school administration and staff in maintaining a safe and positive school environment.
- The SROs are visible and active law enforcement figures at the schools to which they are assigned.
- This revised SRO Agreement is based on the State-provided model with input from the Chief of Police and is necessary to adequately delineate the role of the SRO.
- Although an Agreement was previously considered by the Town Council, the draft considered had not been reviewed by the Chief of Police with input from the Department.

Budget Impact:

No budget impact is anticipated.

Recommendation:

It is recommended that the Town Council approve this resolution.

Respectfully Submitted,

Christopher W. Bromson
Town Attorney

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

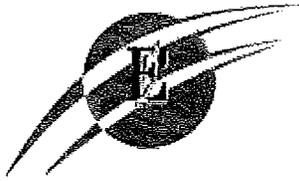
RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO AN
AGREEMENT WITH THE ENFIELD PUBLIC SCHOOLS**

RESOLVED, that the Chief of Police, Carl Sferrazza, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Enfield Public Schools for the placement of Town police officers within the education environment and to affix the Corporate Seal.

Prepared by: Office to the Town Attorney

Date Prepared: March 11, 2016



MEMORANDUM OF UNDERSTANDING
ENFIELD SCHOOL RESOURCE OFFICER PROGRAM

This Memorandum of Understanding (hereinafter "Agreement") is made, this ____ day of _____, 2016, by and between the Enfield Public Schools and the Town of Enfield Police Department.

WITNESSETH:

WHEREAS, the Police Department agrees to provide a School Resource Officer (SRO) Program for the Enfield Public Schools.

WHEREAS, the Enfield Public Schools and the Police Department desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by the SROs in the Public School System.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

I. Introduction

The School Resource Officer (SRO) Program involves the placement of law enforcement officers within the education environment. The SROs are Town police officers assigned by the Police Department to serve as liaisons between the school community and the police department and to support the school administration and staff in maintaining a safe and positive school environment.

The SROs are visible and active law enforcement figures at the schools to which they are assigned. The Enfield Public Schools and the Enfield Police Department shall review and adhere to the principles set forth in the Juvenile Justice Advisory Committee guidance document, which is attached hereto as **Exhibit A**, and expressly incorporated into the terms of this Agreement.

1. Cost of the SRO Program

- A. The cost of the SRO Program shall be paid by the Police Department.

2. Employment/Supervision of School Resource Officers

The SRO shall be employees of the Police Department and shall be subject to the administration, supervision and control of the Police Department. As an employee of the Police Department, the SRO will be subject to the chain of command of the Police Department.

- A. The SRO shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- B. The Enfield Police Department agrees to provide an SRO to the following schools within the Enfield Public School system:

[Insert schools]
- C. The Enfield Police Department, in conjunction with the principal of the particular school will determine which Enfield Police Officers will assume the roles and responsibilities of an SRO.
- D. It is the responsibility of the SROs to notify their school principal of their police officer work schedule.
- E. SROs shall remain employees of the Enfield Police Department and shall not be employees of the Enfield Public Schools. The Enfield Public Schools acknowledge that the SROs will remain subject to the administration, supervision and control of the Enfield Police Department. However, while acting in the capacity of an SRO, the SROs shall take direction from school administration with the exception that while in the performance of their law enforcement duties the SROs will follow Enfield Police Department protocol.
- F. The school administration shall meet annually with each SRO and the Chief of Police or his/her designee to discuss the job performance of the SRO. The school administration shall then submit a written report to the Chief of Police on the SRO.
- G. In the event a Principal of a school to which an SRO is assigned feels that he/she is not effectively performing his or her duties and responsibilities, the Principal shall contact the Superintendent. Within a reasonable amount of time after the Superintendent receives this information the Superintendent shall notify the Chief of Police or his/her designee. A meeting shall be conducted with the SRO to mediate or resolve any problems. The Chief of Police may dismiss or reassign the

SRO, in accordance with the Enfield Police Department's rules, regulations and general orders.

- H. The Enfield Police Department and the Enfield Public Schools agree to provide their employees with training relative to this agreement and its purposes. The parties agree to maintain regular and open communication to evaluate the effectiveness of this agreement and suggest improvement or adjustments that may be necessary.

3. Duty Hours

- A. SRO duty hours shall be determined by the Police Department. Whenever possible, it is the intent of the parties that the SRO's duty hours shall conform to the school day.
- B. In the event an SRO is absent from work, the SRO shall notify his or her supervisor in the Police Department. The Police Department shall notify school personnel of the absence.

4. Duties of School Resource Officers

The SRO's duties will include, but not be limited to, the following:

- A. To be a visible, active law enforcement figure on campus dealing with law enforcement matters.
- B. To provide a classroom resource for law education using approved materials.
- C. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- D. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- E. The SRO will not be involved in ordinary school discipline, UNLESS it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
- F. SROs shall take law enforcement action when necessary, including but not limited to the following: 1) when they have personally observed a violation of the law; 2) received a complaint from a victim or a witness of a crime; 3) where the safety of a person or the protection of property is involved; and/or 4) when law enforcement action is required by law. Involvement of the SROs shall not necessarily mean arrest and referral to court.

- G. If the principal believes that in a given situation or incident there is a law violation, the principal shall request SRO involvement.
- H. All local law enforcement and state agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO
- I. Police will act through school administrators whenever they plan any activity on school grounds. Officers entering school grounds will be aware of the potential disruption of the educational process that police presence may cause. Prior to entering a school to conduct an investigation, arrest or search, officers will consider the necessity of such action based on:
- The potential danger to persons;
 - The likelihood of destruction of evidence or other property;
 - The ability to conduct the investigation, arrest or search elsewhere.

When taking a student into custody, officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises. Whenever possible, students should be taken into custody out of sight and sound of other students.

- J. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency- and delinquency-prone youths and their families. Referrals will be made when necessary.
- K. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations, which might result in student unrest.
- L. The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- M. The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
- N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
- Drugs and the law — Adult and juvenile;
 - Alcohol and the law — Adult and juvenile;
 - Sexual assault prevention — Adult and juvenile;
 - Safety programs — Adult and juvenile;
 - Assistance in other crime prevention programs as assigned.
- O. The SROs will wear their department authorized duty weapons in accordance with department policy.

- P. The SRO will have reasonable access to all areas of the campus and will monitor the building(s), grounds and parking lot(s) in order to provide a safe environment for students, staff and visitors. The SRO will have a designated work area that will be used to meet with students, parents and staff. Where applicable, the SRO will have use of School District equipment which may be required for his/her duties.

5. Administrative Notification

- A. SROs will contact the principal of the school about any juvenile delinquency incidents, charges, and arrests in a timely manner. The SROs shall notify the school principal or their designee and the Superintendent whenever any law enforcement action has been taken while performing in the role of the SRO.

6. Access to Education Records

- A. SROs shall have access to student record information in accordance with the Family Educational Rights and Privacy Act (“FERPA”), §20 USC 1232g.
- B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

7. Data Collection and Monitoring

The parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of this agreement.

Data Collection: On a quarterly basis, the following information will be collected:

School—number and types of disciplinary actions, numbers and demographics of students involved, referrals to police.

Police—number and types of school incidents for which police incident reports are written, police actions on incidents.

Monitoring and Oversight: On a regular basis and at least quarterly, parties acknowledge and agree that a School/Police Collaboration Team composed of at least two members from each party will meet to provide oversight of the agreement and review relevant data and analysis. At least annually, the Team will prepare a report of activities and make recommendations for improvements to the agreement and/or its implementation.

8. Term of Agreement

The SROs are appointed annually by the Chief of Police, in consultation and agreement with the Superintendent of Schools. It is understood that either party may terminate this Agreement voluntarily upon written notice of thirty (30) days to the other party. A request for revisions or modifications to this Agreement may be made by either party in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed the day and year first written above.

By: _____

By _____

EXHIBIT A

Office of Policy and Management 450 Capitol Avenue, Hartford, CT 06106-1379
www.ctjjac.org



Juvenile Justice Advisory Committee
School/Police *Just.Start* Program

Memorandum of Agreement

By and Between

_____ Public Schools
and

_____ Police Department

I. Introduction

Schools and law enforcement share responsibility for school safety and must work together with complimentary policies and procedures to ensure a safe learning environment for students. This document expresses the agreement of the parties for responding to non-emergency school disruptions. It strives to ensure a consistent response to incidents of student misbehavior, clarify the role of law enforcement in school disciplinary matters, and reduce involvement of police and court agencies for misconduct at school and school-related events.

The parties agree to the following principles upon which this agreement is founded.

- A. The vast majority of student misconduct can be best addressed through classroom and in-school strategies and maintaining a positive climate within schools rather than by involvement of the justice community.
- B. The response to school disruptions should be reasonable, consistent and fair with appropriate consideration of relevant factors such as the age of the student and the nature and severity of the incident.
- C. Students should be held accountable for their actions through a graduated response to misconduct that provides a continuum of services and increasingly more severe sanctions for continued misbehavior.

- D. Disruptive students should receive appropriate redirection and support from in-school and community resources prior to the consideration of suspension, expulsion, involvement of the police, or referral to court.
- E. Clarifying the responsibilities of school and police personnel with regard to non-emergency disruptive behavior at school and school-related events promotes the best interests of the student, the school system, law enforcement and the community at large.

II. Purpose of Agreement

The purpose of this agreement is to encourage a more consistent response to school incidents and to reduce the number of referrals of students to court by establishing guidelines for the handling of non-emergency disruptive behavior at school and school-related events by school and police personnel.

III. Terms of the Agreement

A. Summary of Key Points

The parties agree to:

1. Convene a School/Police Collaboration Team;
2. Share this agreement with a copy to all school and police personnel;
3. Provide necessary and regular staff training on implementation of the agreement;
4. Put into practice a graduated response to student misbehavior;
5. Monitor implementation of the agreement;
6. Collect data and assess the effectiveness of the agreement; and
7. Modify the agreement as appropriate.

B. Key Factors in Making Disciplinary Decisions

The parties agree that when determining consequences for students' disruptive behavior the following factors shall be considered, if information on the factors is available.

1. Age, health, and disability or special education status of the student.
2. Prior conduct and record of behavior of the student.
3. Previous interventions with the student.
4. Student's willingness to repair the harm.
5. Parents' willingness to address any identified issues.
6. Seriousness of the incident and degree of harm caused.

The parties agree that when determining consequences for student's disruptive behavior the following factors shall not be considered:

1. Race/ethnicity, gender, gender identity, sexual orientation, religion and national origin of the student and family.
2. Economic status of the student and family.

C. Graduated Response Model

Classroom Intervention - The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line in implementing the school discipline code. As such, this model begins with a range of classroom management techniques that must be implemented prior to any other sanctions or interventions. Classroom intervention is managed by the teacher for behaviors that are passive and non-threatening such as dress code violations, and violations of classroom rules. School Resource Officers (SROs) should not be involved at this level. More than three incidents of the same behavior, if not in the same day, could lead to School Administration Intervention. Classroom intervention options might include redirection, reteaching, school climate initiatives, moving seats; and the teacher should initiate parental contact.

School Administration Intervention - Classroom interventions must be supported by school administrators who address more serious or repetitive behaviors and behaviors in school but outside of the classroom. Examples of behaviors at this level include repetitive patterns, defacing school property, truancy, threatening and behaviors in hallways, bathrooms, courtyards and school buses. Administration intervention options might include time in the office, after school detention, loss of privilege, reparation, and/or parent conference.

Assessment and Service Provision - When the behavior and needs of the student warrant, an assessment process and intervention with the use of school and community services is appropriate. This intervention is managed by the school administrator or a student assistance team (SAT). Repetitive truancy or defiance of school rules, and behaviors that interfere with others such as vandalism or harassment belong at this level as well as misbehaving students who would benefit from service provision. Assessment and service intervention options should include any Classroom or School Administration interventions and might include referral to a juvenile review board (JRB) or community service or program, suspension, expulsion or referral to court. Truant behavior should not lead to an out-of-school option. Police can be involved in their role on SATs and JRBs.

Law Enforcement Intervention - Only when classroom, school and community options have been found ineffective (or in an emergency) should the school involve the police, including the SRO. Involvement of the police does not necessarily mean arrest and referral to court. This intervention is managed by the police. Behaviors at this level must be violations of criminal law, but only after Classroom, School Administration and Assessment and Service interventions have been tried. Law enforcement options may include verbal warning; conference with the student, parents, teachers and/or others; referral to a JRB and/or community agencies; and referral to court.

Graduated Response Model Chart for

Revised as of _____

	Types of Behavior	Intervention Options
Classroom Interventions		
School Administration Interventions		
Assessment and Service Provision		
Law Enforcement Interventions		

D. Police Activity at Schools

The parties agree that police need to follow certain protocols when on school grounds in non-emergency circumstances as follows.

1. Police will act through school administrators whenever they plan any activity on school grounds.
2. Officers entering school grounds will be aware of the potential disruption of the educational process that police presence may cause.
3. Prior to entering a school to conduct an investigation, arrest or search, officers will consider the necessity of such action based on:
 - a. The potential danger to persons;
 - b. The likelihood of destruction of evidence or other property;
 - c. The ability to conduct the investigation, arrest or search elsewhere.
4. When taking a student into custody:
 - a. Officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises.
 - b. Whenever possible, students should be taken into custody out of sight and sound of other students.
5. For communities with School Resource Officers, the SRO will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel. The SRO will work collaboratively with the school administrator to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.

IV. Data Collection and Monitoring

The parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of this agreement.

Data Collection – on a quarterly basis, the following information will be collected.

School—number and types of disciplinary actions, numbers and demographics of students involved, referrals to police.

Police—number and types of school incidents for which police incident reports are written, police actions on incidents.

For comparison purposes, the parties agree to retrieve the above data for a year prior to the signing of the agreement and quarterly after the signing of the agreement.

Monitoring and Oversight – on a regular basis and at least quarterly, parties acknowledge and agree that the School/Police Collaboration Team composed of at least two members from each party will meet to provide oversight of the agreement and review relevant data and analysis. At least annually, the Team will prepare a report of activities and make recommendations for improvements to the agreement and/or its implementation.

V. Duration and Modification of Agreement

This agreement shall become effective **Month, Day, Year** and shall remain in full force and effect until such time as the agreement is modified by the consent of the parties. The agreement may be modified at any time by amendment to the agreement.

In witness whereof, the parties hereto, intending to cooperate with one another, have set their signatures to this document on this day.

Superintendent of Schools

Date

Printed Name

Sworn and subscribed before me on this ____ day of _____, 20 ____.

Commissioner of the Superior Court/
Notary Public

Commission Expiration Date

Chief of Police/Resident State Trooper

Date

Printed Name

Sworn and subscribed before me on this ____ day of _____, 20 ____.

Commissioner of the Superior Court/
Notary Public

Commission Expiration Date

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Appointing Lee C. Erdmann as Town Manager for the Town of Enfield.

Resolved, that pursuant to Chapter IV, Section I of the Town Charter, the Enfield Town Council does hereby appoint Lee C. Erdmann as Town Manager. His term shall become effective March 21, 2016 and end when a new, permanent, full-time appointed Town Manager commences employment with the Town, whereupon Lee C. Erdmann will immediately resign as Town Manager; and

Be it further resolved, that the Enfield Town Council does hereby authorize Mayor Scott Kaupin to sign the employment agreement with Lee C. Erdmann as Town Manager for the Town of Enfield.

Date Submitted: 3-15-16

Submitted by: Steve Bielenda, Human Resources Director

TOWN MANAGER AGREEMENT

THIS AGREEMENT is between the Town of Enfield, a municipal corporation of the State of Connecticut, acting through its Town Council, hereinafter referred to as "Town", and Lee C. Erdmann, of the City of Hartford, Connecticut, hereinafter referred to as "Town Manager".

WHEREAS, the Town is in need of the services of a person possessing the qualifications, skills and ability for the position of Town Manager, as designated in Chapter IV of the Enfield Town Charter, hereinafter "the Charter"; and

WHEREAS, the Town Manager represents that, through his education and experience, he possesses the requisite qualifications, skills and abilities; and

WHEREAS, the Town is therefore desirous of engaging the services of Lee C. Erdmann as Town Manager under the direction of the Enfield Town Council, hereinafter "the Town Council" or "the Council" pursuant to the authority vested in the Town Council by the Charter;

NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

Section 1. Appointment

The Town appoints Lee C. Erdmann as Town Manager of the Town, effective March 21, 2016, subject to the terms and conditions set forth herein. This agreement shall supersede any other prior agreements between Lee C. Erdmann and the Town.

Section 2. Duties

The Town Manager shall perform those duties and responsibilities as set forth in Chapter IV of the Town of Enfield Charter, which duties are incorporated by reference as if fully set forth herein.

Section 3. Compensation

The Town Manager shall receive a salary prorated on the basis of an annual amount of \$153,578.80. However, neither the terms of this Agreement nor any communications to the Town Manager, whether oral or written, shall be considered to create an express or implied contract for a definite term.

Section 4. Commencement of At-Will Employment

The commencement date of employment shall commence March 21, 2016 and is for an indefinite period. As an at-will employee, the Town Manager's employment may be terminated by him or the Town at any time with or without cause. This Agreement and the Town Charter set forth the terms of his employment with the Town and supersede any prior representations or agreements, oral or written. Any change in the employment terms as set forth herein must be made in writing and signed by the Mayor, or such other person as may be designated by the Town.

Section 5. Health, Disability, and Life Insurance Benefits

The Town shall not provide the Town Manager with health care or life insurance benefits.

Section 6. Vacation Leave

Upon commencing employment, the Town Manager will earn, accrued monthly, the equivalent of three (3) weeks of vacation during the first fiscal year. The Town Manager shall be compensated for all unused vacation time, pro-rated for the length of service, in the event that the Town Manager's employment is terminated, either voluntarily or involuntarily.

Section 7. Personal Days

The Town Manager shall receive one (1) personal day for every three (3) months of employment. Personal days shall accrue without limit. The Town Manager shall not be compensated for all accrued personal time in the event that the Town Manager's employment is terminated, either voluntarily or involuntarily.

Section 8. Sick Leave

The Town Manager shall earn sick leave at the same rate as other non-bargaining unit management employees, with the stipulation that they are earned on a monthly basis, consistent with the foregoing and that there be no payment to the Town Manager upon termination of employment for any unused sick days if employment is terminated either voluntarily or involuntarily.

Section 9. Holidays

The Town Manager shall be entitled to the same paid holidays as other non-bargaining unit management employees.

Section 10. Automobile

The Town shall pay to the Town Manager, in addition to other salary and benefits provided herein, the sum of \$600.00 dollars per month, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle.

The Town Manager, however, shall be responsible for paying the liability, property damage, and comprehensive Insurance coverage upon such vehicle as well as all expenses attendant to the purchase or lease, operation, maintenance, repair, and regular replacement of said vehicle or parts thereof.

Section 11. Pension

The Town Manager shall not be eligible to participate in the Town's pension or 457 supplemental plan offered through the International and City Management Association Retirement Corporation (ICMARC).

Section 12. Severance Pay Upon Removal

Irrespective of whether or not the termination is with or without cause, the Town shall not pay the Town Manager upon termination any severance compensation.

Section 13. Resignation

In the event that the Town Manager voluntarily resigns from his position with the Town, the Town Manager shall provide a minimum of fifteen (15) days' notice unless the parties agree otherwise. In the event that the Town terminates the Town Manager's employment, the Town shall provide a minimum of fifteen (15) days' notice unless the parties agree otherwise.

Section 14. Indemnification

The Town shall defend and save harmless and indemnify the Town Manager to the extent required under federal, state, and/or local law.

PASSED, APPROVED AND ADOPTED by the Mayor and Town Council of the Town of Enfield this 21st day of March, 2016.

THIS AGREEMENT IS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS DOCUMENT

Town of Enfield:

Town Manager

By: _____
(signature)

By: _____
(signature)

Name: Scott Kaupin
Title: Mayor

Name: Lee C. Erdmann

Date:

Date:

ENFIELD TOWN COUNCIL

RESOLUTION NUMBER

Resolution Establishing the John F. Kennedy Middle School Pre-Referendum Committee

WHEREAS, it is a goal of the Enfield Town Council to provide the community with modern, efficient, accessible, and suitably equipped public buildings; and

WHEREAS, the Enfield Town Council and the Enfield Board of Education have recognized the need to prioritize improvements and upgrades to the educational facilities, building systems, and athletic fields at John F. Kennedy Middle School; and

WHEREAS, among the improvements sought is the addition of space sufficient to eliminate the portable classroom trailers on the property; and

WHEREAS, to finance and implement a recommended project requires a successful referendum vote by the electors of the Town of Enfield; and

WHEREAS, before a referendum may be considered and presented to the public a number of tasks must be completed which can be facilitated through the appointment of a John F. Kennedy Middle School Pre-Referendum Committee,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby establish the John F. Kennedy Middle School Pre-Referendum Committee to be comprised of the following members, all of whom shall be residents of Enfield: one (1) school administrator, one (1) middle school teacher, five (5) electors, and two (2) town employees (staff); and

FURTHER BE IT RESOLVED, that the Enfield Town Council, after consulting with the Enfield Board of Education, shall make appointments of the above referenced committee members by way of separate resolutions; and

FURTHER BE IT RESOLVED, the Enfield Town Council and the Enfield Board of Education shall each appoint two of its members to act as liaisons between their respective Council/Board and the John F. Kennedy Middle School Pre-Referendum Committee; and

FURTHER BE IT RESOLVED, that the John F. Kennedy Middle School Pre-Referendum Committee's duties and responsibilities (charge) will be to:

1. Work with the selected architectural and/or engineering firm during the design phase of preliminary plans and cost estimates.
2. Work with the Town, Board staff and engaged consultants to determine enrollment estimates, education specifications, space needs and technology opportunities for the middle school.
3. Work with the architectural and /or engineering firm to prepare proposed scheduling and phasing of planning and construction.
4. Provide timely updates to related committees, Enfield Town Council, Enfield Board of Education and administrators as necessary.
5. Coordinate communication between the John F. Kennedy Middle School Pre-Referendum Committee, the Town Manager, and the Superintendent in order to keep them apprised of updates.
6. Engage citizens, businesses and students in Enfield regarding the proposed improvements to solicit input, record comments, and report findings back to the Enfield Town Council and the Enfield Board of Education.
7. Work with middle school staff, students, parents, and residents to identify priority goals and objectives for the middle school along with the benefit of their ultimate accomplishment.
8. Transmit a final report of its work to the Town Manager by July 22, 2016.

FURTHER, BE IT RESOLVED, the John F. Kennedy Middle School Pre-Referendum Committee shall terminate upon the date of its transmittal of the final report to the Town Manager or upon the Town Council's dissolution of the John F. Kennedy Middle School Pre-Referendum Committee, whichever comes first.

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Establishing a Joint Facilities Committee

WHEREAS, the Enfield Town Council and the Enfield Board of Education jointly recognize the need for Town and Board of Education facilities improvements; and

WHEREAS, the Enfield Town Council and the Enfield Board of Education jointly desire to work together to review facility needs, prioritize facility improvement projects and develop a schedule and funding plan for the implementation of needed facility improvements, and

WHEREAS, Strategic Building Solutions, LLC conducted a detailed Facilities Conditions Assessment and Project Inventory by Funding Plan which can serve as a foundation for the Joint Facilities Committee's work, and

WHEREAS, the Enfield Town Council is authorized to establish a Joint Facilities Committee.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council appoint two (2) of its members and one (1) elector to the Joint Facilities Committee; and

BE IT FURTHER RESOLVED, that the Board of Education appoint two (2) of its members and one (1) elector to the Joint Facilities Committee; and

BE IT FURTHER RESOLVED, that the Joint Facilities Committee's duties and responsibilities will be to:

1. Work with the selected architectural and/or engineering firm to review the improvements needed, prioritize these needs and update cost estimates.
2. Work with the architectural and/or engineering firm to prepare a proposed schedule for planning and construction phases.
3. Work with the architectural and/or engineering firm to prepare a funding plan for implementation of the needed facilities improvements.
4. Provide timely updates to the Town Council, the Board of Education and related committees, if any.
5. Transmit quarterly progress reports to the Town Manager.
6. Transmit a final report of its work to the Town Council and Board of Education.

BE IT FURTHER RESOLVED, that the Joint Facilities Committee's duties and responsibilities will terminate after the transmittal of the final report of its work to the Town Council and Board of Education.

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

Date: 01/13/2016
 Name: Shannon Esslinger
 Address: 159 Brainard Rd Apt#32
 Telephone No. (Home): 860-748-7642 (Work):
 Occupation: Theatre Technician E-Mail: scesslinger@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:

Currently I am an employed at various theatres as a technician including Yale Repertory Theatre, Hartford Stage, Long Wharf Theatre, and various other performance arts venues. I have also worked with "street" type performances, bellydance and vaudeville troupes, as well as experience in the circus arts. My experience and connections in many different avenues of the industry will be an asset to developing an artistic community in Enfield, as well as develop community development, educational, work experience, and a way to make professional connections within other artistic communities for both the town and residents.

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

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

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

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

Town of Enfield

Application for Vacancy on Boards, Agencies & Commissions

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

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

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

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

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

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

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

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

Leadership 12/2

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

Date: 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

McCarthy, Debra

From: Mary Ann Turner <maryannturner@cox.net>
Sent: Monday, March 14, 2016 7:32 PM
To: McCarthy, Debra
Subject: FW: Moving - Please note resignation of Joe Porrello

To: Mary Ann Turner <maryannturner@cox.net>, Scott Kaupin <scottkaupin@cox.net>
Subject: Moving

I will be moving to the town of Somers ct.. As of this time I regretfully resign from all Enfield boards and commissions as well as town committee. Please however advise Somers RTC chair that I would like to be on there town committee. ..my new address is 63 Battle St unit 64...tel: 8604494449.. thanks,Joe

[Sent from Yahoo Mail on Android](#)

*per T Clerk
only TWA, Alternato*