



**AGENDA  
ENFIELD TOWN COUNCIL  
REGULAR MEETING**

**Monday, May 2, 2016  
7:00 p.m. – Council Chambers**

1. **PRAYER – Donna Szewczak**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
  - **Special Meeting – April 14, 2016**
  - **Special Meeting – April 18, 2016**
  - **Regular Meeting – April 18, 2016**
  - **Special Meeting – April 19, 2016**
  - **Special Meeting – April 25, 2016**
6. **SPECIAL GUESTS.**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
  - **Town Manager Resignation**
  - **Fletcher Road Bike Path**
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. 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. (02/01/2017)

**19. Clean Energy Committee-** The Term of Office of Suzanne Giwoyna (U) Expires 03/17/2016. Reappointment or Replacement Would be Until 03/17/2020. (Tabled 03/21/2017)

**20. Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Resignation of Joseph Porello (R). Replacement Would be Until 06/30/2017.(Tabled 04/18/2016)

**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 05/01/2016. Replacement Would be Until 05/01/2016. (Tabled 05/01/2021)

**2. Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2016. (Tabled 05/01/2021)

**3. Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)

**4. Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)

**5. Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.

**6. Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)

**7. Building Code Appeals Board-** The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

**C. Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

**D. Discussion:** Higgins Park on the Green (Tabled 11/10/14)

**E. Discussion/Resolution:** Resolution Adopting Amendments to Town Code, Chapter 58, Peddlers and Solicitors.(Tabled 09/21/2015)

- F. **Discussion:** Scantic River Park(Tabled 10/05/2015)
  - G. **Discussion:** Energy Performance Special Referendum. (Tabled 12/21/2015)
  - H. **Discussion:** Commemorative Partner Program. (Tabled 12/21/2015)
13. **NEW BUSINESS.**
- A. **Consent Agenda – Action.**
  - B. **Appointment(s)–Town Council Appointed.**
    - 1. **Councilor At- Large - A Vacancy Exists Due to the Resignation of Kathleen Sarno (D).** Replacement Would be Until 11/13/2017.
  - C. **Appointment(s) – Town Manager Appointed/Council Approved.**
  - D. **Appointment(s) - P & Z Commission Appointed- Council Approved**
14. **ITEMS FOR DISCUSSION.**
- A. **\*\*Consent Agenda – Review.**
    - 1. **Discussion/Resolution:** Request for Transfer of Funds for Human Resources \$1,625.
    - 2. **Discussion/Resolution:** Resolution for Transfer of Funds for Youth Services \$1,000.
    - 3. **Discussion/Resolution:** Request for Transfer of Funds Youth Services Drug Free Communities Grant \$8,000.
  - B. **Appointment(s) – Town Council Appointed.**
    - 1. **Enfield Culture and Arts Commission-** The Term of Office of Kassie Huhtanen (D), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.
    - 2. **Enfield Culture and Arts Commission-** The Term of Office of Evelyn Dupuis (R), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.
    - 3. **Enfield Culture and Arts Commission-** The Term of Office of Elizabeth Maguire (R), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.
    - 4. **Enfield Culture and Arts Commission-** The Term of Office of Yvonne Wollenberg (U), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.
    - 5. **Enfield Culture and Arts Commission-** The Term of Office of Susan Muldoon (D), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.

6. **Enfield Culture and Arts Commission-** The Term of Office of Stephen Opalick (D), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.
7. **Enfield Culture and Arts Commission-** The Term of Office of Jennifer Ryan (U), Expired 05/31/2016. Reappointment or Replacement Would be Until 05/31/2018.
8. **John F. Kennedy Middle School Pre-Referendum Committee (School Administrator)** - A Vacancy Exists due to the creation of the Committee. Appointment Would be Until 07/22/2016.
9. **John F. Kennedy Middle School Pre-Referendum Committee (Middle School Teacher)** - A Vacancy Exists due to the creation of the Committee. Appointment Would be Until 07/22/2016.
10. **John F. Kennedy Middle School Pre-Referendum Committee** - A Vacancy Exists due to the creation of the Committee. Appointment Would be Until 07/22/2016.
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15. **John F. Kennedy Middle School Pre-Referendum Committee (Town Staff)** - A Vacancy Exists due to the creation of the Committee. Appointment Would be Until 07/22/2016.
16. **John F. Kennedy Middle School Pre-Referendum Committee (Town Staff)** - A Vacancy Exists due to the creation of the Committee. Appointment Would be Until 07/22/2016.
17. **Joint Facilities Committee-** A Vacancy Exists Due to the Creation of Committee. Appointment Would be Indefinite.

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

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Replacement Would be Until 05/01/2021.

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

- E. **\*\*Discussion/Resolution:** Request for Transfer of Funds for Public Safety Communications Overtime \$40,000.
- F. **\*\*Discussion/Resolution:** Request for Transfer of Funds for Public Safety Benefits \$10,700.
- G. **\*\*Discussion/Resolution:** Request for Transfer of Funds for Retiree Health and Medical Insurance \$105,000.
- H. **\*\*Discussion/Resolution:** Resolution Creating a Joint Town Council and Board of Education Health Insurance Committee.
- I. **\*\*Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with CREC Captive Insurance Company.
- J. **\*\*Discussion/Resolution:** Resolution Authorizing the Town of Enfield to Enter Into Agreement with Lee C. Erdmann to Provide Consulting Services.
- K. **\*\*Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into a MOU with the Fire Districts.

15. **MISCELLANEOUS**

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

17. **COUNCILOR COMMUNICATIONS.**

18. **ADJOURNMENT.**

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

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**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING/BUDGET REVIEW SESSION  
THURSDAY, APRIL 14, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Thursday, April 14, 2016 at 6:45 p.m.

**ROLL-CALL** - Present were Councilors Arnone, Bosco, Cekala, Deni, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Edgar was absent. Also present were Town Manager Lee Erdmann, Acting Director of Finance John Wilcox, Assistant Director of Public Works/Business Operations Manager Rose Bouchard, Town Clerk Suzanne Olechnicki.

**BUDGET DELIBERATIONS**

Council discussed the proposed FY 2016-2017 budget.

**ADJOURNMENT**

**MOTION #3587** by Councilor Szewczak seconded by Councilor Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3587** adopted 9-0-0 and the meeting stood adjourned at 7:16 p.m.

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
MONDAY, APRIL 18, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, April 18, 2016 at 5:30 p.m.

**ROLL-CALL** - Present were Councilors Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Cekala arrived at 5:35 p.m. Also present were Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Deputy Director of Public Works Billy Taylor, Roads Engineer PJ Rodriguez, Town Clerk Suzanne Olechnicki

**MOTION #3588** by Councilor Stokes, seconded by Councilor Deni to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3588** adopted 9-0-0 and the meeting stood recessed at 5:31 p.m.

**EXECUTIVE SESSION**

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

**ROLL-CALL** - Present were Councilors Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Cekala arrived at 5:35 p.m. Also present were Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Deputy Director of Public Works Billy Taylor, Roads Engineer PJ Rodriguez, Town Clerk Suzanne Olechnicki

Chairman Kaupin recessed the Executive Session at 6:57 p.m., reconvened the Special Meeting at 6:58 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

**ADJOURNMENT**

**MOTION #3589** by Councilor Stokes, seconded by Councilor Hall to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3589** adopted 10-0-0 and the meeting stood adjourned at 6:59 p.m.

Suzanne F. Olechnicki  
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, APRIL 18, 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, April 18, 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, Lee, Stokes and Szewczak. Also present were Acting Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Chief of Police, Carl Sferrazza; Deputy Director of Public Works, Bill Taylor; Roads Engineer, Donald Nunes

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #3590** by Councilor Arnone, seconded by Councilor Deni to accept the minutes of the March 21, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3590** adopted 10-0-0.

**MOTION #3591** by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the March 21, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3591** adopted 9-0-1, with Councilor Lee abstaining.

**MOTION #3592** by Councilor Deni, seconded by Councilor Arnone to accept the minutes of the March 22, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3592** adopted 9-0-1, with Councilor Cekala abstaining

**MOTION #3593** by Councilor Edgar, seconded by Councilor Stokes to accept the minutes of the March 24, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3593** adopted 10-0-0.

**MOTION #3594** by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the March 28, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3594** adopted 8-0-2, with Councilors Arnone and Lee abstaining.

**MOTION #3595** by Councilor Deni, seconded by Councilor Edgar to accept the minutes of the March 31, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3595** adopted 9-0-1, with Councilor Bosco abstaining.

**MOTION #3596** by Councilor Cekala, seconded by Councilor Stokes to accept the minutes of the April 11, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3596** adopted 10-0-0.

### **SPECIAL GUEST**

Joan Lawson, Co-Chair of the Enfield Together Coalition was present for this item.

Ms. Lawson stated she is Co-Chair, along with Councilor Arnone for the Enfield Together Coalition. She noted Councilor Lee is a liaison for the Coalition.

She stated last year they had their first National Alcohol Awareness event at the Enfield Square Mall, and it was a great start but they decided they needed to do it again. She noted the Council has before them a flyer with all the details, which she briefly highlighted. She stated the event will be held Friday, April 22 from 6:00 to 8:00 p.m. at the Enfield Square in front of the Sears court near the movie theater. She noted they will have literature out and there will be an opportunity to win gift cards. She stated youth will have the opportunity to sign a promise that says they will not drink alcohol until they are of legal age and will encourage friends to do the same. She stated Police Explorers help out at this event.

Ms. Lawson stated there will be another event in May and the theme is “Let’s Talk About Underage Drinking”. She noted that event is scheduled for Wednesday, May 18 from 6:00 to 8:00 p.m. in the John F. Kennedy Middle School Library.

She noted their slogan is “Love Them Enough to Say No”. She thanked Councilor Arnone for his help in getting this slogan on billboards at the schools to promote this message.

Councilor Arnone thanked Ms. Lawson for all her work.

Councilor Lee stated people can go to the Town's television site on YouTube to catch up on what this group is doing. He noted there have been some very eye opening presentations.

Chairman Kaupin questioned the phone number to call if someone is in crisis, and Ms. Lawson noted people can just dial 211, and calls can be funneled to Youth Services.

Councilor Arnone noted if someone is not in crisis and is seeking information, they can call the Enfield Youth Services Department, and they can get help with any family drug, alcohol or other problem.

Chairman Kaupin noted the Town has helped by getting these events on ETV. He added Jeanne Haughey and Colleen Sullivan from Youth Services have been very helpful.

Councilor Szewczak questioned whether this information has been placed on the Board of Education website, and Ms. Lawson responded she does not know.

### **PUBLIC COMMUNICATIONS & PETITIONS**

Grace & Leon Greski, 21 Till Street

Ms. Greski spoke about the depleted health insurance fund and questioned who is responsible if this has been going on for three years and what's going to be done about it. She feels no one was watching what the other hand was doing. She noted someone is at fault. She voiced concern about taxes being raised as a result of this issue. She stated she would like a private meeting with someone to explain how this came about. She noted she would like to see the paperwork for the last three years relating to this issue.

Chairman Kaupin stated his belief the best course of action for Ms. Greski is to set up a meeting with Mr. Erdmann, and staff can spend time with her to go over her questions.

Maureen Mullen, 1625 King Street

Stated in the future perhaps there could be a pool of people involved in the interview process for new town managers so people can ask questions.

Ms. Mullen stated she did check the website for the Superior Court and noticed there may be another delay, but then the request from CREC was withdrawn.

Robert LaFlamme, 337 Elm Street

Stated governments don't create, they just redistribute it. He noted Hartford is on the verge of bankruptcy, Enfield has its own issues, and most incomes aren't rising. He stated baby boomers are coming to retirement age at a good rate, and more of the population will be on fixed incomes.

Mr. LaFlamme stated at the last meeting there was a discussion concerning deferred maintenance on school buildings. He noted previous councils and school boards are responsible for the state of these buildings today. He stated it's the job of the current leadership to deal with this. He noted hard decisions have to be made, i.e., what services will be provided and how will they be provided. He stated if new initiatives are coming forward, there has to be an appropriate funding plan in place prior to trying to adopt those initiatives.

### **COUNCILOR COMMUNICATIONS & PETITIONS**

Councilor Deni voiced his support of the hiring of the new Town Manager, and he feels he's very qualified. He stated due to the financial crisis the Town is in, he believes the salary is a little too high.

Responding to the comments made by Ms. Greski, Councilor Edgar stated he was unaware of the insurance problem, but it's his understanding Mr. Erdmann picked this up. He would like to see the invoices, claims and every dollar accounted for which were taken from that fund and where it went which caused the depletion of the fund. He stated this is something that the Council should have been aware of, and it should have been caught before it put them in a predicament regarding the budget.

**MOTION #3597** by Councilor Lee, seconded by Councilor Hall to suspend the rules to move to Miscellaneous Items 14A1-A3, E, F, G and H.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3597** adopted 10-0-0.

Chairman Kaupin stated last Saturday the Enfield Rotary Club was at the Central Library completing the Enfield Rotary walkway, and this involved putting down stone dust. He noted a business in town donated the stone dust and provided the equipment to move that material. He stated the Rotary Club did a very minimal clean-up around the walkway area, but they also power washed the playscape, the benches and picnic tables. He noted they did not feel comfortable going out of the bounds of the walkway, and there are some branches or brush which hang low over the walkway. He requested Public Works take care of this.

He announced the Budget Public Hearing is scheduled for Wednesday, April 20<sup>th</sup> at 7:00 p.m. at JFK Middle School.

Referring to comments by Ms. Greski, Chairman Kaupin stated three years ago, the insurance fund had a very healthy reserve. He recalls there was a conscious effort by the Council three years ago to draw that down a little, and he believes that explains the drop in year one. As concerns year two, he noted the fiscal year closes at the end of June, and the Council gets a report from the auditors in January. He noted this past January, the Town Manager had already been made aware by the auditors, and it was presented to the Council. He stated prior to the presentation by the auditors, the Town and Board of

Education started meeting to identify what the issues are. He clarified they heard about year two in January, and are now working on year three. He stated there was no misappropriation of funds, but rather the projected revenue did not meet the projected expenses. He pointed out claims were larger than anticipated, and the Town and Board, based on recommendations from staff, primarily on the Town side, did not fund that fund appropriately. He stated Ms. Greski can get a lot more detail by meeting with Mr. Erdmann, who can help her understand the issues that the Council and Board of Education has had to grapple with so she can understand where it went wrong.

As concerns oversight of the insurance fund, Chairman Kaupin stated the Town and Board of Education will be implementing a joint committee on insurance that will be comprised of two Councilors, two Board of Education members and one from each party from both bodies so it's considered a non-partisan body, including appropriate staff from both bodies. He noted this committee will be overseeing and receiving reports on a periodic basis throughout the year to provide the oversight that in the past they didn't think was needed because every audit would check that revenues and expenses were on track and were fine when the numbers were presented.

Referring to Ms. Mullen's comments about the interview process, Chairman Kaupin stated in dealing with candidates that have applied for the Town Manager position, many of them have current jobs and have not notified their employers they're seeking a new job. He noted most candidates request this process remain confidential, and this is why they hadn't included residents as part of the interview process.

Responding to Mr. LaFlamme's comments about facilities, Chairman Kaupin stated about 12 to 14 years ago, it was realized that the pay-as-you go method of caring for facilities would eventually not meet the needs of the community as costs escalate. He stated the Town Charter requires that no more than about \$600,000 can be put aside in any one given year on any one project. He pointed out a roof project costing \$2 million dollars requires four years of setting aside monies before even starting the work. He noted the idea was to shift from the pay-as-you go method to the referendum component. He stated very large ticket items such as roofs, boiler replacement and window replacements are addressed through a referendum. He noted roads get done through road referendums.

## **TOWN MANAGER REPORT AND COMMUNICATIONS**

Present to speak about the Fletcher/Still Road project were Deputy Director of Public Works, Bill Taylor and Roads Engineer, Donald Nunes.

Mr. Taylor stated they're in the process of pursuing a design for Fletcher Road. He noted there are a couple issues that could have significant impacts to property and significant cost impacts. He stated this has been discussed with the Public Works Subcommittee, and it was their consensus that these issues were significant enough to bring before the full Council. He noted at this point in the design, they're proposing to use a roundabout at the intersection of Fletcher, Charnley and Still Roads as a design solution for that

intersection. He noted they also have to deal with a bike lane or multi-use trail, which is a component of the Complete Streets Plan, which was approved about a year ago. He stated it's hoped the Council can provide some direction on these issues this evening.

Mr. Nunes presented slides to illustrate the area under discussion. He noted they would need to take some land at Jarmoc Farms, 24 Still Lane and 35 Charnley Roads no matter what they do, in order to make this intersection safer. He explained the advantages of a roundabout, and he stated the roundabout would be an additional \$230,000 for the pavement. He noted a "T" intersection would cost \$65,000 to \$70,000, and they'd still have to make the geometry work, and they would still need to do some land taking.

Councilor Bosco stated he has mixed feelings. He feels the look of this area will be ruined with a roundabout. He questioned what they have for traffic accidents at that intersection that warrants spending all this money. He stated his impression the current system works. He suggested perhaps some signage and a little tweaking might work.

Councilor Edgar questioned the total cost, including the land taking. Mr. Nunes stated he does not know the cost for the land taking, and it depends on the final design. He noted the roundabout is approximately \$230,000 more than the squared up intersection.

Councilor Edgar stated that area was not a high accident part of Enfield in the past. He noted this is farm country. He stated he doesn't see the need for spending that much money in this area. He feels that money could be better spent elsewhere.

Councilor Cekala agreed with Councilor Edgar. She noted she travels in this area frequently, and in the last several years she's never seen a car coming out of Still Lane. She noted she rarely sees vehicles coming out of Charnley Road. She stated although it's not a high traffic area, it would be helpful to have better visibility when turning left from the Somers portion of Fletcher Road.

Councilor Lee stated he does get calls on truck traffic and speed from Broadbrook down Fletcher Road. He questioned whether this is meant to address that problem in any way. Mr. Taylor noted a roundabout will slow down traffic.

Councilor Stokes stated he often drives in this area, and he sees light traffic in this area. He questioned the cost for this project and whether it's really warranted.

Councilor Edgar stated about six months ago, when they wished to put a roundabout on Mullen Road, which is highly traveled and has a history of fatal accidents, a roundabout was not suggested, and the cost would not have been that much. He questioned the rationale for a roundabout in this lightly traveled area.

Mr. Taylor stated they did present different alternatives on Mullen Road. He noted a roundabout on Mullen Road would result in significant environmental issues due to wetland areas. He noted it was the consensus of the neighborhood that a traffic circle would be the preferred alternative in that area.

Councilor Hall stated Still Lane is a dead end street. She noted coming from Fletcher, bearing right towards Somers, a vehicle almost has to stop. She stated she likes the idea of installing a stop sign in that area. She feels that with the financial situation, it makes no sense to go with a rotary. She stated she believes straightening it out and installing stop signs will have less impact on homeowners.

Councilor Arnone questioned where this comes from in the roads program, and Mr. Taylor stated this is part of the Roads 2015 Program. He noted he does like rotaries because they serve a purpose, but not in rural areas.

Councilor Bosco expressed appreciation for the work done by Public Work on this item. He stated this intersection is now so big, he would like to see exactly what's there with another island, get rid of the double lanes so they go the right way and put in four stop signs.

Chairman Kaupin stated his belief the consensus is to go with Option #1.

Mr. Taylor stated a second issue relates to Fletcher Road.

Mr. Nunes referred to the Complete Streets master plan mapping adopted April 20, 2015. He noted this shows Fletcher Road is part of the multi-use path that was voted on by the Council. He stated some of the Complete Street concepts could be an additional cost. He pointed out Fletcher Road would require an additional cost. He then reviewed three options.

Option 1 for the multi-use path would be to keep the current center line of the road and the multi-use trail would be on the northerly side, which involves land takings on the 25 properties on the north and west. He stated the benefit is that the trail would be separated from vehicles such as on Town Farm Road, and it is a continuation of the Town Farms path. He noted the snow removal costs are higher, and there are moderate impacts to utility poles.

Option 2 would be to have the off road bike path, but centered in the roadway. He noted there's a 50-foot wide right-of-way, and they would move that road and the bike path and center it in the roadway. He stated this would result in land takings on three of the 25 properties to the north and to the west. He stated it's a continuation of the Town Farm path, but it will have significant impacts to utility poles, rock walls, trees, culverts on the easterly/westerly side. He noted the culvert is located just before the Fletcher/Still/Charnley intersection.

Mr. Nunes stated both of these options are in about the \$1.3 million dollar range.

Option 3 – this would involve taking the existing 20-foot wide section and making it 32 feet, and they'd have an 11-foot lane and a 5-foot shared path on both sides of the street. There would be no land takings, and there would be light to minimal impacts to utility poles and rock walls. He noted the cost would be about the same.

Councilor Bosco stated he previously thought bike paths were not an additional charge. He questioned whether it would be less costly to run the bike path up Still Lane. Mr. Nunes stated Still Lane has four or five houses, but it's a paper street to Broadbrook.

Councilor Bosco stated he's concerned about getting people from Town Farm Road across Broadbrook Road.

Councilor Szewczak stated other towns don't go through all of these logistics to have all this space for bike paths. She noted she's frustrated to hear monies being taken away from roads because of bike paths, when other communities don't seem to have to do this.

Councilor Hall questioned if the \$1.3 million dollars is additional, and Mr. Taylor responded yes.

Councilor Hall stated it would be great to have a continuation of the Town Farm bike path that takes people down to the Scantic area. She noted she does not like bike paths heading out of Enfield. As concerns road widening, she noted part of the charm of Fletcher and Charnley Roads are that they are nice country farm roads. She feels an expenditure of \$1.3 million dollars makes no sense when the Town is struggling with its budget.

Councilor Edgar agreed with Councilor Hall about spending \$1.3 million dollars. He noted if they're going to spend this kind of money, they should address Meadowlark. He went on to note the Town does not own Still Lane, and it would be impossible to put a bike path on that road without taking land.

Councilor Deni questioned what the state mandates to accommodate a bike path, and Chairman Kaupin responded for a bike lane, between five and eight feet in width is required for a dedicated bike path.

Councilor Arnone disagreed with bike paths that only lead into town. He noted they should have commerce going both ways. He questioned whether the Town can make an exception to its own rule on certain roads.

Chairman Kaupin stated his understanding the Council is responding "no" to the three options, and Public Works should come back with the least expensive option to allow bike sharing on Fletcher Road. He also requested it be learned what is the true ownership of Still Lane.

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

Referring to Ms. Mullen's comment, Attorney Bromson explained sometimes there are motions filed and then withdrawn. He noted CREC will be on one week from today.

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

### **Enfield High School Renovation Building Committee**

Councilor Arnone requested more signage directing vehicles to Enfield High School.

Councilor Szewczak spoke about policies and procedures of the council. She referred to emergency procedures, and nothing can be done unless there are six Town Councilors present, and they have to vote unanimously at a level of six. She noted she did refer this question to the Town Attorney, and she received the answer, and she will incorporate that into the policies and procedures. She stated she'd like a written procedure as to how they request a Town Attorney's opinion because she feels they're over-using a legal opinion to either un-do a vote or sway a vote. She feels a procedure as to how they request things and when they should be requesting things might be helpful going forward.

Councilor Szewczak stated she has a problem with email when people hit "reply all" because it can amount to a meeting being held on line. She noted it feels not transparent or legal. She pointed out Board of Education members have been subpoenaed and interrogated on emails, so she's very cognizant of this. She stated her belief they need to further enumerate the Council's role, i.e., they don't direct staff, and they don't set staff salaries because that's the Town Manager's responsibility. She noted she would like to see this in a more formal fashion. She concluded stating there is also the matter of items remaining on the agenda under Old Business for decades, and she's unsure how to approach that.

Councilor Stokes stated policies and procedures have to be looked at because sometimes the Council has to look at how they govern themselves. He expressed appreciation for Councilor Szewczak's work on this.

### **OLD BUSINESS**

#### **APPOINTMENTS (TOWN COUNCIL)**

**MOTION #3598** by Councilor Cekala, seconded by Councilor Arnone to remove Item #18 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3598** adopted 10-0-0.

**NOMINATION #3599** by Councilor Lee to appoint Nikki Price (U) to the Ethics Commission for a term which expires 10/31/2017.

**MOTION #3600** by Councilor Lee, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3600** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Nikki Price appointed to the Ethics Commission by a 10-0-0 vote.

All other appointments remained tabled.

Items C, D, E, F, G and H remained tabled.

## **NEW BUSINESS**

**RESOLUTION #3601** by Councilor Arnone, seconded by Councilor Lee.

WHEREAS, it is the 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, which ever comes first.

Councilor Deni stated his belief they're ahead of the game because taxpayers don't have confidence in the Town Council and Board of Education committees, and he believes they need an architect to look at both Fermi and JFK. He stated his belief taxpayers will refuse any referendum unless they settle the Fermi/JFK situation.

Councilor Cekala stated her belief if JFK is to remain JFK, the pre-referendum committee needs to be formed as soon as possible. She noted she's not necessarily happy with the way this is happening.

Councilor Hall stated she would like to look at both JFK and Fermi, and she would like two studies presented to the Council. She added she expected the charge to be a little broader.

Chairman Kaupin stated the Board of Education decided to turn Fermi back to Enfield, and JFK would be the middle school. He feels this is the Council reacting to a decision by the Board.

Councilor Szewczak stated this is similar to when the decision was made by the Board of Education to go to Enfield High School for the consolidated high school. She noted there was a lot of pressure on that pre-referendum committee to look at Fermi, but they stayed the course and they looked at Enfield High and the referendum passed. She voiced

concern that if they fragment themselves and look at ten different things, they don't focus on looking at the one issue thoroughly. She feels if they look at JFK in a thorough fashion, it will come forward that they do have a good plan for JFK, or they need to look elsewhere.

Councilor Edgar stated his belief there should have been a study on both schools. He noted the Board did not listen to the public when they spoke, nor did they take into consideration the number of names on the petition. He stated he can't vote on this until he sees a study on both schools.

Councilor Bosco stated he was involved in this from the beginning, and they went through a lot of review to be sure Enfield High School was the right school to do because of the issues at Fermi. He noted at that point, it was decided to close the school, and the Board of Education really didn't want that school. He feels the dollars and cents point to JFK remaining a middle school. He stated his belief it would be irresponsible to spend money on another study.

Councilor Lee stated school officials and educators made their point very clear several years in a row. He noted the worst case scenario is they don't go to referendum, and the best case scenario would be that the Council and the public like the plan.

**AMENDMENT #1** by Councilor Lee, seconded by Councilor Arnone to amend the resolution by removing the following wording in the sixth paragraph – “all of whom shall be residents of Enfield”.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 7-2-1, with Councilor Deni and Edgar voting against and Councilor Hall abstaining.

Councilor Arnone stated his belief a “no” vote on this resolution is a disservice to everyone attending JFK.

Councilor Stokes stated the Council's authority is limited to acting upon the Board's decision. He noted this community has done a good job bringing the elementary schools up to par. He stated they're also creating a state-of-the-art high school. He noted addressing JFK will provide a pathway all the way from early education through high school with state-of-the-art schools. He stated his hope Enfield citizens will rally up and support this.

Councilor Cekala questioned how much it would cost to do the same type of architectural analysis on Fermi that they're planning for JFK. Councilor Stokes stated his recollection the past study on Fermi was \$60,000.

Councilor Hall stated she would like the information to make a decision. She noted she does not see the harm in looking at the numbers for both buildings.

Councilor Cekala questioned if there's anything preventing them from doing a study for both schools.

Chairman Kaupin stated all the other referendum committees that have been formed were based off a decision of the Board.

Councilor Arnone stated they are not in a position to overrule another elected board.

Councilor Bosco pointed out the Board of Education does not want that building.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3601** adopted 7-3-0, as amended, with Councilors Deni, Edgar and Hall voting against the resolution.

**RESOLUTION #3602** by Councilor Lee, seconded by Councilor Arnone.

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.



Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3604** adopted 10-0-0.

**RESOLUTION #3605** by Councilor Lee, seconded by Councilor Arnone.

BE IT RESOLVED, pursuant to Section 2, "Term", of the Lease by and between the Town of Enfield and the Educational Resources for Children, Inc., the Enfield Town Council does hereby approve the renewal of the lease for one additional term.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3605** adopted 10-0-0.

**RESOLUTION #3606** by Councilor Hall, seconded by Councilor Arnone.

BE IT RESOLVED, that pursuant to Chapter IV, Section I of the Town Charter, the Enfield Town Council does hereby appoint Bryan R.H. Chodkowski as Town Manager for the Town of Enfield, said appointment to take effect on May 9, 2016; and

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby authorize Mayor Scott Kaupin to sign the employment agreement with Bryan R.H. Chodkowski as Town Manager for the Town of Enfield.

Councilor Edgar stated he can't vote for this resolution because the former Town Manager was earning about \$135,000, and the new Town Manager would be earning \$150,000, which is a \$15,000 increase. He noted the information he received from Human Resources was that the proposed Town Manager was making considerably less where he was before. He stated his belief the entire package is something that cannot be afforded. He added the new Town Manager would be getting five weeks vacation, a \$10,000 deferred compensation, a \$21,000 insurance package. He noted he has no issues with his qualifications, and he will vote against this because of the cost.

Chairman Kaupin expressed his support for Mr. Chodkowski's appointment. He noted the Town had a very exhaustive process. He thanked Mr. Erdmann, Attorney Bromson, Steve Bielenda, all Town staff, and Joellen from GovHR for their work in this process. He stated they had three very qualified finalists and any one of them could have stepped into the role. He noted Mr. Chodkowski's qualifications and educational background were impressive. He stated he also has a grasp of many issues, especially those important to Enfield. He stated his belief the Town has made an excellent choice.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3606** adopted 9-1-0, with Councilor Edgar voting against the resolution.

**RESOLUTION #3607** by Councilor Hall, seconded by Councilor Arnone.

NOW, THEREFORE, BE IT RESOLVED, that the 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 Enfield Housing Authority and to affix the Corporate Seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3607** adopted 10-0-0.

### **PUBLIC COMMUNICATIONS**

Wendy Osada, 8 Windmill Road

Stated town support will be needed to pass the referendum to upgrade JFK. She noted a substantial number of people said don't move forward with JFK. She stated none of the figures include everything that needs to be done at either school. She noted she does not understand why the Council couldn't make the charge of this committee to do the comparison between the two schools.

Mary Ann Turner, 7 Meadow Road

Stated she's glad the Council passed the resolution regarding JFK. She noted she keeps hearing about a swell of people who want Fermi to be a middle school. She stated Fermi didn't become Enfield High because it didn't make sense. She noted there was never any discussion about making Fermi a middle school until the last year. She stated she would rather not have another study when they have a place that works perfectly as a middle school, and when the teachers and the principal agree. She thanked the Council and urged them to use taxpayers' money wisely.

### **ADJOURNMENT**

**MOTION #3608** by Councilor Hall, seconded by Councilor Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3608** adopted 10-0-0, and the meeting stood adjourned at 9:30 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

Appended to minutes  
of April 18, 2016 Regular  
Town Council Meeting  
See Page 14

ENFIELD TOWN COUNCIL  
REQUEST FOR TRANSFER OF FUNDS  
RESOLUTION NO. \_\_\_\_\_

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

TO: Youth Services  
Other Professional Services 22040450 533900 \$250  
Printing & Reproduction 22040450 555000 \$250

FROM: Youth Services Other Revenue Account  
Miscellaneous Contributions and Donations 22044450 417060 \$500

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

John Wilcox, Acting Director of Finance  
APPROVED BY: \_\_\_\_\_ Town Manager Date: \_\_\_\_\_

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:  
4100 Social Service Administration  
Copying & Reproduction 22046089-555100 \$ 400  
Food 22046089-563000 \$ 670

FROM:  
4100 Social Service Administration Revenue  
VITA Village for Families & Children 22044001-460891 \$ 1,070

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

John Wilcox, Acting Director of Finance  
APPROVED BY: \_\_\_\_\_ Town Manager Date: \_\_\_\_\_

Appended to minutes  
of April 18, 2016 Regular  
Town Council Meeting  
See Page 14

ENFIELD TOWN COUNCIL  
REQUEST FOR TRANSFER OF FUNDS  
RESOLUTION NO. \_\_\_\_\_

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

TO:

Public Communication E-TV		
Other Supplies	1012007-561900	\$ 600

FROM:

Public Communication E-TV		
Other Professional Services	10120007-533900	\$ 600

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

John Wilcox, Acting Director of Finance

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

**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
TUESDAY, APRIL 19, 2016**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, April 19, 2016. The meeting was called to order at 5:30 p.m.

**ROLL-CALL** –Present were Councilors Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Bosco was absent. Also present were Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki; Human Resource Director, Steven Bielenda; Acting Director of Finance, John Wilcox

Present from the Enfield Board of Education were Walter Kruzel, Tina LeBlanc, Michael Ludwick, Timothy Neville, Raymond Peabody, Thomas Sirard, Stacy Thurston and Lori Unghire. Vincent Grady was absent. Also present were Superintendent, Dr. Jeffrey Schumann and Assistant Superintendent, Christopher Drezek

**DISCUSSION RE: INSURANCE**

Present for this discussion was Steve May from Milliman.

Mr. May stated they have been looking at alternative proposals to the Town's current Cigna self-insured arrangement. He noted they went out to bid for a fully insured arrangement and a follow-up self-insured. He stated if the Town remains self-insured with Cigna, they will give the Town a holiday from paying three months of the administrative fees, which amounts to \$133,613. He stated the total projected cost for fiscal year end 2017 with the current arrangement is \$20.2 million.

He stated there is an alternative proposal from Anthem for self-insured, and the difference is driven by the three month administrative holiday from Cigna, and Anthem's fee on a per head basis are slightly more. He added he kept the same projection for claims. He went on to note Anthem's fully insured proposal is very aggressive because of some assumptions they make. He noted they do some new things with their physicians and holding them accountable in negotiation style and some wellness type programs, which they believe will save 7% on the claim's base. He believes what they're doing makes a difference from what they do today, but they're not doing anything 7% different from what Cigna in the market is doing.

Mr. May stated if he's going to talk about setting an appropriate budget for the self-insured health insurance fund and have the right money around to set up for future fiscal liability and responsibility, he does not believe its right to cut 7% of the claims in the projection. He stated when they switch to fully insured, that is a different thing. He explained the Town would be charged a premium, the Town pays that premium, and if the premium is at the bottom \$19.9 million and the claims run at \$22 million, that's a deficit for Anthem. He noted if the claims run at \$18 million, that's a margin in profit for

Anthem. He stated in the second year, how the claims run, is how they will end up paying for those claims. He noted self-insured or fully insured, the Town will pay for its claims. He stated in a self-insured arrangement, the claims will be paid monthly as they roll through, and if they run better than expected, that's a monthly positive cash flow, and if they run worse, that's a negative cash flow during that month.

Mr. May stated in a fully-insured world, it's a year-by-year thing. The premiums are set, the claims at the end of the year are assessed against those premiums—was there a deficit or a margin, and that position will help set the premiums for the next year.

He stated because the proposal from Anthem is so aggressive—it's better than where they stand self-insured—Anthem put a cap on the second year to give some confidence in what fully insured would be in the next year.

As concerns total administrative fees, with Cigna self-insured, the Town will pay almost \$1.4 million, and under the Anthem fully-insured proposal, the Town will pay \$2.4 million, and this is expected in a fully-insured arrangement. He noted they would pay premium tax, which is almost two points and they will pay federal health care tax, which is called ACA fees and taxes, and it's nearly \$289,000, and the government has given a six-month holiday on that, but that number will double in the following year when and if they get rid of that holiday. He pointed out the expenses would actually be another \$300,000 higher as they move forward in a fully-insured arrangement. He stated the fixed expenses on a fully-insured arrangement are more than a million dollars than what the Town is paying for fixed expenses on the self-insured arrangement.

Mr. May stated around February 24, 2009, he presented switching from fully-insured to self-insured, and the Town saved \$1.5 million dollars in expenses going from fully-insured to self-insured with Anthem. He noted now Anthem's answer is a little different in the total premium, but not different in the hard dollar expenses.

He stated Cigna then was asked about fully-insured, and their original fully-insured was 8 or 9 points higher. He noted with the pressure in the market from Anthem, Cigna came back with an altered fully-insured arrangement, and they came down considerably and fairly close to Anthem.

As concerns savings or cost, Mr. May stated Anthem self-insured is more than the current projected position by \$148,000. For fully-insured, Anthem's proposal in the first year is \$333,725, which is more aggressive than the current projected self-insured arrangement. He noted Cigna's fully-insured is \$135,736 more aggressive than the current self-insured projected arrangement.

Mr. May stated when doing comparisons, it should be kept in mind he hasn't taken into account any additional money in the current self-insured arrangement that would be added to the budget to help build for future reserves. He noted it's also understood where the Town is with its IB&R fund right now. He explained IB&R means incurred, but not reported. He stated in a self-insured arrangement, the Town is liable to have the \$20.2

million that's being projected, and they're also liable to have a fund for incurred but not reported claims, and they come into play exactly at this time. He pointed out if the Town changes funding arrangement or if they change carrier, the Town has to pay for the claims that are incurred in May and June, but will be paid after July 1 whenever a change is made—either funding or carrier. He stated they have just over a million dollars, and they believe the incurred but not reported amount that the Town should have based on claims is just over \$1.3 million dollars, therefore, the Town is a couple hundred thousand dollars short.

Mr. May stated the Town would get \$333,000 in savings if they were to switch to fully-insured, but they'd have to use a couple hundred thousand of that savings to pay for the run-out claims that happened under the current arrangement. He noted the real savings in the Anthem fully-insured proposal is about \$130,000.

He stated Anthem's second year cap is 13%; Cigna's second year cap is 14%. Anthem has guaranteed the dental product for two years, therefore, zero increase for dental in the second year. Cigna has guaranteed the dental at 5%. He noted Cigna's dental first year proposal is a little more aggressive, therefore, even with a 5% increase on the dental, they're \$40,000 better over two years.

Mr. May stated on a two-year arrangement with caps - self-insured would run \$42.3 million; Anthem's fully-insured would be \$42.4 million; Cigna's fully-insured would be \$43.1 million. He noted over two years with caps, the fully-insured would be a little more expensive than the self-insured projections.

He stated they supplied a pro and con listing for funding arrangements.

Mr. May stated very generally, all things equal, long term—10 to 20 years, self-insured will cost the Town less by about 7% given today's federal taxes. He noted what is unequal now is that they have a very aggressive fully-insured proposal with a cap. He noted in either case, the Town will eventually pay for its claims.

He stated self-insured is the most flexible funding option. He noted as the Town becomes a little more fiscally conservative in the insurance fund, the Town can potentially get to the point where they can contemplate using some of those reserves to offset future increases.

Mr. May stated the Town has an IB&R, and that is good, and it can act as an emergency fund, but they'd have to pay it back in the short term if it has to be used. He stated in the IB&R in a self-insured arrangement, if the Town doesn't change from self-insured, it won't be spent, that money will sit and gain interest. He noted if the Town changes its carrier or funding arrangement, the Town will have to spend it to pay for the run-out claims. He stated if the Town changed to fully-insured, an IB&R reserve isn't necessary. He noted an additional reserve is kept with self-insured because of the additional risk associated with self-insured. He explained the Town purchases protection for that risk in two ways – individual stop loss, which covers the Town and the Board against

catastrophic claims, and the Town's protection is \$220,000. He noted if an individual has a million dollar claim, the Town pays up to \$220,000 and then Anthem (the stop loss carrier) picks up everything over \$220,000. He stated there's a second level of protection called aggregate stop loss, and that's in case the Town has 100 large claims, but under the stop loss. He noted aggregately, the Town has a protection of 20% on top of the expected level, therefore, the Town would pay up to 120% of the expected number that they show. He noted for medical claims it's \$13.9 million times 1.2, and that's the risk. He stated that extra reserve about the IB&R is what's used to help cover that additional risk in unforeseen claim fluctuations.

Mr. May stated if the Town decides to stay with self-insured, they should discuss how do they come out of this, and how do they build things for ten years into the future. He noted the self-insured arrangement will be more flexible and more cost effective over ten years. He stated with the fully-insured arrangement with a two year cap there is a savings, but it's short term.

Councilor Hall spoke about the quality of service received under Cigna. She invited Mr. Bielenda to comment on this.

Mr. Bielenda referred to employees in the HSA account, which are police officers and non-union employees and stated the quality of service with Cigna has been marginal at best. He noted the Town works with a fiscal year, and for some years Cigna went with a calendar year, and a lot of claims were getting rejected, and Cigna was saying people weren't meeting their deductibles. He stated this is creating a lot of consternation with employees, and Sue in his office has been the recipient of a lot of that. He noted she stated new ones are coming up, and he wonders when this will stop. Mr. May stated they turned the system back on April 1<sup>st</sup>. He explained they had to shut down the claims payment for the HSA account because they had to recalibrate where everyone stood against their deductibles. He noted there's probably a lag in when things are being corrected. He stated this was an unfortunate system error created by an employee.

Mr. Ludwick questioned whether Cigna will provide an annual accounting for the past year. Mr. May stated there is claims experience given monthly.

Councilor Hall requested Mr. May talk about transitioning from fully insured to self insured if the Town decided to go fully-insured and in year three the Town moves back to the self-insured arrangement so they can take advantage of two low years for fully insured.

Mr. May stated the time to switch from fully-insured to self-insured is when experience is running well because all the things they're talking about (reserve accounts, etc) that they have to spend out and pay as part of their liability for run-out, in a fully-insured arrangement, that run-out will be borne in the contract of the fully-insured premium. He noted if they switched to Anthem fully-insured that third year, their premiums are built to have reserve and risk charges included to cover the reserve run-out. He explained this means in that year the Town would have to set up an IB&R reserve and the Town will

have to account for extra reserves. He noted it would be tough in a bad year to find extra money to set aside as reserves if they were facing another 20% increase. He stated this is not the right long-term goal.

Ms. LeBlanc stated they did not see any issues with the self-insurance until they had the issue with the fund. She stated her belief there should be an insurance agreement that holds Cigna accountable for the reporting of claims. Mr. May stated Anthem is a little more costly for self-insured. Ms. LeBlanc stated her understanding it will cost \$150,000 more to switch from Cigna to Anthem self-insured. Mr. May indicated that's correct. He added whatever is done, a performance guarantee should be on the table.

Ms. LeBlanc stated if the Town were to switch to fully-insured, it's her understanding they should commit for five years. Mr. Mays stated if the discussion is to go fully-insured until the cap is up and then assume there will be savings in the third year and go self-insured, it can't be said how the fully-insured will run or what's happening with self-insurance. He noted if there's a big rate increase in the third year, it will be hard to go self-insured.

Councilor Lee stated the insurance fund is premiums and Town and Board contributions.

Mr. Wilcox stated what goes into the insurance fund is the total premium equivalent of the Town and Board of Education.

Councilor Lee questioned when claims come in, are they segregated to what side of the organization they come from, and Mr. Wilcox responded they all come out of the insurance fund, but when Cigna pays the claims, they have different benefit groups that each claim is assigned to.

Councilor Lee questioned whether the losses follow each group into the following year. Mr. Wilcox stated the big loss was in Fiscal Year 2015. He noted at that time, they set a 3% increase in premiums, and that was applied by both the Town and Board of Education. He stated there was another rate set for the HSA plans. He noted last year, they were trying to make up for it with a 15% increase, however, that still wasn't enough. He noted they're looking at a projected loss for this year as well.

Mr. May recommended having claims separated by union.

Mr. Ludwick stated they should be getting claim reports on a monthly basis so the committee can review them and understand what's driving costs.

Mr. Ludwick stated the Town wouldn't get rebates in a fully-insured arrangement. He stated his belief they would lose money if they go fully insured. He noted they should be getting a full accounting of charges every single year.

Mr. May stated perhaps they could do a formal RFP to get to some of the performance guarantees.

Mr. Ludwick stated deals on prescription drugs are changing every six to eight months no matter who it is. He noted those deals are getting better, and ESI is fantastic and they constantly re-negotiate those deals. Mr. May stated under the ESI arrangement, the drug coalition is going out to bid this year.

Mr. May stated with the right fiscal commitment, discipline and a committee around it and everyone understanding it, self-insured can work and be more comfortable in the future.

Mr. Ludwick stated his belief they should go out for an RFP in the fall of next year.

Councilor Szewczak stated she wants to verify that the cost share employees pay goes into the insurance fund, and Mr. Wilcox responded yes, it does.

Councilor Arnone stated the self-insurance always worked, but the Town hit a rough patch and that had to do with under-funding. He noted this is something they need to be more aggressive about with a committee to be sure that fund stays healthy. He noted he does not want to jump ship when something is really working for the Town of Enfield because of an error in judgment.

Mr. May stated his belief the Town should have a good discussion about building the reserve. He noted the insurance committee should meet very regularly to talk about a policy to protect and keep the reserve healthy.

Ms. LeBlanc stated there will be an actuarial analysis that will come out every year, and there will be low, medium and high projections. She noted they should have some type of policy to have the ability to go with "low" this year and substantiate that decision.

Ms. LeBlanc stated meeting with Cigna on a quarterly basis will develop a relationship, and at those quarterly meetings they can discuss any performance issues that must be fixed or the Town will look elsewhere. She stated her belief Cigna will start changing things.

Mr. Neville stated his belief they're going in a very positive direction. He noted there have been some very successful joint committees. He stated the biggest issue to him was that nobody really understood how the number came up. He noted whatever the committee does, it has to be enshrined in policy and very specific.

Councilor Stokes stated his belief self-insurance is still the way to go, and he believes they need to form a committee and set policy. He noted this will make them better stewards of the money in the future.

Councilor Hall stated with the self-insurance moving forward, perhaps they can go back to Blue Cross/Blue Shield to see if they would sharpen their pencil a little more. Mr. May stated he can go back and ask, but they previously stated this is their best and final offer.

Mr. Bielenda stated Cigna provides up to \$25,000 for the Town and Board of Education to be used for Wellness programs. He noted those monies are used for a biometrics fair. Mr. May stated in a competitive situation, that amount would be matched, but in following years it would be part of the expense.

Councilor Arnone suggested going back to Anthem and Cigna and let them know the Town is definitely going with self-insurance and maybe they can sharpen their pencils.

Councilor Lee requested the Town Manager include a narrative regarding insurance when he presents his budget.

Mr. Ludwick stated he has no problem switching self-insured carriers, but he believes it should be done by the new committee and that it should be a formal bid.

Councilor Edgar stated his belief they're better off staying with Cigna self-insurance. He stated his understanding Cigna is having some internal problems, but they're addressing those problems.

Mr. Bielenda stated being self-insured takes a lot of responsibility, and a committee will help oversee things.

Ms. LeBlanc stated she and Mr. Ludwick would be happy to sit on this committee because they have a lot of insurance experience.

Chairman Kaupin read a draft resolution. (Copy appended) He noted the resolution will be distributed to everyone so they can come up with a good joint resolution to get the committee going.

Chairman Kaupin stated if the Town were to switch from self-insured to fully-insured, there's \$1.3 million dollars that they wind up paying out. Mr. May stated this would be the incurred but not reported reserve. Chairman Kaupin stated that doesn't get paid if they stay self-insured and they switch from one carrier to another. Mr. May stated they would have the immaturity in the first year with the new carrier. He noted if they budget like they're fully mature, they'd be able to pay back the reserve fund.

Referring a question to Mr. Erdmann, Chairman Kaupin questioned the final impact that would have to be approved in a budget this year and project out the next couple years.

Mr. Neville questioned how the timeline for this is envisioned. Chairman Kaupin stated his belief they need to have a decision on self-insured or fully-insured by the time they set the budget on May 2<sup>nd</sup>.

Mr. May stated as previously suggested, it may be prudent to have the insurance committee deal with the RFP in the fall.

Chairman Kaupin stated his understanding Mr. May is recommending staying the course with an RFP in the fall.

Ms. LeBlanc questioned if there's a chance they'll expend the \$117,000 and have to dip into their IB&R because there's been a lag on the claim reporting, and Mr. May responded yes, that's a possibility.

Ms. LeBlanc stated ideally, she'd prefer they don't touch the IB&R.

### **BUDGET WORKSHOP**

Mr. Sirard reviewed a work sheet showing results according to the Town Manager's budget. He noted the team at JFK will not be replaced; eliminating some technology hardware; 17.7 Full-Time positions are not being added to the budget; six paraprofessionals will not be renewed; Freshman sports is going away, and the middle school sports program is going away. He then reviewed reductions beyond the Town Manager's budget allocation – elimination of full-day kindergarten for a savings of \$372,000; abandon the new Enfield High School schedule which cuts 12 teaching positions for a savings \$744,000; elimination of all extra-curricular activities, which includes Buzz Robotics for a savings of \$107,000; elimination of varsity and junior varsity sports programs for a savings of \$658,000. He noted they could raise class sizes a little at the elementary level for a savings of about \$250,000.

Mr. Sirard stated he's very concerned about what's happening at the state.

Ms. LeBlanc stated if the Board gets the Town Manager's proposed budget, the Board will get \$2.6 million dollars. She noted \$1.5 million dollars of that amount is just going to cover the insurance issue, and the rest will cover some contractual obligations. She questioned if on the Town side there's been any kind of discussion as to how they can fix the insurance issue without raising the taxes.

Chairman Kaupin stated it's his impression Ms. LeBlanc is asking if the Town has any surplus funds to pay for the insurance increase. He noted there are two options – a tax increase or the use of the unallocated fund balance.

Councilor Arnone questioned the possibility of using the fund balance in an emergency situation, and doing so without a negative impact to the bond rating.

Mr. Erdmann stated the unassigned fund balance as of June 30, 2015 was about \$16.8 million dollars. He noted the Town Council allocated \$2 million of that to this year's budget to help balance the current year budget, which leaves a balance of about \$14.8 million dollars. He stated the Town could probably get by with a minimum fund balance of 10% of the operating budget, which would be \$13.1 million dollars. He noted the challenge of using any fund balance is that it makes it that much tougher for the following years, particularly with the economic climate at the state. He stated he would

be very reluctant to recommend using much of the \$14.8 balance. Council Arnone stated a little can sometimes do a lot.

Mr. Peabody stated his belief this is an extraordinary situation. He feels taking a portion of the unallocated fund would help keep things intact. He noted they need to stay competitive with other schools. He stated AP testing is important and they don't want to choose between varsity sports and teachers.

Ms. LeBlanc pointed out \$1.5 million dollars is a lot of money, and the Board of Education is trying to open Enfield High School in the fall.

Mr. Erdmann stated they are still doing an analysis as to where they think the expenditure side of the Town budget will be June 30<sup>th</sup>. He noted preliminarily they can say they're confident that this year's expenditures are going to come under the adopted budget. He stated there will be some amount of money that they'll be prepared to recommend at budget deliberations on April 25<sup>th</sup>, and they can recommend that be put into next year's budget that will not decrease the unassigned fund balance. He stated depending on where the consensus of the Council is in terms of the mill rate, they could possibly recommend using a part of that \$14.8 to further help in the budget. He added they want to hold onto as much of that \$14.8 as possible.

Councilor Hall referred to the pension contributions on the Board side and noted one of the things Mr. Erdmann brought to the Council recently was not funding the police pension quite as much over the next two years. She questioned whether the Board side looked at some of those numbers, and have they suggested some of those cuts. She noted on the Town side they froze positions. She questioned if the Board did this as well.

Dr. Schumann stated in the suggested list to get to the Town Manager's proposed budget, they've held off on \$98,500 in pension payments and they reduced 17.7 positions.

Mr. Neville stated the Board is asking for 4%. He noted they still don't know what will happen with the Governor's budget. Mr. Erdmann stated his belief they will end up having to make a guess as to what will happen with the Governor's budget.

Councilor Szewczak questioned whether the Board expects anything could possibly be allocated for next year. Dr. Schumann stated at this time they're holding onto enough money to pay for the band uniforms in the event that they don't come through because they already sent that purchase order off when they thought the Building Committee was paying for it, and that cost is \$87,000. He noted they do have a plan related to personnel, which will cost \$70,000 for next year, and they're holding onto those funds.

Councilor Szewczak stated she's not happy with what bond counsel determined concerning the uniforms. Mr. Erdmann stated they're still working with bond counsel on this matter.

Mr. Neville stated his understanding things that were once reimbursable in building projects are no longer reimbursable.

Dr. Schumann stated they have no contingency for athletic uniforms.

Mr. Ludwick questioned how much is debt service right now, and Mr. Wilcox responded debt service went up \$1.3 million dollars.

Mr. Ludwick stated they are opening a brand new high school and possibly there will be no freshman sports.

Councilor Szewczak questioned what would happen if they didn't follow through on an unfunded mandate, and Mr. Sirard stated the Board of Education learned that if they didn't comply when it came to implementing the curriculum changes, new testing requirements and the teachers' evaluation system, the State would pull all of the ECS funding.

Ms. LeBlanc stated the Board of Education constantly has to deal with magnet school tuition. She noted two magnet schools are getting rid of their middle school program, and possibly that can work in their favor. She stated her belief the State is running into its own issues concerning magnet schools.

Mr. Peabody stated the Town needs to lean on its legislators to do something about these unfunded mandates.

Mr. Neville stated he doesn't want to see the new Enfield High School opened poorly. He noted he wants to open it as the first class high school that they envisioned. He stated it's a shining star for Enfield, and he feels they should keep it polished.

Mr. Peabody stated if they get the Town Manager's proposed increase, they get to keep what they need to meet the current standard of education. He noted the biggest challenge is what happens if they get State cuts.

Mr. Sirard stated he's concerned about deep cuts if they go below the Town Manager's proposed budget for the Board of Education.

Ms. Thurston questioned what the Town Council thinks is acceptable.

Chairman Kaupin responded the mill rate is 29.89, and if they go up under 31 mills, that's a sizeable increase when people aren't getting cost of living raises. Mr. Erdmann stated he recommends 31.88 mills. He stated they're also recommending a lower mill rate for motor vehicles.

Councilor Lee questioned if there are mandates on average bus ride lengths. Mr. Sirard responded the number of students living within the busing area dictates things.

Councilor Lee raised the matter of AP testing and questioned whether this is a fee that should be borne by the student. Mr. Sirard responded some families can't afford the \$88 fee for testing. He noted AP courses and testing makes the high school more attractive, and this could also attract CREC students back to Enfield High School.

Dr. Schumann stated they're hoping to get to about 17 or 18 AP courses. He noted if the students don't take the test, they don't have a metric to measure how well the teachers are teaching that course. He stated at this time they are not taking the test, therefore, they don't have a metric and don't know if a teacher is or is not doing a good job. He noted they want to hold the teachers accountable because they want students to score well, and if they score well the district is looked at differently.

Mr. Peabody stated the AP courses help students get into UCONN.

Councilor Szewczak stated if they don't bring in enough money to run the Town, they start to disassemble the Town, and they can't afford to do that. She noted they have to keep this town ready for the next generation. She stated people should be educated about the fact the mill rate increase is a result of the State of Connecticut.

Ms. LeBlanc stated her hope the Board will get the Town Manager's proposed budget, but she understands the position the Council is in.

### **ADJOURNMENT**

**MOTION #3609** by Councilor Hall, seconded by Councilor Arnone to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3609** adopted 9-0-0, and the meeting stood adjourned at 8:25 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

Appended to minutes  
of April 19, 2016 Special  
Town Council Meeting  
See Page 7

ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_

WHEREAS, the Enfield Town Council and the Enfield Board of Education jointly provide funding for an Internal Service Fund entitled Health Insurance Fund, and

WHEREAS, the Health Insurance Fund net position has been substantially spent down over the course of Fiscal Years 2013-14, 2014-15, and 2015-16, and

WHEREAS, improved monitoring and oversight of the Health Insurance Fund is necessary to provide sufficient transparency and assurance that this fund is rebuilt to an appropriate level, and

WHEREAS, the cost of health insurance continues to escalate at a rate of several times the rate of the cost of living necessitating continued vigilance over plan design and employer/employee cost shares, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council appoint two (2) of its members to the Joint Insurance Committee, and

BE IT FURTHER RESOLVED, that the Board of Education appoint two (2) of its members to the Joint Insurance Committee, and

BE IT FURTHER RESOLVED, that the Joint Insurance Committee be charged with the following duties and responsibilities:

1. Review the Health Insurance Budget for the next fiscal year
2. Periodically review actual revenues and expenditures in the Health Insurance Fund in comparison with the Health Insurance Budget for that fiscal year
3. Periodically report to the Town Council and the Board of Education concerning the status of the Health Insurance Fund
4. Annually review plan design and employer/employee cost shares and make recommendations to the Town Council and the Board of Education concerning plan design and employer/employee cost share changes

**ENFIELD TOWN COUNCIL**  
**MINUTES OF A SPECIAL MEETING/BUDGET REVIEW SESSION**  
**MONDAY, APRIL 25, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, April 25, 2016 at 5:48 p.m.

**ROLL-CALL** - Present were Councilors Cekala, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Arnone arrived at 6:25 p.m., Councilor Bosco at 6:30 p.m. Councilor Edgar left the meeting at 8:35 p.m. Also present were Town Manager Lee Erdmann, Acting Director of Finance John Wilcox, Deputy Director of Public Works Billy Taylor, Director of Human Resources Steven Bielenda, Director of Social Services, Dawn Homer-Bouthiette, Town Clerk Suzanne Olechnicki.

**MOTION #3610** by Councilor Hall, seconded by Councilor Cekala to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3610** adopted 8-0-0 and the meeting stood recessed at 5:49 p.m.

**EXECUTIVE SESSION**

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:50 p.m.

**ROLL-CALL** - Present were Councilors Cekala, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Also present were Town Manager Lee Erdmann, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki.

Chairman Kaupin recessed the Executive Session at 6:23 p.m., reconvened the Special Meeting at 6:24 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

**BUDGET DELIBERATIONS**

Council discussed the proposed FY 2016-2017 budget.

**ADJOURNMENT**

**MOTION #3611** by Councilor Stokes seconded by Councilor Arnone to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3611** adopted 9-0-0 and the meeting stood adjourned at 8:44 p.m.

Suzanne F. Olechnicki  
Town Clerk/Clerk of the Council  
Enfield Town Council  
Special Meeting

April 20, 2016

Page 1 of 1



May 2, 2016

Honorable Members:

It is with very mixed emotions that I submit this letter of resignation as your Town Manager effective Sunday May 8, 2016 at midnight.

When I accepted the appointment as Acting Town Manager on September 25, 2015 I had a pretty good idea of the challenges the town was facing. The multi-week transition period with your previous Town Manager, Matt Coppler, was very helpful.

I did not have a very good sense about how long the appointment would last. But, after a second appointment as Acting Town Manager and then an appointment as Town Manager, and most recently with the appointment of a new Town Manager, Bryan Chodkowski, I find it hard to believe that more than eight months has gone by.

It has been a great eight months. I believe that we have accomplished much together. From the reorganization of the Town Manager's Office, the appointment of Directors for Library, Planning, and Social Services, the preparation, review, and adoption of the FY 16-17 budget this evening and the thorough review of the Health Self Insurance Fund, a good foundation has been laid for the future.

Enfield is the hub of North Central Connecticut with a rich history, a strong sense of pride, a very dedicated volunteer population, a solid and continuously improving school system and set of town departments, a good mix of residential and commercial development and numerous opportunities for development and redevelopment.

One of Enfield's greatest strengths is the Town staff. The staff is dedicated and skilled, committed and customer oriented. The staff was very welcoming and very open to suggestions for improvement. The staff embraced me and made my job much easier than it would have been otherwise.

I look forward to transitioning with you and Bryan Chodkowski over the next several weeks. I want to thank you all for the opportunity you have afforded me to serve the Town of Enfield. I wish you and the Town all the best and I look forward to reading and hearing about your future successes, both individually and collectively.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Lee C. Erdmann".

Lee C. Erdmann  
Town Manager

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

Telephone (860) 253-6350  
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**Erdmann, Lee**

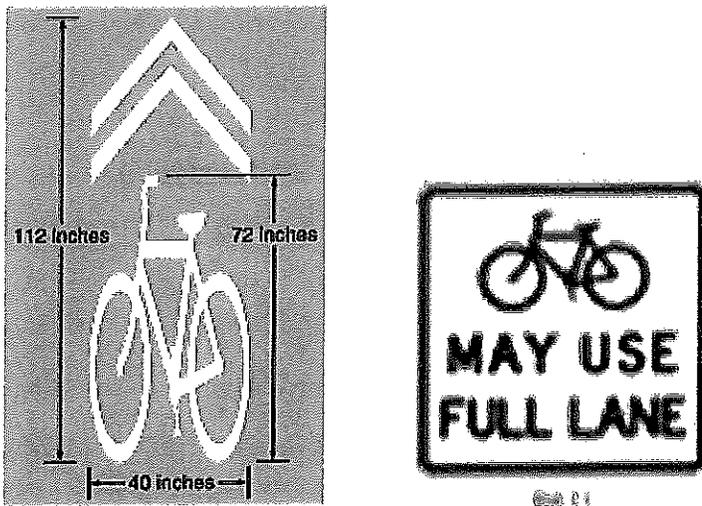
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**From:** Taylor, Billy  
**Sent:** Wednesday, April 27, 2016 11:29 AM  
**To:** Erdmann, Lee  
**Cc:** Meier, Matthew; Bilmes, Jonathan; Cabibbo, John; Rodriguez, Juan; Nunes, Donald  
**Subject:** Fletcher - Still

Lee:

In response to the Council's direction regarding accommodation of bicycles on Fletcher Road, staff did some research and consulted with the engineer designing the project. As a result, we recommend that Fletcher road be reconstructed to a width of 24 feet (current width about 20 feet). This is the minimum we feel comfortable with and it conforms to the minimum width in current Town standards. Shared lane markings shown below, commonly called "sharrows" would be placed a maximum of 250 feet apart in both directions along with standard signing shown below. If there is no objection, and with the Local Traffic Authority's concurrence, we will direct the consultant to proceed with the design of a 24-foot wide pavement with the appropriate signing and pavement markings for bikes.

**Figure 9C-9. Shared Lane Marking**



Regarding the Council's question about Still Lane, staff research indicates that it does extend from the end of the existing improved portion of Still Lane to Broad Brook Road. Conceivably, this portion, commonly referred to as a "paper street" could be improved as a road or recreational trail.

Please let me know if Council would like any more information or requires our attendance at an upcoming meeting to discuss either matter. Thank you.

Billy G. Taylor, P.E.  
Deputy Director of Public Works  
Town of Enfield  
40 Moody Road  
Enfield, CT 06082  
p 860.763.7094  
f 860.272.1143  
N 41.9994°, W 72.5486°



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# TOWN OF ENFIELD

April 25, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds Human Resources \$ \$1,625**

Councilors:

**Highlights**

- The Town conducted a second round of interviews for Town Manager
- Travel reimbursement expenses of approximately \$3400.00 for one candidate.
- Town Manager recruitment was budgeted in "Other Professional Services" however; that account was depleted after the first round. Therefore, funds need to be transferred from "Professional Development."

**Budget Impact:**

There will be no budget impact as the funds will be transferred from within the existing Human Resources Department budget.

**Recommendation:**

I recommend that the Council approve the attached transfer.

Respectfully Submitted,

Steven V. Bielenda, Esq.  
Director of Human Resources

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

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

**TO:       Human Resources**

Travel	10170000-558000	\$1625.00
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**FROM:   Human Resources**

Professional Development	10170000-532200	\$1625.00
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**CERTIFICATION:** I hereby certify that the above-stated funds are available as of April 25, 2016.

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

4/24/16  
Date:

**APPROVED BY:**  \_\_\_\_\_ Town Manager

**Date:** 04.28.16



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# TOWN OF ENFIELD

April 20, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Youth Services \$1,000**

Councilors:

**Highlights:**

- The Teen Center client fees collected exceeded the projected amount of \$1,000 by \$1,634.
- This transfer will purchase all new gaming systems for the teen center

**Budget Impact:**

There are no additional expenses associated with this transfer.

**Recommendation:**

That the Town Council approve the attached transfer of funds.

Respectfully Submitted,

Dawn Homer-Bouthiette, MSW  
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: Youth Services**

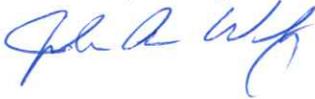
Materials & Supplies	22040450	561900	\$1,000
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**FROM: Youth Services client fees account**

Client Fees	22044450	4144000	\$1,000
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**CERTIFICATION: I hereby certify that the above-stated funds are available as of April 20, 2016**

**John Wilcox, Acting Director of Finance**



**APPROVED BY:**  **Town Manager**

**Date:** 04-28-16

Date Submitted: 4-20-16

Submitted by: Director of Social Services



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# TOWN OF ENFIELD

April 20, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Youth Services Drug Free Communities Grant \$8,000**

Councilors:

**Highlights:**

- The DFC grant has \$8,000 of unobligated funds due to the vacancy of the Prevention Coordinator position and previous prevention coordinator medical and maternity leave.
- The \$8,000 will go toward printing a community impact report, student survey report, and printable informational briefs on alcohol, marijuana, and prescription drugs for doctor offices, pharmacies, and med clinics.

**Budget Impact:**

The transfer amount is \$8,000. There are no additional costs associated with this transfer.

**Recommendation:**

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

Respectfully Submitted,

Dawn Homer-Bouthiette  
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**

Printing	22046121 555000	\$8,000.00
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**FROM: Drug Free Communities Grant**  
Salaries

22046121 511000	\$8,000.00
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**CERTIFICATION:** I hereby certify that the above-stated funds are available as of April 20, 2016



**John Wilcox, Director of Finance**

**APPROVED BY:**  **Town Manager**

**Date:** 04/21/16



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# TOWN OF ENFIELD

April 28, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request to transfer funds for Public Safety Communications Overtime Account - \$40,000**

Councilors:

**Highlights:**

- The Public Safety Communications Overtime is currently over budget and is projected to be over budget by \$40,000 by year end.
- The Public Safety Administration Salary account is no longer used and has a remaining balance.

**Budget Impact:**

There is no budget impact from this transfer.

**Recommendation:**

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

  
John A. Wilcox  
Acting Finance 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:      Public Safety Communication**

Public Safety Communication – Overtime	10200250 – 514000	\$40,000
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**FROM:   Public Safety Administration**

Public Safety Administration – Salaries	10200100-511000	\$40,000
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**CERTIFICATION:** I hereby certify that the above-stated funds are available as of April 28, 2016



**John A. Wilcox, Acting Director of Finance**

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



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# TOWN OF ENFIELD

April 28, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request to transfer funds for Public Safety Communications Benefit Accounts - \$10,700**

Councilors:

**Highlights:**

- Several of the Public Safety Communications benefit accounts are projected to be over budget by a total of \$10,700 by year end.
- The Public Safety Administration Health/Medical account is no longer used and has a remaining balance sufficient to cover the budget shortfall.

**Budget Impact:**

There is no budget impact from this transfer.

**Recommendation:**

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

John A. Wilcox  
Acting Finance 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:      Public Safety Communication**

Public Safety Communication – Health/Medical Insurance	10200250 – 521000	\$4,500
Public Safety Communication – Social Security (FICA)	10200250 – 522000	\$5,000
Public Safety Communication – Medicare	10200250 – 522100	\$1,200

**FROM:   Public Safety Administration**

Public Safety Administration – Health/Medical Insurance	10200100-514000	\$10,700
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**CERTIFICATION: I hereby certify that the above-stated funds are available as of April 28, 2016**



**John A. Wilcox, Acting Director of Finance**

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



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# TOWN OF ENFIELD

April 28, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request to transfer funds for Retiree Health/Medical Insurance - \$105,000**

Councilors:

**Highlights:**

- The budget of the Retiree Health/Medical Insurance account is currently depleted and is projected to need \$105,000 to complete the year.
- The Unallocated Contingency account has sufficient funds to cover the projected requirements of the account.

**Budget Impact:**

There is no budget impact from this transfer.

**Recommendation:**

I recommend that the Town Council approve the attached resolution.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "John A. Wilcox".

John A. Wilcox  
Acting Finance 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:      Employee Benefits**

Employee Benefits – Health/Medical Insurance	10800091 – 521000	\$105,000
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**FROM:    Unallocated Charges**

Unallocated Charges – Contingency	10800092-584000	\$105,000
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**CERTIFICATION: I hereby certify that the above-stated funds are available as of April 28, 2016**



**John A. Wilcox, Acting Director of Finance**

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

**ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_**

**Resolution Creating a Joint Town Council and Board of Education  
Health Insurance Committee**

WHEREAS, the Enfield Town Council and the Enfield Board of Education jointly provide funding for an internal service fund entitled "Health Insurance Fund"; and

WHEREAS, the Health Insurance Fund net position has been substantially spent down over the course of Fiscal Years 2013-14, 2014-15, and 2015-16; and

WHEREAS, improved monitoring and oversight of the Health Insurance Fund is essential in order to provide sufficient transparency and assurance that the Fund is restored to an appropriate level, and

WHEREAS, the cost of health insurance continues to escalate at a pace of several times the rate of the cost of living requiring continued vigilance over plan design and employer/employee cost shares, and

WHEREAS, the Joint Health Insurance Committee will be supported by appropriate staff, such as Human Resources and Finance from the Town, the Board of Education and the Health Insurance Consultant.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council appoint two (2) of its members to the Joint Health Insurance Committee, and

BE IT FURTHER RESOLVED, that the Board of Education appoint two (2) of its members to the Joint Health Insurance Committee, and

BE IT FURTHER RESOLVED, that the Joint Health Insurance Committee be charged with the following duties and responsibilities:

1. review the Health Insurance Budget for the next fiscal year;
2. periodically review actual revenues and expenditures in the Health Insurance Fund in comparison with the Health Insurance Budget for that fiscal year;
3. periodically report to the Town Council and the Board of Education concerning the status of the Health Insurance Fund;
4. annually review plan design and employer/employee cost shares and make recommendations to the Town Council and the Board of Education concerning plan design and employer/employee cost share changes.



## TOWN OF ENFIELD

April 21, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing the Town Manager to Enter Into Agreement with CREC Captive Insurance Company (CT Prime, Inc.)**

Councilors:

**Highlights:**

- CIGNA is projecting an 18% increase in health insurance stop loss premium rates for the Health Insurance Fund for FY17.
- The Town received a quote from the CT Prime, Inc. of 5% less than the expiring CIGNA rates

**Background:**

CREC has been working with member towns to form a captive insurance company to provide individual stop loss coverage for their self-insured health insurance programs. Currently, our individual stop loss insurance is provided by CIGNA, who quoted us an 18% increase in stop loss premiums over the expiring rates. CT Prime, Inc. has quoted us a 5% reduction from the current rates for FY17.

**Budget Impact:**

Joining the CT. Prime Inc, would result in savings for FY17 of approximately \$40,000 from the current year (FY16) expense and a reduction of approximately \$200,000 from the CIGNA renewal rates. The stop loss premiums are an expense of the Health Insurance Fund and the CT Prime rates were used in the total FY17 health insurance expense projections that generated the 20% increase in health insurance rates. Not approving this would increase the budget for FY17.

**Recommendation:**

Approval of the attached resolution.

Respectfully Submitted,

John Wilcox  
Acting Finance Director

**Attachments:**

1. Resolution

**RESOLUTION APPROVING PARTICIPATION IN CREC CAPTIVE INSURANCE PROGRAM**

**WHEREAS**, the Town of Enfield maintains a self-insurance program for health insurance coverage of both Town of Enfield and Enfield Board of Education employees; and

**WHEREAS**, it is determined that it is in the interests of the Town of Enfield to procure a stop loss policy to mitigate the Town of Enfield's exposure to large loss claims, and that savings may be achieved by procuring such stop loss coverage through its membership in a new Connecticut-domiciled captive insurer to be created by the Capitol Region Education Council (CREC) and a number of other participating municipal entities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Enfield hereby approves the procurement of a stop loss policy to mitigate the Town of Enfield's exposure to large loss claims through a new Connecticut-domiciled captive insurer to be known as CT Prime, Inc. and is to be created by the Capitol Region Education Council (CREC)(the Captive");

**BE IT FURTHER RESOLVED**, that the Town Manager is authorized, on behalf of the Town of Enfield, to contract with the Captive for the procurement of such insurance and to enter into a participation agreement, a membership agreement, or such other agreement as may be necessary to procure such insurance, subject to review and approval of the Town Attorney.

# ENFIELD TOWN COUNCIL

RESOLUTION NO. \_\_\_\_\_

## **Resolution Authorizing the Town of Enfield to Enter into Agreement with Lee C. Erdmann to Provide Consultant Services**

**RESOLVED**, that the Town Council, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with Lee C. Erdmann to provide consultant services, with the approval and concurrence of the Enfield Town Attorney.

Prepared by: Town Manager's Office  
Date: April 27<sup>th</sup>, 2016

CONSULTANT 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 "Consultant".

WHEREAS, the Town Manager, Lee C. Erdmann, has submitted his resignation from employment as the Town Manager effective May 8, 2016 at midnight; and

WHEREAS, the Town has hired a new Town Manager, Bryan R.H. Chodkowski, effective May 9, 2016 at 12:01 am; and

WHEREAS, the Town wishes to employ Consultant to assist in the transition from his service as Town Manager to the Bryan R.H. Chodkowski as Town Manager; and

WHEREAS, the Town is presently in need of the services of a Consultant; and

WHEREAS, the Town desires to retain the services of Lee C. Erdmann as Consultant;

WHEREAS, Lee C. Erdmann desires to serve as Consultant of the Town;

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

Section 1. Appointment

The Town employs Lee C. Erdmann as a consultant to the Town, to assist in the transition of Bryan R.H. Chodkowski as Town Manager, subject to the terms and conditions set forth herein.

Section 2. Duties

The Consultant shall perform those duties and responsibilities as may be reasonably required to assist the Town in the transition of Bryan R.H. Chodkowski as Town Manager.

Section 3. Compensation

The Consultant shall receive an hourly wage of \$88.34, and shall work such hours and days as may be agreed upon between Consultant and the Town Manager.

Section 4. Commencement of At-Will Employment

The commencement date of employment shall be May 9, 2016. The Termination Date shall be no later than May 25, 2016. Upon termination of this Agreement, Consultant agrees that he shall not apply for any unemployment compensation as a result of the termination of this Agreement. As an at-will employee, the Consultant'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 Consultant with health care or life insurance benefits.

Section 6. Vacation Leave

The Town shall not provide the Consultant with any vacation leave.

Section 7. Personal Days

The Town shall not provide the Consultant with any personal days.

Section 8. Sick Leave

The Consultant shall not earn any sick leave, however in the event of any personal illness, Consultant shall not be required to work during said illness.

Section 9. Pension

The Consultant 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) to be funded by the Consultant's own contributions.

Section 10. Severance Pay Upon Removal

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

Section 13. Resignation

In the event that the Consultant voluntarily resigns from his position with the Town, the Consultant shall provide a minimum of three (3) days' notice unless the parties agree otherwise.

Section 14. Indemnification

The Town shall defend and save harmless and indemnify the Consultant 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 5<sup>th</sup> day of May, 2016.

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

**Town of Enfield:**

**Consultant:**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

Name: Scott R. Kaupin  
Title: Mayor

Name : Lee C. Erdmann

Date:

Date:

**ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**Resolution Authorizing the Town Manager to Enter Into an MOU with the Fire Districts of Enfield**

RESOLVED, that the 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 Enfield Fire District No. 1, Thompsonville Fire District No. 2, Hazardville Fire District No. 3, Shaker Pines Fire District No. 5 and North Thompsonville Fire District No. 10 (Districts) and to affix the Corporate Seal, subject to review and approval by the Town Attorney.

Date Submitted: April 27, 2016  
Submitted by: Lee C. Erdmann, Town Manager

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Agreement (MOU) is by and between the Town of Enfield (Town) and the Fire Districts of Enfield, to wit, Enfield Fire District No. 1, Thompsonville Fire District No. 2, Hazardville Fire District No. 3, Shaker Pines Fire District No. 5 and North Thompsonville Fire District No. 10 (Districts).

### RECITALS

- A. The Town and the Districts have contributed UHF radio frequencies to the narrow band compliant town-wide radio system; and
- B. The Thompsonville Fire District has contributed two pairs of UHF radio frequencies to the town-wide radio system, specifically:
  - 1. 460.6375/465.6375 for use by the Town's Emergency Medical Services Division and the Districts for EMS response activities; and
  - 2. 453.225/458.225 for use by the Town's Department of Public Works and associated divisions and departments.
- C. The North Thompsonville Fire District has contributed one pair of UHF radio frequencies to the town-wide radio system, specifically 460.6125/465.6125 for use by Town of Enfield Interoperability; and
- D. The Town and the Districts wish to set forth the parameters of operational and administrative control of the UHF radio frequencies that have been contributed to the town-wide radio system; and
- E. The Town and the Districts also wish to establish the disposition of the UHF radio frequencies in the event that the Town abandons the current UHF radio system for any reason.

### DEFINITIONS

- A. *Operational control* of the radio frequencies means control over protocols and authorizations for utilization (including letters of concurrence).
- B. *Protocols* shall mean, and are limited to, dispatch instructions for each of the above-referenced Fire Districts and the content of any "toned out" messages to the Fire Districts.
- C. *Administrative control* of the radio frequencies means responsibility for renewals and/or modifications with regard to the radio frequency licenses.

## DECLARATIONS

The Town and the Districts agree as follows:

- A. The Town shall have exclusive control over the Dispatch Center located in the Town's Public Safety Complex at 293 Elm Street, Enfield, Connecticut, including, but not limited to, personnel assignments and issues, hours of operation, acquisition of equipment, etc. The Fire Chiefs or their designees shall have access in accordance with the previously approved Town Council Resolution No. 2958.
  
- B. The Town has and shall continue to have administrative and operational control of the frequencies listed below, that are used primarily for radio communications of the Enfield Police Department:
  - 1. 460.550/465.550
  - 2. 460.200/465.200
  
- C. The Districts have and shall continue to have administrative and operational control of the frequencies listed below, that are used primarily for radio communications of the above-referenced Fire Districts:
  - 1. 453.200/458.200
  - 2. 460.575/465.575
  - 3. 453.6875
  - 4. 460.4875
  - 5. 453.6625
  - 6. 451.650/456.650
  
- D. The Town has administrative and operational control of the radio frequencies listed below. In the event that the Town abandons the current UHF radio system, the below-listed frequencies shall revert to the administrative and operational control of Districts:
  - 1. 460.6375/465.6375.
  - 2. 460.6125/465.6125
  - 3. 453.225/458.225
  
- E. All of the radio frequencies within the town-wide radio system may be programmed into any radio used by the Town and the Districts, and, in the event of an emergency, shall be available for communications use by any Town department or agency and by any of the Fire District of Enfield.
  
- F. In the event that the Town or any of the Districts have a concern over how the frequencies are being utilized, the parties shall convene and attempt to resolve the issue in good faith.

The undersigned have read and agree to the terms of this Memorandum of Understanding and hereby acknowledge that they have been authorized to sign this Memorandum of Understanding.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Lee C. Erdmann  
Town Manager, Town of Enfield

By \_\_\_\_\_ Date: \_\_\_\_\_  
Edward Richards, Fire Chief  
Enfield Fire District No. 1

By \_\_\_\_\_ Date: \_\_\_\_\_  
William Provencher, Acting Fire Chief  
Thompsonville Fire District No. 2

By \_\_\_\_\_ Date: \_\_\_\_\_  
John Flanagan, Fire Chief  
Hazardville Fire District No. 3

By \_\_\_\_\_ Date: \_\_\_\_\_  
Charles Macsata, Fire Chief  
Shaker Pines Fire District No. 5

By \_\_\_\_\_ Date: \_\_\_\_\_  
Earl Provencher, Fire Chief  
North Thompsonville Fire District No. 10

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carl Sferrazza, Chief of Police  
Town of Enfield

### Town of Enfield

#### Application for Vacancy on Boards, Agencies & Commissions

Date: 04/20/2016  
 Name: Christopher David Rutledge  
 Address: 7 Victory Street, Enfield, CT 06082  
 Telephone No. (Home): 8602653057 (Work): 2038875425  
 Occupation: Analyst E-Mail: christopher.rutledge77@gmail.com  
 Registered Voter:  Yes  No Party Affiliation: Republican

Board, Commission or Agency Interested in: JFK Pre-Referendum Committee  
 New Appointment  Reappointment

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

I have been an analyst and project manager for the last 12 years. I have experience developing and implementing project plans and gathering support for such plans. I am also a data oriented person and can maintain a certain objectivity and put personal feelings aside if I think a particular plan has the greatest chance for success. I also have experience, in a corporate environment, with strategy and strategic implementations where how a plan is sold and implemented is of paramount importance.

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

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

I am presently serving on the Board of Directors for Grassroots East and am Chairman of their Membership Committee.

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: 04/20/2016  
 Name: Trish Neild Barry  
 Address: 48 Buchanan Rd  
 Telephone No. (Home): 8602652177 (Work): 8602652177  
 Occupation: disability claims analyst E-Mail: trish.neild@cox.net  
 Registered Voter:  Yes  No Party Affiliation: Democrat

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Board, Commission or Agency Interested in: JFK Pre-Referendum Committee  
 New Appointment  Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:  
 I have 3 kids and the oldest is just in 6th grade now. I will be a parent of a jfk student for the next 9 years. I have an vested interest in the improvements to jfk. While I am registered as a democrat, I do not make my decisions along party lines. I make my decisions based on what makes sense and would be a benefit for the long run.

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

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

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: 04/20/2016  
 Name: Scott Ellis  
 Address: 1 Guild Street  
 Telephone No. (Home): 860-930-1024 (Work):  
 Occupation: FireFighter E-Mail: Ellis3059@att.net  
 Registered Voter:  Yes  No Party Affiliation: Republican

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Board, Commission or Agency  
 Interested in: Joint Facilities Committee

New Appointment  Reappointment

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

Life Long Resident of Enfield, with children in the public school system, elderly parent and several siblings and family utilizing almost every facet of facilities in town. Professional background in code compliance and construction, as a Ct. Lic. Fire Marshal with over 25 years experience.

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

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

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: 04/20/2016  
 Name: Christopher David Rutledge  
 Address: 7 Victory Street, Enfield, CT 06082  
 Telephone No. (Home): 8602653057 (Work): 2038875425  
 Occupation: Analyst E-Mail: christopher.rutledge77@gmail.com  
 Registered Voter:  Yes  No Party Affiliation: Republican

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Board, Commission or Agency  
 Interested in: Joint Facilities Committee

New Appointment  Reappointment

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

For the last 12 years I have been an analyst and project manager. I have a great deal of experience developing and implementing project plans and generating consensus for new concepts and ideas. I also have experience in strategy in terms of developing the marketing plan for selling the new concept or idea to a broader base.

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

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

I have been on the Board of Directors o Grassroots East since February of this year and am also its Chairman of the Membership Committee.

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

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

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

Date: 03/23/2016  
 Name: Valerie Romano  
 Address: 2 Daro Drive  
 Telephone No. (Home): 860-508-4265 (Work): 860-749-8388  
 Occupation: Nursing Home Administrator E-Mail: vromano@affinityhcm.com  
 Registered Voter:  Yes  No Party Affiliation: Independent

Board, Commission or Agency Interested in: North Central District Health Department - Board of Directors

New Appointment  Reappointment

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

I have a bachelors degree in Public Health promotion for Southern CT State University and I am currently the nursing home administrator at Blair Manor and I can utilize my knowledge in long term healthcare and in public health.

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

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

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

*vacancy on agenda*

### Town of Enfield

#### Application for Vacancy on Boards, Agencies & Commissions

Date: 03/20/2016  
 Name: Mark Olson  
 Address: 4 Jefferson St  
 Telephone No. (Home): 860-817-2277 (Work): 860-817-2277  
 Occupation: General Manager E-Mail: molson@cedarenterprises.com  
 Registered Voter:  Yes  No Party Affiliation: Independent

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Board, Commission or Agency Interested in: Planning & Zoning Commission  
 New Appointment  Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:  
 I have been involved in the planning of scrape and builds for Wendys restaurants and know what goes into making sure we meet the towns specifications. Also I come in with an open mind of what the town may need to see its advancement and development.

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

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

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: 04/19/2016  
 Name: Noah Cross  
 Address: 152 Sheridan Rd  
 Telephone No. (Home): 860 866 8964 (Work): 860-289-7711  
 Occupation: Solar Project Manager, Inside Sales E-Mail: ncrossrex2012@gmail.com  
 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 work for a company, CED Greentech East which is now located in Enfield. I also live in Enfield. CED Greentech provides solar modules, racking, inverters and all other equipment for solar systems. Commercial and residential. We work closely with the CT Green Bank, hold training's right here at our facility on King St and work with the local contractors such as C-TEC, Earthlight and many others in CT. I have a passion for solar and green energy so I feel I can bring knowledge and passion for more renewable energy in the town of Enfield. Thanks.

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

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

N/A

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

## McCarthy, Debra

---

**To:** TC 15-17  
**Subject:** TC/BOE Committee Liaisons

Please see below for the John F. Kennedy Pre-Referendum Committee.

Steven Sargalski , School Administrator  
Carmen Nuccio, Middle School Teacher

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**From:** Zalucki, Kathy  
**Sent:** Thursday, April 28, 2016 2:35 PM  
**To:** McCarthy, Debra <dmccarthy@enfield.org>  
**Subject:** FW: Joint TC/BOE Committee Liaisons

JFK – Steve Sargalski, Principal  
Carmen Nuccio, Gr. 6 Teacher

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**From:** Drezek, Christopher  
**Sent:** Thursday, April 28, 2016 2:29 PM  
**To:** Zalucki, Kathy <kzalucki@enfieldschools.org>  
**Cc:** Schumann, Jeffrey <JSCHUMANN@enfieldschools.org>  
**Subject:** Re: Joint TC/BOE Committee Liaisons

It will be Steve Sargalski and Carmen Nuccio (teacher).

Thanks

**Christopher J. Drezek**  
**Deputy Superintendent of Schools**



Enfield Public Schools  
27 Shaker Road  
Enfield, CT 06082

**Phone (860)253-6533**  
**Fax (860)253-6515**

[www.enfieldschools.org](http://www.enfieldschools.org)

On Apr 28, 2016, at 11:43 AM, Zalucki, Kathy <kzalucki@enfieldschools.org> wrote: